



Checklist for “Tobacco-Free Environment” Head Start Model Policy

REQUIRED ELEMENTS FOR OREGON PRE-K PROGRAMS

(Reference: Tobacco Free Environments Policy Letter, Oregon Dept. of Education, October 30, 2008)

▪ General policy elements

- Policy covers all forms of tobacco (all types of smoking and smokeless tobacco products)
- The policy remains in force at all times (even when children are not present and during summer months)

▪ Prohibitions against tobacco use by anyone:

- on Head Start premises at Head Start Program-sponsored events, on or off premises *
- in Head Start vehicles or personal vehicles transporting HS participants

▪ Other prohibited activities:

- Tobacco use by staff, volunteers or family members within sight of participants
- Bringing or wearing clothing that smells of tobacco smoke into the center, indoors
- Wearing clothing that smells of smoke on outdoor premises where children are present
- Sale of tobacco by anyone on HS property or in HS vehicles

▪ Requirements for:

- Incorporating age-appropriate tobacco prevention messages into classroom teaching and home visits
- Promotion of cessation resources

▪ Procedures to communicate the policy: to staff to parents, families and others by posting signage

ADDITIONAL ELEMENTS OF A COMPREHENSIVE POLICY**

- Explanation or rationale for tobacco-free Head Start policy
- Requesting that parents not smoke during home visits
- Consequences or sanctions for tobacco use: by staff by others
- Prohibition of tobacco industry sponsorship, gifts or direct funding
- Prohibition of tobacco advertising: on HS premises at HS sponsored activities in HS publications
- Prohibition of tobacco-related clothing, gear or paraphernalia on premises and at HS sponsored activities

* During off-campus events it may not be possible to prevent all smoking by individuals who are not affiliated with the Head Start. However, steps should be taken such as encouraging community partners to agree on shared tobacco-free policies for community events.

** Prenatal education on tobacco use is required for programs with Early Head Starts by Performance Standards 1304.40(c)(2)



GRADING CRITERIA FOR HEAD START TOBACCO-FREE POLICIES

The “**minimum standard**” listed below includes all 14 elements required by the ODE Policy Letter “Tobacco Free Environments”. These 14 items are listed under “required elements” on the Model Policy Checklist.

The 9 “**additional elements**” are recommended as a part of a gold standard comprehensive tobacco-free policy. These additional elements are listed on the bottom portion of the Model Policy Checklist.

Grading Criteria:

- A+ Minimum standard plus all additional elements (23 total)
- A Minimum standard plus 7-8 additional elements
- B Minimum standard plus 1-6 additional elements
- C Minimum standard

Incomplete – the policy has not been submitted or is missing elements to meet the Oregon statewide standard as specified in the ODE Policy Letter “Tobacco Free Environments”.

Thank you for all you do for the health and wellness of Head Start children and families!

For more information about Oregon Head Start tobacco-free policy, including the statewide ODE policy, ALAO/OHSA model policy and policy checklist email andrew@lungoregon.org, call 503-718-6147, or visit <http://www.lungoregon.org/tobacco/HeadStart.html>.