

# 100% Tobacco Free Schools Toolkit Fact Sheet

## Tobacco Action Plan: SAP Enhancements

School Name \_\_\_\_\_ Date \_\_\_\_\_

SAP Team Members in attendance \_\_\_\_\_

Action Item	Start Date	Completion Date	Responsibility	Resources Needed	√Done
1. Review CDC Guidelines for schools on tobacco cessation and promote assimilation into school-wide practice.				Toolkit	
2. Recommend the review and revision of school tobacco policies reflecting CDC Guidelines					
3. Educate SAP members about the associated risks with adolescent tobacco use.					
4. Educate the school staff about the associated risks with adolescent tobacco use, and advise of enhancements to the SAP process					
5. Revise behavioral checklists ( <i>or student information forms</i> ) to include tobacco items				Visit <a href="http://www.sap.state.pa.us">www.sap.state.pa.us</a> for the template	
6. Design questions to ask referred students and their parents about tobacco use					
7. Advise SAP teams on addition of tobacco use measures (PDE 4092) to SAP Performance Reporting Process, promote their readiness to report these items					
8. Discuss strategies for motivating students to change tobacco use patterns					
9. Provide resource information about tobacco cessation to parents, students and staff					
10. Offer SAP members access to tobacco cessation materials					
11. Network with area agencies that provide smoking cessation programming					

Action Item	Start Date	Completion Date	Responsibility	Resources Needed	√Done
12. Advise students to ask their counselor, physician and/or to psychiatrist for help in quitting					
13. Discuss with administrators, opportunities to refer tobacco policy violators to the SAP process, for cessation and other assistance					
14. Integrate tobacco-related information to school websites, SAP brochures, posters and other educational materials					
15. Other (please specify):					

For more information, contact:

**TobaccoFreeAllegheny**

[www.tobaccofreeallegheny.org](http://www.tobaccofreeallegheny.org)

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