

Commercial Tobacco- and Nicotine-Free School Model Policy

Purpose

[District] / [School name] works to protect the health and safety of students, staff, and visitors. Commercial tobacco and nicotine products cause serious harm to health. This affects both users and people nearby.

Promoting or using these products at school or school events puts people's health at risk. For this reason, *[District] / [School name]* provides a learning and work environment free from commercial tobacco and nicotine products.

This policy explains what is not allowed and how the school will respond when violations occur.

Definitions

- A. "Administrator," a person with authority to manage and enforce school policies in *[District] / [School name]*. This includes principals, vice-principals, and office staff.
- B. "Imitation tobacco or nicotine product," a product that looks like or acts like a tobacco or nicotine product, even if it contains no tobacco or nicotine. Examples include herbal cigarettes, nicotine-free vapes, candy cigarettes, and bubble gum cigars.
- C. "Inhalant delivery system," also called electronic cigarette, e-cigarette, vapes, vape pens, means a device that can be used to deliver nicotine, cannabinoids or any other substance in the form of a vapor or aerosol to a person inhaling from the device or a component of a device; whether the component or substance is sold or not sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

- D. “Lighter,” a device used to light tobacco products.
- E. “Off-campus, school-sponsored event,” an event organized or approved by the *[District] / [School name]*, that takes place outside of school property. Examples include field trips, sports events, dances, camps, and performances.
- F. “Parent/Guardian,” a person with legal responsibility for a student enrolled in *[District] / [School name]*.
- G. “Qualified staff,” a trained school staff member who can provide education or support. This may include teachers, administrators, nurses, counselors, social workers, contractors or staff trained in tobacco prevention or treatment (e.g., Tobacco Treatment Specialist training).ⁱⁱ
- H. “Quit support services,” or “quit-smoking medicines,” resources such as patches, gum, or prescription medications that help people quit using commercial tobacco or nicotine products.
- I. “Quit support program,” a structured program that helps people stop using commercial tobacco or nicotine. See Appendix A for recommendations.
- J. “School property,” all buildings, land, and vehicles owned, rented, or used by *[District] / [School name]*.
- K. “Signs” that state the *[District] / [School name]* is tobacco- and nicotine-free.
- L. “Staff,” any person who works for or volunteers with *[District] / [School name]*, paid or unpaid. This includes faculty, service staff, volunteers, chaperones, student teachers, adult classroom or student aides.
- M. “Student” any person enrolled in *[District] / [School name]*.
- N. “Tobacco and nicotine products” include, but not limited to, any product that contains, is made from or is derived from tobacco or nicotine, such as lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff in any form, oral nicotine pouches, nicotine lozenges, and other products containing nicotine derived from any source.

- O. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco, nicotine or related products. Tobacco-related devices include components which may be marketed or sold separately.
- P. “Visitor,” any person on school property or at a school event who is not a student, staff member, or administrator.

Policy Statement

[District] / [School name] is a commercial tobacco- and nicotine-free environment.

No student, staff member, administrator, or visitor may use, carry, sell, show, promote, or give away:

- A. Commercial tobacco or nicotine products
 - B. Inhalant delivery systems
 - C. Tobacco-related devices
 - D. Imitation tobacco or nicotine products
 - E. Lighters
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This rule applies to school property and at all off-campus, school-sponsored events. It also applies to items with tobacco company names or logos.

The *[District] / [School name]* does not allow advertising or promotion of these products in school buildings, on school grounds, in school publications, or at school events.

[District] / [School name] does not accept gifts, money, or materials from tobacco or nicotine companies.

All school-provided education and quit services are free to students and families. The *[District] / [School name]* does not use materials created or paid for by the tobacco industry.

For students with disabilities, the *[District] / [School name]* follows requirements of board policies related to discipline of students with disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination, and an interim alternative educational setting.

This policy applies at all times, 24 hours a day, seven days a week, 365 days a year.

Exceptions

This policy does not apply to *[District] / [School name]* approved traditional, ceremonial, or educational uses of tobacco by American Indian or Alaska Native communities.

This policy does not apply to FDA-approved nicotine replacement or quit-smoking medicines, such as patches, gum, or prescription medications. E-cigarettes and commercial nicotine pouches are not approved quit-smoking medicines.ⁱⁱⁱ

Enforcement

The *[District] / [School name]* responds to violations with education, support, and restorative practices (see *Appendix A for examples*). The goal is to reduce harm and help people quit.

The *[District] / [School name]* does not suspend, expel, or remove students from activities for violating this policy. The school does not involve law enforcement for any violation of this policy.

A. Students

All violations will result in:

- (1) Confiscation of prohibited items;^{iv}
- (2) A meeting with qualified staff and, when possible, parent(s) and/or guardian(s), to discuss commercial tobacco possession, use, advertising, promotion, distribution or sale and the school policy.
- (3) Parent or guardian notification

First Time Violation	Second Time Violation	Third or More Violation(s)
a) Offer quit support services (see appendix for examples)	a) Required participation in a quit-support program. b) Referral to support resources for student, and when possible, parents and/or guardians, to address factors that contribute to students ongoing use and/or possession of commercial tobacco products.	a) Continued referral to support resources b) Assignment of a qualified staff member to support and monitor progress. Monitoring and support may include, developing a quit plan with the student, establishing clear expectations and agreed-upon consequences if requirements are not met.

B. Staff

All violations will result in: Referral to free or low-cost quit-support services (e.g., through an Employee Assistance Program, health insurance, other health plan carrier resources or community partners).		
First Time Violation	Second Time Violation	Third or More Violation(s)
(a) Verbal warning	(a) Written warning documented in personnel file.	(a) Considered insubordination and resolved based on

		established policies and procedures for staff discipline.
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C. Visitors

All violations will result in: Referral to free or low-cost quit-support services (e.g., through an Employee Assistance Program, health insurance, other health plan carrier resources or community partners).		
First Time Violation	Second Time Violation	Third or More Violation(s)
(a) Verbal warning	(a) Referral to principal or administrator. (b) The administrator shall decide on further action that may include removal from school property.	(a) Temporary ban from school property, as determined by superintendent.

Dissemination and Evaluation of Policy

[District] / [School name] clearly shares this policy with students, staff, visitors and parent/guardian(s) before it is implemented.

The policy is announced _____ days before it begins to allow time for adjustment.

The *[District] / [School name]* posts highly visible signs at building entrances, on school grounds, in vehicles, and at athletic facilities.

The *[District] / [School name]* shares the policy through websites, email, handbooks, apps, meetings, and orientations.

The *[District] / [School name]* makes reminders at events when appropriate.

The *[District] / [School name]* works with public health agencies and community-based organizations to offer current, evidence-based prevention and quit-support resources.

The *[District] / [School name]* reviews the policy regularly and updates it as needed.

Effective Date

The Commercial Tobacco- and Nicotine-Free School Policy takes effect on ____ (day) of ____ (month) in ____ (year).

References & Resources

- Tobacco Free Schools, [OAR 581-021-0110](#)
- Prevention Education in Drugs and Alcohol, [OAR 581-022-2045](#)
- Oregon Indoor Clean Air Act, [ORS 433.835 to 433.875](#)
- Prohibition of tobacco smoking in public places and workplaces, [OAR 333-015-0035](#)

Appendix A: Evidence-Based Cessation and Prevention Programs

Youth Cessation Programs

N-O-T: Not on Tobacco

An evidence-based cessation group program designed for youth (ages 13-19) from the American Lung Association. Once certified, adult(s) can lead a small group of youth through a curriculum that supports total health through developing and maintaining positive behaviors. The provided link includes curriculum information and registration for adults who want to be trained and certified leaders. Training can be completed virtually.

<https://www.lung.org/quit-smoking/helping-teens-quit/not-on-tobacco>

NOT for Me

A free online cessation program from the American Lung Association designed for teens who want to stop using commercial tobacco and nicotine products. It includes eight self-paced virtual sessions. It will focus on helping the participant's relationship with product(s) and how they can quit. Program can be accessed on tablet, laptop, or phone. It is a self-paced and self-directed program and there are no limits on how often youth can go through the program. <https://notforme.org/>

EX Program

EX Program is a free text and web-based cessation program designed by Truth Initiative and Mayo Clinic. Anyone age 13 and over can enroll in the program. Once enrolled, participants receive daily text messages with encouragement and tips to reduce and quit use. They can also utilize resources on the program's interactive website to log their progress, find answers and tips for their quit journey, and support to keep trying.

<https://join.exprogram.com/>

Oregon Tobacco Quitline

People ages 13-18 can access a free six step online program through the Oregon Tobacco Quitline. If a youth is interested in quitting, they can be referred to the Oregon Tobacco Quitline or they can enroll themselves. Any person over 18 can use the Oregon Tobacco Quitline to speak with a quit coach for multiple sessions and receive free

Nicotine Replacement Therapy. Insurance status or type is not a barrier to receiving services. <https://quitnow.net/oregon>

Youth Intervention and Education Programs

[INDEPTH \(Intervention for Nicotine Dependence: Education, Prevention, Tobacco and Health\)](#)

An alternative to suspension or citation program from the American Lung Association that teaches students about nicotine dependence, establishing healthy alternatives and how to kick the unhealthy addiction that got them in trouble in the first place. INDEPTH can be provided in person or online. Sessions are designed to be completed in school or before or after school. Similar to NOT, INDEPTH facilitators need to complete a training and register as a trainer. Schools and districts can create an Organization profile that allows staff to refer youth into the program and for the Certified Facilitator to monitor progress and support student and staff goals. <https://www.lung.org/quit-smoking/helping-teens-quit/indepth>

[CATCH My Breath](#)

An evidenced based youth vaping prevention program from CATCH Global Foundation. Available in English and Spanish, CATCH My Breath is designed for grades 5-12 and reduces the students' likelihood of vaping. Adults can choose three options to become trained on the curriculum. The options range from no cost and brief to longer trainings with associated fees. Training will support adults to confidently integrate the curriculum into classroom session. There are also available supplemental materials on topics like cannabis and vaping. CATCH My Breath also offers materials designed for parents/guardians and are available for free in English and Spanish.

<https://catch.org/program/vaping-prevention/>

[Truth Initiative Prevention Curriculums](#)

Truth Initiative provides several free prevention curriculums for school staff to use in classrooms and prevention programs. Curriculum topics include vaping prevention, prescription drug safety, and cannabis use. Recommended grade levels are 8-12. Course materials can be viewed and downloaded for free using the link provided.

<https://truthinitiative.org/curriculums>

Oregon-Based Resources

Tobacco Prevention and Education Program (TPEP)

Every county in Oregon is supported to provide tobacco prevention and education in their community. Your local TPEP Coordinator is a great resource to reach out to with any questions, concerns, or needs you may have. If you aren't connected with your local TPEP Coordinator, you can find their name and contact information here:

<https://smokefreeoregon.com/contact-us/>

Smokefree Oregon

Smokefree Oregon is a resource portal for all people in Oregon who are looking for resources to address commercial tobacco and nicotine use. The website shares the latest research, cessation resources, and what local communities can do to fight back against the commercial tobacco industry. <https://smokefreeoregon.com/>

Appendix B: Safe Collection and Disposal

Nicotine is an acute hazardous waste and nicotine exposure can be toxic. Lithium-ion batteries, found in e-cigarettes, can cause fires, especially when improperly stored or damaged. This can result in severe injury, property damage and exposure to chemicals.

E-cigarette waste is classified as hazardous waste and cannot legally or safely be thrown in the trash or recycling bins. The improper handling and disposal of e-cigarettes poses risks to human health and the environment.

Contact your local public health department to discuss safe ways to collect, store and dispose of tobacco and nicotine products. For additional assistance on safely disposing of hazardous waste, contact DEQ at: <https://www.oregon.gov/deq/Hazards-and-Cleanup/hw/Pages/Technical-Assistance.aspx>.

ⁱ This policy applies to commercial tobacco only, meaning tobacco that is not used for sacred or ceremonial purposes by some American Indian communities. Commercial tobacco is mass-produced, sold for profit and manufactured by companies for use in cigarettes, smokeless tobacco, pipe tobacco, cigars, hookah and other products.

ⁱⁱ Qualified staff, as described in Section A.3.ii, play an important role in providing a non-punitive and supportive environment for students to quit commercial tobacco and nicotine products. The definition of qualified staff is intended to highlight the value of trained, certified and licensed staff members who can provide students with guidance, counseling and educational opportunities to address underlying reasons for their tobacco use and possession. It is recommended that schools with the capacity to invest in qualified professionals provide comprehensive support, but this is not a requirement for schools/Districts with limited resources. In these cases, partnerships with external health professionals, community health workers or community-based organizations, can also play a key role in supporting students' needs. If you have any questions about the recommendation and/or are interested in training opportunities for staff, please reach out to your local tobacco prevention coordinator.

ⁱⁱⁱ As of March 2026, the FDA has not approved the use of NRT or pharmacotherapy products for people under 18. However, the American Academy of Pediatrics has recommended the use of NRT and pharmacotherapy for people under 18 as part of cessation treatment and provided a screening, treatment, and prescription guide for this purpose. It is recommended that students who use or possess NRT and pharmacotherapy products approved as cessation devices by the FDA are not found in violation of the policy.

^{iv} For more information on safe collection and disposal of nicotine and tobacco products, please visit: <https://www.oregon.gov/deq/Hazards-and-Cleanup/hw/Pages/Technical-Assistance.aspx>

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Health Promotion & Chronic Disease Prevention Program at HPCDP-OPS.Team-Tasks@odhsoha.oregon.gov or 971-673-0984. We accept all relay calls.



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