

School Guidance Document for Tobacco-Free Policy Communication

Sample memo to school board from superintendent

Dear School Board,

ACT 351 of the 2017 Legislative Session requires a review and potential update to our district's tobacco-free policy for students, faculty and visitors. The updates to look out for are below.

- Prohibits tobacco use on school property used for educational purposes (facilities owned, leased, or rented by the organization, including parking lots)
- Does not include designated smoking areas
- Defines tobacco to include all types of smoking and smokeless tobacco products
- Includes smoking devices (e-cigarettes)
- Prohibits tobacco use in school buses and school vehicles (if applicable)

In an effort to provide guidance and technical assistance for this process, the Louisiana Department of Health's Well-Ahead Louisiana initiative is providing access to a sample policy with the new requirements highlighted. Click [here](#) to access this sample policy. Please review this sample policy and determine what, if any, changes our school board needs to make. Additionally, there is technical assistance available for any school district needing guidance through the policy update process. If you would like to take advantage of this guidance, please email: wellahead@la.gov and request technical assistance for updating the tobacco-free policy.

Sample memo from superintendent or school board to schools

Dear Schools,

This memorandum serves to notify schools of ACT 351 of the 2017 Legislative Session requiring a review and potential update of our existing district tobacco-free policy applicable to all schools within our district. The policy updates we reviewed are below

- Prohibits tobacco use on school property used for educational purposes (facilities owned, leased, or rented by the organization, including parking lots)
- Does not include designated smoking areas
- Defines tobacco to include all types of smoking and smokeless tobacco products
- Includes smoking devices (e-cigarettes)
- Prohibits tobacco use in school buses and school vehicles (if applicable)

We have updated our policy to reflect these changes. Please let this memo serve as awareness of this newly updated policy. You can find the policy [here](#) (include link to policy update).

Should you have any questions or concerns about this policy update, please reach out to the school board.