



# Sacred Heart Catholic School

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Msgr. Jack Harris  
Pastor  
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Principal

MEMORANDUM FOR Administration, Teachers, Staff, Students, and Parents of Sacred Heart Catholic School, Morrilton, Arkansas 72110

SUBJECT: Tobacco-free School Campus Policy (to include Electronic Smoking Devices)

1. **References.** It is each employee, student or parent's responsibility to stay current and updated on policies and regulations. To ensure you are using the most current version of doctrine listed, please save and use the following links:

Diocese of Little Rock Catholic Schools Policy Manual (upcoming change pending)

<https://www.dolr.org/schools/policy-manual>

Sacred Heart Catholic School Student Handbook (upcoming change pending)

<https://sh-ar.client.renweb.com/pw/school/resource-documents.cfm>

2. **Policy.** The Sacred Heart Catholic School Board (hereafter recognized as The Board) recognizes that the use of tobacco products (including electronic smoking devices; hereafter known as tobacco products) is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products in school buildings and facilities is detrimental to the health and safety of students, staff, and visitors.

The Board acknowledges that adult employees, visitors, and parents serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. However, adults (21 years of age or older) may smoke or use tobacco products in designated areas during school events and programs that will be no closer than fifty (50) feet from any door entrance.

3. **Tobacco Use Prohibited.** No student or staff member is permitted to use any tobacco product at any time, including non-school hours (24/7). This includes:

- in any building, facility, or vehicle owned, leased, rented or chartered by the Sacred Heart Catholic School;
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Sacred Heart Catholic School; or

- at any school-sponsored or school-related event on-campus or off-campus.

In addition, Sacred Heart Catholic School employees, school volunteers, contractors, or other persons performing services on behalf Sacred Heart Catholic School also are prohibited from using tobacco products at any time while on duty and in the presence of students.

Further, no student shall be permitted to possess a tobacco product or electronic smoking device while in any school building, on school grounds or property, at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel. Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

4. **Definitions.** For the purposes of this policy, the following definitions have the following meanings:

- “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.

- “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or Heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

- “Tobacco Product” means any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff. Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah. “Tobacco product” includes any component, part, or accessory of a tobacco product. “Tobacco use” means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

5. **Signage.** Signs will be posted in a manner and location that adequately notify students, staff and visitors about the 100 percent tobacco-free schools policy.

6. **Enforcement for Students.** Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Handbook. Students who violate the school’s policy on tobacco use will be referred to the guidance counselor for health information, counseling, and referral. Parents/guardians will be notified of all violations and actions taken by the school.

7. **Enforcement for Staff.** Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination.

8. **Opportunities for Cessation.** The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and referral to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

9. **Prevention Education.** The administration will consult with appropriate health organizations to identify and provide tobacco use prevention programs that follow the guidance from the Centers for Disease Control and Prevention. Such programs should provide opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. The administration should not use programs sponsored by a tobacco company.

10. **Procedures for Implementation.** The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

11. **Effective Date.** This policy shall take effect in full immediately.

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Patrick Hartman  
School Board President  
Sacred Heart Catholic School

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Buddy Greeson  
Principal  
Sacred Heart Catholic School

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Msgr Jack Harris  
Pastor  
Sacred Heart Parish