

## **Checklist for Model Comprehensive Tobacco-Free School Policy in South Dakota**

Instructions: Review your school district tobacco policy using the checklist below as a guide to determine where improvements need to be made. Go to [www.healthyschools.sd.gov](http://www.healthyschools.sd.gov) to access the model policy approved by the South Dakota Board of Education and other resources available to develop and implement a comprehensive tobacco policy in your school.

	1. The policy includes a statement explaining the rationale for the policy and definitions of tobacco and tobacco use.
	2. Tobacco is specifically named in the policy, not implied by prohibiting drugs (such as alcohol and other drugs).
	3. All components of the policy are effective 24 hours a day, 365 days per year. This includes all days when school is not in session.
	4. All school buildings, grounds, campuses, housing, property (including vehicles/buses), whether owned or leased, are tobacco-free at all times.
	5. Students are prohibited from possessing and/or using tobacco products on school grounds or at school events, whether on or off school district property.
	6. School staff are prohibited from using tobacco products on school grounds or at school events, whether on or off school district property.
	7. Visitors are prohibited from using tobacco at school events, both on and off school property.
	8. Wearing clothing or using other items that advertise or promote tobacco products is prohibited.
	9. The policy prohibits tobacco advertising and acceptance of gifts from the tobacco industry.
	10. A plan to communicate the tobacco policy to all students, employees and visitors is outlined.
	11. An enforcement plan for students is outlined and provides cessation resource information.
	12. An enforcement plan for employees is outlined and provides cessation resource information.
	13. An enforcement plan for visitors is included.

Updated 06/2010

SD Department of Education, Coordinated School Health and SD Department of Health, Tobacco Control Program