

Codebook for King County School District Tobacco Policies



This codebook describes the variables in a dataset that examines variation in Tobacco policies and procedures in school districts in King County, WA. This dataset is cross-sectional and is updated through 2014. The jurisdictions selected for measurements are school districts in are primarily located in King County, WA.

There are six standard variables in every LawAtlas dataset. They are:

ID: An identification code generated by the LawAtlas Workbench.

FIPS CODE: The Federal Information Processing Standard (FIPS) codes are a standardized set of numeric codes issued by the National Institute of Standards and Technology to ensure uniform identification of geographic entities through all federal government agencies.

JURISDICTION: This is a dropdown selection in each coding form. It includes the jurisdictions coded in the dataset.

EFFECTIVE DATE: This date (MM/DD/YYYY) is the most recent effective date of the legal text captured for this place. The effective date represents the date the policy coded was put into effect.

VALID THROUGH DATE: This date (MM/DD/YYYY) is the last date the policy was in effect as reflected by the legal text captured to code this policy.

LEGAL TEXT: This is a text box that captures all legal text relevant to the coding questions. This will not download into Microsoft Excel.

Question # 1

Question: What is the geographical location (school district)?

Variable Name: GEOG

Variable Values:

Question # 2

Question: Is there a policy on tobacco and/or nicotine product use/possession?

Variable Name: TOB_DIST_POL

Variable Values: Yes, No

Question # 3

Question: What is the name of the policy?

Variable Name: PolName

Variable Values:

Question # 4

Question: Is the policy comprised of multiple policies (student handbook and employee handbook) on tobacco/nicotine use or possession?

Variable Name: Multipolicies

Variable Values: Yes, No

Question # 5

Question: How does the policy define which tobacco products are covered by the policy?

Variable Name: TOBACCO_DEFINED

Variable Values: 1. Generic ("tobacco or tobacco products"), 2. List of specific products ("tobacco includes but is not limited to ...")

Question # 6

Question: It the policy contains a list, what tobacco or nicotine products are listed?

Variable Name: TOB_DEF_PROD

Variable Values: 1. Smoked tobacco (e.g. cigarettes, cigars); 2. Smokeless tobacco (e.g. chew, snuff); 3. E-cigarettes (nicotine delivering devices); 4. Any other tobacco-related products / innovation; 5. Other; 6. Not Specified

Question # 7

Question: What is included in the rationale for the policy?

Variable Name: TOB_PURP

Variable Values: 1. Protect from tobacco use impacts; 2. Protect from second-hand smoke impacts; 3. Identify and support at-risk students with access to cessation; 4. Establish consequences for violations; 5. Establish Alternatives to Suspension; 6. Support educational achievement by reducing tobacco use; 7. Role modeling; 8. Reference to State law; 8. Other; 9. No rationale language is included in the policy

Question # 8

Question: Who does the policy apply to?

Variable Name: TOB_PROHIBIT_WHO

Variable Values: 1. Students; 2. Staff; 3. Visitors; 4. Not specified

Question # 9

Question: Does the policy explicitly state that tobacco use is prohibited "at all times"?

Variable Name: TOB_DISTRICT_DEF_TIME

Variable Values: Yes, No

Question # 10

Question: Where does the policy apply?

Variable Name: TOB_DEF_PROPERTY

Variable Values: 1. On district property; 2. Off district property; 3. Other; 4. Not specified

Question # 11

Question: What district property is covered by the policy?

Variable Name: TOB_PROHIB_WHERE

Variable Values: 1. Buildings; 2. Grounds; 3. Vehicles; 4. Not defined

Question # 12

Question: What vehicles are covered by the policy?

Variable Name: TOB_VEHICLES

Variable Values: 1. District owned; 2. Private; 3. Policy is silent regarding vehicles

Question # 13

Question: To what off-campus circumstances does the policy apply?

Variable Name: TOB_OFFCAMPUS

Variable Values: 1. In line of sight from school; 2. District-sponsored school events & activities; 3. Other; 4. Not specified

Question # 14

Question: In addition to state law that prohibits students to unlawfully possess, distribute, purchase or attempt to purchase (RCW 70-155-080) tobacco products, what additional prohibitions apply for students?

Variable Name: TOB_POSSESS

Variable Values: 1. Students not allowed to wear/use tobacco-related paraphernalia; 2. Students may not be in known presence of students who are using tobacco products or may be subject to sanctions for violation of policy; 4. Other; 5. Not specified

Question # 15

Question: Is a notification plan to communicate the policy stated in the policy?

Variable Name: TOB_ANNOUNCE

Variable Values: Yes, No

Question # 16

Question: If plan is stated in policy, what types of communication/notification are included?

Variable Name: TOB_NOTIFY_TYPE

Variable Values: 1. Signage; 2. Notifications or announcements for school-sponsored events on and off campus; 3. Notification in employee handbooks; 4. Notification in student handbooks; 5. Other as directed or determined by the Superintendent; 6. Other

Question # 17

Question: In addition to students & staff, does the policy state that parents will be notified of the policy's existence?

Variable Name: TOB_POLDIST

Variable Values: Yes, No

Question # 18

Question: Where does the policy state that signage to be posted?

Variable Name: TOB_SIGN

Variable Values: 1. Every entry to campus; 2. All entrances to buildings; 3. At perimeter of drug-free zone (if tobacco is part of zone); 4. School vehicles; 5. Indoor and outdoor athletic facilities; 6. At school-sponsored events off-campus; 7. Other; 8. Signage required, but not specific as to where; 9. No signage explicitly required (policy is silent)

Question # 19

Question: When does the policy require that smoking be extinguished when entering campus in private vehicle?

Variable Name: TOB_VEH_PRIV

Variable Values: 1. When at or before campus boundary; 2. When exiting vehicle on campus; 3. Policy does not address when smoking must be extinguished

Question # 20

Question: Do the policy specify who is responsible for enforcing the policy?

Variable Name: TOB_ENFORCE_WHO

Variable Values: Yes, No

Question # 21

Question: Does the policy state that it will be enforced in a consistent and equitable manner?

Variable Name: TOB_ENFORCE_EQUIT

Variable Values: Yes, No

Question # 22

Question: Does the policy state that students and staff are subject to sanctions for violation of the policy?

Variable Name: TOB_SANCTION

Variable Values: Yes, No

Question # 23

Question: Does the policy require tobacco prevention education for the general student population?

Variable Name: TOB_PREV_ED

Variable Values: Yes, No

Question # 24

Question: At what grade levels is tobacco prevention education required?

Variable Name: TOB_PREV_ED_GRADE

Variable Values: 1. All grades (K12); 2. Some grades only; 3. Not specified

Question # 25

Question: Are teachers who implement the tobacco prevention curricula required by the policy to have adequate training?

Variable Name: TOB_TEACHER_TRAIN

Variable Values: Yes, No

Question # 26

Question: Does the policy require the District to ensure that all staff have information regarding resources/programs helping them quit tobacco?

Variable Name: TOB_STAFF_QUIT

Variable Values: Yes, No

Question # 27

Question: Does the policy specify that there will be no penalty for students/staff seeking assistance with tobacco intervention or cessation (who are not otherwise in violation of the policy)?

Variable Name: TOB_SEEK_ASSIST

Variable Values: Yes, No

Question # 28

Question: Is use of Nicotine Replacement Therapy (nicotine inhalers, etc.) specifically allowed by the policy?

Variable Name: TOB_DEF_EXCEPT
Variable Values: Yes, No

Question # 29

Question: How does the policy define pro-tobacco or tobacco-related, for the purposes of sponsorship, advertising, investment, etc.,?

Variable Name: TOB_DEF_TREL

Variable Values: 1. Use of tobacco brand/corporate name, trademark, logo, symbol or motto; 2. Selling messages; 3. Recognizable pattern or colors or any other indicia of product identifiable with brand of tobacco products or company which manufactures tobacco products; 4. Generic symbols, patterns depicting smoking or use of tobacco products; 5. Activities of a tobacco company, including sales, issuance of shares, promotional work, corporate recruitment.; 6. Policy does not contain definition of pro-tobacco or tobacco-related

Question # 30

Question: Does the District's tobacco policy prohibit pro-tobacco advertising?

Variable Name: TOB_ADS_PROHIB

Variable Values: Yes, No

Question # 31

Question: At which specific facilities or events does the policy prohibit pro-tobacco advertising?

Variable Name: TOB_ADS_EVENTS

Variable Values: 1. School buildings; 2. School district property; 3. At school-district sponsored events; 4. In or on district vehicles; 5. In school publications ; 6. On student clothing; 7. Other; 8. Not defined in policy

Question # 32

Question: Under what circumstances does policy prohibit tobacco-related sponsorship?

Variable Name: TOB_SPONSOR

Variable Values: "1. On school property; 2. School events; 3. In school publications (except for newspapers/magazines not produced by the school which are lawfully sold, bought or distributed on school property); 4. Student organizations, athletes, athletic teams; 5. Parent Student Teacher Association activities; 6. Other; 7. Circumstances not specified in policy

Question # 33

Question: Does the policy specify that school/district programs and staff not knowingly accept any direct or indirect support, funding or resources from the tobacco industry?

Variable Name: TOB_INDUSTRY_FUNDS

Variable Values: Yes, No

Question # 34

Question: Does policy authorize Superintendent to study the scope, cause and effect of the problem of tobacco/nicotine use?

Variable Name: TOB_SUP_STUDY

Variable Values: Yes, No

Question # 35

Question: Does the district have adopted tobacco procedures that are consistent across all buildings in the District?

Variable Name: TOB_PROCEED_CONSIST

Variable Values: Yes, No

Question # 36

Question: Does the policy or procedure state that all school staff required to be aware of the tobacco procedures for their school building?

Variable Name: TOB_STAFF_AWARE

Variable Values: Yes, No

Question # 37

Question: Are there sanctions for staff who violate of the policy?

Variable Name: TOB_SANCT_STAFF

Variable Values: Yes, No

Question # 38

Question: What are the sanctions for staff who violate the policy?

Variable Name: TOB_SANCT_STAFF

Variable Values: 1. Monetary fine/ticket; 2. Discipline; 3. Progressive discipline (requirement to follow imposed course of

corrective action, with additional sanctions if not in compliance); 4. Tobacco intervention/cessation options provided by District to staff in violation; 5. Other; 6. Not specified

Question # 39

Question: Are there sanctions for visitors who violate of the policy?

Variable Name: TOB_SANCT_VISIT

Variable Values: Yes, No

Question # 40

Question: What are the sanctions for visitors who violate the policy?

Variable Name: TOB_SANCT_VISIT_WHAT

Variable Values: 1. Removal from campus; 2. Other; 3. Not specified

Question # 41

Question: What sanctions are included for student violation of the District's tobacco policies?

Variable Name: TOB_SANCT

Variable Values: 1.Confiscation of tobacco products; 2.Notification of student's parents/legal guardians; 3.Notification of school resource officer or law enforcement; 4.Conference with parents/legal guardians; 5.Student subject to monetary fine/ticket ; 6. Tobacco Education / Diversion; 7.Enrollment in tobacco cessation treatment/counseling; 8.Official referral process/course of action to prevention-intervention specialist, counselor, community agency ; 9.Requirement to follow course of action; 10.Lost privileges to participate in extra-curricular activities and school-sponsored teams or groups for set period of time; 11.Deetention; 12. In-school suspension; 13.Suspension; 14.Expulsion; 15.Other; 16.Not listed

Question # 42

Question: If suspensions are permitted by the tobacco policies/procedures, for which grades are suspensions permitted for first violation of tobacco use policy?

Variable Name: TOB_POL_GRAD_SUSP

Variable Values: 1. ALL; 2. Grades K-Four; 3. Grade 5 ; 4. Grade 6; 5. Grade 7; 6. Grade 8; 7. Grade 9; 8. Grades 10-12; 9.

Policy does not explicitly permit suspensions for first violations

Question # 43

Question: If expulsion is permitted by the tobacco policies/procedures, for which grades is expulsion permitted for secondary or multiple violations of tobacco use policy?

Variable Name: TOB_POL_GRAD_EXPUL

Variable Values: 1. ALL ; 2. Grades K-Four ; 3. Grade 5 ; 4. Grade 6; 5. Grade 7 ; 6. Grade 8 ; 7. Grade 9; 8. Grades 10-12 ; 9.

Expulsions not permitted

Question # 44

Question: Do the tobacco policies/procedures contain progressive discipline for students (graduated penalties for each subsequent violation)

Variable Name: TOB_PROG_DISCIP

Variable Values: Yes, No

Question # 45

Question: Do the tobacco policies/procedures permit Alternatives to Suspension (ATS)?

Variable Name: ATS_PERMITTED

Variable Values: Yes, No

Question # 46

Question: Are the Alternatives to Suspension mandatory (e.g., student must be given alternative to suspension as first option upon first violation)?

Variable Name: TOB_ATS_MANDATORY

Variable Values: Yes, No

Question # 47

Question: If the policies/procedures permit ATS, for which grades are 'Alternatives to Suspension' permitted?

Variable Name: TOB_POL_WHICH_GRAD

Variable Values: 1. ALL ; 2. Grades K-Four ; 3. Grade 5 ; 4. Grade 6; 5. Grade 7 ;6. Grade 8 ; 7. Grade 9 ; 8. Grades 10-12; 9.

ATS not included in the policy

Question # 48

Question: If ATS are permitted, do the policies/procedures spell out requirements for ATS (what actions / activities are included

in ATS)?

Variable Name: TOB_ATS_PROCED_POL

Variable Values: Yes, No

Question # 49

Question: If the policies/procedures spell out requirements for ATS, what types of actions / activities are required?

Variable Name: TOB_ATS_CONTENT

Variable Values: 1. Tobacco Education / Diversion ; 2. Enrollment in tobacco cessation treatment/counseling; 3. Official referral process/course of action to prevention-intervention specialist, counselor, community agency ; 4. Requirement to follow course of action ; 5. Other

Question # 50

Question: If the policies/procedures do not spell out requirements, do they require creation of ATS procedures?

Variable Name: TOB_ATS_PROCEDEXIST

Variable Values: Yes, No, N/A

Question # 51

Question: If ATS are permitted, do the policies/procedures require training of staff /faculty in ATS?

Variable Name: TOB_ATS_TRAINING

Variable Values: Yes, No

Question # 52

Question: Do the policies/procedures require an evaluation of the policy.

Variable Name: TOB_ENF_EVAL

Variable Values: Yes, No