

24/7 COMPREHENSIVE STANDARD CHECKLIST

The Virginia Foundation for Healthy Youth has set forth a **Comprehensive Policy Standard**. Below is a checklist that outlines the criteria for a comprehensive school division tobacco policy.

Resources to help school sites implement your school division's policy can be found in the 24/7 Tobacco-Free Schools Toolkit.

REQUIREMENTS FOR MEETING THE COMPREHENSIVE STANDARD

- Explicitly states that it covers all tobacco products, products containing nicotine, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product (*see the 24/7 model policy for recommended tobacco definition language*).
- Prohibits the **possession, use** and **distribution** of tobacco products, nicotine-containing products, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product (including liquid containing nicotine) by **all students** in school property, on school premises, and at school-sponsored activities away from school grounds.
 - School property includes any building, structure, or vehicle owned, leased, or contracted by the division, both on- and off-site.
 - School premises means any property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the division, both on- and off-site.
- Prohibits the **use** and **distribution** of tobacco products, nicotine-enhanced products, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product by **staff, contractors, and visitors** in school property, on school premises, and at school-sponsored activities away from school grounds.
- Requires tobacco-free signs to be posted to notify students, staff, and visitors of the tobacco-free policy.
- Requires consequences for students, staff, and visitors.
- Specifies that schools must provide referrals to resources to help students and staff overcome tobacco addiction.

STRONGLY ENCOURAGED:

Although the components above are required in order for a school division policy to be comprehensive, the items below **do not have to be in place** to meet the Comprehensive Standard, but are strongly encouraged for ease of communication, compliance, and enforcement.

- Extend ban on possession to all parties (students, staff, and visitors) in school property, on school premises, and at school-sponsored activities away from school grounds.

- Require schools to notify students, parents/guardians, staff, contractors, and other school visitors annually of the tobacco-free policy in written materials, including, but not limited to, handbooks, manuals, contracts, newspapers, websites and newsletters.
- Require schools to make tobacco-free announcements at school sporting events.
- Include lookalikes (such as candy cigarettes) in the definition of products covered by the ban.
- Utilize tracking and evaluation (tracking student violations and utilizing the data to plan appropriate prevention and enforcement efforts; reviewing the tobacco-free policy on an annual basis).
- Require tobacco education for students.
- Require staff training.
- Require supportive discipline options (non-punitive options) for positive student outcomes.
- Require progressive enforcement and enumerates specific possible sanctions or disciplinary action.
- Prohibits either all commercial advertising or tobacco advertising. Having a separate policy in place (not part of the tobacco-free policy) prohibiting all commercial advertising fulfills this requirement.