

Policy Communication/Content Checklist

Date: _____

District Name: _____

Reviewer name(s): _____

School Name: _____

Tips for completing: Gathering copies of the following materials may help complete the following section: Actual 24/7 Tobacco Free Policy, and Supplemental Materials such as Student/Parent/Staff Handbooks, Orientation Materials, School Newsletter, School Website, etc

Are any of the following methods used to inform and communicate the 24/7 Tobacco Free policy to students, staff, parents, visitors, and the public?

Method	Yes	No	N/A	Notes: Include brief content descriptions. For media include who authored the article and/or who paid for the advertisement.
Flier/Notice regarding policy				
Signage				
Student Handbook				
Parent Handbook				
Staff Handbook				
Student Orientation materials				
Staff Orientation materials				
School newsletter				
School website				
Earned print media / author of article				
Paid print media / entity that paid for ad				
Other, specify				

Are any of the following included in the 24/7 tobacco free policy or supplemental materials?

Content	Yes	No	Notes: If applicable, describe communication protocol, enforcement procedures and consequences. Include information on students, staff, visitors, contractors. Include consequences for first, second, and subsequent violations.
Describes specific enforcement procedures			
Designates at least one person (by name or job title) that is responsible for enforcing the policy			
Describes consequences for policy violations			
Policy communication protocol (identifies specific channels of communication such as printed materials, signage, etc)			
Other, specify			

