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Guidelines for Policy Development



Minnesota
Department of
Education



AMERICAN
LUNG
ASSOCIATION
of Minnesota



TOBACCO
F · R · E · E
S C H O O L





Certificate of Recognition


to

for promoting the health of the community by
adopting a tobacco-free policy in this building.

 **Minnesota
Department of
Education**

 **AMERICAN
LUNG
ASSOCIATION**
of Minnesota



For additional copies contact:
American  Lung Association of Minnesota

Tobacco-Free School Project
614 Portland Avenue
St. Paul, MN 55102
1-800-642-LUNG

TOBACCO-FREE SCHOOLS
IN MINNESOTA

Guidelines for Policy Development

American Lung Association of Minnesota

Minnesota Department of Education

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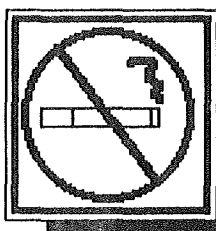
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INTRODUCTION

- *What Does It Mean To Be "Tobacco Free?"*
- *Why Should Your School Become "Tobacco Free?"*



INTRODUCTION

The purpose of this manual is to assist school districts throughout Minnesota to develop school policies that promote healthy working and learning environments for students, staff, and community members by prohibiting tobacco use.

It is well established that optimal health and productivity are not compatible with tobacco use. Since it is the mission of public education in Minnesota to develop the maximum potential of each individual, the goal of reducing tobacco use is consistent with the mission of public education.

THE PURPOSE OF PUBLIC EDUCATION IS TO HELP INDIVIDUALS ACQUIRE KNOWLEDGE, SKILLS, AND POSITIVE ATTITUDES TOWARD SELF AND OTHERS THAT WILL ENABLE THEM TO SOLVE PROBLEMS, THINK CREATIVELY, CONTINUE LEARNING, AND DEVELOP MAXIMUM POTENTIAL FOR LEADING PRODUCTIVE, FULFILLING LIVES IN A COMPLEX AND CHANGING SOCIETY. ¹

Minnesota Legislative Commission on Public Education

The goal of reducing tobacco use has been adopted by a wide variety of educational organizations, businesses, industries, health care agencies, and local, state, and federal governmental agencies as reflected in these statements:

Smoking is the chief, single avoidable cause of death in our society and the most important public health issue of our time. ²

*C. Everett Koop
U.S. Surgeon General*

It is both appropriate and timely that the nation's local school boards exercise a positive leadership role to discourage smoking among our school-age youth. The dangers of smoking are now universally acknowledged. School boards, consistent with their responsibility for maintaining the safest and most wholesome learning environment in our schools, have a parallel responsibility to establish voluntarily, policies that specifically prohibit smoking on school grounds by not only students, but also school personnel, parent, and all others who serve as adult role models for our youth.³

*Nellie C. Weil, Past President
National School Boards Association*

School boards and administrators have a responsibility to provide healthful and safe environments for students and staff members. It is appropriate for schools to teach about the negative effects of tobacco use and to prohibit students, staff members, and the general public from using tobacco on school grounds or in school buildings. ASCD recommends the prohibition of students, staff members, and the general public from using tobacco on school premises and will promote this recommendation.

*Association for Supervision and Curriculum Development
1988 Resolutions*

Whereas we believe that classroom education is more likely to be effective when it is supported by consistent policy messages and adult role models, therefore, be it resolved that the Minnesota Board of Education urges all Minnesota school districts to consider adopting a policy that designates all school premises to be tobacco free.⁴

Minnesota State Board of Education

The Minnesota School Boards Association Board of Directors urges all Minnesota school districts to consider adopting a policy which designates all district buildings, grounds, and vehicles to be tobacco free.⁵

Minnesota School Boards Association

... (T)he Minnesota State High School League has been actively involved in educating students to choose a tobacco-free lifestyle; therefore, be it resolved that the Minnesota State High School League supports the Minnesota School Boards Association's resolution in it's goal to assist all Minnesota school district buildings, grounds, and vehicles to be tobacco free.⁶

Minnesota State High School League

(Minnesota schools should) address a changing social environment (by) establishing strict enforcement of smoking restrictions in schools.⁷

Minnesota Federation of Teachers

Minnesota employers are encouraged to set nonsmoking policies in the worksite which are broader than the minimum provisions of the Minnesota Clean Indoor Air Act. Employers may implement a range of stronger policies including the establishment of a smoke-free worksite.⁸

Minnesota Department of Health

Minnesota takes justifiable pride in its leadership role in education and in health care. It is clear that schools in Minnesota are assuming a leadership role in promoting a tobacco-free society by adopting policies that prohibit tobacco use by students, staff, and community members.

WHAT DOES IT MEAN TO BE 'TOBACCO FREE'?

"TOBACCO FREE" MEANS TOBACCO USE IS PROHIBITED FOR STUDENTS, STAFF, AND COMMUNITY MEMBERS AT LEAST IN SCHOOL BUILDINGS.

For many years, schools have assumed a leadership role in enforcing laws prohibiting tobacco use by minors. In fact, schools are frequently the only institution in a community enforcing these laws. Schools are continuing this leadership role by adopting tobacco-free policies for students, staff, and visitors. Each district must decide which type of tobacco-free policy is most appropriate for the local schools and community. If a district does not prohibit **student** tobacco use in school buildings and on school grounds, this is frequently the first appropriate step in defining a new tobacco-free policy. Various types of tobacco-free policies include prohibiting tobacco use for students, staff, and community members:

- in school buildings,
- in school buildings and on school grounds,
- in school buildings, on school grounds, and in school vehicles,

WHY SHOULD YOUR SCHOOL BECOME 'TOBACCO FREE'?

The many benefits of a tobacco-free school fall into three main categories:

- Educational benefits
- Health benefits
- Economic benefits

EDUCATIONAL BENEFITS

1. Tobacco-free school policies will reinforce and support educational efforts to prevent tobacco use.
 - Over 95 percent of schools in Minnesota receive school aid funds for tobacco use prevention.
 - Preventive education is more likely to be effective when education programs, school policies, and adult models offer the consistent message that tobacco use is unhealthy and unacceptable.⁹
 - In one study comparing two schools similar in size and socio-economic status, the school providing a smoking area for students had a higher smoking rate compared to the school without a smoking area.¹⁰
2. Adult role models influence the tobacco use of young people.
 - Children with parents who smoke are more likely to become smokers themselves. Adult smokers model the acceptability of smoking. Prohibiting adult tobacco use in schools may de-emphasize the importance, prestige, maturity, and desirability often associated with tobacco use by young people.¹¹
3. Stricter enforcement of student tobacco use policies may have a positive effect on students' respect for rules, laws, and authority.¹²
 - Minnesota state law, Minnesota High School League rules, and school policies all prohibit tobacco use by students. Schools have an opportunity to increase students' respect for rules, laws, and authority by consistently enforcing these regulations.
4. In a survey conducted with 173 tobacco-free Minnesota school districts, 27% reported better student compliance with tobacco use policies after implementing a tobacco-free policy for students, staff, and community members.¹³

HEALTH BENEFITS

1. Reduced tobacco use lessens the risk of premature death and disability from many illnesses. ^{14, 15}
 - Tobacco use contributes directly to approximately 5,000 deaths in Minnesota each year. This is eight times the number of deaths from traffic accidents.
 - Nationally, 350,000 deaths annually are directly related to smoking. This is the equivalent of three jumbo jet crashes every day of the year, killing everyone on board.
 - Life expectancy is longer for nonsmokers than for smokers.
 - Thirty percent of all cancer deaths are attributable to smoking.
 - Smoking is commonly identified as the most important preventable cause of coronary heart disease.
 - Eighty to ninety percent of all fatalities from lung cancer, emphysema, and bronchitis are due to smoking.
 - Tobacco use is also associated with death and disability due to digestive diseases, perinatal and infant deaths, and fires.
2. Eliminating tobacco use in schools reduces the possibility of consequences from passive smoke.
 - Involuntary (passive) smoking is the cause of disease, including lung cancer, in healthy nonsmokers. ¹⁶
 - It has been estimated that involuntary smoking causes between 500 and 5000 cases of lung cancer each year in the United States. ¹⁷
 - Worksite exposure to passive smoke has been linked to eye irritations, headaches, nasal symptoms, and respiratory infections. ¹⁸
 - Children of parents who smoke experience more illness at all ages including respiratory infections, bronchitis, pneumonia, and asthma. ¹⁹

ECONOMIC BENEFITS

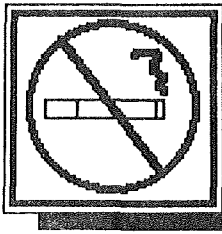
1. In 1985, it is estimated that smoking cost Minnesota residents \$290 million in direct medical costs.²⁰ This amounts to:
 - \$69 per Minnesota resident per year
 - 61¢ for every pack of cigarettes sold.
2. The total cost of smoking in Minnesota in 1985, including income lost due to premature death or disability, exceeds \$700,000,000.²¹
3. Employers spend more money on employees who smoke due to:²²
 - Higher maintenance costs
 - Higher health insurance costs
 - Higher worker's compensation costs
 - Higher accident rates
 - Higher absenteeism
 - Decreased productivity
 - Increased health costs due to passive smoke.

Extra costs for the average smoking employee are estimated to be between \$430 and \$770.

IN SUMMARY, IT MAKES SENSE FOR SCHOOLS TO DEVELOP TOBACCO-FREE POLICIES FOR A WIDE VARIETY OF REASONS INCLUDING EDUCATIONAL BENEFITS, HEALTH BENEFITS, AND ECONOMIC BENEFITS.

TAKING ACTION

- *Get Commitment*
- *Form an Advisory Committee*
- *Gather Information*
- *Develop the New Policy*
- *Plan the Implementation Strategy*
- *Communicate the Policy*
- *Implement the New Policy*
- *Evaluate the Policy*



TAKING ACTION

Many people must take action in order for a school district to adopt a tobacco-free policy. The first steps may be taken by a school board member, an administrator, a teacher, a staff member, a parent, a concerned community member, or a student. The following steps outline one approach to developing a tobacco-free school policy. **They are intended to serve only as a guideline for taking action.** The order of activities may vary depending on previous policy, commitment of school and community members, size of the district, etc. Each district interested in changing school tobacco use policies will modify and tailor these suggestions to fit their own school and community needs.

STEP 1: *GET COMMITMENT*

1. Secure school board and administrative support for a review of existing policy.
 - Survey students, staff, administration, parents, community members on attitudes toward the current policy (see "Sample Surveys" in Appendix).
 - Identify problems related to the current policy and support for a change in policy.
 - Report the results of the survey to school board members and administration.
 - Identify educational, health, and economic reasons for changing the current policy.
 - Request support, cooperation, and assistance in developing a new policy.
2. Secure student, staff, and community support.
 - Report the results of the survey at faculty meetings, student council meetings, in the school newspaper, in the local media, at PTSA meetings, and at parent advisory group meetings.
 - Identify educational, health, and economic reasons for changing the current policy.

STEP 2: *FORM AN ADVISORY COMMITTEE TO MAKE RECOMMENDATIONS FOR A TOBACCO POLICY*

1. Involve key people and representatives from all segments of the school and community.

- School board members
- Administrators
- Teachers
- Union representatives
- Health services personnel
- Students
- Parents
- Support staff
- Community members

It is important to include a representative sample of tobacco users and non-users on the advisory committee.

2. Identify committee tasks and timelines. (See "Sample Timeline" in Appendix.)
 - Review current policy
 - Gather and review information
 - Develop recommendations for a new policy and policy implementation
 - Communicate with all members of school and community

STEP 3: *GATHER INFORMATION*

1. Review information gathered in the school and community survey.

2. Gather information on educational, health, and economic benefits of a tobacco-free school policy.
4. Collect additional information as needed (worksite policies, legal issues, etc.) from the American Lung Association of Minnesota, local health agencies, the Minnesota Department of Health, and the Minnesota Department of Education.
5. Review and discuss union policies.

STEP 4: *DEVELOP THE NEW POLICY*

1. Review all data and information collected.
2. Write a new policy draft (see "Sample Policies" in Appendix).
 - Keep it simple and specific.
 - Identify where and to whom the policy applies: district-wide, buildings, school events, vehicles, students, staff, and community members.
 - Identify the date(s) the policy takes effect.
3. Develop a written rationale for the policy.
4. Identify how the policy will be enforced.
 - Review existing behavior and discipline policies.
 - Identify the consequences of violating the new policy for students, staff, and community members. (See "Implementation Suggestions" Step 7.)
5. Submit policy recommendations to the Superintendent and obtain board approval.

STEP 5: *PLAN THE IMPLEMENTATION STRATEGY*

1. Develop an implementation timeline (see "Sample Timeline" in Appendix).
 - Consider an implementation date with some "significance", i.e., the beginning of the school year, the beginning of a new quarter or semester, January 1, D-Day, a date that coincides with a move to a new building, Independence Day.
 - Allow sufficient time for people to prepare for implementation of the new policy, particularly tobacco users. Three to six months is the recommended time between establishing and implementing the new policy.
 - Identify cessation resources for students and staff and encourage participation in tobacco cessation programs both before and after the implementation date. Consider offering cessation programs to family members of staff/students.
2. Inform students, staff, and community about the new policy well in advance of the implementation date (see "Communicating the Policy" Step 6).
3. Plan enforcement procedures.
 - Identify enforcement strategies for student, staff, and community members.
 - Develop a system for complaints both about the new policy and about violations of the policy.
 - Decide who will be responsible for enforcing the policy and how conflicts will be resolved.
 - Decide on training procedures for staff who will enforce the policy.
 - Consider teaching students how to assert their right to a tobacco-free environment.
 - Emphasize the need for firm, consistent enforcement with all segments of the school community.
 - Enforce the policy with a positive approach, i.e., the policy is in the best educational, health, and economic interests of all people who use the school.
 - Focus on the use of tobacco as the problem rather than on the tobacco user as the problem.

4. Consider a "phased-in" approach.
 - Some school districts may decide to phase-in a tobacco-free policy with an interim policy.
 - Clearly communicate the ultimate commitment to a policy prohibiting all tobacco use.
 - Clearly identify the timeline for each phase of the new policy.

STEP 6: *COMMUNICATE THE POLICY*

Your new tobacco use policy is more likely to be easily accepted if all members of the school and community are well informed about the policy before it is implemented. This information should include:

- A DESCRIPTION OF THE NEW POLICY
- REASONS FOR THE CHANGE
- BENEFITS OF A TOBACCO-FREE SCHOOL
- GROUPS AFFECTED BY THE NEW POLICY
- THE IMPLEMENTATION DATE
- ENFORCEMENT PROCEDURES
- HOW AND WHERE TO GET HELP WITH QUITTING TOBACCO USE

Here are a few suggestions for communicating about your new policy:

1. Inform the students.
 - In student handbooks and at orientation meetings.
 - Through student organizations.
 - In announcements.
 - With student designed posters, banners, signs (perhaps designed by elementary students or art classes).

- About tobacco cessation classes and self-help programs available to students at school and in the community.
2. Inform the staff.
- By sending every staff member a copy of the policy and a letter of explanation from the school board, superintendent, principal, etc.
 - By discussing the new policy at staff meetings.
 - By including articles in staff newsletters.
 - By distributing information in the teachers' lounge.
 - By providing information about tobacco cessation programs and incentives for quitting smoking.
 - By informing potential employees of the tobacco policy in all job interviews.
3. Inform the parents.
- By sending a letter to each parent explaining the policy, giving reasons for the change, and asking for parent support.
 - Through the PTSA.
4. Inform the community.
- By posting signs at all entrances. "Tobacco-Free School" signs and stickers are available from the American Lung Association of Minnesota.
 - By removing ashtrays from all meeting rooms and other facilities.
 - By training students and staff to politely ask community members to refrain from using tobacco.
 - By announcing the new policy at all athletic events, meetings, concerts, and plays.
 - By asking students to distribute informational flyers at athletic events, etc.

GENERAL GUIDELINES FOR COMMUNICATING ABOUT YOUR POLICY

- Emphasize the educational, health, and economic benefits of the new policy.
- Be sensitive to the concerns of students, staff, and community members who use tobacco. Be aware of how difficult it can be to quit or cut down on tobacco use. Offer support to those who want to quit.
- Avoid communicating in a way that sounds "preachy" or judgmental.

STEP 7: *IMPLEMENT THE NEW POLICY*

Change takes time. Your new policy will require time to be accepted fully. However, several implementation strategies may ease the transition period.

1. Recognize that commitment is needed for your new policy to be effective.
 - Initial enforcement of the new policy will require commitment of time, energy, and perhaps dollars.
 - Most schools implementing tobacco-free policies find that compliance increases over time. Expect an initial testing period.
2. Seek student and staff support.
 - Involve students and staff members, both tobacco users and non-users, in all phases of planning, implementation, and enforcement of the new policy.
3. Identify and seek community support.
 - Identify community agencies interested in health issues such as tobacco use.
 - Enlist the support of community law enforcement agencies.

- Enlist the cooperation of local retailers who sell tobacco products to minors.
 - Form a coalition of community agencies, businesses, service clubs, and industries who are exploring or adopting tobacco-free policies.
4. Enforce the new policy consistently.
- Clearly communicate the penalties for violation of the policy by students, staff, and community members.
 - Consistently enforce the policy with all students, staff, and community members in a firm but non-punitive manner.
 - Expect some people to "test" enforcement of the new policy.
 - Offer several options for cessation programs to students and staff including a group cessation program, self-help materials, referral to community resources and computerized programs. (See "Tobacco Cessation Resources" in Appendix.)
 - Strongly recommend that all violators attend an educational program on tobacco cessation. Consider requiring student violators to attend an educational program. (See "Tobacco Cessation Resources" in Appendix.)
5. Remain sensitive to the concerns of tobacco users.
- Remember that it is the tobacco users who must make the greatest adjustments to the new policy.

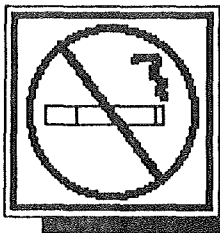
STEP 8: *EVALUATE THE POLICY*

1. It is important to evaluate the success of your new policy. The purpose of the evaluation is to:
- Assess the acceptance of the policy.
 - Provide information about any problems related to the new policy.

2. Three to six months after implementing your new policy, you may be interested in gathering information about:
 - Attitudes toward the new policy.
 - Participation in tobacco use cessation programs offered to students and staff.
 - Quit attempts by tobacco users.
 - Tobacco use rates after implementing the new policy.
 - Unanticipated benefits of the new policy.
 - Problems related to the new policy.
3. You can evaluate your policy in a variety of ways:
 - Survey students, staff, and community members. If you conducted a survey in the planning phase of policy development, it can be very useful to repeat the same survey and compare the data. (See "Sample Evaluation" in Appendix.)
 - Compile data on tobacco violations by students. Compare the number of violations before and after implementing the new policy.
 - Compile data on the number of students and staff using education/cessation programs or resources.
 - Gather information from key people.

TOBACCO-FREE SCHOOL AWARDS

- *Awards and Materials*
- *Award Application*



TOBACCO-FREE SCHOOL AWARDS AND MATERIALS

Minnesota schools are leading the way to freedom from tobacco!

The following awards and materials are available to school districts that adopt a tobacco-free policy for students, staff, and visitors:

1. Tobacco-Free School Certificate

Each district or individual school adopting a tobacco-free policy in school buildings can receive a personalized "Tobacco-Free School" certificate for each school.

2. Tobacco-Free School Plaque

Each district adopting a tobacco-free policy **in school buildings and on school grounds** can receive an engraved plaque with the tobacco-free school logo.

3. Tobacco-Free School Signs, Stickers, and Logo Sheets

Each district or school adopting a tobacco-free policy can receive attractive "Tobacco-Free School" signs, window stickers, and logo sheets. These materials are available free of charge from the American Lung Association of Minnesota and can be displayed at school entrances, at school events, and on school publications to inform everyone that you are proud to be a "tobacco-free" Minnesota school!

HOW TO APPLY FOR A "TOBACCO-FREE SCHOOL AWARD"

In order to receive "Tobacco-Free School" plaques, certificates, or promotional materials, complete the following application and return it to:

Holly Loeffler
Director, School Health Education
American Lung Association of Minnesota
490 Concordia Avenue
St. Paul, MN 55103
(612)227-8014 or
1-800-642-LUNG



For Office Use:

B _____

V _____

G _____

Other: _____

TOBACCO-FREE SCHOOL AWARD APPLICATION

Today's Date: _____

1. District name and number: _____

2. Superintendent: _____

Contact person (if other than superintendent): _____

Position of contact person: _____

3. Address: _____

City: _____ Zip code: _____

Phone: _____

4. Date Policy adopted: _____ Implementation Date: _____

Please attach two (2) copies of your tobacco-free policy and any additional written information about enforcement procedures.

Send to: American Lung Association of Minnesota
Tobacco-Free School Project
490 Concordia Avenue
St. Paul, MN 55103

Please indicate how many of each of the following you would like to receive:

1. "Tobacco-Free" certificates (not more than one (1) per building): _____

2. "Tobacco-Free" signs (approximately 9"x10"): _____

3. "Tobacco-Free" stickers (two sizes - 3" x 3" and 5" x 5") for doors and vehicles: _____

For additional information contact:

Holly Loeffler
American Lung Association
of Minnesota
612-227-8014
1-800-642-LUNG

OR

Gretchen Griffin
Minnesota Department
of Education
612-296-9327

TOBACCO-FREE SCHOOLS
LIST

TOBACCO-FREE SCHOOLS IN MINNESOTA

The following Minnesota school districts have adopted a policy as of January 1, 1989 prohibiting all use of tobacco in school buildings and, in some cases, on school property by students, staff, and community members.

SCHOOL DISTRICT	IMPLEMENTATION DATE	POLICY INCLUDES
Adrian	Jul 88	BV
Aitkin	Jan 87	BV
Akeley	Sep 88	BG
Albany	Aug 87	BGV
Alden	Aug 88	BV, G (Aug 89)
Alexandria	Sep 88	B
Alexandria, Central Jr. High	Sep 87	B
Alexandria, Miltna Science Magnet School	Sep 88	B
Annandale	Sep 88	BV
Anoka-Hennepin	Aug 88	BGV
Anoka-Hennepin, Eisenhower Elementary	Oct 87	B
Anoka-Hennepin, Hamilton Elementary	Aug 86	B
Anoka-Hennepin, Oxbow Elementary	Aug 87	B
Arlington-Green Isle	Sep 87	BV
Atwater-Grove City	Jul 87	BV
Audubon	Nov 87	BV
Austin	Aug 87	BGV
Babbitt	Jun 87	BV
Backus	Jan 88	BV
Badger	Aug 87	BGV
Bagley	Aug 87	BV
Balaton	Sep 87	BV
Barnesville	Sep 87	BV
Barnum	Sep 87	BV
Beardsley-Browns Valley	Sep 87	BGV
Becker	Aug 88	BGV
Belgrade-Elrosa High School	Feb 88	B
Belle Plaine	Aug 87	B
Bellingham	Sep 87	BV
Bemidji	Jul 87	B
Benson	Jul 88	BV
Bertha-Hewitt	Sep 87	BV
Bird Island, St. Mary's School	Sep 88	B
Bird Island-Lake Lillian	Sep 87	BGV
Blooming Prairie	Sep 87	BV
Bloomington	Jan 88	BGV
Blue Earth	Aug 87	BGV
Braham	Nov 87	BGV
Brandon	Sep 88	BV
Breckenridge	Sep 86	BGV
Bricelyn	Sep 88	BV
Brooklyn Center	Sep 88	BGV

B=Buildings G=Grounds V=Vehicles

SCHOOL DISTRICT	IMPLEMENTATION DATE	POLICY INCLUDES
Brooten	Jan 88	BV
Browerville	Jan 89	B
Buffalo Intermediate	Sep 88	B
Buffalo Lake	Sep 87	BGV
Butterfield-Odin	Aug 88	BV
Byron	Sep 87	BV
Cambridge-Isanti	Jan 88	BV (G, Jul 88)
Canby	Sep 87	BGV
Carlton	Aug 87	B
Cass Lake-Bena	Nov 88	BV, G(Nov 90)
Cedar Mountain	Jul 88	BV
Central Minnesota Christian School	Sep 87	B
Chandler-Lake Wilson	Aug 88	BV
Chisago Lakes	Sep 87	BGV
Chisholm, St. John's School	Nov 87	B
Chisholm, Vaughan-Steffensrud Elem.	Sep 87	B
Chokio-Alberta	Sep 87	BV
Claremont	Sep 88	BV
Clarksfield	Sep 87	BV
Clearbrook	Nov 87	B
Cleveland	Sep 88	BV
Climax	Jul 88	BV
Cloquet	Aug 87	BV
Cold Spring, St. Boniface School	Dec 87	B
Coleraine	Jan 88	BGV
Columbia Heights	Sep 89	BGV
Cosmos	Sep 87	BGV
Cottonwood	Dec 84	B
Cromwell-Wright	Jul 87	BV
Crosby-Ironton	Sep 88	B
Cyrus	Sep 86	B
Dassel-Cokato	Jul 87	BV
Deer River	Aug 87	BGV
Delano	Aug 87	BGV
Delavan	Sep 87	B
Detroit Lakes	Sep 87	BGV (AVTI, Jul 88)
Dilworth	Jun 88	BGV
Dodge Center	Aug 88	BV
Dover-Eyota	May 84	BV (G, Sep 87)
Duluth	Sep 88	BGV
East Chain	Aug 87	BGV
Echo	Aug 87	BV
Eden Prairie	Jul 90	BGV
Eden Valley-Watkins	Sep 86	B
Edgerton	Sep 87	BV
Edgerton Christian Elementary	Mar 88	BGV
Edgerton, Leota Christian School	Nov 88	B
Edgerton, Southwest Christian High	Sept 87	BV
Edina	Jan 88	BGV
Elbow Lake	Aug 88	BV
Ellsworth	Aug 87	BV
Emmons	Jul 88	BV
Erskine	Aug 87	BV

SCHOOL DISTRICT	IMPLEMENTATION DATE	POLICY INCLUDES
Esko	Aug 88	BGV
Fairfax	Sep 87	BGV
Fairmont	Aug 87	BGV
Fairmont, St. Paul's Lutheran	Aug 87	BGV
Faribault	Jul 88	BGV
Farmington	Aug 88	BGV
Fergus Falls	Sep 87	BV
Finlayson	Aug 88	BV
Fisher	Sep 87	BV
Floodwood	Sep 88	BGV
Foley	Jul 88	BV
Forest Lake	Jul 88	V, B(Jan 89), G(Sep 89)
Forest Lake, Linwood Elementary	Sep 87	B
Fosston	Aug 87	BGV
Gaylord	Sep 88	BV
Gibbon	Sep 87	BGV
Glencoe	Sept 87	BGV
Glenville	Sep 87	BV
Glenwood	Sep 87	BGV
Glyndon-Felton	Sep 87	BGV
Good Thunder, St. John's Luth. School	Apr 87	B
Goodhue	Aug 87	BV
Goodridge	Aug 87	BV
Granada-Huntley	Aug 87	BGV
Grand Marais (Cook County Schools)	Aug 87	BV
Grand Meadow	Aug 87	BV
Grand Rapids	Jul 88	BGV
Granite Falls	Sep 87	BV
Greenbush	Sep 88	BGV
Grey Eagle	Sep 88	BV
Grygla	Sep 87	BV
Hallock	Sep 87	B
Halstad	Sep 88	B
Hawley	Sep 87	BV
Hayfield	Sep 87	BV (G, Sep 88)
Hector	Sep 87	BV
Henderson	Sep 88	BV
Hendricks	Jan 87	BGV
Hendrum	Sep 88	B
Henning	Jul 87	BGV
Herman-Norcross	Oct 87	BV
Hibbing	Jan 89	BGV
Hill City	Feb 87	BV
Hills-Beaver Creek	Sep 87	BV
Hinckley	Sep 87	BGV
Hoffman	Feb 87	BV
Hopkins	Sep 88	BGV
Houston	Jul 87	BV
Howard Lake-Waverly	Sep 88	BV
Humboldt-St. Vincent	Aug 87	BGV
Hutchinson	May 88	V, BG(Jul 89)
International Falls	Jul 88	BGV
Inver Grove Heights	Aug 87	BGV

SCHOOL DISTRICT	IMPLEMENTATION DATE	POLICY INCLUDES
Isle	Nov 88	BV
Jackson	Sep 87	BV
Janesville	Sep 87	BV
Jasper	Aug 87	BGV
Kasson-Mantorville	Jan 87	B
Kennedy	Dec 87	BV
Kerkhoven-Murdock-Sunburg	Sep 87	B
Kiester	Sep 88	BV
Kimball	Sep 87	BV
Lake Benton	Nov 88	BV
Lake Crystal	Sep 87	BGV
Lake Park	Sep 87	B
Lakefield	Jul 88	BV
Lakeville	Sep 88	B
Lancaster	Jan 88	BV
Lanesboro	Sep 88	BGV
Laporte	Jan 87	BGV
Lester Prairie	Sep 87	BV
LeSueur	May 87	B
Lewiston	Aug 87	BV
Litchfield	Jul 88	BGV
Little Falls	Sep 87	BGV
Little Falls, Our Lady of Lourdes	Sep 88	B
Long Prairie	Aug 87	BV
Luverne	Aug 87	BV
Lynd	Sep 87	BGV
Mabel-Canton	Jul 88	B
Madelia	Mar 88	BV
Magnolia	Jul 87	B
Mahtomedi	Aug 88	BGV
Maple Lake	Aug 88	BGV
Mapleton	Sep 88	BG
Marshall	Jul 87	BGV
Maynard	Sep 88	BV
Mazeppa	Sep 87	BGV
McGregor	Sep 87	BV
McIntosh	Aug 87	B
Medford	Sep 88	BV
Menahga	Aug 87	B
Middle River	Sep 87	BV
Milaca	Jul 88	BV
Milan	Sep 87	BV
Minneapolis, Christ the King	Aug 85	B
Minneapolis, De LaSalle High School	Sep 88	B
Minneapolis, Wenonah Elementary	Mar 87	B
Minneapolis, Wilder School	Aug 88	B
Minneota	Sep 87	BV
Minnesota Lake	Sep 87	BV
Minnetonka	Aug 88	BGV
Montevideo	Aug 88	BV
Montgomery-Lonsdale	Sep 87	BGV
Monticello	Aug 88	BGV
Moorhead	Aug 87	BGV

SCHOOL DISTRICT	IMPLEMENTATION DATE	POLICY INCLUDES
Moose Lake	Jan 89	BGV
Mora	Sep 87	BV
Morristown	Aug 87	BGV
Morton	Mar 87	BGV
Motley	Sep 87	BGV
Mountain Iron-Buhl	Jul 89	V(88) G(Jul 90) B(Jul 89)
Mountain Lake	Sep 88	B
Nevis	Jul 87	BV
New London-Spicer	Nov 87	BGV
New Prague	Aug 88	BGV
New York Mills	Jul 87	BGV
Nicollet	Oct 85	B
Northfield	Sep 86	BGV
Norwood-Young America	Sep 88	BV
Oklee	Jan 88	BV
Olivia	Aug 87	BGV
Onamia	Sep 87	BGV
Orono	Mar 88	B
Osakis	Sep 87	V(Sep 87) B(Sep 88) G(Sep 89)
Oslo	Jan 88	BGV
Osseo	Jan 89	BV(G: 7:00 A.M.- 5:00 P.M.)
Owatonna	Sep 87	BV
Owatonna, St. Mary's School	Sept 87	B
Pelican Rapids	Sep 87	BV
Pequot Lakes	Jun 88	BGV
Perham	Sep 87	BV
Pierz	Jul 88	BV
Pine City	Sep 87	BGV
Pine Island	Jan 88	B(Visitors) BGV(Staff,Students)
Pine River	Sep 87	BV
Pipestone	Aug 87	BV
Plainview	Aug 88	BV
Plummer	Jan 88	B
Princeton	Jul 88	BGV
Prior Lake	Aug 88	BGV
Red Wing, Hancock School	Aug 87	B
Redwood Falls	Apr 88	BGV
Remer-Longville	Nov 87	BGV
Richfield	Aug 88	BGV
Robbinsdale	Aug 88	
Rochester	Sep 87	BGV and AVTI
Rockford	Aug 87	BG
Roseau	Jul 88	BGV
Rosemount	Sep 88	
Rosemount, Highland Elementary	May 87	B
Rosemount, Scott Highlands Middle		B
Rosemount, Southview Elementary		B
Rosemount, Thomas Lake Elementary	Sep 87	B
Rothsay	Sep 88	BV
Royalton	Aug 87	BGV

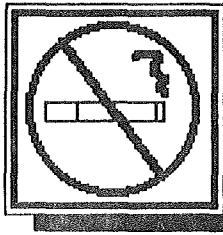
SCHOOL DISTRICT	IMPLEMENTATION DATE	POLICY INCLUDES
Rushford	Jul 87	BV
Russell	Sept 87	BV
Sandstone	Sept 87	BV
Sauk Centre	Jul 88	BGV
Sauk Rapids-Rice	Jul 88	BGV
Sebeka	Sep 87	B
Shakopee	Sep 88	BGV
Shakopee, Pearson Elementary	Aug 87	B
Sherburn	Jul 88	BV
Slayton	Nov 88	BV
Sleepy Eye	Apr 87	BV
South Koochiching-Rainy River	Sep 87	BV
South St. Paul	Aug 88	BGV
Southland (Adams)	Sep 87	BGV
Spring Grove	Jul 88	B
Spring Valley	Aug 87	BV
Springfield	Aug 88	BG
St. Anthony School, Watkins	Apr 87	B
St. Anthony-New Brighton	Aug 88	B
St. Charles	Jul 86	B
St. Cloud	Aug 88	BGV
St. Cloud Cathedral High School	Jan 88	BG
St. Cloud, Clearview Elementary	Sep 87	B
St. Johns Area Catholic Schools	Sep 88	B
St. Louis County (I.S.D. 710)	Sep 87	BV
St. Louis Park	Aug 89	BGV
St. Paul	Aug 88	BGV
St. Peter	Mar 87	BGV
Staples	Sep 87	BV
Starbuck	Sep 87	BGV
Stephen	Sep 87	BGV (excluding football field)
Stewart	Sep 87	BGV
Stewartville	Aug 87	BGV
Storden-Jeffers	Apr 88	B
Swanville	Dec 87	BV
Thief River Falls	Sep 87	BGV
Tracy	Mar 87	BV
Trimont	Jul 87	B
Truman	Sep 87	B
Twin Valley	Dec 88	B
Tyler	Sept 87	BV (BGV, Aug 88)
Ulen-Hitterdal	Sep 87	BGV
Underwood	Sep 87	BV
Upsala	Sep 87	BGV
Verdi	Nov 86	BGV
Verndale	Aug 87	BGV
Villard	Sep 87	BGV
Virginia	Sept 87	BGV
Virginia, Marquette School	Oct 88	B
Wabasha-Kellogg	Sep 87	BV
Wadena	Sep 88	BGV

SCHOOL DISTRICT	IMPLEMENTATION DATE	POLICY INCLUDES
Waldorf-Pemberton	Dec 87	B
Walker-Hackensack	Sep 87	BV
Walnut Grove	Sep 87	BV
Wanamingo	Sep 87	BGV
Warroad	Sep 87	BGV
Waseca	Aug 87	BGV
Watertown-Mayer	Aug 87	BV
Waubun-Ogema-White Earth	Sep 87	BV
Wayzata	Aug 87	BGV
Wayzata, St. Bartholomew Catholic School	Aug 87	B
Welcome	Jul 88	BV
Wellcome Memorial (Garden City)	Sep 87	BGV
Wells-Easton	Sep 87	BGV
West Condord	Apr 88	B
West St. Paul	Jul 88	BGV
Westbrook	Jul 88	BV
Wheaton	Sep 88	BGV
White Bear Lake	Aug 88	BGV
Willow River	Sep 87	BGV
Windom	Jul 88	BV
Winnebago	Apr 87	B
Winona, Cathedral School	Sep 88	B
Winona, Central School	Mar 88	B
Winona, Dakota School	Jan 88	B
Winona, Rollingstone School	Nov 86	B
Winona, St. Mary's School	Sep 88	B
Winona, St. Stans School	Sep 88	B
Winsted	Sep 88	BV
Winthrop	Sep 87	BGV
Wood Lake	Aug 87	BV
Worthington	Aug 87	BV
Wrenshall	Sep 87	BV
Wykoff	Aug 87	BV
Zumbrota	Sep 87	BGV

**Totals: 294 Tobacco-Free Districts
 42 Tobacco-Free Schools**

COMMON QUESTIONS AND CONCERNS

- *Legal Issues*
- *Enforcement Issues*
- *Cost*
- *Staff Morale*
- *Union Position*
- *Community Support*
- *Additional Resources*



COMMON QUESTIONS AND CONCERNS

1. IS IT LEGAL TO PROHIBIT TOBACCO USE ON SCHOOL PREMISES BY STUDENTS, STAFF, AND COMMUNITY MEMBERS?

Yes. In fact, tobacco use by minors is prohibited by state law in Minnesota. The Minnesota Clean Indoor Act gives the right of nonsmokers to breathe clean air precedence over the privilege of smokers to smoke. The courts have ruled several times in favor of the right of an employee to a smoke-free workplace. In a precedent setting case, (Shimp vs. New Jersey Bell Telephone Co., 1976) the New Jersey courts recognized an employee's right to a smoke-free work environment:

"There can be no doubt that the by-products of burning tobacco are toxic and dangerous to the health of smokers and nonsmokers generally. The evidence is clear and overwhelming that cigarette smoke contaminates and pollutes the air creating a health hazard not merely to the smoker but to all those around who must rely on the same air supply." ²³

NOTE: See "Smoking at the Workplace: The Changing Legal Situation" in the Appendix.

2. SHOULD A TOBACCO-FREE POLICY INCLUDE SCHOOL GROUNDS, VEHICLES, AND EVENTS?

Each district must define for itself the boundaries of their policy. Some districts prohibit tobacco use inside school buildings, but not outside. Some districts prohibit use on all school property including vehicles and some are prohibiting tobacco-use at all school sponsored events.

3. HOW DO MOST SCHOOLS ENFORCE A TOBACCO-FREE POLICY?

Most school districts develop enforcement procedures similar to procedures for any other policy violation. For many years, schools have restricted the smoking behavior of students, staff, and visitors and in most cases, successfully enforced these restrictions. Similar procedures can be used to enforce a "Tobacco-Free" policy.

It is important to have well-defined enforcement procedures. However, school districts that have implemented a tobacco-free policy have generally experienced excellent compliance with the policy and have rarely, if ever, needed to resort to strong punitive measures. The keys to good compliance with the policy appear to be adequate representation in the policy development process, adequate preparation time for smokers, and good communication about the benefits of the new policy.

Most districts have well established procedures for dealing with student tobacco violations. Many districts are adding a required "tobacco education" class for students that smoke or chew at school.

Staff enforcement procedures generally include (for progressive violations) a verbal warning, a written warning placed in the personnel file, and insubordination procedures for continued violations. Many districts offer smoking cessation assistance to staff members who smoke.

Citizens who violate tobacco policies are generally asked to refrain from smoking. If this is unsuccessful, they may be asked to leave school property. According to the Minnesota Clean Indoor Air Act, smoking in a designated nonsmoking area is a petty misdemeanor and a court injunction can be instituted against a repeat violator.

4. **WILL ELIMINATING SMOKING AREAS OUTSIDE THE SCHOOL BUILDING INCREASE PROBLEMS SUCH AS SMOKING IN THE BATHROOM?**

In a survey conducted with 173 tobacco-free districts, only 2% reported that that had increased problems with student violations in school buildings. Twenty-seven percent reported that they had decreased student tobacco violations.

Adopting and enforcing a tobacco-free policy requires clear communication about the penalties for policy violations and consistent enforcement. There is no doubt that this may require some extra effort and commitment by school administrators and staff members. If the new policy is consistently enforced, it appears that student compliance is excellent in most districts.

5. **HOW CAN A TOBACCO-FREE POLICY BE ENFORCED WITH VISITORS?**

The majority of Minnesota school districts have adopted a tobacco-free policy. Many tobacco-free districts announce that they are proud to provide a healthy, tobacco-free working and learning environment at the beginning of each athletic or other school event.

"Tobacco-Free School" signs and stickers are available free from the American Lung Association of Minnesota.

NOTE: For more information about enforcement and compliance, see "Tobacco-Free Schools: Results of a Six Month Follow-up Survey" in the Appendix.

6. WHAT WILL IT COST TO IMPLEMENT AND ENFORCE A POLICY PROHIBITING TOBACCO USE?

It varies depending on district size, former policies, student, parent, staff, and community support for the new policy, etc. Some districts are adopting policies with little cost other than the minimal cost of meetings, conducting surveys, and purchasing signs for entrances. Some larger districts have taken the step of hiring extra staff to help enforce the new policy.

Some worksites have found that absenteeism and health insurance costs are reduced after implementing nonsmoking policies. One study estimates that employers pay between \$432 and \$773 extra per year for each employee that smokes.²⁴ School districts in Minnesota employ many people; the potential savings are substantial.

7. WILL A TOBACCO-FREE POLICY CAUSE STAFF MORALE PROBLEMS?

Some districts find that a tobacco-free policy eliminates ongoing problems between smokers and nonsmokers, such as disputes about use of a staff lounge or lunchroom. Most school staff (80 - 90 percent in most districts) do not smoke and welcome a tobacco-free environment.

In the survey conducted with 173 tobacco-free school districts, only 7% of the districts reported a decrease in staff morale after adoption of a tobacco-free policy. Thirty-six percent reported decreased complaints from staff about tobacco policies and 29% reported increased staff morale after adoption of a tobacco-free policy.

In some districts, discussions about tobacco-free policies have resulted in disagreements between smokers and nonsmokers. School administrators suggest these steps for minimizing morale problems:

- Involve smokers as well as nonsmokers in the policy development process
- Conduct a survey to identify potential problems
- Provide adequate lead time before policy adoption
- Offer support and reinforcement for smokers who want to quit

8. WHAT IS THE UNION'S POSITION ON TOBACCO-FREE POLICIES?

Smoking in the workplace has been a sensitive and troublesome issue for some unions. A basic problem is this: On the one hand, unions have a duty to represent individual workers' rights. On the other hand, unions operate by the process of majority rule. A majority of members may want smoking banned in the workplace; others may demand the right to smoke. Unions generally take the position that a policy needs to be negotiated or put on the agenda of a joint labor/management committee and discussed.

NOTE: For additional information, see "Smoking At The Workplace: The Changing Legal Situation" in the Appendix.

9. IS THERE COMMUNITY SUPPORT FOR STRICTER TOBACCO POLICIES IN SCHOOLS?

Yes. In the tobacco-free schools survey, 64% of survey respondents identified community support as a benefit of their tobacco-free policy. Community support was the second most frequently identified benefit of the policy. It appears that community members believe that a tobacco-free policy is consistent with educational programs about the hazards of tobacco use and with the goal of reducing tobacco use by young people.

Some school districts and local community law enforcement agencies, health care agencies, businesses, civic organizations, etc. have formed partnerships or coalitions to address the issues of enforcing tobacco laws regarding sales and use of tobacco products by minors.

10. IS IT LEGAL TO PREFERENTIALLY HIRE NONSMOKERS?

Yes. Smokers are not a protected class. However, an approach frequently used in worksites with tobacco-free policies is to inform all job applicants of the "tobacco-free" policy at the time of application.

11. WHERE CAN A SCHOOL DISTRICT GO FOR HELP?

The Minnesota Department of Education and the American Lung Association of Minnesota are very involved with promoting tobacco-free schools in Minnesota. For further assistance contact:

Gretchen Griffin, Minnesota Department of Education, 612-296-9327 or
Holly Loeffler, American Lung Association of Minnesota, 612-227-8014 or
1-800-642-LUNG

The Minnesota Department of Health, Center for Nonsmoking and Health, maintains an extensive library and resource center on all tobacco-related topics. Contact: Susan Ersted, 612-623-5273. For information about the Minnesota Clean Indoor Air Act, contact: Mary Thompson, 612-623-5336.

APPENDICES

APPENDIX A:

TOBACCO-FREE SCHOOLS IN MINNESOTA:
RESULTS OF A SIX-MONTH FOLLOW-UP SURVEY

TOBACCO-FREE SCHOOLS IN MINNESOTA:
RESULTS OF A SIX-MONTH FOLLOW-UP SURVEY

TOBACCO-FREE SCHOOLS PROJECT

Since 1986, the Minnesota Department of Education and the American Lung Association of Minnesota have been involved in a statewide project designed to encourage local school districts to adopt policies that prohibit tobacco use in school buildings and on school property by students, staff, and visitors. It is the belief of these agencies, as well as many other educational organizations, that when combined with effective tobacco use prevention programs and strategies, tobacco-free policies can have the following potential benefits:

Educational Benefits

1. Reinforce and support tobacco use prevention efforts in schools.
2. Increase respect for state laws and school rules that prohibit tobacco use by students.
3. Establish nonsmoking as the norm for adults as well as students.
4. Improve student compliance with tobacco policies.

Health Benefits

1. Reduce risk of premature death and disability from smoking related illnesses.
2. Reduce risk of problems associated with environmental tobacco smoke.

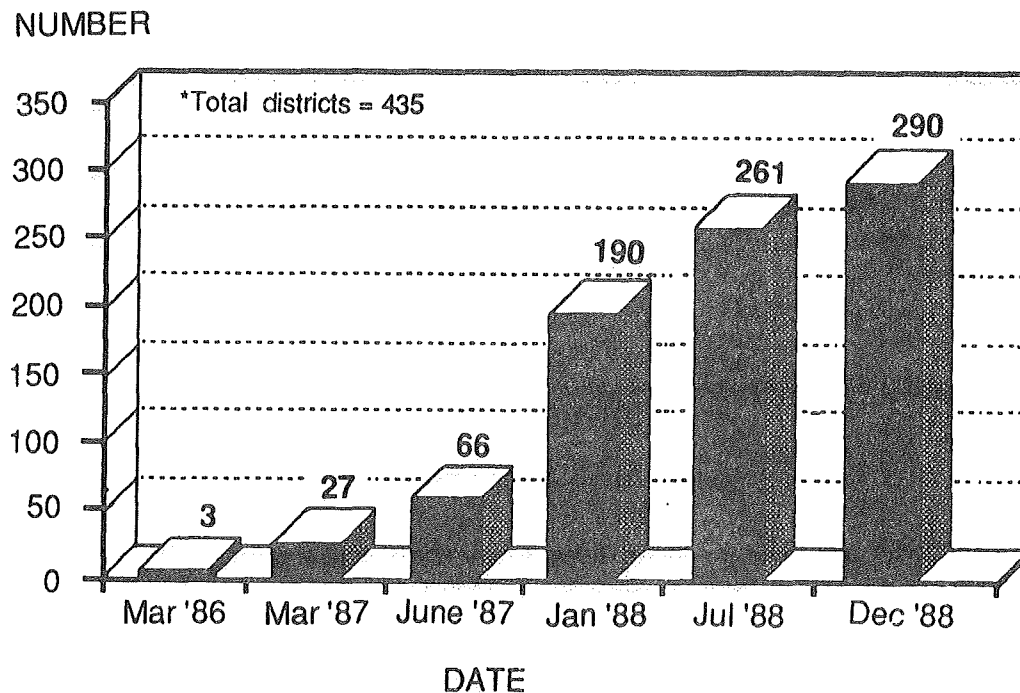
Economic Benefits

1. Reduce health care costs for smokers who quit.
2. Reduce employer expenses related to employees who smoke.

ADOPTION OF TOBACCO-FREE POLICIES

When the tobacco-free schools project began in 1986, three Minnesota school districts had a tobacco-free policy. As of December 1988, 290 districts (67%) have a tobacco-free policy that prohibits tobacco use by students, staff, and visitors at least in school buildings.

Tobacco-Free School Districts in Minnesota*



RESULTS OF A SIX-MONTH FOLLOW-UP SURVEY

In May 1988, the Department of Education conducted a survey with each school district and individual school in the state that had a tobacco-free policy in place for at least six months. One hundred ninety school districts and schools met this criteria with the length of time a policy had been in place ranging from four years (in one district) to six months. Eighty-one percent of schools receiving surveys had implemented the policy within the past 12 months. The survey was designed to gather information about the process involved in adopting a tobacco-free policy as well as preliminary outcomes including problems and benefits.

The survey was mailed to the district staff member, in most districts a school administrator, identified by the district as the "tobacco-free school contact person." If the name of a contact person was not available, the questionnaire was sent to the superintendent. A total of 173 districts (90%) completed and returned the survey to the Department of Education. The following tables summarize the results of this survey.

Who provided the major stimulus for the adoption of a tobacco-free policy in your district?*

Superintendent	46%
School Board Member	27%
Administrator	18%
Teacher	14%

Which factors were most important in your district's decision to be tobacco free?*

Concern about health effects of tobacco use in school	57%
Desire to support and reinforce tobacco education efforts in the district	50%
School board support for a tobacco-free policy	43%
Staff support for a tobacco-free policy	32%
Administrator support for a tobacco-free policy	32%

What problems have you experienced related to your tobacco-free policy?*

None	64%
Increased complaints from visitors	8%
Increased complaints from staff	7%
Decreased staff morale	4%
Decreased staff productivity	3%
Increased student violations off school property	3%
Grievance filed	2%
Increased student violations in school buildings	2%
No answer	4%

What benefits have you experienced related to your tobacco-free policy?*

Improved conditions (smell, cleanliness, attractiveness in bathrooms, faculty lounge, and/or previous smoking areas)	91%
Community support for policy	64%
Decreased complaints from staff	36%
Improved staff morale	29%
Decreased student tobacco violations	27%
Improved staff productivity	20%
None	3%

*Total exceeds 100% because some respondents checked more than one response.

How many staff violations of your tobacco-free policy have you experienced since implementing your policy?

No staff violations	55%
One or more staff members with a first violation	23%
One or more staff members with a second violation	4%
One staff member with a third violation	1%
Not available	20%
No answer	2%

Has the overall staff time spent on enforcement of your student tobacco use policy changed since adopting a tobacco-free policy?

No change in staff time	75%
Some decrease in staff time	10%
Some increase in staff time	7%
Significant decrease in staff time	4%
Significant increase in staff time	0%
No answer	2%
Other	2%

Did you hire additional staff to assist with student enforcement of your tobacco-free policy?

No	97%
Yes	3%

In general, how would you describe community members' compliance with your tobacco-free policy?

Excellent	75%
Good	21%
Fair	3%
Poor	0%
No answer	1%

Did you make any of the following changes in your district's tobacco education efforts as a result of your tobacco-free policy?

Increased emphasis on classroom tobacco use prevention efforts	52%
Offered quit smoking programs/materials to staff	45%
No changes	32%

Offered quit smoking/chewing programs to students	18%
Required students who violate policy to attend tobacco education classes	9%

Which statement best summarizes your experience with a tobacco-free policy?

Benefits outweigh problems	81%
Few problems or benefits	14%
Problems and benefits equal	3%
Problems outweigh benefits	1%
No answer	1%

Do you plan to make any changes in your current tobacco-free policy?

No	95%
Yes	5%

Compiled by Gretchen Griffin
 Minnesota Department of Education
 December 1988

APPENDIX B:

SAMPLE SURVEYS

EMPLOYEE SURVEY ABOUT TOBACCO-USE AT WORK (1)

School _____ Name _____ (Optional)

1. What is your opinion of a smoking policy for your immediate work area?
(Check one)

There should be no restrictions	1 ____
There should be a total ban on smoking	2 ____
There should be designated smoking and nonsmoking areas	3 ____
Other (please specify)	4 ____

2. What is your opinion of a smoking policy for other areas at school?
(Check appropriate column)

- | | |
|----|---|
| 1. | There should be no restrictions |
| 2. | There should be a total ban on smoking |
| 3. | There should be designated smoking and nonsmoking areas |

	1	2	3
a) conference room	_____	_____	_____
b) cafeteria	_____	_____	_____
c) break room (lounge)	_____	_____	_____
d) elevators	_____	_____	_____
e) restrooms	_____	_____	_____
f) other (please specify)	_____	_____	_____

3. Do you feel our district should offer programs to employees to help them stop smoking?

Yes 1 ____ No 2 ____

4. Please indicate the extent to which you are bothered by someone else smoking at work.

Frequently	1 ____	Seldom	3 ____
Occasionally	2 ____	Never	4 ____

5. If you are bothered by smoking at work, in what way are you bothered?
(Select all that apply)

Clothes & hair smell	1 ____	Interferes with work performance	5 ____
Eye irritation	2 ____	Concern for long-term health effect	6 ____
Coughing	3 ____	*Other (please describe)	7 ____
Headaches	4 ____		

6. How would you classify your current smoking status?

Current cigarette smoker	1 ____	Ex-smoker	4 ____
Current pipe or cigar smoker	2 ____	Never smoked	5 ____
Current smokeless tobacco-user	3 ____		

The following two questions are to be answered by current tobacco-users only:

7. If our District offered a program to help you stop using tobacco, would you attend?
- Yes 1 ____ No 2 ____ Not sure 3 ____
8. If our District introduced a policy which restricted tobacco-use on school premises, how do you think this would affect your overall use? (Select only one)
- It would not affect my tobacco-use 1 ____
I would probably use tobacco more away from work 2 ____
It might reduce the overall amount I use tobacco 3 ____
I might try to quit 4 ____

OPTIONAL

The following questions should be answered by ALL employees:

9. How many employees are there in your immediate work area?
- 1-5 1 ____ 6-10 2 ____ 11-50 3 ____ Over 50 4 ____
10. How many employees in your immediate work area smoke cigarettes?
- None 1 ____ 1-5 2 ____ 6-10 3 ____ 11-50 4 ____
11. Are you . . . Male 1 ____ Female 2 ____
12. What is your age?
- 18-25 1 ____ 26-35 2 ____ 36-55 3 ____ Over 55 4 ____
13. Are you . . .
- | | | | |
|-----------------|--------|----------------------------|--------|
| Administrator | 1 ____ | Professional Support Staff | 5 ____ |
| Aide | 2 ____ | Secretary | 6 ____ |
| Cafeteria Staff | 3 ____ | Teacher | 7 ____ |
| Maintenance | 4 ____ | Other (please describe) | 8 ____ |
- _____
14. Additional Comments: _____

Please return this form to _____ by _____.

Thank you for your help!

Used with permission of the Rochester, Minnesota Independent School District 535.

EMPLOYEE TOBACCO POLICY SURVEY (2)

TO: _____

FROM: _____

SUBJECT: Smoking/Nonsmoking Policy Survey

_____ School District is reviewing the current tobacco-use policy. As a first step in this process, we would like some information from school district employees. If you would like your opinions to be considered on this issue, please take the time to fill out this questionnaire. Please answer the questions as fully and honestly as possible. Your responses will be used to guide the formation of a new smoking/nonsmoking policy in the district.

Your answers will be confidential and anonymous. Return the questionnaire to _____ by (date) _____.

Thank you for participating in this process.

1. Please check the appropriate spaces:

Male _____ Female _____

Position: Administrator _____
Aide _____
Maintenance _____

Teacher _____
Support Staff _____
Other _____

2. How often do you use the staff cafeteria or lounge?

More than 5 times per week _____
About 4-5 times per week _____
About 2-3 times per week _____
About once a week _____
Less than once a week _____

3. Do you think that the nonsmoking area in the cafeteria or lounge is adequate?

Yes _____ No _____

Comments: _____

4. Would you use the cafeteria/lounge more or less often if it were smokefree?

More often _____
Less often _____
About the same _____

5. Indicate how you feel about each of the following statements concerning tobacco policy for staff and community members:

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Care
a. The present policy on smoking is adequate:	_____	_____	_____	_____	_____

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Care
b. Tobacco-use should be prohibited at all meetings in district buildings:	_____	_____	_____	_____	_____
c. Tobacco-use should be prohibited in all district buildings:	_____	_____	_____	_____	_____
d. Tobacco-use should be prohibited on district property, and at district events:	_____	_____	_____	_____	_____
e. Tobacco-use should be prohibited in district vehicles:	_____	_____	_____	_____	_____
6. Do you now smoke cigarettes, cigars, pipes, or use chewing tobacco?					
Yes _____ (skip to question 8) No _____					
7. Have you ever used tobacco on a regular basis?					
Yes _____ No _____					
8. What programs would you like to see made available to district employees?					
Group smoking cessation programs run by outside experts _____					
Educational materials for those who want to quit on their own _____					
Exercise programs _____					
Contests or awards for those who quit _____					
Incentives for all nonsmokers _____					
Other: _____					
9. If you currently use tobacco, would you take part in one of the programs listed above?					
Yes _____ No _____ Maybe _____					
10. What three items do you think are most important to be included in a district tobacco-use policy for staff, students, and community members? (List in order of importance.)					
1. _____					
2. _____					
3. _____					

Thank you for completing this questionnaire. Please return to _____
by (date) _____.

Adapted from a survey developed by the Minnesota Department of Health, Center for Nonsmoking and
Health and used with their permission.

STUDENT TOBACCO POLICY SURVEY

Current Grade ____

Male ____

Female ____

1. Indicate how often you are bothered by someone smoking at school:
 - a. Frequently ____
 - b. Occasionally ____
 - c. Seldom ____
 - d. Never ____
2. Indicate how often you are bothered by someone using smokeless tobacco (chewing/dipping) at school:
 - a. Frequently ____
 - b. Occasionally ____
 - c. Seldom ____
 - d. Never ____
3. If you are bothered by someone using tobacco in school, in what way(s) are you bothered? (Check all that apply.)
 - a. Clothes and hair smell ____
 - b. Eye irritation ____
 - c. Coughing ____
 - d. Headaches ____
 - e. Irritates an allergy ____
 - f. Concern for long-term health ____
 - g. Interferes with working/studying ____
 - h. School building smells ____
 - i. Tobacco juice on floors, in drinking fountains ____
 - j. Smoke/cigarette butts at entrances ____
 - k. Other (please describe): _____
4. Do you think the school system should offer programs to students who want to quit smoking or chewing?
Yes ____ No ____
5. What is your opinion of a total ban on tobacco-use in school buildings for students, staff, and community members?
 - a. I strongly approve ____
 - b. I approve ____
 - c. I don't care ____
 - d. I disapprove ____
 - e. I strongly disapprove ____

On school grounds:

 - a. I strongly approve ____
 - b. I approve ____
 - c. I don't care ____
 - d. I disapprove ____
 - e. I strongly disapprove ____
6. In your opinion, would students be more likely to follow a tobacco policy if it was the same policy for adults who use the schools?
 - a. Yes, definitely ____
 - b. Maybe ____
 - c. No ____
 - d. I don't know ____

7. How would you classify your current tobacco-use status?
- a. Never smoked or chewed ____
 - b. Current cigarette smoker (at least once a week) ____ (Go to questions 8, 9, 10)
 - c. Current chewer/dipper (at least once a week) ____ (Go to questions 11, 12, 13)

ANSWERED BY SMOKERS ONLY:

8. What grade were you in when you started smoking?

1 ____	4 ____	7 ____	10 ____
2 ____	5 ____	8 ____	11 ____
3 ____	6 ____	9 ____	12 ____

9. How long have you been smoking?

a. Less than 1 month ____	d. 3-4 years ____
b. 1 month - 11 months ____	e. 5-6 years ____
c. 1-2 years ____	f. More than 6 years ____

10. How do you think a total ban on tobacco-use on school premises would affect your overall smoking?

- a. It would not affect my smoking ____
- b. I would probably smoke more away from school ____
- c. It might reduce the overall amount I smoke ____
- d. I might try to quit ____

ANSWERED BY CHEWERS ONLY:

11. What grade were you in when you started chewing/dipping?

1 ____	4 ____	7 ____	10 ____
2 ____	5 ____	8 ____	11 ____
3 ____	6 ____	9 ____	12 ____

12. How long have you been chewing/dipping?

a. Less than 1 month ____	d. 3-4 years ____
b. 1 month - 11 months ____	e. 5-6 years ____
c. 1-2 years ____	f. More than 6 years ____

13. How do you think a total ban on tobacco-use on school premises would affect your overall use of smokeless tobacco?

- a. It would not affect my use ____
- b. I would probably chew/dip more away from school ____
- c. It might reduce the overall amount I chew/dip ____
- d. I might try to quit ____

14. Any other comments about school tobacco-use policies: _____

APPENDIX C:

SAMPLE TIMELINE AND CHECKLIST

APPENDIX B: SAMPLE TIMELINE AND CHECKLIST

TASKS TO BE COMPLETED	1 YEAR												
	Months												Task Completed
	1	2	3	4	5	6	7	8	9	10	11	12	
Identify educational, health and economic benefits of tobacco-free schools													
Secure school board and administrative support													
Form and meet with Advisory Committee													
Conduct tobacco policy survey with staff/students													
Identify committee tasks and timeline													
Gather Information													
Develop and adopt tobacco-free school policy													
Apply for Tobacco-Free School Award or Certificate													
Identify how the policy will be enforced													
Plan implementation strategies													
Plan strategy to communicate policy to the staff, students and public													
Policy implementation (ongoing)													
Evaluate the policy (6-12 months after implementation)													

[illegible]

APPENDIX D:

SAMPLE POLICIES FROM
TOBACCO-FREE SCHOOL DISTRICTS

ANOKA-HENNEPIN SCHOOL DISTRICT

APPENDIX G

2/8/88 G-1

PROPOSED RESOLUTION RE:
TOBACCO-FREE ENVIRONMENT

WHEREAS, it is the goal of the Anoka-Hennepin School Board to declare all school district owned and operated facilities/property to be tobacco-free (use of tobacco prohibited); and

WHEREAS, effective September 1, 1987, all outdoor athletic facilities were determined to be tobacco-free; and

WHEREAS, all new facilities completed after April 27, 1987, are tobacco-free; and

WHEREAS, an advisory task force established to formulate, for School Board consideration, recommended policies and procedures to implement the stated School Board position regarding tobacco-free environment has submitted a report to the School Board;

NOW THEREFORE BE IT RESOLVED, That effective July 1, 1988, all Anoka-Hennepin School District facilities, grounds, and vehicles will be tobacco-free.

LF/az/Ds6

Passed as written

DULUTH SCHOOL DISTRICT

1335

Community Relations

Tobacco-Free School District

Information and Purpose

The School Board is committed to promoting a healthy lifestyle for its students and staff. Tobacco use is identified as a major health risk for both the users and the non-users. The School Board has a responsibility to promote a safe and healthy environment for students, staff, and other citizens. It is the intention of the School Board to provide school district sites that are tobacco free and, therefore, consistent with messages given in health education programs. The School Board believes this policy decision will accommodate concerns expressed by parents, students, and community officials relative to tobacco issues associated with the Duluth Public Schools.

Policy Statement

Effective September 1, 1988, smoking and the use of tobacco products shall be prohibited on school district facilities. This includes, without limitation, school buildings, school grounds, district owned and leased vehicles and sites leased by the district.

Persons Affected

No one will use tobacco products while on, or in, school district facilities. In addition, all persons will refrain from visibly flaunting tobacco products.

Tobacco-Use Cessation Program

A cessation program will be provided by the school district. This cessation program shall be offered at no cost to the student or employee. Also included as part of this cessation program will be organized support groups to provide follow-up programs for staff and students.

Enforcement Procedures

Students

Students violating any part of this policy will be referred to the school district site administrator or designated staff members. Students who are referred to the administration for violation will experience the following disciplinary procedures:

1. First violation: one (1) day in-school suspension; letter to parents.
2. Second violation: one (1) day dismissal followed by a parent conference and referral to the district-provided cessation program.

Community RelationsTobacco-Free School DistrictEnforcement Procedures (continued)Students (continued)

3. Third violation: three (3) day suspension, in accordance with the Pupil Fail Dismissal Act of 1974, followed by a parent conference prior to readmission.
4. Fourth violation: the student will be recommended for expulsion according to school district Policy #5131, Pupil Conduct and Control.

Staff

Staff members who are in violation will experience the following disciplinary procedures:

1. First violation: a verbal warning by the immediate supervisor.
2. Second violation: a written warning with a copy placed in the staff member's personnel file and referral to the district provided cessation program.
3. Third violation: will be considered as insubordination and the staff member will be suspended for one (1) day without pay.
4. Fourth violation: will be cause for dismissal.

Other Citizens

Citizens in violation of the school district policy will experience the following:

1. A verbal request to stop smoking or to stop the use of other tobacco products on the school district site.
2. Upon refusal to comply, a report will be made to the school district site supervisor who will issue a second verbal warning.
3. If the second warning is not adhered to, the site supervisor will direct the citizen to leave the site. Should non-compliance result, local law enforcement personnel will be called, in accordance with Duluth City Code Section 34-39.

Community RelationsTobacco-Free School DistrictEnforcement Procedures (continued)School Neighborhoods

It is not the intention of a tobacco-free school district policy to move student tobacco use from the school district site to the immediate neighborhoods; however, school district jurisdiction is limited only to the designated school district sites. Should neighbors request assistance, the supervisory aides designated to assist with the implementation of this policy may be dispatched by the site administrator to counsel with students using tobacco in the neighborhood. Also, local law enforcement personnel may be called to assist.

Time Table of Implementation

The School Board recognizes the importance of communication and dissemination of information relative to the implementation of this policy.

The following time line will be implemented:

September, 1987 through August, 1988	Designated tobacco-use areas will remain and be posted at each school district site. The remainder of the building/site will be tobacco free. If no tobacco-use area currently exists, there will not be a tobacco-use area created. Educational/cessation programs will be administered. All information regarding this policy will be provided and presented to students, staff, and community. School district sites will be provided several copies of the following sign: "Tobacco-use in designated areas only. As of September 1, 1988, this site will be tobacco free. Thank you for your cooperation."
September, 1988	Tobacco-free school district policy in effect (except DTI). School district sites will be provided new signs: "Tobacco-Free School/Site."
September, 1989	Tobacco-free school district policy in effect at DTI.

Policy
adopted: 8-11-87

Independent School District #709
Duluth, Minnesota

CLOQUET INDEPENDENT SCHOOL DISTRICT NO. 94
TOBACCO FREE BUILDINGS POLICY

Background

Researched statistics substantiate that the use of tobacco products is the number one health problem in the United States today. Nicotine, an addicting drug found in all tobacco products, is the leading cause of premature death, disease, and disabilities in our country. It contributes to heart attacks, strokes, high blood pressure, emphysema, and several forms of cancer.

Smoking is hazardous to non smokers as well as smokers. Recent studies indicate that serious health problems can be caused by being exposed to "second hand" smoke.

Each year 13,500 adolescents begin smoking in Minnesota; many of them model adult behavior and a majority of them go on to become regular adult smokers!

Purpose

The School Board of ISD No. 94 acknowledges its responsibility to provide a healthy, pleasant, and productive environment for staff, students, and the community. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall continue to encourage programs to help its students resist tobacco use. The School Board is also concerned about the health of its employees and recognizes the importance of adult role modeling for students during the formative years. Therefore, the Board shall promote a tobacco free environment within the buildings of Independent School District No. 94.

Policy

Effective August 3, 1987 the use of any tobacco products shall be prohibited within the public school buildings and tax exempt licensed vehicles or vehicles loaned to Independent School District No. 94, Cloquet, Minnesota. The possession of tobacco products by students on school property and within school buildings shall also be prohibited. This tobacco free policy is all inclusive and prohibits the use of tobacco at any time including school hours, non school hours, weekends, summer vacations, etc.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non users. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation may report it in accordance with the procedures listed below.

Students

Violations shall be referred to the appropriate building principal.

Penalty: Appropriate disciplinary action will be taken by the building principal as per building policy.

Staff

Violations shall be referred to the employee's appropriate supervisor.

Penalty:

- First violation - verbal reprimand
- Second violation - a written warning with copies
filed in the personnel file.
- Further violations - a complaint will be filed with the police
department for violation of the Minnesota
Clean Indoor Air Act (smoking in a designated
non smoking area is a petty misdemeanor).*

General Public

- First violation - individual will be asked to refrain
from smoking.
- Second violation - individual will be asked to refrain
from smoking and a letter to the
offender will be sent documenting
this second offense.
- Further violations - a complaint will be filed with the police
department for violation of the Minnesota
Clean Indoor Air Act (smoking in a designated
non smoking area is a petty misdemeanor).*

*School administration or supervisors may call in local law
enforcement agencies to assist with the enforcement of this
policy.

DETROIT LAKES PUBLIC SCHOOLS
POLICY AND PROCEDURES MANUAL

ITEM V. 2.

DATE EFFECTIVE: 05/14/87	PAGE: 01 OF 03 PAGES
SUBJECT: TOBACCO-FREE SCHOOLS POLICY	FILE NO. 058/TOBACC01 - 3

TOBACCO-FREE SCHOOLS POLICY

Background

The purpose of public education is to help individuals acquire knowledge, skills, and positive attitudes toward self and others that will enable them to solve problems, think creatively, continue learning, and develop maximum potential for leading productive, fulfilling lives in a complex and changing society.

-- Minnesota Legislative Commission on Public Education

Tobacco use has been identified as the chief, single available cause of death in our society and is not consistent with the mission of education to develop the maximum potential of each individual for leading productive lives. In the interests of providing a healthy, comfortable working and learning environment this policy is established.

PURPOSE

The benefits of a tobacco-free school fall into three main categories.

1. Educational Benefits

- a. Tobacco-free school policies will reinforce and support educational efforts concerning tobacco use.
- b. Stricter enforcement of student tobacco-use policies may have a positive effect on students' respect for rules, laws, and authority.
- c. Adult role models influence the tobacco-use of young people.
- d. Some schools report better student compliance with tobacco-use policies after implementing a tobacco-free policy for students, staff, and community members.
- e. Prohibiting adult tobacco-use in schools may de-emphasize the importance, prestige, maturity, and desirability often associated with tobacco use by young people.

2. Health Benefits

- a. Reduced tobacco-use reduces the risk of premature death and disability from many illness.
- b. Eliminating tobacco-use in schools reduces the possibility of consequences from passive smoke.

3. Economic Benefits

- a. In 1983, smoking cost Minnesota residents \$375 million in direct medical costs.
- b. Employers spend more money on employees who smoke.

POLICY

Effective September 1, 1987, use of all tobacco products shall be prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This shall include school buildings, grounds, and school-owned vehicles. Possession of tobacco products by K-12 students on school property shall be prohibited.

The Detroit Lakes Technical Institute shall implement a tobacco-free campus as follows:

- ° July 1, 1987 - Tobacco use shall be prohibited in school-owned vehicles and inside the building, with the exception of the student smoking lounge (former game room).
- ° July 1, 1988 - Prohibition of tobacco use shall be extended to the entire building.
- ° July 1, 1989 - Prohibition of tobacco use shall be extended to the school grounds.

ENFORCEMENT

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. All adults serve as role models for our young people. The school district will encourage tobacco-free school property in the following ways:

1. Posting of positive tobacco-free signs and posters.
2. Public announcements at school events and in written communications.
3. Voluntary Smoke-Free Clinics offered through Community Education to students and staff at district expense.

4. Instructions to security personnel to enforce the policy at public events.
5. Employment of two half-time aides (male and female) to assist in student enforcement at secondary schools.
6. Coordination with city officials to assist in enforcement off-campus.
7. Enforcement procedures are currently in force for adherence to district policy by students, staff, and the public. Building administrators are responsible for enforcement.

INDEPENDENT SCHOOL DISTRICT #199
INVER GROVE HEIGHTS SCHOOLS
9875 Inver Grove Trail East
Inver Grove Heights, Minnesota 55075

TOBACCO-FREE POLICY

RATIONALE

Tobacco use has been cited as the NUMBER ONE public health problem in the nation.

Dr. C. Everett Koop, Surgeon General of the United States, has stated that

- "Smoking is the chief, single avoidable cause of death in our society, and the most important public health issue of our time." *1

Tobacco use has been identified as the leading cause of disease, chronic disability, and premature death in our country. Overwhelming statistical evidence indicates that tobacco use can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Even non-smokers are subject to long-term health consequences by breathing the toxins released in passive, side-stream smoke.

GOAL/PURPOSE

The School Board of District #199 holds a commitment to promoting an environment which will encourage and enhance a healthy lifestyle for district students, staff, and community citizens.

The School Board is concerned about the health of its students and employees. The Board also recognizes the importance of adult role-modeling for students during formative years.

The School Board believes that education holds a central role in establishing patterns of behavior related to good health. Thus, in conjunction with an existing curriculum which addresses tobacco-use prevention, the Board wishes to establish a policy which provides a tobacco-free environment in which students can learn, employees can work, and in which all, including visitors, can be healthy and comfortable.

In concert with the spirit of the law regarding the 1975 Clean Indoor Air Act and the 1985 Omnibus Non-smoking and Disease Prevention Act, the School Board of District #199 has established the following policy.

POLICY

EFFECTIVE AUGUST 1, 1987, SMOKING AND THE USE OF TOBACCO PRODUCTS BY STUDENTS OR ADULTS SHALL BE PROHIBITED ON SCHOOL DISTRICT PROPERTY. THIS SHALL INCLUDE SCHOOL BUILDINGS, GROUNDS, SCHOOL-OWNED VEHICLES, AND AT SCHOOL-SPONSORED OR SCHOOL-SUPERVISED EVENTS OFF CAMPUS. POSSESSION OF TOBACCO PRODUCTS BY STUDENTS ON SCHOOL PROPERTY SHALL REMAIN PROHIBITED.

¹United States Department of Health and Human Services, Public Health Service, Office on Smoking and Health, The Health Consequences of Smoking, Chronic Obstructive Lung Disease: A Report of the Surgeon General, 1994.

NORTHFIELD PUBLIC SCHOOLS

POLICY ON SMOKE/TOBACCO FREE ENVIRONMENT

Background

Smoking has been identified as the ~~number~~ one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country.

Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air and the risks of developing severe diseases such as lung cancer are increased. Smoking is the single largest preventable cause of mortality.

Thousands of adolescents begin smoking each year in Minnesota. The majority of them go on to become regular, adult smokers.

Purpose

The Northfield School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco use. Curriculum related to tobacco-use prevention will be developed and introduced at the primary grade levels and given greater indepth concentration at the secondary level. The School Board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the Board shall promote non-smoking among its staff and students. Smoking cessation programs will be made available to staff and students on a periodic basis.

Policy

Effective September 1, 1986, ~~smoking~~ and use of tobacco products shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property shall be prohibited.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any violation of this policy by students shall be referred to the building principal at the elementary level, the dean of students at the middle school level, and the assistant principal at the high school level. Students who violate provisions of this policy shall be subject to building student discipline procedures.

Staff

Any violation of this policy by staff shall be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and dismissal of staff.

Citizens

Citizens who are observed smoking or using tobacco products on school district property shall be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated non-smoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

Current Policy

Smoking by students in school buildings shall be prohibited. Smoking by adults shall be prohibited except in designated areas and at designated times.

Adopted prior to 1974

Policy Effective August 1, 1988

No person may smoke or use a tobacco product (1) in any building or upon any grounds which is owned (or leased) and occupied by the School District; or (2) in any location or facility during any school or School District sponsored educational program, activity or event regardless of the location of such activity or event.

No elementary or secondary school student may smoke or use a tobacco product (1) in any building or upon any grounds which is owned (or leased) and occupied by the School District, or (2) during any school or School District sponsored activity or event regardless of the location of such activity or event.

The term "smoke" shall include smoking a cigarette, cigar, or pipe; or carrying a lighted cigarette, cigar, or pipe. The term "use a tobacco product" shall include the chewing of tobacco or snuff or the consumption of any other tobacco product. The utilization of any smoke or tobacco cessation product, as long as it does not generate smoke, is not prohibited under this policy.

Exemptions from this policy may be granted by the Board of Education upon recommendation of the Superintendent based upon the best interests of the School District.

LEGAL REF.: M.S. 609.685
M.S. 144.411 et seq.

See also: STUDENTS/Conduct; STUDENTS/Discipline

INDEPENDENT SCHOOL DISTRICT NO. 284 WAYZATA, MINNESOTA	
APPROVED BOARD POLICIES	CODE: <u>GBK</u>

SMOKE/TOBACCO USE ON SCHOOL PREMISES BY EMPLOYEES AND OTHER ADULTS

The School Board is deeply concerned about the toxic effects of smoking and tobacco use by employees and citizens in general. Accordingly, all tobacco use shall be prohibited in school buildings and on school property at all times. The Superintendent is directed to develop rules and procedures to enforce this policy.

ADOPTION DATE: May 11, 1987

APPENDIX E:

SMOKING AT THE WORKPLACE:
THE CHANGING LEGAL SITUATION

SMOKING AT THE WORKPLACE: THE CHANGING LEGAL SITUATION

Excerpts from a presentation by Matthew Myers, attorney and staff director, Coalition on Smoking and Health, Washington, D.C. at the "Up In Smoke" conference, November 1985, Bloomington, Minnesota.

BANNING SMOKING. HIRING NONSMOKERS

Current legal consensus is this: when no labor contract exists and no legislation mandates otherwise, the employer has the right to eliminate all smoking on company premises, and even hire only nonsmokers.

SUITS BY NONSMOKERS

Companies that do not have policies that restrict smoking at the workplace can be vulnerable to suits by nonsmokers.

Numerous compensation awards for unemployment, disability, and medical retirement have been won by nonsmokers. An employer's liability actually increases by permitting workplace smoking. ...The employer is subject to civil action under the common law duty to provide a work environment reasonably free of recognized hazards and to protect the employee from avoidable perils.

The 1976 case of Shimp vs. new Jersey Bell is the cornerstone of a growing body of law which favors the right of the nonsmoking employee to a work environment free of tobacco smoke. Legal opinion rendered in civil actions and administrative law cases has unanimously accepted the legal and medical definition of tobacco smoke as an occupational health hazard.

SUITS BY SMOKERS

There is no legal precedent for a smoker prevailing in a quest to continue smoking, a behavior which harms co-workers. The courts have never yet supported anyone's right to impose a health risk on others per se. Anyone can seek to file suit: but the consensus of legal opinion is that no smoker would prevail in the legal climate today,

unless a labor contract or legislated regulation was violated.

EXISTING LABOR CONTRACTS

Some lawyers are of the opinion that the employer has a duty to bargain before making a unilateral decision to initiate policy—if the union does not concur with the policy. The reason lawyers give is that a smoking ban would constitute a change in conditions of employment.

Nevertheless, the employer who has bargained in good faith...to impasse...can then proceed to introduce a smoking control policy without being guilty of an unfair labor practice.

(Note: According to cases regarding smoking policy in health care organizations, unions do not have negotiating power as long as the issue is health/safety related. The unions do have power with regard to implementation procedures, i.e. involvement in the process, timing of policy implementation, communication about the new policy, etc.)

The majority opinion, however, is that on the basis of eliminating an existing hazard, an employer can make a unilateral decision without bargaining unless there is specific language in the contract outlining the right to smoke in certain areas or at certain times.

PROTECTION OF NONSMOKING EMPLOYEES

The common law responsibility is clearly defined as requiring the employer provide a work environment reasonably free of recognized hazards. Precedent has been set whereby a seriously affected employee can seek an injunction to protect him or her from “imminent danger” of tobacco smoke in the ambient air. (Shimp vs. New Jersey Bell Telephone Co., 1976)

NATIONAL AND STATE HANDICAPPED ACTS

The National Rehabilitation Act of 1973 requires employers receiving more than \$2,500 in federal funds to make “reasonable accommodation” for handicapped employees; two precedential federal decisions have declared employees who are extremely sensitive to secondhand smoke as handicapped. (Vickers vs. Veterans Administration et al and Pletten vs. U.S. Army)

UNEMPLOYMENT AND WORKER'S COMPENSATION

Since 1976, employees in increasing numbers are being awarded claims for involuntary smoking illnesses and loss of jobs and/or health. (Harriet Brooks vs. Trans World Airlines, and Linda A. Apell vs. Morrestown Board of Education.)

THE CLIMATE OF THE COURTS

The most recent authoritative outlines of the employer's responsibility is found in the unanimous 1982 opinion of the Missouri Appellate court:

“...the tobacco smoke of co-workers smoking in the work area is hazardous to the health of employees in general and plaintiff in particular. The allegations also show that defendant (employer) knows the tobacco smoke is harmful to the plaintiff's health and that defendant has the authority, ability, and reasonable means to control smoking in areas requiring a smoke-free environment. Thereby, by failing to exercise its control and assume its responsibility to eliminate the hazardous condition caused by tobacco smoke, defendant has breached and is breaching its duty to provide a reasonably safe workplace...”

The opinion of New Jersey Superior Court Judge Philip A. Gruccio in the Shimp case in 1976 is still the definitive statement on the court's position today:

“...The evidence is clear and overwhelming. Cigarette smoke contaminates and pollutes the air, creating a health hazard not merely to the smoker but to all those around (him or her) who must rely upon the same air supply.

The right of an individual to risk his or her health does not include the right to jeopardize the health of those who must remain around him or her in order to properly perform the duties of their job.”

APPENDIX F:

**RESULTS OF THE MINNESOTA DEPARTMENT OF HEALTH
1987 SURVEY ON ADOLESCENT TOBACCO USE**

**Fall 1987 Adolescent Tobacco-Use Survey Results
From the Minnesota - Wisconsin Two-State Tobacco Project**

A total of 4,252 ninth grade students from 57 schools throughout Minnesota were surveyed by the University of Minnesota, Division of Epidemiology. This was one of a series of surveys to monitor adolescent tobacco use. Validation of students' smoking status was provided by measuring carbon monoxide levels in breath samples.

Smoking Rates for Minnesota Ninth Graders

Smoking rates are similar for males and females in the ninth grade:

- Sixteen percent reported smoking during the past week and 11 percent reported smoking during the past 24 hours.
- Fifty-seven percent of Minnesota ninth graders have smoked at least one cigarette, 59 percent of males and 55 percent of females.

Use of Smokeless Tobacco (chewing tobacco and snuff)

Smokeless tobacco use is primarily a male habit and continues to be more common among ninth grade boys than among adult males over age 18.

- Among ninth graders, 11 percent of males and less than one percent of females reported using smokeless tobacco during the past week.
- Fifty-four percent of males and 16 percent of females in the ninth grade have tried a smokeless tobacco product at least once.
- Of Minnesota males over age 18, seven percent reported being current users of smokeless tobacco and 26 percent have tried it at least once (1987, MDH Center for Health Statistics).

Patterns of Tobacco Use

Tobacco use begins at an early age and is related to having friends and family members who smoke and use tobacco.

Among Ninth Graders:

- Of those who have smoked at least once, 57 percent tried their first cigarette before seventh grade.
- Of those who have used smokeless tobacco at least once, 55 percent had tried it before seventh grade.

Ninth Graders Were:

- About twice as likely to smoke if their mothers or fathers were smokers and three times more likely if they had an older sibling who smoked.
- About 23 times more likely to smoke if their best friend smoked.
- Almost twice as likely to use smokeless tobacco if their father used or three times as likely if an older sibling used smokeless tobacco.
- About 20 times more likely to use smokeless tobacco if their best friend was a smokeless tobacco user.
- More likely to smoke if their friends were smokers. Less than one percent of the students smoked if none of their friends smoked, while 80 percent smoked if all their friends smoked.

Note: For this Fall 1987 Survey, ninth graders completed surveys at the beginning of the school year. For the Minnesota Department of Health 1986 Survey on Adolescent Tobacco Use, ninth graders were surveyed at the end of the school year. Therefore, the results from these two surveys cannot be directly compared.



For more detailed information, contact: Section for Nonsmoking and Health, Minnesota Dept. of Health, 717 S.E. Delaware St., Minneapolis, MN 55440.
10/30/88

APPENDIX G:

TOBACCO USE CESSATION RESOURCES

COMMUNITY RESOURCES FOR ADULT TOBACCO CESSATION PROGRAMS

How To Select a Cessation Program . . .

To create a standardized means of judging both the methods and the results of smoking cessation programs, the major providers of such programs - including the American Lung Association, the American Cancer Society, and the American Heart Association - have developed and approved a Code of Ethics.

The code addresses nine areas:

- ◆ **Criteria of Success.** Complete cessation and continued abstinence from smoking should be measured for one year.
- ◆ **Disclosure.** An accurate description of the program (including treatment, leadership, length of time, and costs) should be given to each participant.
- ◆ **Continuity.** Maintenance programs, as well as counseling or referral, should be available to participants who do not respond to a program's approach.
- ◆ **Training.** Only trained and experienced individuals should be allowed to lead groups.
- ◆ **Program Uniformity.** Each organization should standardize its programs and maintain quality control.
- ◆ **Record Keeping.** Adequate records of all participants should be maintained.
- ◆ **Evaluation.** Programs should be evaluated annually.
- ◆ **Advertising.** No quantitative claims or guarantees of success should be made.
- ◆ **Human Dignity.** There should be no discrimination in admission to the program, and records should be kept confidential.

AMERICAN LUNG ASSOCIATION

Freedom From Smoking - a self-help smoking cessation program. Manual number one is entitled, "Freedom From Smoking In 20 Days (R)," and is a fully illustrated, 4-color, 64-page manual plus supplementary materials. Each of the 20 days is filled with specific activities designed to help you understand your smoking addiction better . . . so that you can learn to stop now. Manual number two is entitled, "A Lifetime of Freedom From Smoking." This fully illustrated, 28-page manual is designed to give you the help you need to stay off cigarettes after you've quit.

Freedom From Smoking. This is a group program where you will get the support and encouragement you need to quit smoking for good. During the eight session program led by experts, you'll understand your motivations and your rationalizations about continuing to smoke. The program uses a positive behavior change approach that teaches you how to become a nonsmoker. It also provides you with a wealth of material and knowledge to help you remain a nonsmoker forever.

In Control - a (home) video program. "In Control" is a two-hour video cassette that is watched in 13 nine-minute segments over 13 days. Each segment is different and gives the smoker motivation, encouragement, and specific techniques on how to become a permanent ex-smoker. Also included are a 124-page Viewer's Guide and an audio cassette relaxation tape.

For More Information Contact: American Lung Association of Minnesota
490 Concordia Avenue
St. Paul, MN 55103
1-800-642-LUNG or (612) 227-8014

AMERICAN CANCER SOCIETY

FreshStart. FreshStart is the American Cancer Society's new, up-to-date quit-smoking program. It is an active, practical approach to quitting. All the methods and activities have been tested and contain the most effective elements for success.

FreshStart Computer Disk Program. The purpose of this program is to provide the smoker with valuable personalized information to help him/her quit the smoking habit. The FreshStart Computer Disk Program parallels the FreshStart Group Program and contains all the essential elements that are needed to help smokers quit and actually stay off cigarettes.

FreshStart: 21 Days To Stop Smoking. This self-help video cassette (developed by the American Cancer Society in conjunction with Simon and Schuster Video Co.) is

designed for the smoker who is attempting to quit. It is narrated by Robert Klein, encourage smokers to quit. The video consists of 21 three to four minute segments designed to assist the smoker on a daily basis for three weeks. The content follows the American Cancer Society's FreshStart Group Program.

Quitter's Guide - 7-Day Plan to Help You Stop Smoking Cigarettes. This guide (in booklet form) can be adjusted to meet individual needs. It includes daily instructions, activities, suggestions, and information.

For More Information Contact: **American Cancer Society,**
Minnesota Division
3316 West 66th Street
Minneapolis, MN 55435
(612) 925-2772

AMERICAN HEART ASSOCIATION

Calling It Quits. This slide/tape presentation is designed to be used with the smoking cessation module of "Heart at Work." It can be shown to employees involved in the program and used to motivate participants to quit smoking. It includes 47 slides, a script, and pulsed tape which runs 4 minutes, 48 seconds.

The "Calling It Quits" smoking cessation packet is a self-help guide containing two booklets. How to quit is an informational, easy to understand booklet which provides a variety of tips on how to stop smoking. The Good Life reinforces nonsmoking behavior and suggests ways to identify and cope with everyday urges to smoke.

For More Information Contact: **American Heart Association**
Minnesota Affiliate
4701 West 77th Street
Minneapolis, MN 55435
(612) 835-3300

A GUIDE TO SMOKING CESSATION PROGRAMS IN MINNESOTA

A comprehensive list of most smoking cessation programs in Minnesota, organized by county, is available for \$5 from:

Minnesota Coalition for a Smoke-Free Society 2000
Health Association Center, Suite 314
2221 University Avenue, SE
Minneapolis, MN 55414
(612) 378-0902

MINNESOTA D-DAY

Minnesota D-Day ("Don't Smoke" Day) is held the third Thursday of November each year. It has now become a national tradition known as the "Great American Smokeout."

Cosponsored by the American Lung Association of Minnesota and the American Cancer Society, Minnesota Division, D-Day is the day smokers are encouraged to give up the habit - hopefully forever - but at least for one 24-hour period.

A "D-Day School Kit" is available that contains classroom activities for all grade levels, directions for entering the statewide D-Day Quit Smoking contest, directions for coordinating school D-Day contest in your district, fact sheets and information on other resources.

For More Information Contact:

The American Lung Association of Minnesota
The American Cancer Society,
Minnesota Division

TOBACCO CESSATION PROGRAMS FOR ADOLESCENTS

By the time they reach senior high school, some adolescents have been smoking or chewing for three to five years or more. Many of these students are addicted to tobacco and may need information, assistance, and support to quit.

Many schools are offering tobacco cessation programs and materials to students as well as to staff members who smoke. The following programs have been designed specifically for adolescents who use tobacco.

TOBACCO-FREE TEENS

Tobacco-Free Teens is a new program designed to help high school students stop using tobacco products. It is a multi-session program addressing adolescent concerns such as reasons for quitting, coping with peers and social situations, weight gain, and many other topics. For more information, contact your local American Lung Association office:

In Ramsey County:	John F. Hogan 480 Concordia Avenue St. Paul, MN 55102 (612) 224-4901
In Hennepin County:	Penny L. Gottier 1829 Portland Avenue Minneapolis, MN 55404 (612) 871-7332
In other counties:	Holly Loeffler 490 Concordia Avenue St. Paul, MN 55103 (612) 224-8014 or 1-800-642-LUNG

BIOMEASUREMENT PROJECT - A SMOKING EDUCATION PROGRAM.

The Biomeasurement Project, a program designed specifically for high school students, uses four pieces of biofeedback equipment to demonstrate the immediate physiological effects of smoking a single cigarette. The goal of the Biomeasurement Project is to prevent the onset of regular tobacco use in adolescents by:

- reinforcing nonsmokers in their decision not to smoke,

- informing smokers about the immediate physical effects of smoking, and
- encouraging smokers to reevaluate their decision to smoke.

For More Information Contact: **American Lung Association of Minnesota**
 490 Concordia Avenue
 St. Paul, MN 55103
 1-800-642-LUNG or (612) 227-8014

kNOwSMOKE - A COMPUTERIZED SMOKING AWARENESS PROGRAM FOR TEENAGERS.

kNOwSMOKE is a computer program focusing on smoking related knowledge, attitudes, and behavior. The program concludes with a personalized quitting plan for the smoking teenager. This program is designed for nonsmoking teens as well as adolescent smokers who may want to quit.

For More Information Contact: **American Cancer Society,**
Minnesota Division
 3316 West 66th Street
 Minneapolis, MN 55435
 (612) 925-2772

SAVE A SWEETHEART.

This is a simple, extracurricular program on smoking for high school students. The key to the program is student ownership. The students, with faculty assistance, work to help smokers quit and help nonsmokers stay that way. "Save a Sweetheart" involves a series of activities conducted outside the classroom. Activities include an advertising campaign, pledges from smokers who agree to quit, public address announcements, a "Save a Sweetheart" day of no smoking, and optional classroom activities for those teachers who want to provide additional information.

For More Information Contact: **American Heart Association,**
Minnesota Affiliate
 4701 West 77th Street
 Minneapolis, MN 55435
 (612) 835-3300

UP TO SNUFF: A HANDBOOK ON SMOKELESS TOBACCO.

This resource manual on smokeless tobacco provides accurate, up-to-date information to help young people decide not to use tobacco and offers a tested cessation program designed to help adolescent chewers kick the habit.

Available for \$14.95 from: **Independent Video Services**
401 E. Tenth Avenue, Suite 160
Eugene, OR 97401
(503) 345-3455

APPENDIX H:

SAMPLE EVALUATION FORM

STUDENT/EMPLOYEE EVALUATION **TOBACCO-USE POLICY**

Please complete this survey as honestly as possible. All information will be used for evaluation purposes only; all responses will remain completely anonymous.

1. I think the new tobacco use policy has:

- ☐ improved the school environment
- ☐ made no difference in the school environment
- ☐ made the school environment worse

2. I think the new policy is:

- ☐ very fair
- ☐ okay
- ☐ unfair

3. I think the new policy has had these benefits: (please list)

4. I think the new policy has caused these problems: (please list)

5. Did you use tobacco (cigarettes or chewing tobacco) when the new policy was implemented?

- ☐ No
- ☐ Yes

If YES, complete the questions 6-10

6. The new policy has helped me to reduce my use of tobacco:

- ☐ No
- ☐ Yes

Evaluation Form

Page 2

7. I have attempted to quit using tobacco as a result of the new policy:

☐ No

☐ Yes

8. If yes, did you:

☐ attend a school sponsored quit program?

☐ attend a community program?

☐ attempt to quit using self-help materials?

☐ attempt to quit without any outside help?

9. Have you successfully quit using tobacco since the new policy was implemented?

☐ No

☐ Yes

10. Do you intend to quit using tobacco in the future?

☐ No

☐ Yes

11. Your sex:

☐ male

☐ female

12. Are you:

☐ teacher

☐ staff

☐ student

☐ other (please list)

☐ administrator

13. Additional comments:

Thanks for your help!

[-----]
APPENDIX I:
[-----]

TOBACCO EDUCATION MATERIALS AVAILABLE FROM
THE AMERICAN LUNG ASSOCIATION OF MINNESOTA
AND THE MINNESOTA DEPARTMENT OF EDUCATION

MATERIALS AVAILABLE FROM THE
AMERICAN LUNG ASSOCIATION OF MINNESOTA: SMOKING



All materials are free in reasonable quantities unless otherwise indicated.

PAMPHLETS AND LEAFLETS

About Smoking and Cancer

Seven kinds of cancer related to smoking, their symptoms and methods of treatment are illustrated with quit tips.

As You Live...You Breathe

Lively, illustrated booklet describes breathing process, has strong anti-smoking message. For 5th to 8th graders. 16 pages.

Be Kind to Nonsmokers

Leaflet explains why smoke hurts nonsmokers, too. Child holds red balloon with title message.

Cigarette Smoking Facts

Leaflet demonstrates how cigarette smoking is related to lung disease. 6 pages.

Clove Cigarette Facts

Leaflet explains the hazards of smoking cigarettes composed of tobacco and ground cloves, clove oil and other additives. 6 pages.

Creating Your Company Policy

Booklet sets up guidelines for nonsmoking policy development and implementation. (Accompanies 'Taking Executive Action') 22 pages. First copy free; \$1.50 each.

Emphysema Facts

Leaflet gives symptoms, treatment, more, 6 pages.

Emphysema: The Growing Problem of Breathlessness

This 20 page booklet offers much valuable information in a concise, handy format.

Facts For Every Employer About Smoking at the Workplace

Leaflet states smoking facts relating to employers and employees. 2 pages.

Freedom From Smoking at Work: Stop Smoking Programs for Business and Industry

Pamphlet discusses the smoking concerns of employers and employees, smokers and nonsmokers. Explains how American Lung Association's smoking cessation programs can be tailored to each company's needs. 15 pages.

Guide to Smokeless Tobacco

Guide gives the history of smokeless tobacco, discusses who uses it and it's hazardous effects. 11 pages.

Health Effects of Smoking on Children

Pamphlet lists possible harmful effects of tobacco smoke on the health of children. 4 pages

Help A Friend Stop Smoking

This booklet is friendly and upbeat. It doesn't nag. It is a reflection of the attitude the friend or relative should take in trying to convince a smoker to "kick the habit."

How Not to Love Your Kids

Leaflet impresses parents with how harmful their smoking is to their children. 6 pages.

SMOKING MATERIALS - Page 2 - ALAM

If You Smoke....Here's What Your Doctor May See

A pathologist's view of the effects of smoking on the human body. Color photographs.

I Quit Smoking Because....I Love My Baby

Pamphlet explains and illustrates what smoking does to the unborn baby. 8 pages.

Is There A Safe Tobacco?

Leaflet describes the effects of smokeless tobacco, cigars and pipes, clove cigarettes, and low-yield cigarettes. 7 pages.

Lung Cancer - You Need to Know The Facts

Leaflet gives causes, symptoms, treatment, and more. 8 pages.

Let's Clear the Air

Leaflet describes the Minnesota Clean Indoor Air Act in easy to understand terms. Published by the Association for Nonsmokers - Minnesota (ANSR).

Me Quit Smoking? How?

Booklet can really help cigarette smokers kick the habit. Amusing drawings. 24 pages.

Me Quit Smoking? Why?

Booklet is packed with strong arguments to turn smokers into nonsmokers. 16 pages.

Minnesota Clean Indoor Air Act and You

Pamphlet offers explanation of the law and its enforcement. 5 pages. Printed by the American Lung Association of Ramsey County.

Minnesota Clean Indoor Air Act, Rules and Regulations

The MCIAA rules relating to nonsmoking in public places and at public meetings. 11 pag

Nonsmokers' Rights, What You Can Do

Leaflet offers suggestions to help nonsmokers achieve smoke-free surroundings at work and elsewhere. 6 pages.

No Smoking - Kids Magazine Reprint

Booklet brings message to 3 to 8 year olds through puzzles and stories. 8 pages.

No Smoking - Lungs at Work

Booklet on how lungs work and are affected by smoking, told and illustrated in a way 5th and 6th graders will appreciate. 16 pages.

Pipe and Cigar Smoking Facts

Leaflet tells how even pipe and cigar smoking can harm smokers and nonsmokers. 8 pages.

Second-Hand Smoke Facts

Leaflet documents effects of tobacco smoke on nonsmokers. 8 pages.

Smoking and the Two of You

Leaflet filled with facts about the harmful effects of smoking on a pregnant woman's unborn baby. Impressive. 6 pages.

Smoking In the Workplace: An Employee's Perspective

Explains the health, social economic and legal issues surrounding smoking in the workplace. Published by ANSR.

Stop Smoking Stay Trim

Leaflet provides a variety of tips on managing what and how you eat in order to avoid weight gain when you stop smoking.

Survival Tips for Smoke Free Travel

States 9 tips on how to make your travel more smoke free. 1 page.

Taking Executive Action

Booklet discusses the key role top management plays in nonsmoking policy development. (Accompanies 'Creating Your Company Policy') 7 pages.

First copy free; 50c each.

Tar, Nicotine and CO Content of Cigarettes

Handout lists two hundred seven brands of domestic cigarettes tested by FTC method. 5 pages.

Your Lungs Facts

Fascinating leaflet describes your lungs' vital role in the body's functioning, what can go wrong with lungs and why. 8 pages.

POSTERS, SIGNS AND BUTTONS

Anti-Smoking Button

Lungs At Work - No Smoking

Be Kind....I'm Quitting

Button, 1½" diameter.

Because I Love My Baby...I Quit Smoking

Ethnic poster features American Indian Mother and Baby. 11"x15", Earth Tones.

Be Kind To Nonsmokers

Poster, 8½"x11". Child holds red balloon with title message.

Brooke Shields Poster

"Smoking Spoils Your Looks," 4-color poster, 17"x22". Limit 2 per order.

Cigarette Smoking Can Help You Look Older

Poster, 18"x24". If you think smoking adds years to your appearance, remember that it also takes years off your life.

Everyone Loves A Quitter (Freedom From Smoking at Work series)

Poster, 11"x17".

Button, 1½" diameter.

If You Smoke....Please Quit

Poster, 28"x14".

Poster, 14"x7".

Bumper Sticker, 11½"x3".

In Smokers' Houses...

Poster, 11"x14". 4 colors. Designed primarily for children in lower elementary grades, but proven popular even with adults.

Inside Every Smoker Is A Nonsmoker Trying To Get Out (Freedom From Smoking at Work series)

Poster, 11"x17".

Let's Go Smoke-Free
Button, 1½" diameter.

Let's Work Together to be Smoke Free
Table tent, 2½"x4½".

No-Smoking Stop Sign

Poster, 9½"x9½"

Sticker, 4"x4"

Sticker, 1" diameter

Tent Card, 3"x3", when folded

Button, 1½" diameter

All offer the same message on red stop sign - Lungs At Work: No Smoking

Nonsmoking Is The Best Policy (Freedom From Smoking at Work series)

Poster, 11"x17"

Button, 1½" diameter

Nonsmoking Symbol

Door plaque, 2½" diameter. \$3.00 each.

Pin, ½" diameter. \$2.00 each

People Who Smoke Smell Like Butts

Poster, 14"x7". Red and white.

Placido Domingo Poster

"Smoking Spoils Your Performance" Companion to Brooke Shields poster. 4-color, 17"x22".
Limit 2 per order.

Quit Smoking During Pregnancy

Poster, 11"x17".

Quit Smoking For Both of You

Poster, 11"x17". You're not just eating for two, you're breating for two.

Remember, Jarvik Doesn't Make These Yet

Poster, 18"x24". Once you lose your lungs to smoking, you only have one alternative.
Stop breathing.

Signs of the Times (Freedom From Smoking at Work series)

Poster, 11"x17".

Thanks For Not Smoking

Poster, 5"x7", perfect for doctors' offices, etc. Stark red with white print on black.
Tent Card, 2"x4", when folded.

This Is A Smoke Free Workplace

Table tent, 2½"x4½".

This Warning Will Never Be Seen Again

Poster, 11"x17". Shows the old and new warnings on cigarette packages.

We All Share the Same Air Poster

Poster of appealing child asking viewers not to smoke. 11"x15".

When You Smoke, You're As Much Fun To Kiss As This

Poster, 18"x24". Smoking doesn't just make your breath stink, it can do the same for
your love life.

For signs relating to the Minnesota Clean Indoor Air Act, contact the Association for
Nonsmokers - Minnesota, 1421 Park Avenue, Minneapolis, Minnesota, 612-339-1902.

MARIJUANA : A SECOND LOOK

An educational program for children grades 4-6 and the teachers and youth leaders who work with them.

Packaged Classroom Kit:

A beautifully designed box that includes 1 teaching guide, 30 posters backed with activities and 30 buttons. Also included are samples of the Parent Newsmagazine and a four-color promotional brochure. \$10.50 per unit.

Items that may be ordered separately:

Teaching Guide

Poster "Fame" Fan-tastics Magazine

"Don't Let Your Lungs Go To Pot" button

Parent Newsmagazine

Promotional Brochure

Position Paper on Marijuana and the Lungs - November 1983
American Thoracic Society

Marijuana Smoking and the Lungs
An Annotated Bibliography.

KITS, PUZZLES, ETC.

Freedom From Smoking At Work

A complete package of information about nonsmoking policy development and implementation, smoking cessation, educational materials and promotion for the workplace.

Freedom From Smoking in 20 Days

Self-help book shows you how to quit smoking in 20 days. For smokers. 64 pages.
(see next page)

A Lifetime of Freedom From Smoking

Booklet helps you not to smoke again once you've quit. For ex-smokers. 28 pages.
Contribution, \$7.00 for the set of two manuals or \$4.00 for "A Lifetime of Freedom From Smoking" only. Free color brochure describing manuals, with coupon, available upon request.

Have Fun! Figure Out the Smoking Puzzle

Crossword puzzle for 7th to 9th graders makes stimulating points on effects of smoking. 1 page.

Let's Solve the Smokeword Puzzle

Fifth graders will love getting an anti-smoking message through solving this crossword puzzle. 1 page.

No Smoking Coloring Book

Pre-school and primary grade children will enjoy drawing and coloring while getting an anti-smoking message. 4 pages.

Smoking and Pregnancy: Kit for the Health Care Provider

Attractive, informative materials to use in counseling the pregnant woman about smoking. Two colorful posters, flip chart, fact sheets, handbook and more.
\$7.00 per kit.

Smoking and Pregnancy: Kit for the Pregnant Woman ("Mom's Kit")

Information for the expectant parents on the dangers of smoking to the unborn baby. Also contains a brochure to order the self-help manuals. \$.50 each in quantity; one free to individuals upon request.

What's Your Cigarette Smoking I.Q.?

Leaflet, brief true or false quiz, tests one's knowledge of the effects of smoking. 2 pages.

FILMS, VIDEO TAPES & SOFTWARE

Smoking: It's Up To You (Smoke Screen)

Developed in cooperation with the Minnesota Educational Computing Consortium (MECC) "Smoking: It's Up To You" is a computerized smoking education program for use in the junior and senior high. The package consists of a diskette for use with the Apple[™] computer and a teacher's manual which includes instructions and student worksheets. Program covers nine topics, including teens and smoking, the costs of smoking, health effects, smoking and pregnancy and cigarette analysis. Most sections are interactive. Also includes a section to analyze biomeasurement results. Cost is \$45.00 per copy which includes a floppy disk (with backup) and a support manual. Minnesota schools only \$22.50. Please add \$3.00 per order for postage.

As We See It 26 minutes color EL-JH

This film tells the story of a group of youngsters who produce a television documentary on the effects of smoking.

Between Both Hearts 13 minutes color JH-SH-AD

This film shows the interdependency of the normal functions of the heart, and lungs, and how cigarette smoke can change that.

Breathing Easy 27 minutes color EL-JH

On a trip into the brain (actually a U.S. space computer center) a youngster finds out how the human respiratory system works in health and faced with smoking or air pollution.

Death In The West 28 minutes color JH-SH-AD

This film is one of the most convincing anti-smoking films ever made. It juxtaposes the healthy independent image of the Marlboro Man, defended in unique interviews with cigarette company executives, with the stark reality of six smoking cowboys - all dying of smoking-induced illnesses. Also available in 1/2" and 3/4" video tape.

Everything You've Always Wanted to Know About How to Stop Smokers color all ages

Film is made up of "on the spot" interviews with nonsmokers who tell in no uncertain terms how they deal with their invasion of clean air around them.

For A Change 20 minutes color SH-AD

This film talks about how behavior modification techniques help in smoking cessation weight control, etc. Changing your habits can make a significant change in your life-style.

The Feminine Mistake 24 minutes color JH-SH-AD

This powerful indictment of America's most common addiction offers male or female smokers of any age compelling reasons to stop smoking.

I Am Joe's Lung 30 minutes color JH-SH-AD

This film follows Joe through a series of events in his life, with a strong point being made that smoking was the cause of the problems he is presently experiencing.

In Control, A Freedom From Smoking home video AD
A stop smoking program to be used by individuals or in a group. Includes video, guide-book and relaxation/motivational cassette tape. Video in 1/2" VHS. \$59.95
Participants package; guidebook and relaxation/motivational cassette tape. \$20.00
Group Facilitators Guide. Guidelines for using the In Control program for groups. \$.50

Is It Worth Your Life? 24 minutes color JH-SH-AD
Presentation by a physician on the effects of cigarette smoking.

Live Or Die 28 minutes color SH-AD
This unique film very vividly demonstrates the effects of life habits on one's body in a way that is dramatically and scientifically powerful. This film will not soon be forgotten.

Octopuff in Kumquat 9 minutes color EL
Charming cartoon adventure story with a host of colorful characters, a lilting musical score. A film with an antismoking message.

Too Tough To Care 18 minutes color EL
The serious subject of smoking and its proven effects are shown in a typical spoof of the efforts of a tobacco company to find new smokers.

Smoking and Pregnancy, slide/tape SH-AD
The slide/tape reviews the effect smoking has on the unborn child.

Smoking: A Report on the Nation's Habit 20 minutes color JH-SH-AD
Statistics and costs related to the nation's smoking habit are highlighted. Looks at family pressures, peer pressure, and the effects that advertising has on the public.

Smokeless Tobacco: It Can Snuff You Out 13 minutes color JH-SH
Shows the dangers involved in using smokeless tobacco, how companies have had sports figures promote their product and explains that using smokeless tobacco is not safer than smoking cigarettes.

The Tobacco Problem: What Do You Think? 17 minutes color JH-SH-AD
This film shows the impact of smoking on American culture since World War I. It also reviews the medical evidence that links cigarette smoking to emphysema, heart disease and lung cancer. Actual lung tissue is studied by researchers to determine smoking's effect on it. Film ends with student discussion.

Warning From Outer Space 11 minutes color EL-JH
This film is space oriented - taking place on a ship from another galaxy in which the occupants are more evolved and civilized than earth culture. It gives their viewpoint of our cigarette smoking obsession.

SERVICES

Biomeasurement in the Schools

Use the Lung Association's electronic equipment to demonstrate to your students the physiological effects of smoking. The Lung Association will loan the four machines (ecolyzer, cardiograph, tremor testor and digital thermometer) to your school and train a teacher to use them. This is appropriate for high school classes. A free service from the Christmas Seal People.

D-Day

Minnesota D-Day (Don't Smoke) is co-sponsored by the American Lung Association of Minnesota and the American Cancer Society, Minnesota Division. Held in November each year. Call the American Lung Association of Minnesota (612) 227-8014 for more information.

Freedom From Smoking Clinics

8 week group sessions. Call 612-227-8014 or 1-800-642-LUNG to see if there is one in your area or to discuss organizing one.

Nonsmokers' Rights

Bothered by smoke in restaurants, meetings or at work? Call the Lung Association for information about Minnesota's Clean Indoor Air Act. Another resource is the Association for Nonsmokers - Minnesota (ANSR) 612-339-1902.

FOR MORE INFORMATION CONTACT: THE AMERICAN LUNG ASSOCIATION OF MINNESOTA
614 PORTLAND AVENUE
ST. PAUL, MINNESOTA 55102
(612) 227-8014 or 1-800-642-LUNG

TOBACCO USE PREVENTION RESOURCES

MINNESOTA DEPARTMENT OF EDUCATION

The following tobacco use prevention resources are available free of charge from the Department of Education:

1. "Guidelines for Tobacco Use Prevention Programs in Minnesota Schools"

Suggestions for planning a comprehensive school approach to tobacco use prevention including curriculum guidelines.

2. "Choose To Be Tobacco Free"

Hands-on educational activities (grades 5-12) focusing on the prevention of smokeless tobacco.

3. Videotapes:
(on loan basis)

"The Big Dipper" (grades 5-12)

"The Wizard of No" (grades 4-8)

"Growing Up in Smoke" (grades 5-12)

"High School Yearbook: Smokeless Tobacco" (grades 5-12)

For additional information about these resources, as well as ongoing training opportunities, contact:

Gretchen Griffin
Tobacco Use Prevention Specialist
Minnesota Department of Education
550 Cedar Street
St. Paul, MN 55101
(612) 296-9327

APPENDIX J:

THE MINNESOTA CLEAN INDOOR AIR ACT
IN SCHOOLS

THE MINNESOTA CLEAN INDOOR AIR ACT IN SCHOOLS

THE MINNESOTA CLEAN INDOOR AIR ACT (MCIAA) IN SCHOOLS

The Minnesota Clean Indoor Air Act (MCIAA) was passed in 1975 for the purpose of protecting the public health, comfort, and environment by prohibiting smoking in public places and at public meetings except in designated smoking areas. "Public place" includes places of work; therefore, schools are affected by the MCIAA.

The following questions and answers are a summary of how a school is specifically affected by the MCIAA.

1. Can school authorities legally prohibit smoking in an entire school building?

Yes. The MCIAA rules state that all public places or public meetings are to be nonsmoking except in designated areas. The MCIAA states that the responsible person may designate a smoking-permitted area; however, this does not mean that one must be provided.

2. Does the MCIAA require schools to have equal facilities, such as lounges, for smokers and nonsmokers?

If an employer opts to provide a smoking-permitted area, the MCIAA requires that a comparable nonsmoking area be designated. However, it is not required that a smoking-permitted area be designated.

The nonsmoking area must be a continuous area of space, 2000 square feet or larger, where there is no smoking. It must be separated from any smoking-permitted area by a continuous physical partition at least 56 inches high, or by a space at least four feet wide, or the ventilation system in the room must provide at least six complete air changes per hour.

3. Are there any areas that must be nonsmoking?

Yes. In general, the MCIAA states that common areas used by staff in the course of performing normal job related activities cannot be designated in their entirety as smoking-permitted. Such areas include hallways, common work areas, meeting rooms, restrooms, and stairways. Often it is not practical to divide these common areas into nonsmoking and smoking-permitted sections, in which case it may be more appropriate to designate them as nonsmoking.

4. Can the principal or other professional staff who have private offices smoke in their offices while meeting with staff?

Yes. The MCIAA rules state, "Smoking is permitted in a private office. 'Private office' means an enclosed room in an office which is occupied exclusively by smokers, even though such a room may occasionally be visited by nonsmokers."

5. How should an office shared by two or more individuals be designated?

In a shared office, the entire office may be designated as a smoking-permitted area only if all occupants agree. If they do not agree, the requirements of an "acceptable smoke-free area" must be met first. If space permits, a smoking-permitted area may be designated.

6. Can cooks, custodians, and other support staff smoke at work? If so, where may they smoke?

Cooks, custodians, and any other support staff may smoke only in designated smoking-permitted areas. These areas cannot be in any portion of a food preparation area.

7. Can smoking-permitted areas be designated for after hours school events and nonschool community events, such as basketball games or theater productions, that are attended by adults?

Yes. A school may designate a temporary smoking-permitted area for such an activity. However, the nonsmoking and smoking-permitted areas must be designated in the same manner as common areas addressed above in question #3. The areas must also be posted with the appropriate nonsmoking and smoking-permitted signs. The main entrances should also be posted with a sign stating "Smoking is prohibited except in designated areas."

For further information contact:



Minnesota Department of Health
Division of Environmental Health
717 Delaware Street, SE
P.O. Box 9441
Minneapolis, MN 55440
(612) 623-5336

APPENDIX K:

TOBACCO USE PREVENTION PROGRAM LEGISLATION



Minnesota Department of Education

Capitol Square 550 Cedar Street Saint Paul, Minnesota 55101

124.252 TOBACCO USE PREVENTION PROGRAMS.

Subdivision 1. Eligibility and purpose. Each school board which institutes a tobacco use prevention program that meets the criteria specified in subdivision 2 and submits the proposed program to the commissioner of education shall be eligible for state aid for the following purposes:

- (1) in-service training for public and nonpublic school staff;
- (2) tobacco use prevention curricula including materials;
- (3) community and parent awareness programs; and
- (4) evaluation of curriculum and programs for tobacco use prevention.

Subd. 2. Criteria. Each tobacco use prevention curriculum must include at least the following components:

- (1) in-service training of teachers and staff;

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- (2) evaluation of programs and curriculum results;

(3) a kindergarten through grade 12 continuum of educational intervention related to tobacco use; and

(4) targeted intervention on tobacco use onset for students who are 12 to 14 years old based on evaluated curricula that have been shown to reduce tobacco use onset rates; and

(5) prohibition of smoking cigarettes and the use of other tobacco products on the school premises by minors.

Subd. 3. District aid. An eligible district shall receive 52 cents in fiscal year 1986 and 54 cents in fiscal year 1987 for each pupil, in average daily membership enrolled in a public elementary, secondary, or area vocational technical institute or nonpublic elementary or secondary school. Aid for nonpublic school pupils shall be paid to the district upon request by or on behalf of the pupils. No school district shall receive less than \$1,000 in fiscal year 1986 and \$1,040 in fiscal year 1987.

Subd. 4. Applications. A district that is eligible for aid shall apply to the commissioner of education by October 1 of each school year on the form supplied by the commissioner.

Subd. 5. Assistance to districts. The commissioner of education, with the consultation and assistance of the commissioner of health, shall:

- (1) provide technical assistance to districts for the development, implementation, and evaluation of tobacco use prevention curricula and programs;
- (2) provide to districts information about evaluation results of various curricula as reported in the scientific literature and elsewhere; and
- (3) collect information from districts about prevention programs and evaluation results.

History: *ISp1985 c 12 art 6 s 7; ISp1985 c 14 art 19 s 12*

NOTE: This section is effective upon enactment of an increase in the rate of the special sales and use tax imposed upon cigarettes, which provides that the proceeds be deposited in a public health fund and appropriates money to fund the program established in this section. See Laws 1985, First Special Session chapter 12, article 6, section 32, subdivision 2.

[APPENDIX L:]

PROMOTING YOUR TOBACCO-FREE SCHOOL

TOBACCO-FREE SCHOOL LOGO



The "Tobacco-Free School" logo is available free of charge in the form of signs, window stickers, and logo sheets from the American Lung Association of Minnesota.

The colorful logo can be used:

- At building entrances
- In community meeting rooms
- In classrooms
- On athletic and play programs
- On the school newspaper
- On school stationary



and in many other ways to let everyone know that you are proud to be a "Tobacco-Free" Minnesota school.

For more information contact the American Lung Association or see order form on page 24.

Tobacco-free schools send impressive message

The movement toward tobacco-free schools is among many promising new efforts to prevent nicotine addiction. In Minnesota, there are already close to 40 tobacco-free school districts, according to Gretchen Griffin, a tobacco-use-prevention specialist with the Minnesota Department of Education.

"About one hundred more are in the process of developing tobacco-free policies," Griffin said.

While schools have been addressing the tobacco problem for years, students frequently heard only about the long-term effects of smoking — such as lung cancer — or about state laws and policies that forbid smoking by students. Most teens and pre-teens are far too focused on daily life and uninterested in legal restrictions for these strategies to be effective.

The tobacco-free environment sends a different message; it is a school-wide commitment, not just another limit thrust on students by well-meaning adults.

Fuel for the smoke-free approach comes in part from the Minnesota legislature, which in 1985 began allocating money to each district for tobacco-use prevention. The Department of Education, in coopera-



Hazelden report

Daniel J. Anderson

tion with several other groups, developed state guidelines for tobacco educational efforts. "We want to provide a continuum of exposure across the grades at each level rather than just at one point," Griffin said.

Now, young people hear the messages about tobacco repeatedly, beginning long before they become at risk for tobacco use. A curriculum, "Choose to Be Tobacco-Free," has also been developed to prevent young people from using smokeless tobacco.

"The transition period from elementary to middle school or junior high is a time when many young

people first begin experimenting," Griffin said. By focusing extra effort on youngsters in grades six through eight, educators can delay the onset of tobacco use. One specific approach, the Minnesota Smoking Prevention Program, has shown a 50 percent to 75 percent decrease in onset of tobacco use when compared to more traditional methods. According to Griffin, the program "trains teachers to emphasize the immediate effects of tobacco use, provides students with refusal skills, and helps them analyze advertising tactics. A major part of the program is led by student peers, as well."

The American Lung Association of Minnesota, in cooperation with the State Education Department, has established guidelines to help schools develop tobacco-free policies. Schools that have adopted the policies may prohibit tobacco use by anyone using school facilities — including employees and visitors.

Students appear to be impressed with this "do as I do" approach. "When the school environment supports and reinforces the curriculum that is being taught, it only makes sense that students will be more receptive to the messages," Griffin said.

Another key to a well-balanced program is offering tobacco-use cessation programs for students and school employees. "It's important to remember that the nicotine in tobacco is addictive, and some people need help to quit," Griffin said. Most schools with tobacco-use policies also provide clinics or support groups to help users quit smoking.

Finally, many schools are coordinating their activities with churches, hospitals, business, PTAs, and other civic groups that offer classes or programs. By pooling resources and establishing community-wide standards, many more people can hear the messages about tobacco use.

Schools are central to each child's universe. Along with family, friends, and church or synagogue, schools provide the skills and values that shape our lives. By making a tobacco-free commitment, schools help set a new social norm.

Smoking-cessation programs, clear-cut policies that apply to everyone, and community-wide involvement encourage health and well-being. Ultimately, these actions may pave the way for the first tobacco-free generation.

'Tobacco-free' award

By BARBARA GRANT
Daily News Managing Editor

Today is the day — D-Day or "The Great American Smokeout."

Although I am not a smoker, I know several people who plan to take the first step on their way to becoming "smoke-free" today.

I know it won't be easy for them, but I admire their courage in trying to give up a habit that has such a negative effect on their health.

The Smokeout's origins are traced to 1974 when a newspaper publisher in Monticello, Minn., started a movement to get all smokers in his community to quit for a day. The idea was adopted by the American Cancer Society's California Division in 1976 and it became a national program a year later.

There are many activities, both locally and nationwide, scheduled in observance of The Great American Smokeout. Most notable is a "D-Day" celebration in Minneapolis. The reason this has significance to this area is that the Breckenridge Public School District will receive a "Tobacco-Free School" award in recognition of the policy it has adopted prohibiting tobacco use by students, staff and visitors.

Board member Betti Reuther will accept the award on behalf of the school.

Breckenridge is among the first eight school districts in the state to adopt such a policy. In congratulating Breckenridge for its stand, American Lung Association and Minnesota Department of Education representatives wrote, "We firmly believe that prevention education programs are more likely to be effective when education programs, school policies and adult models offer a consistent message. We commend you for the leadership role you have taken in this effort."

The school board's decision to adopt the policy was based largely on the belief of the importance of presenting a "consistent" message and setting a good example for students.

The Breckenridge School Board certainly deserves the recognition for its bold stand.

NHS receives "Tobacco-Free School" Award

The Nicollet Public School was one of eight Minnesota school districts that were recognized last Thursday for their exemplary efforts in banning the use of tobacco in its facilities.

The Minnesota Department of Education and the American Lung Association of Minnesota honored the tobacco-free schools at the D-Day Celebration held at the IDS Crystal Court in Minneapolis. Board of Education clerk Marty Peters accepted the award on behalf of the district. Other schools that have prohibited the use of tobacco by students, staff and visitors are Breckenridge, Dover/Byota, Cottonwood, Eden Valley/Watkins,

Kasson/Mantorville, Northfield and St. Charles.

In a letter to the school, Gretchen Griffin of the Department of Education and Pat Kasell of the American Lung Association noted, "Although many districts throughout the state are exploring similar policies, you are among the first eight school districts in the state to adopt such a policy. We firmly believe that prevention education programs are more likely to be effective when education programs, school policies and adult models offer a consistent message. We commend you for the leadership role you have taken in this effort."

Dover-Eyota first smokeless school in state

BY KAREN HOAG

St. Charles Press Special Correspondent

The students wanted it. The teachers wanted it. So the superintendent of schools took the proposal to the Dover-Eyota Board which approved a "no smoking policy" in April, 1984, making D-E schools the first in the state of Minnesota to become tobacco free.

The health rewards have been reaped by students, faculty, administration and the community in general as they have entered clean smelling school facilities over the last two years. Entering the third year of setting an example to the youth and the state, D-E is proud to be first.

A tangible award came via recognition to D-E recently in the form of a plaque and luncheon in Minneapolis. Members of the school board and Supt. Joan Wilcox accepted the award at the D-Day celebration sponsored by the American Lung Association and the American Cancer Society last month. Also sponsoring the luncheon was the Minnesota Department of Education.

Many school districts throughout Minnesota are exploring similar smoke free policies but D-E is the first of eight schools to adopt such a policy.

Along with Wilcox, school board members Chairman Bob Pennington, Gretchen Keefe and Nola Salisbury went to the luncheon. They were honored at the official D-Day celebration at the IDS building, Crystal Court, in Minneapolis.

A welcome by Minneapolis Chief of Police Anthony Bouza commended the educators. Entertainment was enjoyed with the presence of Minnesota Twin Tom Brunansky on the program.

The plaque presented read: "Tobacco Free School, Certificate of Recognition to Dover-Eyota Schools, for promoting the health of the community by adopting a tobacco free policy in this building." It was signed by the Minnesota Department of Education and the American Lung Association of Minnesota.

Wilcox said there will be three plaques—one to hang in each

school building within D-E schools.

Gretchen Griffin, Tobacco Use Prevention Specialist for the Minnesota Department of Education, said "We firmly believe that prevention education programs are more likely to be effective when education programs, school policies, and adult models offer a consistent message. We commend you for the leadership role you have taken in this effort."

Besides D-E, other tobacco free schools in attendance at the luncheon were Breckenridge, Cottonwood, Eden Valley-Watkins, Kasson-Mantorville, Nicollet, Northfield and St. Charles. D-E Supt. Wilcox said she was "very proud" of the honor.

"I think that any time public schools are recognized, we appreciate it," she said.

Wilcox acknowledged that it was former Supt. Don Groth who originally proposed the no-smoking policy in 1984. Pennington, who was also on the school board at that time, said, "I thought it was a good idea. Don Groth came up with the idea; the board voted

on it and it passed."

Pennington, who has two teenage daughters at DEHS and three sons who are DEHS graduates, said he never really smoked.

"I was in sports a lot. I just never really smoked." He remembers as a youth that he was horrified to see cigarettes raise in price from 25 cents a pack to 27 cents. "I had better things to do with my money!" he said.

He believes the attitude is "probably a little better concerning no smoking in the school buildings."

The faculty and the administration have found it easier to patrol the kids since there isn't a double-standard saying kids cannot smoke, but adults can. Now, for two years, nobody can smoke in the three school buildings or any school bus or vehicle.

Keefe, who has supported the no smoking policy since its inception, said "It's great, to set an example for the children. We, the educators, should set the example." Keefe has a teenage daughter enrolled at DEHS, and four children who are graduates of the district.

Congratulations, D-E, for taking the first step towards tobacco free schools in the state of Minnesota.

SCHS is tobacco-free

The Minnesota Department of Education and the American Lung Association of Minnesota were pleased to inform the St. Charles Public School District has received a "Tobacco-Free School" award in recognition of the policy they have adopted prohibiting tobacco use by students, staff, and visitors.

Although many districts throughout the state are exploring similar policies, St. Charles is among the first eight school districts in the state to adopt such a policy. The state and the Lung Association firmly believe that prevention edu-

cation programs are more likely to be effective when education programs, school policies, and adult models offer a consistent message. They commend St. Charles for the leadership role taken in this effort.

St. Charles School Board Chair, Gerald Treptow, will accept the award at a D-Day celebration Thursday. Each year the American Lung Association and the American Cancer Society sponsor this statewide event. This year the official celebration of D-Day will take place at the IDS Crystal Court in Minneapolis.

Koop says schools should ban smoking

MINNEAPOLIS (AP) — American schools must become smoke free if they hope to foster a smoke-free generation, according to the U.S. surgeon general.

Smoking in school buildings should be banned for teachers as well as students, Dr. C. Everett Koop told a group of educators and health professionals at a Thursday conference in Minneapolis.

"Young people don't believe, 'Do what I say, not what I do,'" he said.

Koop said employers usually find it works best to ban all smoking rather than putting limits on smoking, and urged school districts to follow suit.

Nellie Weil, president of the National School Boards Association said "The trend is definitely toward stricter school policies against smoking."

Weil's organization has conducted a survey showing that eight out of every 10 school districts in the nation ban smoking by students inside school buildings, but only one in 10 apply the ban to faculty.

Weil said she suspects that many of the districts that have banned smoking by teachers are relatively small rural ones. She said she hoped large urban districts would take smaller schools' lead.

As of this fall, six Minnesota school districts have banned all use of tobacco in their buildings.

"We as educators are always role models for young people, and what we do is more important than what we say," Koop said. He is superintendent of Northfield Public Schools, the only district to extend a ban that includes buildings, school grounds and district vehicles.

"Smoking is not allowed in the bleachers at football games or other sporting events," Mack said.

The Eden Valley-Watkins school district's smoking ban was an extension of its wellness programs initiated eight years ago, said Superintendent Charles Kyte.

"The students abide by the rules, it's now just a case of an occasional teacher slipping out for a smoke," Kyte said. Only four teachers smoke in the district, which serves 1,000 students, he said.

The promise of additional revenue from the state through a new Tobacco Education Program also was part of the reason the Northfield schools initiated the ban, Mack said. Under the program, the district can earn an additional \$1,500 a year from the state, he added.

Other districts that have banned smoking in school buildings are: Dover-Eyota, which was the first to impose such a ban in 1984; Breckenridge; Eden Valley-Watkins; Nicollet and the St. Charles public schools. A ban will go into effect in January in the Kasson-Mantorville public schools.

Cottonwood School is 'Tobacco-Free'

Cottonwood Public School has received a "Tobacco-Free School" award in recognition of the policy adopted December 4, 1984 prohibiting use of tobacco by students, staff, and visitors. The award is given by the Minnesota Department of Education and the American Lung Association. Several other schools have also been designated for the award; they are Breckenridge, Dover-Eyota, Eden Valley-Watkins, Kasson/Mantorville, Nicollet, Northfield and St. Charles. The Cottonwood resolution went into effect January 2, 1985.

This year the eight schools will be honored at an award presentation at the celebration of D-Day (Don't Smoke Day) at the IDS Crystal Court in Minneapolis on November 20 at noon. Superintendent Ralph Brynolson will attend the presentation to receive the award for Cottonwood Public Schools.

Superintendent Brynolson said the public has responded well to the smoking ban at the school. "Local people have been very cooperative," said Mr. Brynolson. He said the spectators from other towns who come to games are a little surprised by the signs posted in the school prohibiting smoking. Some have asked him if they really mean what they say. Brynolson said that quite a few salesmen who visit the school will walk in with a cigar or pipe in their mouth, but he is very firm with them, insisting that they must take their smoke back out to their car before doing business in the school.

"The Tobacco-Free School Resolution" was passed by the Cottonwood School Board of Education at a meeting on December 4, 1984, without any dissenting statement," said Superintendent Brynolson.

Commended for Tobacco Policy

The Hoffman Public School, as letter received last week from the Minnesota Department of Education and the Minnesota State Board of Education, commended the local administration and Board of Education for adopting the policy for a "tobacco-free school building."

Gretchen Griffin, tobacco use prevention specialist for the Minnesota Department of Education, said in her letter: "I want to offer my congratulations to you and your school board on the recently adopted policy designating your district as tobacco free. A tobacco-free school environment promotes the health of students, staff, and community members. In addition, classroom tobacco use prevention efforts are more likely to be effective when education programs, school policies, and adult models offer the consistent message that tobacco use is unhealthy and unacceptable."

"The Minnesota Department of Education, in cooperation with the American Lung Association of Minnesota, has initiated a 'Tobacco-Free School' program and award. Any school or district that adopts a tobacco-free policy and submits a copy of this (to the Department) or to the American Lung Ass'n of MN, will receive an award for promoting the health of students, staff, and community members."

Griffin said that in future months she will be assessing untested schools throughout the state to develop tobacco-free policies like that of Hoffman. She asked for advice from Supt. Bruce Montplaisir

or the staff that the could convey to other districts concerning the adoption of tobacco-free policies.

In another letter addressed to Supt. Montplaisir, Marjorie Johnson, president of the State Board of Education, said that "The State Board of Education wishes to express its appreciation and support for your efforts and the efforts of your Board of Education in designating the Hoffman School District as a tobacco-free area."

"The State Board of Education very strongly believes that complete and total education involves much more than just academic mastery. Schools, if

they are providing a complete education, must also instill in students a sense of respect for themselves, their personal well-being, and the society in which they live. With the tremendous amount of research over the past two decades indicating the harmful effects of tobacco use on a person's health and well-being as well as a tremendous drain on our economy and society to pay the medical costs resulting from smoking and the use of tobacco, it is an important lesson for our students to learn that tobacco use is not only harmful to the individual, but has far-reaching negative effects on society."

"The State Board of

Education also knows that students learn as much by following the example of their peers and surrounding adults as they do from classroom lectures and planned learning experiences. Therefore, a strong statement from the school district that smoking and tobacco use is unacceptable in the school buildings and on school property communicates a valuable message to the students. This message, combined with an example of adults who refrain from smoking and tobacco use in the presence of students, is a message that hopefully all school districts in the state will soon be teaching."

Tobacco use prohibited

Under a policy adopted by the Anoka-Hennepin District 1-1 School Board April 27, all outdoor athletic facilities in the district will be tobacco-free beginning Sept. 1.

Use of tobacco products of any kind will be prohibited. Signs will be posted reminding the public of the new policy.

The new policy also prohibits use of tobacco in all new facilities. Under this policy the new Oxbow Creek School opening this fall will also be tobacco free.

In addition, the school board adopted a position statement declaring a goal of prohibiting tobacco use on all school district owned and operated facilities and property. An advisory task force will recommend policies and procedures to implement this goal. The task force will submit a report to the board by January 1.

No smoking in Nevis school building, vehicle

BY VIC OLSON

Nevis is joining the list of schools who will be smoke-free next school year.

The school board had already declared that there should be no smoking in the new building. Tuesday night, meeting for the first time in the superintendent's new office, the board approved a policy that says school buildings and vehicles are to be tobacco free beginning next school year.

Smoking on school grounds is not forbidden, but discour-

aged.

The district will also provide funds for cessation programs or materials for employees so desiring.

The policy covers staff, students and citizens. Violations could lead to discipline procedures for students, termination on the basis of insubordination for staff, and prohibition from use of school property by citizens.

Any person who sees a violation may report it.

Smoking in a designated non-smoking area is a petty misdemeanor.



Fans in stands apparently not smoking mad

Delano schools join effort for smoke-free environment
No-smoking policy may clear the air

Smoke-free plan lauded

Schools to be smoke free

Tobacco use banned in outdoor sports area
Wayzata joins school districts
EV-W receives 'Tobacco Free School Award'
have become smoke-free

No buts about it, smoking in schools will go

6 District to start first phase of smoke-free plan

The first stage of the ban on the use of tobacco products on property owned by School District 423 begins Sunday when all vehicles owned, leased or contracted by the district are to be tobacco free.

The Board of Education adopted the new tobacco free policy at its April 12 meeting after studying the issue for nearly a year. During that time, a committee of faculty, staff and student representatives discussed im-

plementation and enforcement of such a policy.

The second stage of the tobacco ban on school property takes effect July 1, 1989, when all tobacco use in all school buildings and outdoor seating areas is to cease.

The policy requires the district to develop smoking cessation programs for students and employees.

District 423 is one of more than 180 districts in the state to have various tobacco-free policies. All but three of

those districts have implemented their policies since 1986. Minnesota has more than 430 districts.

The Hutchinson district is the fourth in McLeod County to go tobacco free. Glencoe and Steward implemented bans in their buildings, vehicles and grounds in September 1987. Lester Prairie's ban on tobacco use in its buildings and vehicles also was implemented in September.

Tobacco Free Schools 30-mile radius

Arlington-G.I., Sept. '87	BV
Atwater-G.C., July '87	BV
Bird Island-L.L., Sept. '87	BGV
Buffalo Lake, Sept. '87	BGV
Cosmos, Sept. '87	BGV
Dassel-Cokato, July '87	BV
Delano, Aug. '87	BGV
Eden Valley-W., Sept. '86	B
Fairfax, Sept. '87	BGV
Glencoe, Sept. '87	BGV
Hector, Sept. '87	BV
Kimball, Sept. '87	BV
Lester Prairie, Sept. '87	BV
Olivia, Aug. '87	BGV
Steward, Sept. '87	BGV
B-buildings, G-grounds, V-vehicles	



**New London-Spicer
Schools**

are

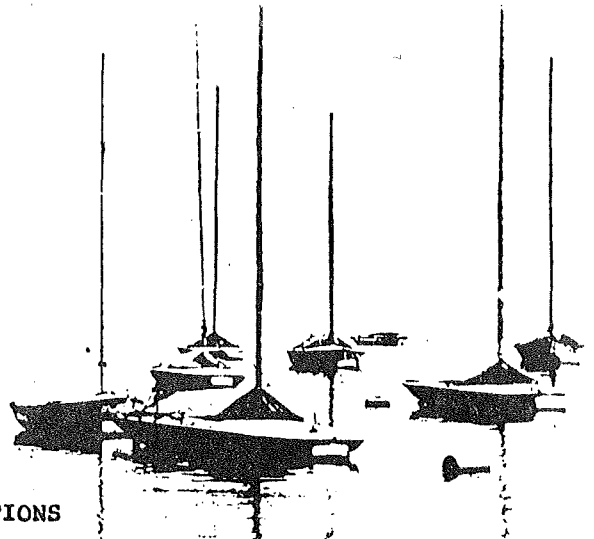
**TOBACCO FREE
SCHOOLS**

Thank You

for your cooperation

CITY OF **White Bear Lake**

POLICE DEPARTMENT



April 6, 1988

NOTICE **CIGARETTE SALES PROHIBITIONS**

In the fall of 1987, the White Bear Lake Police Department joined Independent School District 624 (White Bear Schools) in their efforts to curtail the use of tobacco by students in the White Bear Lake area. The police department recognized strong community support for enforcement of laws prohibiting the use of tobacco products by persons under 18 years of age. We began a concerted efforts to enforce these laws everywhere throughout our jurisdiction.

The White Bear Community Counseling Center developed a series of programs to instruct youthful violators regarding the laws prohibiting and the dangers connected with the use of tobacco products. Thusfar, support for increased enforcement and youth education has been overwhelming.

A remaining complaint regarding underage smoking is that some merchants continue to sell tobacco and tobacco related products to persons under 18 years of age. Although many of you know the law which prohibits these sales and conscientiously abide by it, some of you are ignorant of prohibitions or choose not to take the effort to comply. Please join us in our efforts to enforce the laws which prohibit the sale of tobacco related products to the youth of our community.

Minnesota Criminal Code reads as follows:

609.685 SALE OF TOBACCO TO CHILDREN.

Subdivision 1. **Definition.** For the purpose of this section. "tobacco related devices" means cigarette papers or pipes for smoking.

Subdivision 2. **Crime.** Whoever furnishes tobacco or tobacco related devices to a person under the age of 18 years is guilty of a misdemeanor.

Subdivision 3. **Petty Misdemeanor.** Whoever uses tobacco or tobacco related devices and is under the age of 18 years is guilty of a petty misdemeanor.

609.02 DEFINITIONS.

Subdivision 3. **Misdemeanor.** "Misdemeanor" means a crime for which a sentence of not more than 90 days or a fine of not more than \$700, or both, may be imposed.

Subdivision 4a. **Petty Misdemeanor.** "Petty Misdemeanor" means a petty offense which is prohibited by statute, which does not constitute a crime and for which a sentence of a fine of not more than \$200 may be imposed.

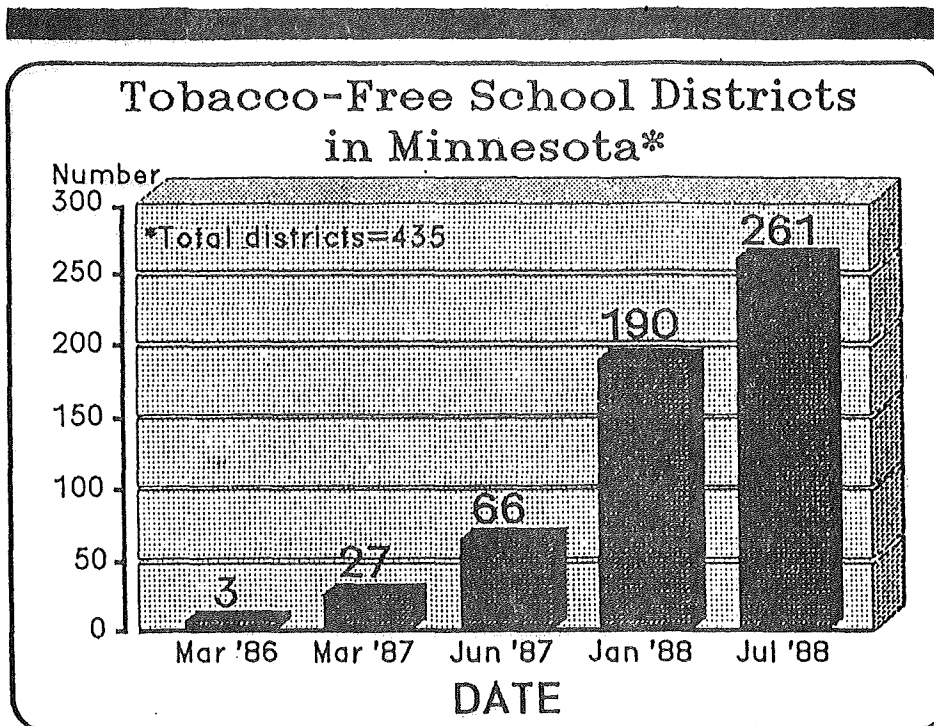
Familiarize your employees with these prohibitions. With delivery of this notice we will begin to actively enforce this statute.


Philip J. Major
Chief of Police

4700 Miller Avenue • White Bear Lake, Minnesota 55110

Police and Fire Emergency Phone 911

Police Non-Emergency Phone 429-3355



Smoke-free districts soar; survey results are positive

"Do it — it will be easier than you would predict." "It is well worth the effort." "Best policy we have adopted."

These remarks by Minnesota school administrators are typical of the positive response to a survey last spring of schools with smoke-free policies. Nearly two-thirds of Minnesota School districts (283) have adopted policies making school buildings off-limits to tobacco use by students, staff, and visitors. Half of these policies include school grounds as well.

The survey, conducted by the Minnesota Department of Education in May 1988, showed that a majority of schools experienced broad acceptance and support of smoke-free policies and few problems with compliance. Sixty-four percent of the districts reported no problems; 10 percent reported increased complaints from visitors or staff; more student smoking in buildings was noted by only 2 percent of the districts. The survey was sent to 190 districts with policies in effect for six or more months, and 173 administrators responded.

Schools reported a number of benefits, including improved cleanliness and smell, community support, fewer complaints from

staff, improved staff morale, fewer student tobacco violations, and improved staff productivity. For 81 percent of the districts, benefits outweighed problems.

Compliance and enforcement have not been problems in most districts. Good to excellent community compliance was cited by 96 percent of the districts; 54 percent reported no staff violations, and only nine districts experienced second or third staff violations. A few districts reported difficulties with policy enforcement on school grounds, particularly athletic fields.

Survey respondents offered the following recommendations for successful tobacco-free policies: involve stakeholders in the process, including staff, administrators, students, parents, and school board members; give sufficient lead time and publicize benefits; continue tobacco-use prevention programs with younger students; and offer "quit smoking or chewing" programs and materials to high school students and staff.

For additional information or resource materials on tobacco-free schools, contact Gretchen Griffin, MDE, 654 Capitol Square Bldg., St. Paul 55101, 612-296-9327.

[APPENDIX M:]

SUPPORT FOR TOBACCO-FREE SCHOOLS

Association for Supervision and
Curriculum Development
Minnesota School Boards Association
Minnesota State Board of Education

RESOLUTIONS

1988

CRITICAL PRIORITY RESOLUTIONS

1.

Civics, Geography, and History

The future of America's children lies in the 21st century. As schools celebrate the bicentennial of the Constitution and the Bill of Rights, we must be aware that many Americans are growing up without understanding these documents or the principles of citizenship and democracy. The National Assessment of Educational Progress and other reports have revealed that some students know little about U.S. history, geographical locations, or civic responsibilities. An ASCD 1986 resolution on the U.S. Constitution and the Bill of Rights called for "the development of curriculum and programs that emphasize the understanding of the rights and responsibilities granted by these documents."

ASCD urges educators to examine the social studies curriculum and instruction and modify as necessary to ensure that the content of civics, geography, and history is taught thoroughly, accurately, and in a meaningful way. This special attention should enhance, rather than restrict, a balanced curriculum.

2.

Productive Time Outside School

Children spend most of their waking hours outside of school and face many choices for productive use of time. ASCD urges its members to explore, develop, expand, intensify, and evaluate collaborative activities and programs for parents and educators that encourage children, when away from school, to spend a major portion of their time in constructive pursuits.

3.

Tobacco Ban

The use of tobacco in any form is a major health hazard to users. Passive smoke poses a major health hazard for persons who are exposed to it. Tobacco is a highly addictive substance and one of the "gateway" substances commonly abused by poly-substance abusers.

School boards and administrators have a responsibility to provide healthful and safe environments for students and staff members. It is appropriate for schools to teach about the negative effects of tobacco use and to prohibit students, staff members, and the general public from using tobacco on school grounds or in school buildings.

ASCD recommends the prohibition of students, staff members, and the general public from using tobacco on school premises and will promote this recommendation.

4.

Students at Risk

The responsibility for providing all children with the greatest chance for success in school rests with the total community: parents, citizens, educators, and students themselves.

Identification of students at risk should be made at all grade levels by educators and appropriate others using known valid and relevant indicators in areas such as child abuse, excessive absenteeism, truancy, tardiness, dropouts, pregnancy, substance abuse, antisocial behavior, poor self-esteem, and low achievement. Any social and school practices or conditions that may cause students to be at risk should also be identified.

ASCD supports research on the social and educational conditions that contribute to our children being at risk. ASCD urges active participation of all community members in recognizing, examining, and solving the problem.

5.

Learning Styles

People can learn and teach successfully in diverse ways. Therefore, ASCD encourages educators to (1) study learning and cognitive style concepts and research, and (2) use diverse approaches that accommodate individual learning and teaching styles.

6.

Extended Day Child Care

A need for child care beyond the school day exists in most schools because of large numbers of families in which the parent or parents work outside the home.

ASCD urges educators in schools to provide the extent and level of care necessary to promote the emotional, physical, and cognitive growth of children by (1) initiating public school child care programs, (2) initiating collaboration with business and industry, and (3) insisting that the knowledge base of child growth and development be used when planning and implementing programs.

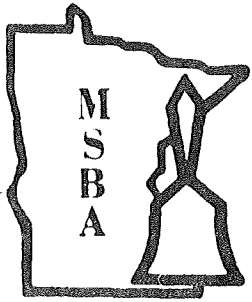
ASCD resolves to pursue legislation for the financial support of programs providing the quality care necessary for children from these families.

7.

Continuing Encouragement for Resolutions on Social Issues

ASCD has adopted resolutions on controversial issues in society and schools for over 40 years. ASCD has supported social movements that foster democratic educational values and has opposed social movements such as censorship, denial of human and civil rights, threats to world peace, various forms of discrimination, and other negative influences.

ASCD continues to encourage members to propose and adopt specific resolutions on social matters and to support educational programs to implement those resolutions.



MINNESOTA SCHOOL BOARDS ASSOCIATION

1987 CONVENTION JANUARY 18, 19, 20

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Resolution Adopted by the Minnesota School Boards Association November 30, 1986

WHEREAS, Good health has long been recognized as a major factor in enabling both children and adults to function at optimal levels; and

WHEREAS, It is now a general accepted fact that the use of tobacco (smoking and/or chewing) is detrimental to health; and

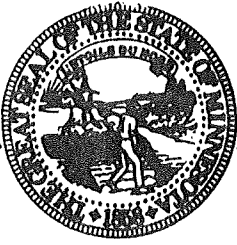
WHEREAS, In 1985, the Omnibus Nonsmoking and Disease Prevention Act became law which provides financial assistance (for school year 1986-87 the greater of 54¢ per pupil or \$1,040 per district) to all Minnesota school districts; and

WHEREAS, Minnesota's public school students receive classroom instruction about the dangers of using tobacco; and

WHEREAS, Students participating in sports or activities sanctioned by the MSHSL are aware of the penalties which can be imposed for using tobacco; and

WHEREAS, Adults employed by school districts serve as role models for the students in the district;

THEREFORE, BE IT RESOLVED, That the MSBA Board of Directors urges all Minnesota school districts to consider adopting a policy which designates all school district buildings, grounds and vehicles to be tobacco free.



Minnesota State Board of Education

705 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101 (612) 297-1925

Resolution In Support Of Tobacco-Free Minnesota Schools

WHEREAS, it is an identified purpose of public education to help individuals develop maximum potential for leading productive, fulfilling lives, and

WHEREAS, tobacco use (both smoking and chewing), and passive smoke have been clearly identified as detrimental to the health of the individual and to our society in terms of economic costs;

WHEREAS, the Minnesota Legislature and Minnesota school districts have made a major commitment to providing classroom instruction about the dangers of tobacco use; and

WHEREAS, we believe the classroom education is more likely to be effective when it is supported by consistent policy messages and adult role models;

THEREFORE BE IT RESOLVED, that the Minnesota Board of Education urges all Minnesota school districts to consider adopting a policy that designates all school premises to be tobacco-free.

Adopted, February, 10, 1987.

A handwritten signature in cursive script, reading "Marjorie Johnson".

Marjorie Johnson, President
State Board of Education

TLS/els

APPENDIX N:

REFERENCES

REFERENCES

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4. Resolution passed by the Minnesota State Board of Education at its meeting on February 10, 1987.
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23. *Shimp vs. New Jersey Bell Company*, 145 N. J. Super. 516, 268A, 2d 408 (App. Div. 1976).
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TOBACCO-FREE SCHOOLS PROJECT

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