

Research Protocol for King County School District Tobacco Policies

School District policies and procedures implementing RCW 28A.210.310 pertaining to use of tobacco on school campuses.

Goal: To compile and review King County school district policies from all 19 school districts that implement state requirements pertaining to use of tobacco on school campuses and code their respective features.

A. Primary Data Collection

1. A list of school districts in King County is compiled.
 - a. <http://www.mrsc.org/subjects/governance/spd/spd-schlst.aspx>
2. A list of school district and school board websites is compiled.
 - a. A list of school superintendent policy / rule websites is compiled.
3. A search for policies/procedures/rules is completed from the school board, school district or superintendent websites using the following syntax and search terms:
 - a. “tobacco”
 - b. “tobacco use”
 - c. “nicotine”
 - d. “nicotine use”
 - e. “smoking”
 - f. “smoke”
 - Any policies/procedures related to tobacco use in school districts are saved as a PDF file.
 - Collect policies that are cross-referenced within policies found with search terms above.
 - Collect Student Handbooks if not found using search terms above.
 - For School board policies where all policies are saved in one pdf. Searched within the pdf for policies/procedures relating to tobacco, smoking.

- Save appropriate documents as PDF files on SharePoint with the following naming conventions:

DistrictNameSD_BoardPolicy_TobaccoK12_PolicyNumber_DateSaved

- Progress is logged on Sharepoint in:
KingCountySchoolDistricts_TobaccoK12SchoolsDataCollectionNotes.xls

4. Contact school districts for policies not available online.

B. Preliminary Quality Control

1. Compile list of all polices found for all school districts. Sort all policies by policy title/type {Eg, “Main Tobacco Policy”, “Consequences for Misconduct”}. Compare compiled list of policy titles / policy numbers found against each school district list of policies found. If policies or policy numbers are missing from the school district, return to school district website and search to determine if policy / policy number exists for that district. {School district policies are generally all numbered similarly.}
2. A search within each school district school board policy website is conducted. If search feature available, search within School District Policy website using search terms above. Manually review all policies titles listed for all category levels to determine any gaps in polices collected.

C. Coding

1. Codebook development (Excel)
 - i. An Excel sheet is created with variables in the columns. This Excel sheet should include all preliminary questions, including “Source of Legal Text” and “Legal Text.”

Figure 1: Excel codebook layout

Codebook for K12 ATS Policies on Tobacco							
LawAtlas Display	Question Number	Variable Name	Short Description	Question	Coding Type	Coding Values	Notes

- ii. The notes section includes instructions as to how to answer each of the questions, as well as a reminder to include a citation, along with citation format. This notes section is later copied into LawAtlas notes.
 - iii. Codebook should make skip logic clear. Notes section should contain information about under what circumstances a child or grandchild question will follow.
2. Codebook development (LawAtlas)
 - i. Variable name field: Variable name should be short, in all caps and not include spaces. If spaces are needed, an underscore symbol should separate words. It should also signify as clearly as possible the content of the question.

Examples: GEOG (Geographic area) and TOB_DIST_POL (Whether a policy on tobacco use/possession exists)

- ii. Notes section: “PARENT,” “CHILD” or “GRANDCHILD” and Question Number are written at the beginning of each notes section (along with notes providing coder additional clarification and guidance and reminder to include citation) to further denote skip logic. {e.g. Codebook: Question #1, PARENT;}
- iii. Public description: If the question will be shown publicly, ensure that public description matches coding values (i.e., “yes/no”). Public description should be a statement and not a question.

Example: Policy exists that addresses tobacco and/or nicotine use in school district

3. Coding

- i. Researcher #1 and #2 beta codes 10% (2 policies) of policies to uncover any language issues, inconsistencies, etc. Both researchers code outside of LawAtlas using Excel. Each question is numbered. Researchers record the number of the question and the code they have selected. The researchers meet to resolve any differences. Once divergences are resolved, the primary coder enters the final codes into LawAtlas.
- ii. Researchers #1 and #2 code the laws in each of the policies across the variables chosen by the Policy Surveillance Research Team. Both researchers code outside of LawAtlas, using the process outlined above. The researchers meet to resolve any differences. Once divergences are resolved, the primary coder enters the final codes into LawAtlas.
- iii. Any changes to the codebook result in recoding of questions, variable names, and public description are made as necessary. An Excel version of any coding conducted up to this point must be downloaded prior to edits to these fields. (When questions are changed in LawAtlas, the previously entered response is deleted.)