



In collaboration with the Maine CDC, MaineHealth Center for Tobacco Independence, has developed three levels of policy criteria for tobacco-free schools – labeled as Good, Better and Best. The three levels build on each other but a Maine School District could go directly to a Best level policy, the tiered approach provides opportunities to change policy in stages if there is not capacity to move directly to the highest level. The criteria listed included both **ADC** and **ADC-R** components, which may be maintained at a school. Template policies for each of the three levels provide specific language for how each component can be met. Schools that meet this model policy language may be eligible for free Tobacco-Free School signs funded Maine Prevention Services.

Good Level Policy

A School District needs to cover and include the following:

- ___ Policy **rationale** (statement about why the policy has been enacted).
- ___ Policy addresses **all populations** (students, school staff, and other adults, including visitors/parents/guardians).
- ___ Policy language includes **all tobacco products**, including smoked/smokeless products and Electronic Nicotine Delivery Systems.
- ___ Policy is **in effect at all times** (24 hours a day, 7 days a week, 365 days a year) and at all school locations (including school property, at school functions, on school buses and in all SAU vehicles).
- ___ **Prohibits the sale of tobacco products and paraphernalia** on school property and at school functions.
- ___ **Prohibits student possession of tobacco products** on school property and at school functions.
- ___ Includes communication **strategies**.
- ___ **Signage is posted** throughout the school campuses.
- ___ The **policy is communicated in writing** on/in the school website, student handbook, staff handbook, and other identified locations.
- ___ Information about **quit resources**, including the Maine Tobacco Helpline, is **listed in the policy** and provided to staff.
- ___ **Identifies who's responsible for policy enforcement**.
- ___ **Includes general enforcement and compliance expectations** for all audiences (students, staff, and visitors/parents).

Better Level Policy

A School District needs to include all aspects of a Good Level Policy and must:

- ___ **Prohibit the possession of tobacco by anyone under the age of 18** (whether student or not).
- ___ **Prohibit the advertising** of tobacco products **on school property and at school functions**.
- ___ **Prohibit advertising** of tobacco products in **any school publication**.
- ___ **Distribute policy communications to all staff and parents and request a signature** acknowledging the school district's tobacco policy each school year.
- ___ Have procedures in place to **refer students and staff to evidence-based tobacco treatment** resources, such as the Maine Tobacco Helpline.
- ___ **Outline detailed enforcement strategies** for ensuring tobacco-free policy compliance with students (may include: progressive discipline, confiscating material, written notices to parents, meeting with administration, referral to guidance, referral to treatment, and in-school suspension with tobacco education), staff (may include: progressive discipline, written warning, formal reprimand, referral to treatment, meeting with school board, disciplinary leave) and visitors/parents (may include: education on policy, ask to leave property, how to address blatant noncompliance).

Best Level Policy

A School District needs to include all aspects of the Good and Better Level Policies and the following:

- ___ **Prohibit sponsorship** of school activities and functions by the **tobacco industry/retailers**.
- ___ **Prohibited students from wearing clothing or gear** that includes **tobacco brands**.
- ___ **Make tobacco policy announcements at school functions**, such as sporting events, orientations, concerts and plays and have written procedures exist as to when this announcement will be communicated.
- ___ **Support involvement of students and student groups in raising policy awareness, increasing compliance and supporting tobacco prevention education**.
- ___ Include statement in policy to **address tobacco use, prevention and exposure** with students via education or curriculum.
- ___ Provide an **Alternative to Suspension Program** for students who repeatedly violate the tobacco-free policy.