

AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

~~The Treasurer's signature is used on checks, drafts, warrant checks, vouchers and other orders on public funds deposited in designated depositories.~~

The Treasurer authorizes ~~these~~ designated depositories to honor any instrument bearing the Treasurer's **an authorized** facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photostatic or mechanical device. **Written notice of the adoption of a facsimile signature is provided to the depositories. The notice includes a description of the device to be used and a sample of the facsimile signature. Written approval must be received from the depository before the facsimile signature can be used.** ~~The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.~~

The Board purchases a surety bond to protect the loss of any public funds.

[Adoption date:]

LEGAL REFS.: ORC 9.10 through 9.12; 9.14
1306.06

THIS IS A REQUIRED POLICY

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

(Permissive language)

Social Media Networking Websites

1. District staff ~~who have a presence on social networking websites~~ are prohibited from posting data, documents, photographs or inappropriate information on any ~~website~~ **social media platform** that might result in a disruption of classroom activity **or that violates State or Federal law relating to staff and student privacy**. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social ~~networking website~~ **media** passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, **text messaging**, personal social ~~networking websites~~ **media** and other modes of virtual technology is also prohibited.
4. Access of personal social ~~networking websites~~ **media** during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social ~~networking websites~~ **media** created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics
GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JG, Student Discipline
JHF, Student Safety
JHG, Reporting Child Abuse
JL, Student Gifts and Solicitations
JO, Student Records
KBA, Public's Right to Know
Staff Handbooks
Student Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

*The popularity of social ~~networking websites~~ **media** is yet another concern for districts. These sites add another layer of responsibility and accountability to the relationship between staff and students. The language suggested in this section is permissive, meaning that boards may or may not choose to include this language in the policy.*

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NOTIFICATION ABOUT SEX OFFENDERS

Megan's State Law requires certain ~~sexual predators and~~ sex offenders to register with the sheriff in the county of their residence **accordance with law**. In some circumstances the sheriff notifies the Superintendent that a ~~sexual predator or habitual sex offender~~ **sex offender subject to community notification** has moved into the area is **residing, employed or attending school within the geographical region of the District**.

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent disseminates the information regarding the ~~sexual predator or habitual~~ sex offender **subject to community notification** to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the ~~sexual predator or habitual~~ sex offender **subject to community notification** is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the ~~sexual predator or habitual~~ sex offender **subject to community notification** appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. ~~The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action that the Superintendent should consider taking.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a ~~sexual predator or habitual~~ sex offender **subject to community notification** is residing, **employed or attending school** within the **geographical region of the District** and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

~~With juvenile sex offenders, the Superintendent's notification duties are the same as with adult offenders. The Superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The Superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the District, and direct parents who want more information to the county sheriff's office.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual~~ sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

[Adoption date:]

LEGAL REFS.: 42 USC 14071
ORC 149.43
2151.355
2152.83; 2152.84
Chapter 2950
OAC 109:5-2

CROSS REFS.: GBQ, Criminal Records Check
JO, Student Records

NOTE: THIS IS A REQUIRED POLICY

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

Administrative Procedure

1. Scheduling Time Line

School-sponsored programs are given first priority for use of premises through the District. All requests for premises use by school-sponsored programs must be completed by June 1 of each year for the following year. No use of the building by non-school programs are scheduled prior to the June 1 date. Requests after that date are scheduled on a first come first served basis for school or non-school groups.

2. Application and Approval

A. Any requests for use of the school premises must be recorded on the building Use Request Application, filed in the building principal's office a minimum of one week before intended use and approved by the building principal.

B. All groups/organizations should contact the principal's office to see if the premises and date are available. If the premises and date are available, the office completes a worksheet with specific information on the rental. Within one week, the group will receive two copies of a written contract listing details of the rental, school policies on rentals and the amount owed. The contract should be checked carefully to make sure all information is correct. One copy of the contract should be signed and returned to the building principal.

3. Facility Use (Guidelines)

The below activities/organizations (3A, 3B, 3C and 3D) are given use priority and will not be charged to use the school premises unless they are conducting an activity that requires extra expense to the Board. In such case, a fee is assessed to cover expenses to the District. If the kitchen is needed and a custodian is not on regular duty, the cost of cook or custodian hourly rate and benefits are assessed.

A. School-Related Activities

- (1) Board activities
- (2) Staff meetings
- (3) Teacher/coach/adviser sponsored student activities

- B. Associations and organizations directly related and supportive to school groups such as PTO, Athletic, Academic Boosters, FFA Alumni and Band/Music Boosters, etc.
- C. Organized youth-oriented groups of the District such as 4-H, scouting programs and youth athletic leagues and other groups supporting the school's mission statement.
- D. Other organizations recognized by the Board as closely allied to and supporting the education programs, except when these organizations hold events which require admission charge or are held for the purpose of making profit. A waiver of fees is determined by the Superintendent or building principal.

When a school or youth-related group uses the Board premises for profit making, it should not expect to enjoy the same rate as for regular meetings or nonprofit-making activities.

- E. Service/civic organizations seated in the District, organized, administered and controlled by Hillsdale residents, with duly elected officers and a set of laws or rules governing their activities, etc.
- F. Enterprises, businesses and industries located within the boundaries of the District with at least 75% membership being residents of the school community. A list of names of participants must be submitted with addresses and phone numbers. Falsification of information is grounds for immediate revoking of privileges.
- G. Other enterprises, businesses or industries not included in F above, and all organizations and/or groups located outside the District.

4. Use of Hillsdale Name

For an organization to carry the Hillsdale Falcon name, logo or mascot, the following criteria must be met. First, 75% of the group's or team's members must be Hillsdale community members (including open-enrolled students), and second, the group or team must be open to all Hillsdale students who meet the age requirement for the activity. This can be accomplished by publicized invitations for groups or by publicized tryouts for athletic teams.

5. Premises Rental

Whenever a group or organization not cited in Sections 3A, 3B, 3C and 3D desires to use school premises, the Board charges a rental fee for the use of premises as follows.

- A. When premises are rented, the stated fee plus the custodian hourly rate and benefits will be paid to the Board. If a custodian's presence required overtime, the overtime rate will be the custodian's hourly rate charged said organization.
- B. When kitchens are involved in the rental, a cook must be on duty. The cook's hourly rate and benefits will be charged.
- C. The rental of each premises is a minimum of two hours at the stated rates. Additional hours are charged at the per hour rate for each facility.
- D. Any group or organization of citizens permitted to use any school premises is responsible for any damage done over and above the ordinary wear which may be expected as provided in Ohio Revised Code Section (RC) 3313.79.

Rules and Regulations for Groups/Individuals Using School Premises

1. Legal Aspects

- A. All outside groups are required by law to carry liability insurance at their own expense, which meets the approval of the Treasurer. The Board will not assume any responsibility for accidents or actions occurring to or resulting from the use of the school facilities by any group or organization. Any organization which is granted the use of any school premises assumes the responsibility for the conduct of all persons while they are using the building.
- B. All outside groups are required to sign a "Hold Harmless" release statement.
- C. Use of school property for personal financial gain is prohibited without permission of the Board or its designee.
- D. Smoking and the use of tobacco (including electronic cigarettes is prohibited on all District property and in all District facilities. Smoking is not permitted inside school buildings and is limited to outside of the building as designated by school authorities.
- E. There will be no alcoholic beverages or narcotics brought to or consumed on the premises.

- F. Payment of the fees for the use of school premises must be by check payable to the Treasurer in advance of the activity.
- G. Cancellation of the activity by the group or association requesting the premises is expected to be within a reasonable time frame so that those school employees scheduled to supervise and/or work can be notified prior to any expense sustained by the group or organization. Refund of premises rental fee due to cancellation will be made only if the principal is notified three days in advance. The group or association renting the facilities is responsible for any expenses to the District prior to the cancellation.

2. Restrictions

- A. Premises will not be used without a Board employee on duty.
- B. Each activity must have an adult sponsor who is responsible for the proper conduct of the activity. The sponsor will be certain that only members of the approved group are admitted and that they remain in the area where the activity is being conducted.
- C. Any group/organization which requests parking attendants is required to pay these expenses.
- D. All participants in an athletic or recreational activity using the gymnasiums will be equipped with suitable gym shoes.
- E. Nothing is sold, given, exhibited or displayed without permission.
- F. Putting up decorations or scenery, or moving pianos or other furniture, is prohibited unless special permission is granted. Under no circumstances will scenery or other property be stored in the auditorium.
- G. The Board has provided dressing rooms and stage equipment for the full use of the auditorium but does not provide the use of school furniture or other accessories, and the Board assumes no responsibility for the properties left on the premises by the applicant.
- H. All electrical equipment and arrangements will be in the charge and control of the Board or its representatives.
- I. The Board or its representatives must have free access to all rooms at all times.

- J. The group/organization renting the premises must replace furniture and equipment to its original and intended place and, in general, leave the building in the condition that it was before the meeting. Only the area rented may be used. Any other areas are off limits.
- K. The premises will be examined carefully after use and the applicant agrees to make good promptly any loss or damage occurring during the applicant's use of the facility. The Board, or its representatives, is the sole judge as to the extent of any damage. Reimbursement for said damage will be determined by the Board.

School Premises Rental Fees Schedule

(Current fees schedule may be obtained from building principal.)

Premises rental fees are charged for the use of school premises to cover the costs resulting from such use. It is improper for the Board to expend money voted for school purposes to subsidize other public organizations.

1. Kitchens – These premises are located at all school buildings and may be requested for use; however, when the kitchen is scheduled, a school board employee (supervisor from the cafeteria staff) must be present and an hourly fee for his/her attendance is assessed. (See fees schedule)
2. Auditorium (high school) – Only the high school has an auditorium. The lighting and sound systems in this facility are highly technical and use of either requires a skilled person familiar with the equipment. Therefore, when the auditorium is requested, the Auditorium Technician must be present, or a person trained to use the lighting and sound system may be approved by the principal.
3. Equipment and Furniture
 - A. Equipment and/or furniture may be requested at the time of the application for the facility. The building principal determines availability of equipment and furniture in all instances.
 - B. Equipment and/or furniture may only be approved for use within the building.

(Approval date: May 12, 1998)

(Re-approval date: December 8, 2015)

(Re-approval date: December 12, 2017)

(Re-approval date: August 14, 2018)

NO TOBACCO USE ON DISTRICT PROPERTY BY STAFF MEMBERS
(Version 2)

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

(Permissive language)

For the purpose of this policy, electronic cigarettes are considered “tobacco.”

Tobacco Use Prohibited

No staff member or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No staff member or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice to Staff

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international “No Smoking” insignia.

Enforcement

Disciplinary measures taken against staff for violations of this policy comply with the requirements of State law, related District policies and regulations and/or the staff negotiated agreements.

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

CROSS REFS.: JFCG, Tobacco Use by Students
KGC, Smoking on District Property

NOTE: This policy and information is based on model policies for districts considering 100% tobacco-free campuses. It is provided for educational purposes only and is not to be construed as a legal opinion or as a substitute for obtaining legal advice from an attorney. Readers with questions about the application of the law to specific facts are encouraged to consult legal counsel familiar with the laws of their jurisdictions.

Districts are required to have smoke-free policies. This goes beyond and may be helpful to those districts choosing to go tobacco-free.

When determining disciplinary measures, districts should check negotiated agreements and may need to seek the advice of legal counsel.

Electronic cigarettes (e-cigarettes) have increased in popularity. These devices are not classified as tobacco and are not subject to the same restrictions as other forms of tobacco or cigarettes. Districts who want to add e-cigarettes to the definition of tobacco in this policy should review the provided permissive language. Districts may need to update postings to reflect the restrictions on the use of e-cigarettes.

NO TOBACCO USE ON DISTRICT PROPERTY
(Version 2)

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

(Permissive language)

For the purpose of this policy, electronic cigarettes are considered “tobacco.”

Tobacco Use Prohibited

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Enforcement

Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

(Permissive language – customize to reflect District procedures)

The following disciplinary actions may be taken against school visitors found in violation of this policy

- 1st offense: verbal notification of the policy
- Multiple offenses: removal from school property or, if off-campus, removal from school activity

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

CROSS REFS.: GBK, Tobacco Use on District Property by Staff Members
JFCG, Tobacco Use by Students
KGB, Public Conduct on District Property

NOTE: This policy and information is based on model policies for districts considering 100% tobacco-free campuses. It is provided for educational purposes only and is not to be construed as a legal opinion or as a substitute for obtaining legal advice from an attorney. Readers with questions about the application of the law to specific facts are encouraged to consult legal counsel familiar with the laws of their jurisdictions.

Districts are required to have smoke-free policies. This goes beyond and may be helpful to those districts choosing to go tobacco-free.

Electronic cigarettes (e-cigarettes) have increased in popularity. These devices are not classified as tobacco and are not subject to the same restrictions as other forms of tobacco or cigarettes. Districts that want to add e-cigarettes to the definition of tobacco in this policy should review the provided permissive language. Districts may need to update postings to reflect the restrictions on the use of e-cigarettes.

THIS IS A REQUIRED POLICY

TOBACCO USE BY STUDENTS
(Version 2)

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. Therefore, the Board adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Tobacco Use Prohibited

No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, other tobacco products, papers used to roll cigarettes, lighters or other paraphernalia at any time.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

Enforcement

Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations. Specific measures are outlined in the student code of conduct.

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with skill practice in effective instructional techniques and strategies and program-specific activities.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.66; 3313.661; 3313.751
3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFA, Student Due Process Rights
JFC, Student Conduct (Zero Tolerance)
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks

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Districts are required to have smoke-free policies. This goes beyond and may be helpful to those districts choosing to go tobacco-free.

House Bill 144 (2014) added alternative nicotine products and electronic cigarettes to the juvenile tobacco laws.

Disciplinary sanctions for tobacco use should be placed in the Student Code of Conduct.