Sample Tobacco Policy Staff Memo

Dear Staff,

To ensure our school maintains a positive, healthy learning environment, [School Name] has approved a comprehensive tobacco-free school policy that prohibits all tobacco and e-cigarette use by students, staff, and visitors at all times, including school events after regular school hours and at off-site school activities. This policy also prohibits students, staff, and visitors from bringing tobacco and e-cigarette products to school. A copy of the policy is attached for reference.

We have implemented this policy in an effort to:

* Create a healthy and positive environment: Youth spend a great deal of their time at school and school events. Keeping tobacco and e-cigarettes out of the school environment means students don’t see their friends or adults using tobacco and e-cigarettes, which helps make tobacco and e-cigarette use less socially acceptable.
* Prevent tobacco use initiation: National statistics show that youth are using e-cigarettes now more than ever before. We have a responsibility to educate our students about the dangers of nicotine addiction and help them to live tobacco-free and nicotine-free lives.

As leaders throughout our school, it is critical you are aware of and in compliance with our tobacco and vape-free school policy. All of our policies must be enforced in order to be effective. It is also important we recognize our position as role models for our students. All school personnel are required to enforce and comply with our tobacco-free school policy.

Here at [School Name], staff should refer students who are found violating the policy to [customize this information for your school]. Ignoring violations or only warning students compromises the effectiveness of our policy. It is our job to work together to provide a positive and healthy learning environment for our youth and fellow staff. As a tobacco and vape-free school, we are paving the way for a lifetime of healthy decision-making in our students.

There are many helpful resources for youth or adults in our community who use tobacco and want to quit. Please visit [www.quitwithusla.org](http://www.quitwithusla.org) or call 1-800-QUIT-NOW to learn more about free quit support services available for youth and adults.

We appreciate your help in supporting this policy. If you have questions or comments about the policy, feel free to contact [Point of Contact].