



## 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

Locate the school districts in your MJC/Network area on the [School District Policies](#) spreadsheet which was developed by schools, the Department of Public Instruction, and coordinators reporting existing policies.

If the policy is not listed on the spreadsheet, search for it on the school/district website and/or handbook.

If the policy is not listed on any of the above, request a copy from the district (contacts could include school administration, facilities manager, counselor, etc.).



## IS IT COMPREHENSIVE?

Once the policy is obtained, complete the [Comprehensive Tobacco-Free School Policy Checklist](#).

For sample policy language: [Sample Tobacco-Free School Policy Model Language](#)

Forward the checklist and policy to [Darcie Warren](#).



## EDUCATE SCHOOL DISTRICT

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

Present to the district school board, school administration and staff, youth liaison, parent teacher organizations, school nurses, etc.



## AFTER THE POLICY IS IN PLACE

### Celebrate!

- Recognize the school at a coalition meeting
- 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.



## ENGAGE YOUTH

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



## RESOURCES & QUESTIONS

### Resources for coalitions to educate schools:

- [E-Cigarette Toolkit](#)
- [Other Tobacco Products Toolkit](#)
- [Tobacco-Free School Policy Model Language](#)
- [Youth Tobacco and E-cigarette Use Data](#)

### Resources for schools:

- [Wisconsin Department of Public Instruction](#)
- [Wisconsin Safe & Healthy Schools Center](#)

**Questions?** Contact your Contract Administrator.