

Policy Implementation Checklist



PREPARE

- Review the model policy and identify gaps in your existing policy
- Identify key stakeholders, such as school board members, staff, or parents
- Consult your regional Tobacco Prevention Coordinator for assistance, if needed.

UPDATE

- Use the model policy to tailor your new policy to your district
- Present to the school board and highlight new changes and updates
- Schedule discussion and a vote with your school board

IMPLEMENT

- Once passed, set timelines and expectations with students and staff
- Train staff on new policy changes to accommodate these updates
- Announce changes to your district
- Update and revise materials, such as your school's website and student handbook