

# SAMPLE LETTER TO PARENTS

Dear Parents,

Since (date), the (name of school division) School Board has had a tobacco-free school policy in place. This policy prohibits all tobacco and e-cigarette use by everyone, everywhere on campus, at all times, including school events after regular school hours. This policy also prohibits students from bringing tobacco products and electronic cigarette (e-cigarettes) use by everyone, everywhere on campus, at all times, including on and off-site school related events after regular school hours. [Note: Tailor this sentence to your division's policy.] A copy of the policy is attached.

The School Board put this policy in place for three reasons:

- **Help Students Be Tobacco-Free:** Youth spend a great deal of their time at school and school events. Allowing the use of tobacco products and e-cigarettes on campus implies school approval of such use. Keeping tobacco and e-cigarettes off campus means students don't see their friends and adults using tobacco, which helps make tobacco use less socially acceptable. They also have less access to tobacco products and e-cigarettes.
- **Provide A Safe Environment For Students And Staff:** Breathing secondhand smoke can make others sick. It can trigger an asthma attack or worsen breathing problems. Staff and visitors smoking on campus or at school events place others at risk. We want to keep our schools healthy for everyone.
- **Comply With Federal And State Legislation And Regulations:** Federal and state law prohibit smoking in elementary, intermediate, and secondary schools. Additionally, state law directs school boards to develop policies prohibiting the use of e-cigarettes on a school bus, school property, or at school-sponsored activities.

Tobacco-free schools provide positive role modeling for students. Schools are a place where children develop lifelong behaviors, and we are committed to ensuring smoking or chewing tobacco and/or using an e-cigarette is not one of these behaviors.

We have placed signs about the policy on all school campuses. We will also make announcements at school events to remind people that tobacco and e-cigarette use is not allowed at these events or on school property.

There are many helpful resources for teens or adults in our community who use tobacco and want to quit. Virginia funds a free telephone Quitline, 1-800 QUIT-NOW (1-800-784-8669), that anyone can use at no charge. Teens can receive online and texting support from the Quitline and at [www.teen.smokefree.gov](http://www.teen.smokefree.gov).

We appreciate your help in supporting this policy. If you have questions or comments about the policy, please call the principal at your child's school at \_\_\_\_\_.

Sincerely,

