*Comprehensive Tobacco-Free School Policy Checklist*

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| **School District** |  |

***REQUIRED ITEMS***

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|  | 1. | The policy includes a statement explaining the rationale for the policy and definitions of or references to tobacco product, electronic smoking device and tobacco use. |
|  | 2. | Tobacco is specifically named in the policy, not implied by an Alcohol or Drug Policy. |
|  | 3. | Students are prohibited from possessing and/or using tobacco products on school district property, in district vehicles and at the site of any school sponsored event at all times.  |
|  | 4. | School district employees are prohibited from using tobacco products on school district property, in district vehicles and at the site of any school sponsored event at all times. |
|  | 5. | Visitors are prohibited from using tobacco products on school district property, in district vehicles, and at the site of any school sponsored event at all times.  |
|  | 6. | Advertising and promotion of tobacco products (including signs, clothing, jewelry and accessories) is prohibited. |
|  | 7. | Acceptance of financial contributions and/or gifts (such as sponsorships, speakers, curriculum, book covers, etc.) from the tobacco industry is prohibited. |
|  | 8. | A plan to communicate the tobacco policy to all students, employees and visitors is outlined. |
|  | 9. | The policy includes a statement that the Superintendent or designated person(s) shall develop regulations for enforcement and implementation. |
|  | 10. | The policy provides referral to NDQuits or an appropriate cessation resource to individuals requesting assistance with cessation services. |

***OPTIONAL ITEMS***

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|  | 11. | School district employees are expected to refrain from visibly displaying tobacco products on school district property, in district vehicles and at the site of any school sponsored event at all times. |
|  | 12.  | Visitors are expected to refrain from visibly displaying tobacco products on school district property, in district vehicles and at the site of any school sponsored event at all times. |
|  | 13.  | The policy is verbally communicated to students, staff, parents and visitors, and reminders will be given at extra-curricular and other appropriate events. |