TOBACCO-FREE SCHOOLS POLICY IMPLEMENTATION & ENFORCEMENT WORKSHEET

Name of School:	School District:
Name of School.	SCHOOL DISTIICT.

ACTION ITEM	DATE COMPLETED	COMPLETED BY	NOTES
ENFORCEMENT ASSESSMENT: (as a			
Policy Communication/Content Checklist	ppiloabic)		
Tobacco Free Property Signage-			
Observation			
Athletic Event #1 – Observation			
Athletic Event #2 – Observation			
School Personnel Interview #1			
School Personnel Interview #2			
Input data into survey monkey			
Review results and create summary per school			
Create Fact Sheet of results			
COMLIANCE AND MONITORING:			
Identify person(s) responsible for policy compliance and monitoring (name base on position, not individual)	POSITION TITLE	E:	
Train enforcement personnel			
Locate and identify specify areas on school grounds and at school events which will be monitored	AREAS TO MONI	TOR:	
Determine process for addressing students			
who violate policy (note specifics in policy)			
Determine process for addressing staff who violate policy (note specifics in policy)			
Determine process for addressing visitors			
who violate policy (note specifics in policy)			
Determine process for handling complaints about policy (note specifics in policy)			
Schedule regular enforcement assessments	ASSESSMENTS \	MILL OCCUR:	
(e.g. monthly, quarterly, semi-annually,		0000	
etc. dependent upon the selected			
assessment method/tool)			
COMMUNICATING THE POLICY TO ST	UDENTS: (as a	pplicable)	
Post signs at all entrances to school	(ao a		
buildings, grounds, parking lots, athletic			
facilities, and in school and activity buses			
Place details in student handbooks and orientation guides.			

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Review and discuss policy at student			
orientation meetings including meetings			
with new and transfer students.			
Spread the information through student organizations, activities and newspapers.			
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Make announcements over morning			
broadcasts at school and over loudspeaker			
systems at school events.			
Have students design posters, banners,			
and signs to communicate the new policy.			
and signs to communicate the new pency.			
Tell students about opportunities for			
tobacco cessation support programs in the			
community and provide information about			
how students can access these programs. Involve student groups or clubs to assist in			
communicating the policy – such as Teens			
Against Tobacco Use (T.A.T.U.).			
Encourage, support and empower students			
to appropriately confront other students			
and visitors who are violating the policy.			
Include information in student newspaper			
articles and on school websites including			
those that target students.			
COMMUNICATING THE POLICY TO EI	MPLOYEES: (as	applicable)	
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all job interviews. Include a statement that			
the school district is tobacco-free on all job			
applications.			
Involve respected and well-liked school			
personnel in sharing messages with staff			
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groups.			
COMMUNICATING THE POLICY TO PA	NDENITO/CITADE	NANS. (as applie	abla)
ACTION ITEM	DATE	COMPLETED BY	NOTES
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Dravide information at parent open houses			
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at the start of the new school year.			
Post prominently placed tobacco-free			
school signs at all entrances to school			
buildings, school grounds, parking lots, and			
athletic facilities.			
Send a letter to each parent or guardian			
that: 1) explains the policy change; 2)			
provides the health, academic and social			
reasons for the change; 3) outlines the			
consequences for violators; and 4) asks for			
support in enforcement.			
Ask parents to sign student-school			
contracts that address the tobacco policy			
for participation in extra-and co-curricular			
activities.			
Discuss the policy changes at PTA, PTO, or			
similar meetings.			
Include an article outlining the policy and			
implications of the policy in parent-oriented			
newsletters and school or community			
1			
newspapers.			
Announce the new policy at all athletic			
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events, meetings, concerts and plays. Have			
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Remove all ashtrays from school property, especially those outside the entrances to school buildings.			
Announce the new policy at all athletic events, meetings, concerts and plays. Include announcements in event bulletins.			
Train students, staff and community volunteers to politely ask community members to respect school policy. Avoid communicating in a way that sounds judgmental or that would create or escalate conflict.			
Ask students, staff, and community volunteers to assist in distributing informational flyers regarding the policy at school events.			
Communicate the policy to parent and business volunteers who assist in supervising youth during off-campus activities, including field trips, job shadowing or community service.			
Inform vendors who provide supplies, materials and services on a regular basis to the school about the policy. Use an official memo, face-to-face communications or include a clause in the written contract agreement.			
ONGOING ENFORCEMENT AND COM	MUNICATION	(ac applicable)	
ACTION ITEM	DATE COMPLETED	(as applicable) COMPLETED BY	NOTES
Promote and recognize national tobacco prevention events such as Great American Smoke Out (3 rd Thursday in November), Kick Butts Day (3 rd Wednesday in March), or World No Tobacco Day (May 31 st)			