

# Policy Communication/Content Checklist

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

District and School Name: \_\_\_\_\_

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

Tips for completing: Gather the following materials to complete the following section: Actual 100% Tobacco Free Policy, and Supplemental Materials such as Student/Parent/Staff Handbooks, Orientation Materials, School Newsletter, School Website, etc.

**Are any of the following methods used to inform and communicate the 100% tobacco free school policy to students, staff, parents, visitors, and the public?**

Method	Yes	No	N/A	Notes: Include brief content descriptions. For media include who authored the article and/or who paid for the advertisement.
Student Handbook				
Parent Handbook				
Staff Handbook				
Student Orientation materials				
Staff Orientation materials				
School newsletter				
	Yes	No	D/K	
Flier/Notice regarding policy				
Earned print media / author of article				
Paid print media / entity that paid for ad				
Announcements at school events (e.g. sporting events, school plays, etc.)				
School website				
Signage				
Other, specify				

Are any of the following included in the 24/7 tobacco free policy or supplemental materials?

Content	Yes	No	Notes: Describe communication protocol, enforcement procedures and consequences. Include information on students, staff, visitors, contractors. Include consequences for first, second, and subsequent violations. (Make copies when possible and enter the text directly into the online data entry form).
Description of specific enforcement procedures			
Designates at least one person (by name or job title) that is responsible for enforcing the policy			
Description of consequences for policy violations			
Policy communication protocol (identifies specific channels of communication such as printed materials, signage, etc)			
Other, specify			