KLAMATH FAMILY HEAD START

**PERSONNEL**

**POLICY & PROCEDURE #: 710**

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**SUBJECT: TOBACCO-FREE ENVIRONMENT**

**POLICY:**

Klamath Family Head Start has a tobacco free work environment.

**PURPOSE:**

To recognize our responsibility to promote the health, welfare and safety of students, staff and other Head Start participants, and to serve as a positive example to other child care and community agencies. In light of scientific evidence that tobacco use and tobacco smoke is hazardous to health, it is the intent of the Head Start Program to establish a tobacco-free environment.

**PROCEDURE:**

1. Tobacco use, distribution or sale by staff or others on Head Start premises, at Head Start sponsored events (on or off premises), in Head Start-owned, rented or leased vehicles or otherwise while on duty on or off Head Start premises **is prohibited**. Tobacco use is not allowed in personal vehicles of staff or others when transporting persons on authorized Head Start business or when conducting Head Start business. In recognition of the importance of modeling healthy behaviors, tobacco use by employees, parents, and volunteers is prohibited in any area (on-site or off-site) that is within sight of Head Start participants.
2. Program staff, volunteers, and others must avoid bringing clothing that smells of smoke into the classroom, center or onto the playground.Staff and volunteers will be sent home to change. Staff will request that parents not smoke during home visits. Parents will be informed of the smoke-free request prior to the home visit.

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

 4. Clothing, bags, hats and other personal items used by staff and others to display, promote or advertise tobacco products are prohibited on Head Start premises, at Head Start-sponsored activities or in Head Start vehicles. Tobacco advertising is prohibited in all Head Start-sponsored publications, in all Head Start buildings, and at all Head Start-sponsored events. Acceptance of gifts or funds from the tobacco industry is similarly prohibited. Head Start will not contract with other public or private alternative schools that allow tobacco use on campus.

 5. The first violation of this policy will result in the staff person being sent home without pay to change their clothes. Any further violations will be handled through discipline procedure #703. Volunteers will be verbally counseled, further violation may result in suspension of volunteering.

1. Head Start will promote cessation resources to staff, volunteers and parents and offer these as possible alternatives to discipline for violations of tobacco use policies.

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 7. As part of Head Start’s tobacco use prevention activities, the Health Specialist shall ensure that age-appropriate tobacco prevention messages are incorporated into classroom teaching and during home visits. Staff responsible for coordinating tobacco use prevention will be encouraged to collaborate with agencies and groups that conduct tobacco use prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of tobacco use, effective instructional techniques and program-specific activities. Head Start staff will provide pregnant women and other family members, as appropriate, with prenatal education on risks from tobacco use on fetal development.

 8. Head Start Administration will post signage in facilities and vehicles to communicate the no tobacco use policy. Staff will be informed of this policy through such means as the Procedures Manual and orientation and training provided by supervisors. Parents, families and others will be informed through such means as the parent handbook; signs posted on parent bulletin boards; announcements during parent orientation, center committee meetings, and Policy Council training; and explanations of the policy attached to field-trip and home visit notifications.

 9. This policy shall remain in force at all times.

**LEGAL AND RELATED REFERENCES:**

* [Establishing a Smoke-Free Environment in Head Start Programs: Program Instruction #ACYF-PI-HS-95-04](http://eclkc.ohs.acf.hhs.gov/hslc/Program%20Design%20and%20Management/Head%20Start%20Requirements/PIs/1995/resour_pri_01000_022306.html)

# [ORS 433.835 to 433.875, Oregon Indoor Clean Air Act](http://www.leg.state.or.us/ors/433.html)

* [The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General](http://www.cdc.gov/tobacco/sgr/sgr_2006/index.htm). (2006).
* [Oregon School Boards Association Selected Sample Policy: Tobacco-Free Environment](http://www.osba.org/policy/samples/GBK_JFCG_KGC%20G2.pdf)

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Volunteer Packet