

# New York Tobacco-Free Schools Memorandum of Understanding

Between

[SCHOOL or SCHOOL DISTRICT NAME]

and

[SCHOOL POLICY PARTNER AGENCY NAME]

## Goal:

To eliminate exposure to secondhand smoke and create an environment in schools that supports and promotes tobacco-free behaviors through the adoption and implementation of an effective tobacco-free school policy.

## Objectives:

1. To increase the capacity of New York educational institutions to implement an effective tobacco-free policy.
2. To increase compliance with state and federal laws restricting tobacco use in schools and providing a safe workplace.
3. To establish a minimum standard policy in New York educational institutions where:
  - a. Tobacco use is prohibited in all school facilities, grounds, vehicles, and at school sponsored events;
  - b. Sales of tobacco products is prohibited on school property and at school sponsored events;
  - c. Tobacco advertising is prohibited on school property and at school sponsored events;
  - d. Instruction is provided to all students on avoiding tobacco use;
  - e. Students and staff are provided with referrals to tobacco cessation programs; and
  - f. There are enforcement procedures for violations by students, staff, and visitors.

## Description of Project

The [SCHOOL POLICY PARTNER AGENCY NAME] will provide expertise, assistance, tools and resources to the [SCHOOL or SCHOOL DISTRICT NAME] to develop an effective tobacco-free school policy and implementation plan. The [SCHOOL or SCHOOL DISTRICT NAME] will assess current tobacco use at school utilizing an observational tool; assess current policy and identify strengths and gaps in policy; develop (or revise) an effective tobacco-free policy; and develop an implementation plan which includes a plan for communication and enforcement of the policy. Effectiveness of the policy will be evaluated through observations and surveys.

## Role of School Policy Coordinator

To act as a resource to the [SCHOOL or SCHOOL DISTRICT NAME], providing expertise in tobacco control and prevention best practices and assisting the [SCHOOL or SCHOOL DISTRICT NAME] in successfully developing and implementing an effective tobacco-free school policy.

## Role of the Principal/Administrator

To provide support and commitment to the development and implementation of an effective tobacco-free policy that includes the elements outlined in Objective #3.

## [SCHOOL POLICY PARTNER AGENCY NAME] agrees to:

1. Build and maintain a relationship with [SCHOOL or SCHOOL DISTRICT NAME] to support the development and implementation of a tobacco-free school policy and related procedures.
2. Designate a School Policy Coordinator who will work closely with the School Liaison and act as a resource, providing assistance in developing a Tobacco-Free School Policy Committee;

assessing tobacco use occurring at school and current tobacco policy; drafting or revising a tobacco-free school policy and procedures; and developing an implementation plan.

3. Provide the school with tools, samples, and other resources to complete these activities.
4. Provide two data collection evaluation tools, the Observational Checklist and School Staff Survey. Working with the School Liaison and Principal, facilitate the implementation of these evaluation tools at baseline and after implementation of the policy. Provide summaries of evaluation data collected to [SCHOOL or SCHOOL DISTRICT NAME].

**[SCHOOL or SCHOOL DISTRICT NAME] agrees to:**

1. Build and maintain a relationship with [SCHOOL POLICY PARTNER AGENCY NAME] to support the development and implementation of a tobacco-free school policy and related procedures.
2. Designate a School Liaison who will act as a key contact with the School Policy Coordinator.
3. Assist the School Liaison in identifying an existing committee or developing an interim committee that will be responsible for completing the project.
4. Provide support to the School Liaison in facilitating the committee to complete the project.
5. Facilitate the collection of evaluation data through the implementation of the Observational Checklist at baseline and 3, 12, and 24 months after implementation of the new policy; and the School Staff Survey at baseline and 3 and 12 months after implementation of the new policy.

We, the undersigned, approve the proposed project as outlined in this Memorandum of Understanding.

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Administrator Signature  
[SCHOOL POLICY PARTNER  
AGENCY NAME]

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Date

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Principal Signature  
[SCHOOL or SCHOOL  
DISTRICT NAME]

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Date