

## Components for A Comprehensive Tobacco-Free School Policy

The following components are a base that schools use to create a tailored policy that is aligned with their districts' needs.

### I. FEDERAL & STATE LEGAL REQUIREMENTS

1. Prohibits tobacco use in school buildings and on grounds by students, staff and visitors.
2. Prohibits smoking in school vehicles by students, staff and visitors.
3. Requires tobacco-free school signage in school buildings, vehicles and on school grounds, in compliance with NYS law.
4. Requires that all students receive instruction on avoiding tobacco use.

### II. COMPREHENSIVE POLICY COMPONENTS

1. Prohibits tobacco use in school vehicles for students, staff, and visitors.
2. Prohibits tobacco use at school functions away from school property for students and staff.
3. Prohibits the sale of tobacco on school property or at school functions.
4. Prohibits tobacco advertising in school buildings, on school grounds, and at school functions.
5. Requires that referrals to tobacco cessation resources be provided to students and staff.
6. Requires enforcement for student, staff, and visitor violations.
7. Provides rationale for Tobacco-Free School Policy.
8. Defines tobacco to include all types of smoking and chew/spit tobacco products.
9. Prohibits tobacco use by visitors at school functions away from school property.
10. Prohibits possession of tobacco by students in school buildings, on grounds and at school sponsored events.
11. District will request tobacco-free editions of publications in school libraries.
12. Prohibits students from wearing or displaying tobacco related clothing, gear or other paraphernalia.
13. Prohibits tobacco industry sponsorship and marketing (e.g., no gifts, funding or parent/classroom educational materials from the tobacco industry).
14. Requires that an Alternative to Suspension educational program be incorporated as an option into Enforcement Procedures for students who violate policy.
15. Requires school to provide training or other staff development for all teachers and other school staff on tobacco.
16. Provides parent education on tobacco use prevention, community smoking cessation resources, and parent/child communication.
17. Requires that the policy be communicated regularly to students, staff, visitors, and the community.
18. States that the policy remains in effect at all times.
19. States that the policy will be monitored, evaluated and revised (as needed) at least annually.

