

# SECTION 4: START THE PROCESS

## 24/7 COMPREHENSIVE POLICY STANDARD CHECKLIST (PART 1)

The New Mexico Department of Health Nicotine Use Prevention and Control Program promotes a **Comprehensive Policy Standard**. Below is a checklist that outlines the criteria for a school district policy that meets these standards.

### REQUIREMENTS FOR MEETING THE COMPREHENSIVE POLICY STANDARD

- Prohibits the **use, possession** and **distribution** of tobacco products, e-cigarettes and liquid nicotine containers by anyone (students, staff and visitors) in school property and on school premises **24 hours a day, 7 days a week**.
  - School property includes any building, structure or vehicle owned, leased or contracted by the district.
  - School premises means any property surrounding buildings or structures, athletic grounds, parking lots or any other outdoor property owned, leased or contracted by the district.
- Prohibits the **use** and **distribution** of tobacco products, e-cigarettes and liquid nicotine containers by staff, visitors/ chaperones at school-sponsored activities away from school grounds, and prohibits the **use, possession** and **distribution** of tobacco products, e-cigarettes and liquid nicotine containers by students at school-sponsored activities away from school grounds.
- Explicitly states that it covers **all tobacco products**, e-cigarettes and liquid nicotine containers.
- 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.
- Requires **tobacco-free signs** to be posted and requires schools to notify students, staff and visitors of the tobacco-free policy.
- Specify that schools must provide **referrals to cessation resources** to help students and staff overcome tobacco addiction.
- Requires **enforcement** and enumerates specific possible sanctions or disciplinary actions, including **progressive and supportive (non-punitive) options**.

### DID YOUR DISTRICT POLICY CHECK OFF ALL OF THESE ITEMS?

Contact us at [info@247NewMexico.com](mailto:info@247NewMexico.com) for recognition as a 100% tobacco-free district and receive our free resources!

### IF YOUR POLICY CHECKED OFF ON MOST BUT NOT ALL OF THESE REQUIREMENTS, CAN IT STILL BE CONSIDERED COMPREHENSIVE?

Unfortunately, no. All of these standards must be met in order to guarantee a truly tobacco-free school district. Our standards are high for a reason - we want no loopholes that could allow nicotine or tobacco to be brought in and negatively impact youth in any way.

# SECTION 4: START THE PROCESS

## 24/7 COMPREHENSIVE POLICY STANDARD CHECKLIST (PART 2)

Although the components in Part 1 on the previous page are required in order for a school district policy to be comprehensive, the following items do not have to be in place but are strongly encouraged for ease of communication, compliance and enforcement.

### **STRONGLY ENCOURAGED**

- Extend ban on possession to all parties (including staff and visitors) everywhere, including 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 (reviewing district results of biennial New Mexico Youth Risk and Resiliency surveys to determine impact on tobacco-related attitudes and behaviors; 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.