**Comprehensive Tobacco-Free School Policy Checklist**

This checklist is to be used as a guide for coalitions and school districts to update and/or create a comprehensive tobacco-free school policy. Presently, state statute 120.12(20) *prohibits all tobacco products on premises owned or rented by, or under the control of, a school board, except that the school board may allow the use of tobacco products on the premises owned by the school district and rented to another person for non-educational purposes.* However, school boards and districts have the authority to create stronger, more comprehensive policies. With the rise of e-cigarette use among youth, creating comprehensive policies has never been more relevant to protecting youth from life-long nicotine addiction.

*Completion of this checklist and a copy of the policy can be submitted to the* [*TPCP Policy Coordinator*](mailto:carleigh.olson@wi.gov)*.*

**School District:**

**Alliance / Coalition:**

**Is it a NEOLA policy?**

**(If yes, skip to the enforcement section at the bottom of page 2)**

**Today’s Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Does the policy…** | **Yes** | **No** | **If yes, where can it be found?** (for example, what page or section?) |
| Prohibit students in the district to possess, consume, display, promote or sell any tobacco product, tobacco-related device, imitation tobacco product, or electronic smoking device/e-cigarette/electronic nicotine device? |  |  |  |
| Define student? |  |  |  |
| Define tobacco product? |  |  |  |
| Define tobacco-related device? |  |  |  |
| Define imitation tobacco product? |  |  |  |
| Define electronic smoking devices/e-cigarettes/electronic nicotine devices? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Prohibit staff, administrators, or visitors of the district property to consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking device/e-cigarette/electronic nicotine device? |  |  |  |
| Define staff? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Apply at all times, 24 hours a day, seven days a week, 365 days a year? |  |  |  |
| Define any time? |  |  |  |
| Apply to all school property? |  |  |  |
| Define school property? |  |  |  |
| Apply at off-campus, school-sponsored events? |  |  |  |
| Define off-campus, school-sponsored event? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Prohibit soliciting or accepting any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer? |  |  |  |
| Define tobacco industry? |  |  |  |
| Define tobacco industry brand? |  |  |  |
| Define tobacco products retailer? |  |  |  |

**Additional policy provisions:**

|  |  |  |  |
| --- | --- | --- | --- |
| Include an exception that allows for the use of tobacco for indigenous practices? |  |  |  |
| Include an exemption for the use of tobacco products for limited educational practices? |  |  |  |
| Include an exemption for FDA approved cessation products or tobacco dependence products? |  |  |  |

**Program Evaluation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Include a statement that outlines a plan for reviewing of the policy on a regular basis? |  |  |  |

**Enforcement:**

|  |  |  |  |
| --- | --- | --- | --- |
| Outline a plan for enforcement? |  |  |  |
| For students? |  |  |  |
| For staff/administrators? |  |  |  |
| For visitors? |  |  |  |