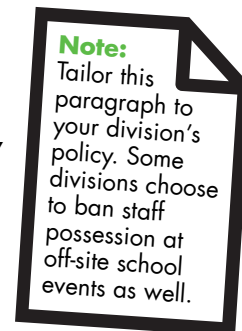


# SECTION 7: RESOURCES

## SAMPLE STAFF MEMO

Dear Staff,

Our school division values the health and well-being of all students and staff. To ensure we maintain a positive, healthy learning environment, [Name of School Division] has a **tobacco- and e-cigarette-free school policy** in place that prohibits **all tobacco and e-cigarette use by students, staff, and visitors at all times**, including school events after regular school hours and at off-site school activities. This policy also prohibits students, staff, and visitors from bringing tobacco and e-cigarette products to school and students from bringing tobacco or e-cigarette products to off-site school activities. A copy of the policy is attached.



We have put this policy in place for three main reasons:

- **Help Students Be Tobacco- and E-Cigarette-Free:** Youth spend a great deal of their time at school and school events. Keeping tobacco and e-cigarettes out of the school environment means students don't see their friends or adults using tobacco and e-cigarettes, which helps make tobacco and e-cigarette use less socially acceptable.
- **Provide A Healthy and Positive Environment:** Breathing secondhand smoke can make others sick or worsen breathing problems like asthma. We want to keep our schools healthy for everyone. In addition, tobacco and e-cigarette use at school easily distracts from learning and is linked to school failure and truancy and other risk behaviors.
- **Comply With Federal and State Regulations**

As staff, it is critical we are aware of and in compliance with our tobacco- and e-cigarette-free school policy. **Our tobacco- and e-cigarette-free policy must be enforced in order to be effective.** It is also important we recognize our position as role models for our youth. **All school personnel are required to enforce our tobacco- and e-cigarette-free school policy.** Here at [Name of School], staff should refer students who are found violating the policy to [customize this information for your school]. Ignoring violations or only warning students compromises the effectiveness of our policy.

It is our job to work together to provide a positive and healthy learning environment for our youth and fellow staff. As a tobacco- and e-cigarette-free school, we are paving the way for a lifetime of healthy decision-making in our students.

There are many helpful resources for youth or adults in our community who use tobacco or e-cigarettes and want to quit. Virginia funds a free Quitline, 1-800-QUIT-NOW (1-800-784-8669) that anyone can use at no charge. Web-based services are also available at [www.teen.smokefree.gov](http://www.teen.smokefree.gov) and [www.MyLastDip.com](http://www.MyLastDip.com). Additionally, SmokefreeTXT is a mobile text messaging service designed for adults and young adults across the United States who are trying to quit smoking. The program was created to provide 24/7 encouragement, advice, and tips to help smokers quit smoking and stay tobacco- and e-cigarette-free.

We appreciate your help in supporting this policy. If you have questions or comments about the policy, please feel free to contact [Point of Contact].

Sincerely,  
[Principal / School Administrator]