

TOBACCO-FREE SCHOOL POLICY ASSESSMENTInstructions

1. Gather together the following policy items related to tobacco use in:
 - Your School District;
 - Your School Policy documents (these may be found in student, parent, and staff handbooks or manuals, athletic and/or extracurricular codes or policies, and other codes of conduct);
2. Using the attached Tobacco-Free School Policy Assessment, determine whether each of the policy elements is included in:
 - Your School District's Policy;
 - Your School Policy;Mark the appropriate column for each policy element;
3. Include any comments or notes as needed.

TOBACCO-FREE SCHOOL POLICY ASSESSMENT

Name of School _____ Date _____

Persons completing assessment _____

Mark the appropriate column for each policy item. Attach a copy of policy materials being reviewed.

Elements of Policy	School District			Your School		
	Included	Somewhat Included	Not Included	Included	Somewhat Included	Not Included
I. Federal and State Legal Requirements						
1) Prohibits tobacco use in school buildings and on grounds						
• Students						
• Staff						
• Visitors						
2) Prohibits smoking in any indoor facility owned, leased or contracted for by the school for services to children						
• Students						
• Staff						
• Visitors						
3) Prohibits smoking in school vehicles						
• Students						
• Staff						
• Visitors						
4) Requires tobacco-free school signage in school buildings, vehicles, and on school grounds in compliance with NYS law						
5) Requires that all students receive instruction on avoiding tobacco use						
II. Tobacco Control Program Minimum Standard						
1) Defines tobacco to include all types of smoking and smokeless tobacco products						
2) Prohibits tobacco use*						
a. In school vehicles						
• Students						
• Staff						
• Visitors						
b. At school functions away from school property						
• Students						
• Staff						

*Please note that tobacco use is different than smoking since it includes smokeless tobacco such as chewing tobacco.

Elements of Policy	School District			Your School		
3) Prohibits the sale of tobacco on school property or at school functions						
4) Prohibits tobacco advertising						
• In school buildings and on grounds						
• At school functions						
5) Requires that referrals to tobacco cessation resources be provided to students and staff						
6) Requires enforcement for						
• Student violations						
• Staff violations						
• Visitor violations						
III. Additional Policy Elements						
1) Provides rationale for Tobacco-Free School Policy						
2) Prohibits tobacco use by visitors at school functions away from school property						
3) Prohibits possession of tobacco by students in school buildings, on grounds and at school-sponsored events						
4) School will request tobacco-free editions of publications in school libraries						
5) Prohibits students from wearing or displaying tobacco-related clothing, gear or other paraphernalia						
6) Prohibits tobacco industry sponsorship and marketing (e.g., no gifts, funding or parent/classroom educational materials from the tobacco industry)						
7) Requires Alternative to Suspension educational program to be incorporated into Enforcement Procedures for students who violate policy						
8) Requires that the policy be communicated annually to:						
• Students						
• Staff						
• Visitors						
• Community						
9) States that the policy remains in effect at all times						

