
**SCHOOL TOBACCO POLICY INDEX
MANUAL**

**CENTER FOR TOBACCO POLICY RESEARCH
SAINT LOUIS UNIVERSITY
DECEMBER 2005**



SCHOOL TOBACCO POLICY INDEX: MANUAL

The School District Tobacco Policy Rating System is a standardized method to assess the comprehensiveness of public district-wide tobacco policies. Each school district policy is rated according to the following four domains: Tobacco-Free Environment, Enforcement, Prevention and Treatment Services, and Policy Organization.

INSTRUCTIONS

- 1) Begin by recording the name of the district being rated, the date, and rater ID.
- 2) For each item on the rating form circle “yes” if the policy contains that requirement or “no” if the policy does not contain the requirement. One response must be circled for each item.
- 3) For each of the four sections, record the total number of “yes” responses circled at the beginning of each section. Each item can receive only 1 point for a “yes” response, 0 points for a “no” response.
- 4) Sum the four section scores to provide a total score for the policy and record it on the bottom of the rating form. The maximum score is 40.
- 5) Detailed instructions for each of the four sections are provided below. All items within each section are numbered on the rating form. These numbers are included in () throughout the manual as references.

IDENTIFIED POPULATIONS

Student is defined as any youth currently enrolled in the school district.

Staff is defined as any person employed by the school district, including teachers, administrative, support, and facilities employees.

Visitors/Contractors/Patrons is defined as any person other than students and staff.

GENERAL RULES

- 1) Populations
 - a. If *one or more* of the identified populations are explicitly recognized in the policy, then code according to the populations specified.
 - b. If *none* of the three defined populations are identified but general identifiers (e.g., everyone, anyone, all, nonsmokers and smokers, no person, citizens) are included in the policy, then the policy items coded apply to all three identified populations.
 - c. If Rules 1a and 1b are *not* met and no general or specific populations are identified, then code policy items *only* to students.
- 2) Environment
 - a. If no specific areas are identified in the policy, then code the policy “yes” for *students* for *buildings* and *vehicles*.
- 3) Only the formal, core policy is rated. A core policy contains a reference identifier (e.g. policy number, file number, legal references). No additional resources will be rated at this time.
- 4) Rate policy as it is written. Do not infer meaning. State law should not be considered.
- 5) Districts with no written core policy will receive a 0 score.

1. TOBACCO-FREE ENVIRONMENT

This domain measures the extent to which the school campus, property, grounds, and events are tobacco-free. This scale applies to three populations: 1) students, 2) staff, and 3) visitors/contractors/patrons.

The maximum number of points for this domain will be awarded if the policy prohibits tobacco use by students, staff, visitors, patrons, and contractors in school buildings, on campus, in vehicles, and at school-sponsored events, 24 hours a day and/or 365 days a year. In addition, students and/or individuals under 18 years of age are prohibited from possessing tobacco products.

1. TOBACCO-FREE ENVIRONMENT (Total 14 points)										Score ____/14	
Students			Staff			Visitors/Contractors/Patrons					
Yes	No	1.1	school buildings (indoors)	Yes	No	1.6	school buildings (indoors)	Yes	No	1.10	school buildings (indoors)
Yes	No	1.2	school campus/grounds	Yes	No	1.7	school campus/ grounds	Yes	No	1.11	school campus/grounds
Yes	No	1.3	vehicles	Yes	No	1.8	vehicles	Yes	No	1.12	vehicles
Yes	No	1.4	school-sponsored events	Yes	No	1.9	school-sponsored events	Yes	No	1.13	school-sponsored events
Yes	No	1.5	possession for students and/or anyone under the age of 18								
Yes	No	1.14	24 hours a day and/or 365 days a year								

Definitions

- 1) *School buildings* (1.1, 1.6, 1.10) are defined as facilities and all indoor areas.
- 2) *School campus/grounds* (1.2, 1.7, 1.11) is defined as the property of the school or district.
- 3) *Vehicles* (1.3, 1.8, 1.12) are defined as any form of transportation while on school property, transporting students, or attending school-sponsored events.
- 4) *School-sponsored events* (1.4, 1.9, 1.13) are defined as any event, activity or meeting associated with the school.
- 5) *24 hours a day and/or 365 days a year* (1.14) is defined as the school grounds and/or campus including all building and vehicles are tobacco-free 24 hours a day and/or 365 days a year.

Domain Rules

- 1) The policy must explicitly mention each item listed for the three populations in order to receive the maximum section score of 14.
- 2) A “yes” response for the *School buildings* (1.1, 1.6, 1.10) would be appropriate if the policy mentions facilities, buildings, or at school.
- 3) A “yes” response for the *Vehicles* (1.3, 1.8, 1.12) item would be appropriate if the policy mentions any of the following: vehicles in general, district or school owned, leased, or rented vehicles such as school buses, or personal vehicles.
- 4) A “yes” response for the *School-sponsored events* (1.4, 1.9, 1.13) item would be appropriate if the policy explicitly mentions any of the following: events in general, school activities, meetings, on-site events or off-site events. Code “no” if policy identifies only grounds, at school, and/or buildings as tobacco-free but does not mention school-sponsored events.
- 5) A “yes” response for the *24 hours a day and/or 365 days a year* (1.14) item would be appropriate if the policy explicitly states any of the following: 24 hours a day/365 days a year, at all times.

2. ENFORCEMENT

This domain is measured by the policy addressing issues related to enforcement of the policy. The first two questions are general to the policy, whereas the remainder of the scale applies to three separate groups: 1) students, 2) staff, and 3) visitors/contractors/patrons.

The maximum number of points for this domain will be awarded if the policy: 1) prohibits tobacco industry sponsorship; 2) designates at least one individual who is responsible for enforcing the policy; 3) identifies specific enforcement consequences by grade level or number of violations including cessation and education consequences for students and staff; 4) has specific consequences identified for visitors, contractors, and patrons; and 5) prohibits students and staff from wearing clothing with tobacco-related images and wording.

2. ENFORCEMENT (Total 12 points)										Score ____/12	
Students			Staff			Visitors/Contractors/Patrons					
Yes	No	2.1	general enforcement	Yes	No	2.5	general enforcement	Yes	No	2.9	general enforcement
Yes	No	2.2	identifies specific enforcement	Yes	No	2.6	identifies specific enforcement	Yes	No	2.10	identifies specific consequences for violation(s) to the policy
Yes	No	2.3	mention of cessation and/or education not just punitive measures for violation(s)	Yes	No	2.7	mention of cessation and/or education not just punitive measures for violation(s)				
Yes	No	2.4	dress code	Yes	No	2.8	dress code				
Yes	No	2.11	prohibits sponsorship from tobacco companies								
Yes	No	2.12	establishes designated individual(s) for enforcement								

Definitions

- 1) *Sponsorship from tobacco companies* (2.11) is defined as support in the form of financial contributions, resources or materials paid for or produced by the tobacco industry for use in the school districts or schools.
- 2) *Designated individual(s) for enforcement* (2.12) is defined as a person or persons (by name or job title) identified in the policy as responsible for enforcement of the policy, specifically the written and disciplinary consequences of violation(s) to the policy.
- 3) *General enforcement* (2.1, 2.5, 2.9) is defined as mentioning that the policy will be enforced but specific consequences for violations are not outlined.
- 4) *Specific enforcement for students* (2.2, 2.6, 2.10) is defined as specific consequences identified for violation(s) by grade level and/or by the number of offenses.
- 5) *Mention of cessation and/or education not just punitive measures for violations* (2.3 & 2.7) is defined as the reference of cessation and/or education classes as a consequence for violating the policy.
- 6) *Dress code* (2.4 & 2.8) is defined as prohibiting the wearing or carrying clothing or accessories that display tobacco industry brand names, logos or other related identifiers on school property.

Domain Rules

- 1) If *Specific enforcement* (2.2, 2.6, 2.10) is “yes”, then *General enforcement* (2.1, 2.5, 2.9) item is “yes”.

3. PREVENTION AND TREATMENT SERVICES

This domain is measured by the presence of tobacco prevention curriculum and cessation services in the policy.

The maximum number of points for this domain will be awarded if the policy: 1) identifies specific prevention curriculum, identifying specific grade levels, formats or topics; and 2) external cessation services/programs are recommended and/or if cessation programs are offered within the district for students and staff.

3. PREVENTION AND TREATMENT SERVICES (Total 6 points)						Score ____/6		
TOBACCO PREVENTION CURRICULUM			TOBACCO USE CESSATION					
Yes	No		Students		Staff			
		3.1 general prevention curriculum mentioned	Yes	No	3.3 general cessation mentioned	Yes	No	3.5 general cessation mentioned
		3.2 specific prevention curriculum	Yes	No	3.4 referral to outside cessation services or cessation program offered	Yes	No	3.6 referral to outside services or cessation program offered

Definitions

Tobacco Prevention Curriculum

- 1) *Specific tobacco prevention curriculum* (3.2) is defined as addressing at least one of the following: 1) specific grade level(s); 2) curriculum format; or 3) specific topics covered by the curriculum.

Tobacco Use Cessation

- 1) *General cessation* (3.3 & 3.5) is defined as mention of counseling or support (e.g., encourage or recommend cessation), but no specific strategies are identified.
- 2) *Referral to outside cessation services and/or cessation programs offered* (3.4 & 3.6) is defined as the policy explicitly identifies at least one of these strategies (i.e., services, programs, or referral) to assist smokers (either staff or students) with quitting.

Domain Rules

- 1) If *Specific prevention curriculum* (3.2) is “yes”, then *General prevention curriculum mentioned* (3.1) is “yes”.
- 2) If *Referral to outside cessation services and/or cessation programs offered* (3.4 & 3.6) is “yes”, then *General cessation* (3.3 & 3.5) item is “yes”.

4. POLICY ORGANIZATION

This domain measures the strategies for communicating the policy, the rationale for instituting the policy, and the management of the policy.

The maximum number of points for this domain will be awarded if the policy: 1) identifies specific strategies for communication of the policy; 2) a rationale that provides health and/or environmental consequences *and* identifies all tobacco products is given; 3) has an enforcement or adoption date specified; and 4) identifies an individual to maintain the policy.

4. POLICY ORGANIZATION (Total 7 points)										Score ____/8	
COMMUNICATING THE POLICY				RATIONALE				MANAGEMENT			
Yes	No	4.1	general communication of the policy	Yes	No	4.4	any rationale given for health or environmental consequences	Yes	No	4.6	applicable enforcement/ adoption date
Yes	No	4.2	printed materials					Yes	No	4.7	individual(s) identified to review and/or update the policy
Yes	No	4.3	signage	Yes	No	4.5	policy indicates all tobacco products	Yes	No	4.8	additional supporting documents

Definitions

Communicating the policy

- 1) *General communication* (4.1) of the policy is stated without any specific channels of communication identified (e.g., printed materials or signage).
- 2) *Printed materials* (4.2) includes any materials that contain the tobacco policy that are distributed to students, staff, parents, and/or visitors. Examples of printed materials include handbooks and newsletters.
- 3) *Signage* (4.3) is defined as no smoking or tobacco use signs placed at entrances to the school buildings and/or at various locations throughout the building and across the campus.

Rationale

- 1) A *rationale* (4.4) for the development of the policy addressing health and/or environmental consequences of tobacco must be included in the policy.
- 2) The policy must state that *all tobacco products* (4.5) are prohibited, not just smoking (e.g., cigarettes, chewing tobacco).

Management

- 1) An *applicable enforcement or adoption date* (4.6) of the policy must explicitly have a defining explanation of the date including at least a month and a year. Examples of a defining explanation of the date include revised, adopted, issued and enforced.
- 2) *Individual(s) identified to review and/or keep the policy current* (4.7) must be mentioned within the policy. This does not include the actual enforcement of the policy.
- 3) *Additional supporting documents* (4.8) is defined as the policy referencing or citing additional documents for the reader to obtain to supplement the current policy.

Domain Rules

- 1) If *Printed materials* (4.2) or *Signage* (4.3) is “yes”, then *General communication* (4.1) item is “yes”.