

# Assessment Tool for Becoming a 100% Tobacco Free School District

**A 100% tobacco free school policy prohibits all tobacco use (including smoking and spit tobacco), by everyone (including students, staff and visitors), at all times (during regular school hours and after school), everywhere on campus (including athletic fields).**

This tool will help community and school leaders assess their current tobacco use policy and determine what they need to do in order to achieve a “gold standard” policy. The questions are designed to identify policy strengths, gaps in services, areas for improvement, and strategies needed to strengthen current policies. If a school district is already 100% tobacco free, this assessment tool can identify information that can be used to improve enforcement. If you have questions, contact Suzanne DePalma, Tobacco Free Schools Director at (919) 715-4409.

## A. Characteristics of Current Tobacco Policy

Review the current tobacco use policy in your school district.

1. Does your school district have a 100% tobacco free school policy in place?  Yes  No If yes, go to question
2. When was the tobacco policy established?
3. Does the policy specify rules for (check all that apply)...?  Students  Staff  Visitors to the school
4. Are all tobacco products – including cigarettes, cigars & spit tobacco – covered in the policy? Specify the language.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Does the same policy apply to all schools in the school district?  Yes  No
6. According to the school district policy, are students, staff and/or visitors permitted to use any tobacco products in any of the following places **DURING REGULAR SCHOOLHOURS**?

Location	Students			Staff			Visitors		
	Yes	No	Not Addressed	Yes	No	Not Addressed	Yes	No	Not Addressed
Inside school buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On school grounds in designated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playing fields & spectator areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School sponsored events off campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative/other buildings & facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. According to the school district policy, are students, staff and/or visitors permitted to use tobacco products in any of the following places **AFTER REGULAR SCHOOL HOURS** (such as football games)?

Location	Students			Staff			Visitors		
	Yes	No	Not Addressed	Yes	No	Not Addressed	Yes	No	Not Addressed
Inside school buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On school grounds in designated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playing fields & spectator areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School sponsored events off campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative/other buildings & facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. In your opinion, what is the primary reason that your school district does not have a 100% TFS policy in place at this time? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Does your school district have a policy in place that prohibits tobacco advertising in school buildings, in property leased by the school, at school functions, in school publications, and on students' clothing?  Yes  No

10. Does your school district have a policy in place that prohibits the school district from accepting funding from the tobacco – for example, to purchase a health curriculum or computers?  Yes  No

11. Describe the changes that need to be made to the current tobacco policy in order for it to meet the 'gold standard' 100% tobacco free school policy. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Policy Communication**

1. Describe how students, staff & visitors are made aware of the school districts' tobacco policy. Check all that apply.  
 Signs stating the policy in visible places at schools  Student & employee handbooks  Stipulations in contracts  Meetings among staff or with parents  Written information  Verbal announcements at school or school sponsored events  School website  Other (specify): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. In your opinion, how effective are the strategies used to communicate the school districts' tobacco policy?  
 Very effective  Somewhat effective  Not effective

3. Describe the changes that are needed improve communication of the school districts' tobacco policy for students, staff and visitors. \_\_\_\_\_

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**C. Policy Enforcement**

1. What is the title of the person/people at the school district level in charge of enforcing & monitoring the tobacco policy?  No one is in charge of enforcing & monitoring the current tobacco policy at the school district level

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2. How difficult has it been for your school district to consistently enforce the current tobacco policy? Check one.  Not difficult at all  Some difficulty with enforcement  Very difficult to enforce

3. Of the students, staff and visitors who use tobacco, how many comply with the districts' tobacco use policy?

	None	A Few	Some	Most	All of Them
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Describe the primary problems your school district faces in enforcing the current tobacco policy (example: students smoking in bathrooms, visitors smoking in undesignated areas). \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

5. What is the total number of days of Out-of-School Suspensions for students who violated the school districts' tobacco policy in the 2002-2003 academic year? \_\_\_\_\_

6. Which of the following actions are taken when students violate the policy. Check all that apply for each offense.

First Offense	Second Offense	Third Offense	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Referred to school administrator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verbal or written warning or reprimand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Out of school suspension
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In-school suspension
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting between parent/guardian and school
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community/school service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notify parent/guardian
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Referral to a tobacco education or alternative-to-suspension (ATS) program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required attendance in a tobacco education or alternative-to-suspension (ATS) program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required enrollment in tobacco cessation program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

7. Which of the following actions are taken when school staff violates the policy. Check all that apply for each offense.

First Offense	Second Offense	Third Offense	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Referred to school administrator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verbal or written warning or reprimand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspension
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Referral to a tobacco education or cessation program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required enrollment in a tobacco education or cessation program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

8. What actions are taken when adult visitors are found in violation of the tobacco policy?

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9. Describe the changes that need to occur in order for enforcement of the school districts' tobacco policy to be most effective.

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**D. Tobacco Prevention Education and Cessation**

1. In which grades are tobacco-use prevention education taught in the school district?

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2. Is the tobacco-use instruction part of a comprehensive school health curriculum?  Yes  No If yes, what name curriculum is used?

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3. Which staff members typically provide the instruction?

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4. Does the school district offer alternative to suspension (ATS) programs or classes for students who violate the tobacco policy in order to avoid an Out-of-School Suspension days?  Yes  No. (skip to question 12)

5. If yes, please describe the ATS program. Is it available district-wide? For which grades is it available? Where is it taught? How often? What program is used? Has it been successful in lowering Out-of-School Suspension days and reducing repeat tobacco offenses?

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6. How many students completed the school districts' ATS program during the 2002-2003 academic year?

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7. Does your school district conduct follow-up on students referred to ATS?  Yes  No If yes, what have been the results?

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8. Does your school district provide access and referral to tobacco cessation programs for students or staff?  
 Students only  Staff only  Students & staff  No

9. Does your district offer any on-campus cessation programs for students?  Yes  No If yes, what programs are used?

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10. Does your district offer any on-campus cessation programs for staff?  Yes  No If yes, what programs are used?

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11. Does your school district conduct follow-up on students or staff referred to cessation programs?  Yes  No If yes, what have been the results?

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12. Does your school district conduct activities to promote a tobacco free lifestyle – such as activities around the Great American Smoke Out?  Yes  No If yes, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Describe the changes that are needed to improve the tobacco use education and cessation services offered to students and staff in your school district \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Role of Youth**

1. In your school district, is there any active groups or clubs run by students with tobacco use prevention & reduction as one of their main goals? (This might include Teens Against Tobacco Use (T.A.T.U)  Yes  No If yes, please summarize their activities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What role do you see youth in your school district playing in advancing a 100% TFS policy? What training or assistance will they need in order to do this? \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Support for a 100% TFS Policy for your School District**

1. Are you aware of any feedback – either negative or positive – from students, staff or the community regarding the current tobacco policy for the school district?  Yes  No If yes, please summarize. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is there discussion or interest from students, staff or the community about implementing a 100% Tobacco Free School policy?  Yes  No If yes, please summarize. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have there been efforts in the past to develop or propose a 100% TFS policy for the district?  Yes  No  
 If yes, please summarize. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Has there been media coverage of your school districts' current to tobacco policy or of your efforts to advance a 100% TFS policy?  Yes  No If yes, please summarize. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. In your opinion, what proportion of students, staff and community members would support a 100% tobacco free school policy for your school district?

	None	Few	Some	Most	All of Them
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Describe the strategies needed to increase student, staff and community member support for a 100% TFS policy in your school district. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**G. Partnerships & Collaborations**

1. Are you working with any of these tobacco prevention resources in your community? Check all that apply  
 Asthma Coalition  Healthy Carolinians  American Cancer Society  American Lung Association  
 American Heart Association  Question Why Youth Empowerment Center  Cooperative Extension Services  
 Local Health Department  Project Assist Staff  Local Law Enforcement  Other (specify):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Not working with any others

2. What organizations in your community should be "at the table" in order for your school district to successfully plan and advance a 100% TFS policy? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The End**