

Policy Communication/Content Checklist

1. Date: _____

2. School District Name: _____

3. School Name: _____

4. Reviewer name(s): _____

Tips for completing: Gather the following materials to complete the following section: Actual 100% Tobacco Free School 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.
5. Student Handbook				
6. Parent Handbook				
7. Staff Handbook				
8. Student Orientation materials				
9. Staff Orientation materials				
10. School newsletter				
	Yes	No	D/K	
11. Flier/Notice regarding policy				
12. Earned print media				
13. Paid print media				
14. Announcements at school events (e.g. sporting events, school plays, etc.)				
15. School website				
16. Signage				
17. Other, specify				

Are any of the following included in the 100% tobacco free school 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).
18. Does the school have an enforcement plan for their 100% tobacco free school policy?			
19. Description of specific enforcement procedures			
20. Designates at least one person (by name or job title) that is responsible for enforcing the policy			
21. Description of consequences for policy violations			
22. Policy communication protocol (identifies specific channels of communication such as printed materials, signage, etc)			
23. Other, specify			