



## Tobacco Free Schools Virtual Toolkit Policy Communication Checklist

- Update Student Handbook and Orientation materials.
- Update Staff Handbook and Orientation materials.
- Update Parent Handbook (if applicable).
- Write an article in the school newsletter.
- Discuss the policy at staff and orientation meetings.
- Provide cessation resources.
- Create flyers to promote the policy.
- Create social media messages.
- Make announcements at school events (e.g. sporting events, school plays, etc.).
- Update the school website.
- Place signage on school property.
- Send a letter to parents or guardians regarding the policy.
- Include verbiage in vendor contracts.

Adapted from Tobacco-free Schools Policy Checklist Toolkit  
<https://www.rmc.org/wp-content/uploads/2020/01/Tobacco-free-School-Policy-Checklist-Toolkit.pdf>

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