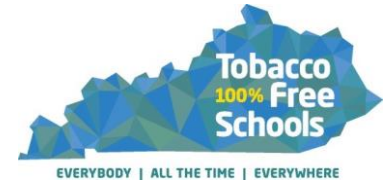


# 100% Tobacco Free Schools District Implementation Checklist



Date: \_\_\_\_\_

School District: \_\_\_\_\_

School Name: \_\_\_\_\_

Reviewer name(s): \_\_\_\_\_

Thank you for taking the time to fill out this implementation checklist for your 100% Tobacco Free School District. Your school district may have done some of the ideas above, but few school districts will have done everything listed. That’s OK. The ultimate purpose of this checklist is to assist the Kentucky Tobacco Prevention and Cessation Program and other school districts in determining what policies, procedures and practices that are the most effective when implementing a 100% Tobacco Free School Policy.

## **Instructions:**

In the tables below, please mark Yes, No or Not Applicable (N/A) to each question. Answer to the best of your knowledge. There is room for additional comments if needed. Remember this survey is not to determine what isn’t going right, but to find out what is working to share that information with other school districts.

Please attach copies of any written policies and procedures for students and personnel about your tobacco policy and policy violations.

If your school is doing something that is not specifically mentioned as an option in the checklist, please add it in the “Other” row. You may have multiple “Other” for each category if appropriate. Please add an additional piece of paper if necessary.

**Policy:** Please indicate whether or not your policy specifically addresses each of the items below.

Does your tobacco free policy prohibit...	Yes	No	N/A	Comments
<b>... a student from the following?</b>				
Smoking				
Smokeless tobacco use				
In school buildings				
On school grounds				
In school vehicles				
At school functions off property				
To and from school				

<b>... a visitor (parents, guests, etc.) from the following?</b>				
Smoking				
Smokeless tobacco use				
In school buildings				
On school grounds				
In school vehicles				
At school functions off property				

<b>... personnel (certified, classified, etc.) from the following?</b>				
Smoking				
Smokeless tobacco use				
In school buildings				
On school grounds				
In school vehicles				
At school functions off property				

Does your policy exempt electronic cigarettes?*				
Other: _____				

\*Electronic cigarettes may fall under the definition of “tobacco product” or the policy can specifically mention electronic cigarettes.

**Policy Communication:** Please indicate whether or not information about the tobacco free school policy is located in the following areas.

The tobacco free school policy is located in...	Yes	No	N/A	Comments
...the <b>student</b> handbook				
...the <b>personnel</b> handbook				
...the <b>parent</b> handbook				
...the <b>student</b> orientation materials				
...the <b>personnel</b> orientation materials				
...the <b>vendor/contractor</b> materials				
Other: _____				

**Communications to Parents/Visitors:** Please indicate whether or not information about the tobacco free school policy is communicated to parents/visitors in the following manners.

Information shared by...	Yes	No	N/A	Comments
... <b>flier/notice</b> sent home with students				
...policy in school <b>newsletter</b>				
...policy on school <b>website</b>				
...earned <b>media</b>				
...paid media/ <b>advertisements</b>				
... <b>announcements</b> made at athletic, extracurricular, and/or evening events				
Other: _____				

**Communication to Personnel/Vendors/Contractors:** Please indicate whether or not information about the tobacco free school policy is communicated to personnel/vendors/contractors in the following manners.

Information shared by...	Yes	No	N/A	Comments
...policy discussion at <b>staff meetings</b>				
... <b>in-service training</b> on policy				
...policy information posted in <b>staff lounges or offices</b>				
...policy information posted in <b>staff newsletters</b>				
...using <b>well-liked school personnel</b> to share messages with staff groups				
...policy statement included on all <b>job applications</b>				
...informing potential employees in <b>job interviews</b>				
...policy discussion at <b>new staff orientation</b>				
Other: _____				

**Signage:** Please indicate whether or not tobacco free school signage is posted prominently in the following areas.

Tobacco free school signs are posted at...	Yes	No	N/A	Comments
...all entrances to <b>school buildings</b>				
...entrance to <b>school grounds</b>				
... <b>athletic facilities</b>				
... <b>parking lots</b>				
... <b>bus garage</b>				
... <b>administrative/other</b> buildings and facilities				
Other: _____				

**Occurrences:** Please indicate the number of times a specific issue has been reported and/or witnessed.

In the past month, how many times have the following been reported and/or witnessed:	How many times?	Comments
smell of tobacco smoke in <b>student bathrooms</b>		
smell of tobacco smoke in <b>locker rooms</b>		
<b>evidence of tobacco use</b> , such as cigarette butts, bottles of tobacco spit, used chewing tobacco, etc. on school property		
students using tobacco <b>on school property</b>		
students using tobacco <b>at games and sporting events</b>		
students using tobacco <b>to and from school</b>		
Other: _____		
personnel using tobacco <b>on school property</b>		
personnel using tobacco <b>at games and sporting events</b>		
personnel using tobacco <b>on student-related trips</b>		
personnel using tobacco <b>in vehicles</b>		
Other: _____		
visitors using tobacco <b>on school property</b>		
visitors using tobacco <b>at games and sporting events</b>		
visitors using tobacco <b>on student-related trips</b>		
Other: _____		

**Enforcement:** Please indicate whether or not the following methods are used to enforce your tobacco free school policy.

<b>Our tobacco free school policy is enforced by:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>A designated person(s)</b>				
Specific <b>written</b> enforcement procedures				
Written consequences for policy violations <b>by students</b>				
Written consequences for policy violations <b>by personnel</b>				
Written consequences for policy violations <b>by visitors</b>				
encouraging, supporting and empowering <b>personnel</b> to appropriately approach students and visitors who are violating smoke-free policy				
encouraging, supporting and empowering <b>students</b> to appropriately approach visitors who are violating policy				
Other: _____				

**Cessation:** Please indicate whether or not the following cessation methods are provided or available to students or personnel.

<b>Cessation methods that are provided/available</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Student violators given <b>behavior modification education</b>				
Student violators given <b>cessation opportunities</b>				
Student violators given <b>in-school suspension</b>				

Parents notified of student tobacco violations				
Staff given information and resources on cessation				
Staff health insurance covers cessation counseling				
Staff health insurance covers cessation medications				
Other: _____				

**Education:** Please indicate whether or not the following education initiatives occur in your school.

Education is provided through:	Yes	No	N/A	Comments
Education to <b>students</b> on the health effects of tobacco use every year				
Education to <b>staff</b> on the health effects of tobacco use every year				
Local community <b>mass media</b> on the health effects of tobacco use				
<b>Student group</b> that addresses tobacco use (TATU, SADD, others?)				
Full evidence-based <b>program/curriculum</b> given to prevent tobacco use. If yes, which one?				
Other: _____				