

# Tobacco-Free Schools

## Checklist 3: School-Level Policy Communication and Signage

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Colorado’s Tobacco-Free Schools law ([C.R.S. 25-14-103.5](#)) requires schools to post signage informing students, staff, and visitors that the use of all tobacco products, including electronic smoking devices, is prohibited on school property.

**Use this checklist to:**

1. Assess how your school communicates Tobacco-Free Schools (TFS) policy and expectations.
2. Review the placement, condition, and accessibility of Tobacco-Free Schools signage on school campus.

**Note:** This tool helps identify where signage is currently posted and where additional placement may be considered. It is not intended to imply that signage must be present in all listed locations.

Awareness & School Culture	Yes	No	Notes
<b>Code of Conduct/Handbook:</b> TFS policy is included in school's code of conduct and/or student handbook.			
<b>Reminders:</b> The school provides reminders about tobacco and nicotine-free expectations during school events, particularly those taking place outside.			
Signage is clearly posted	Yes	No	Notes
Entrances & Campus Perimeters			
Main building entrances			
Perimeter of school/district property			
Major walkways and pathways			
Indoor High-Traffic Areas			
Main office			
Auditoriums, gyms, cafeterias			
Restrooms and stairwells			

Loading areas or “back-of-house” spaces			
<b>Outdoor and Event Spaces</b>			
Athletic fields and spectator areas			
Parking lots			
<b>Transportation</b>			
District/school buses and vehicles			
<b>Language Accessibility</b>			
Signage is posted in Spanish and/or other languages commonly used by the school community.			

Use a variety of signage and communication messages to reach different audiences.

Messaging may:

- Reinforce district policy
- Promote cessation and quit support
- Educate about tobacco and nicotine harms
- Encourage healthy behaviors, including mental health support

Coordinate signage placement with facilities or building managers to ensure proper installation and secure mounting.

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## Action Planning

Use the tables below to:

1. Identify strengths and gaps
2. Prioritize areas for improvement
3. Document action steps, responsible parties, timelines, and resources needed to support implementation and ensure ongoing progress

Strengths	Gaps	Priority Areas for Improvement

Action Step	Person/Team Responsible	By When	Notes