



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

Dianne Howard
Director

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Contact Person:
Kimberly Sandmaier
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Action By:
Information Only

TO: All Principals and Department Heads

FROM: Janis Andrews, Ed.D. *JA*
Chief Academic Officer

Michael J. Burke *MJB*
Chief Operating Officer

SUBJECT: TOBACCO-FREE ENVIRONMENT POLICY

In an effort to create a healthier environment for our students, employees, and visitors, the School District adopted a comprehensive ***Tobacco-Free Environment Policy (7.19)***. This new policy was effective July 1, 2012, and it prohibits all tobacco use by everyone, everywhere on district property, at all times, including school events after regular school hours, and including events away from school. You may view this important policy through the District's website at www.palmbeachschools.org/policies.

Please review and communicate to students, faculty, family members, volunteers and visitors at your school/facility the differences between the new policy and the old one, as there will no longer be any area of School District property designated for tobacco use. Here are some ideas of how to communicate the new policy.

- Discuss the policy at staff meetings and make announcements at school-sponsored events (PTA, athletic events, meetings, concerts and plays, etc.).
- Have students develop and/or deliver announcements or design posters, banners and signs to communicate the new policy.
- Remind employees they are role models and tell them about tobacco cessation programs in the community.
- Provide information at parent open houses at the start of the new school year or post on the schools marquee.
- Provide letters, newsletters or web link that explains the policy change and asks for support in enforcement.
- Train students, staff and community volunteers to politely ask for everyone to respect the school policy.

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“Home of Florida’s first LEED Gold Certified School”
www.palmbeachschools.org

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This policy will be marked through signage around School District properties. More information and details on communicating this policy are available at <http://www.palmbeachschools.org/riskmgmt/tobaccofree.asp>. Your cooperation and support will be critical to help enforce this policy and keep our School District tobacco-free. Thank you for your attention to this matter.

EWG/JA/MJB/DH/MB/KBS



Approved: _____
E. Wayne Gent, Superintendent