STEPS TO A
COMPREHENSIVE TOBACCO-FREE SCHOOL POLICY

Comprehensive, all-inclusive tobacco-free policies are the gold standard for schools. Working with schools to include e-cigarettes in their tobacco-free school policies can have a positive impact on local and state tobacco control initiatives. This also provides an opportunity for coalition building and fostering relationships with school districts.

This document outlines how to identify whether a district has a tobacco-free policy that includes e-cigarettes, offers resources to educate on the need for a comprehensive policy, and suggests steps to recognize a district that has one.

LOCATE THE POLICY

Identify the school districts in your MJC/Network area.

Locate the school district's tobacco-free policy.

- Search on the school/district website and/or handbook.
- Request a copy from the district (contacts could include school administration, facilities manager, counselor, etc.).

Learn the school district's governance and process for policy development and implementation.

IS IT COMPREHENSIVE?

Once the policy is obtained, use the Comprehensive Tobacco-Free School Policy Checklist to evaluate it.

For sample policy language:

Sample Tobacco-Free School Policy Model Language

EDUCATE SCHOOL DISTRICT

Utilize the Youth E-Cigarette Use Template Presentation to present to the district school board, school administration and staff, youth liaison, parent teacher organizations, school nurses, etc.

If items from the checklist are missing, educate the school district on the need for comprehensive tobacco-free school policies.

FACT ENGAGE YOUTH

Engage the local FACT group in all aspects of this strategy by conducting the Tobacco-Free School Policy Scavenger Hunt FACTivism, educating school leaders with the results, and celebrating/promoting enforcement.

AFTER THE POLICY IS IN PLACE

Celebrate!
- Recognize the school at a coalition meeting
- Recognize in local media:
    - Send a photo caption to the local paper
    - Issue a press release or letter to the editor
      Contact Spencer Straub for assistance.

Promote enforcement
- Add e-cigarette language to signage
- Update school and district handbooks, contracts, website, etc.
- Communicate policy to students, staff, and visitors
- Announce the policy at staff meetings and events
- Send out a newsletter, email, text, etc.

Submit policy and checklist
Send the completed checklist and a copy of the policy to Carleigh Olson.

RESOURCES & QUESTIONS

Resources for coalitions to educate schools:

Youth E-Cigarette Use Template Presentation

E-Cigarette Toolkit & Other Tobacco Products Toolkit

Tobacco-Free School Policy Model Language

Youth Tobacco and E-cigarette Use Data

Resources for schools:

Tobacco is Changing

Wisconsin Safe & Healthy Schools Center (Wisconsin Department of Public Instruction)

CATCH E-Cigarette & JUUL Prevention Program

Stanford Medicine Tobacco Prevention Toolkit - E-Cigarettes and Vape Pens

Questions? Contact your Contract Administrator.