



ADMINISTRATIVE PROCEDURE

TOBACCO-FREE SCHOOL ENVIRONMENT

2300

Procedure No.

July 1, 2008

Date

- I. **PURPOSE:** To provide information regarding the implementation of Tobacco-Free School Environment Regulations.
- II. **BACKGROUND:** The Maryland State Board of Education adopted Tobacco-Free School Environment Regulations in June 1992. These regulations (COMAR 13A.02.04.01—07) prohibit the sale or use of tobacco products, in any form, in all school buildings at times. The regulations further prohibit the sale or use of tobacco products on all school grounds during the official school day.
- III. **DEFINITIONS:** In this procedure, the following terms have the meanings indicated:
- A. “Tobacco” means products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed. **This shall not include nicotine replacement therapy.**
 - B. “School buildings” means all buildings including schools, office buildings, bus lots, warehouses, garages, or other buildings owned or leased by the Board of Education of Prince George’s County.
 - C. “Student facility” means any building owned or leased by the Board of Education where students are assigned on a regular basis.
 - D. “Non-student facility” means any building owned or leased by the Board where students are not assigned on a regular basis.
 - E. “School grounds” means all land owned or leased by the Board of Education that surrounds a school or other building, as defined in B above.
 - F. “Official school day” means the period of time extending thirty (30) minutes before through thirty (30) minutes after the scheduled student day.
- IV. **PROCEDURES:**
- A. **STUDENT FACILITIES**
 - 1. The sale or use of tobacco products, in any form, is prohibited at all times in student facilities and on school buses. The sale or use of tobacco, in any form, is also prohibited on school grounds during the official school day.
 - 2. Principals or Administrators in charge of student facilities shall designate discreet areas outside the building that may be utilized



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before or after the official school day. These areas should be designated on a school-by-school basis with proper consideration given to minimize student exposure to the area.

3. These designated areas located outside the student facility are only to be utilized before or after the official school day. The official school day may be altered to coincide with thirty (30) minutes before and thirty (30) minutes after the scheduled student day on half-day sessions or on days that schools have a delayed open or early dismissal because of emergency conditions. These areas may also be utilized in situations where limited student attendance (i.e., Before and After Care) extends beyond the official student day or on non-student attendance days.

B. NON-STUDENT FACILITIES

1. The sale or use of tobacco products, in any form, is prohibited at all times in non-student facilities. Since students are not scheduled to be in regular attendance at such non-student facilities as bus lots, warehouses, or office buildings there will be no defined official school day.
2. Administrators in charge of non-student facilities shall designate discreet areas outside the buildings to be utilized for the use of tobacco products. These areas should be designated on a building-by-building basis with proper consideration given to minimizing public exposure to the area.

C. COMMUNICATIONS

System-wide publicity regarding the implementation of the Tobacco-Free School Environment Regulations will be coordinated through the Safe and Drug-Free Schools Office. Principals and other administrators designated in charge of school facilities should advise groups or organizations that utilize school facilities of these requirements. Signs designating the facility to be tobacco and drug-free are available from the Maintenance Sign Shop and should be posted at the entrance of each building.

V. **RELATED PROCEDURES:** None.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be reviewed periodically by the Safe and Drug-Free Schools Office and changes will be made as necessary.



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- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2300, dated July 1, 1993.
- VIII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11