

Comprehensive Tobacco & Vape-Free School District Checklist

Complete the following assessments to determine how comprehensive your district’s current tobacco-free policies are.

Characteristics of Current Tobacco Policy

1. When was the tobacco policy established?
2. Does the policy specify rules for (check all that apply): Students Staff Visitors
3. Does the policy cover all tobacco products (including cigarettes, cigars, cigarillos, smokeless tobacco, pipes, hookahs, and electronic cigarettes)? Yes No
4. Does the same policy apply to all schools in the school district? Yes No
5. According to the school district policy, are students, staff, and/or visitors allowed to use any tobacco or vaping products in any of the following places **DURING** regular school hours?

Places/Events	Students	Staff	Visitors
In school buildings	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
On school grounds in designated areas	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Playing fields and spectator areas	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
School-sponsored events off campus	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
School vehicles	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Administrative/other buildings and facilities	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>

6. According to the school district policy, are students, staff, and/or visitors allowed to use tobacco or vaping products in any of the following places **AFTER** regular school hours? (ex: athletic events)

Places/Events	Students	Staff	Visitors
In school buildings	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
On school grounds in designated areas	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Playing fields and spectator areas	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
School-sponsored events off campus	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
School vehicles	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Administrative/other buildings and facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

7. Does the policy prohibit tobacco advertising in school buildings, in property leased by the school, at school functions, in school publications, and on students' clothing? Yes No
8. Does the policy prohibit the school district from accepting funding from the tobacco industry for school supplies such as health curricula, computers, scoreboards, or anything else? Yes No

Communication

1. Identify how students, staff, and visitors are made aware of the school's (or school district's) tobacco policy. Check all that apply.
- Student and employee handbooks Written information
 Stipulations in contracts Verbal announcements at school or school sponsored events
 Meetings among staff or with parents Signs stating the policy in visible places at school(s)
 School district website Other (specify)

Policy Enforcement

1. What is the title of the person/persons at the school (or district) responsible for enforcing and monitoring the tobacco policy?

- Unsure No one is in charge of enforcing and monitoring the current tobacco policy

2. How difficult has it been for your school or district to consistently enforce the current tobacco policy?

- Not at all
 Very difficult to enforce
 Some difficulty with enforcement
 Unsure

3. Describe the primary problems your school or district faces in enforcing the current tobacco policy (ex: students smoking, chewing, vaping, or using any type of tobacco or nicotine products in the restrooms).

4. Which of the following actions are taken when students violate the policy? Check all that apply.

Action taken	1 st offense	2 nd offense	3 rd offense
Referred to school administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal or written warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-school suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out-of-school suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting with parent/guardian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community/school service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify parent or guardian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to an alternative-to-suspension program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required attendance in a tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required attendance in an alternative-to-suspension program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Which of the following actions are taken when school staff violates the policy? Check all that apply.

Action taken	1 st offense	2 nd offense	3 rd offense
Referral to school administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal or written warning or reprimand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to a tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required enrollment in tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What actions are taken when visitors violate the tobacco policy?

Tobacco Prevention Education and Cessation

1. In which grades does your school teach tobacco or vaping product use prevention/education?

2. Is tobacco education part of a comprehensive school health curriculum? Yes No
If yes, what curriculum is used?

3. Which staff members typically provide the instruction?

4. Does your school provide access and referral to tobacco and vaping cessation programs for students or staff?

- Students: Yes No
- Staff: Yes No
- If yes, what programs are offered?

5. Does your school offer any on-campus cessation programs for students or staff?

- Students: Yes No
- Staff: Yes No
- If yes, what programs are offered?

6. Does your school conduct or take part in activities to promote a tobacco and vape-free lifestyle such as the Great American Smoke-Out or Kick Butts Day? Yes No

Congratulations on completing the checklist of your school district’s tobacco policies!

If you selected “no, unsure, or have any comments,” those answers may indicate areas where improvement is needed. Administering staff, school board, and student surveys can garner additional information, support, and suggestions to create or strengthen your district’s tobacco policies.

1. If your school does not have a comprehensive tobacco and vape-free policy, in your opinion, what is the primary reason?

2. Describe changes needed to make the current tobacco policy meet a comprehensive tobacco and vape-free policy:

- Changes needed to improve the tobacco use education and cessation services offered to your school district’s students and staff:

- Changes needed to improve communication of your school’s (or school district’s) tobacco policy to students, staff, and visitors:

- Changes needed regarding enforcement of the policy, for the tobacco policy to be effective:

- Other changes needed to meet the comprehensive tobacco and vape-free policy:

Additional survey questions for schools without a Comprehensive Tobacco & Vape-Free Policy

Check the boxes or fill in the blanks below that most closely match your school district's policy. Your responses can help you develop a core group to work on improving your policy. Once completed, compile and review the results to assess how to garner support to assist in the development or strengthening of your policy.

Role of Youth

1. Does your school district have any active groups or clubs run by or for students with tobacco or vaping product use prevention and reduction as one of their main goals?

Yes No

If yes, please list or summarize activities.

2. What is the role of your school district's youth in advancing a comprehensive tobacco and vape-free school policy? What training or assistance do they receive or will they need to help them fulfill their role?

Support for a Comprehensive (100%) Tobacco and Vape-Free School Policy

1. Are you aware of any feedback, either negative or positive, from students, staff, or the community regarding your school or district's current tobacco policy? Yes No If yes, please summarize.

2. Is there discussion or interest from students, staff, or the community about implementing a comprehensive tobacco and vape-free school policy? Yes No If yes, please summarize.

3. Have there been previous efforts to develop or propose a comprehensive tobacco and vape-free school policy?

Yes No If yes, please summarize.

4. In your opinion, what proportion of students, staff, community, and school board members would support a comprehensive tobacco and vape-free school policy?

	None	Few	Some	Most	All
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Describe the strategies needed to increase student, staff, community member, and school board support of a comprehensive tobacco and vape-free school policy.

Partnerships & Collaborations

1. With which of the following tobacco prevention resources do you work? Check all that apply.

- Asthma Coalition
- American Cancer Society American
- Lung Association
- American Heart Association
- Local Health Department
- Local Law Enforcement
- Other
- Not working with any others

2. To develop, adopt, and implement a comprehensive tobacco and vape-free school district policy, what community organization(s) and stakeholder(s) should be involved?