

TOBACCO-FREE SCHOOL POLICY ENFORCEMENT PLAN

AREA OF ENFORCEMENT	DETAILS OF ENFORCEMENT
RESPONSIBLE PARTY: Identify person(s) responsible for policy compliance and monitoring (identify based on position, not individual).	Primary Responsible Party: (Position Title)
	Secondary Responsible Party: (Position Title)
Train enforcement personnel (Using Georgia Department of Public Health Training Presentation).	Date training completed:
MONITORING GROUNDS: Locate and identify specific areas on school grounds and at school events which will be monitored (examples: former designated smoking areas, entrances and exits of all school buildings, entrances and exits of parking lots, restrooms, all athletic areas, concessions stands etc.)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.
VIOLATIONS: Determine process for addressing students who violate policy (See enforcement recommendations listed in model policy, specifically regarding recommendation for in-school suspension, the American Lung Association's program: Alternative to suspension and the Promotion of the CDC's Tips Campaign, for first offense).	FIRST OFFENSE: SECOND OFFENSE: THIRD OFFENSE:
Determine process for addressing staff who violate policy (cite other policy references as needed)	FIRST OFFENSE: SECOND OFFENSE: THIRD OFFENSE:
Determine process for addressing visitors who violate policy (cite other policy references as needed)	FIRST OFFENSE: SECOND OFFENSE: THIRD OFFENSE:

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<p><u>COMPLAINTS:</u></p> <p>Determine process for handling complaints regarding policy violations.</p>	Complaints can be submitted via: (identify specific email address, telephone number, etc.)	
	Identify the person responsible for addressing complaints is:	
	Complaints will be responded to via (telephone, email, etc.):	
	Specify the timeframe in which complaints must be addressed/responded to:	
<p><u>COMMUNICATION:</u></p> <p>Identify specific channels for communicating policy to students, staff, visitor such as signage, handbook, newsletters, etc. Refer to Communication Checklist as needed.</p>	Communication Method	Completed
	Signs at all entrances	
	Signs at all athletic fields	
	Student handbook	
	Employee handbook	
	Informing at staff mtgs	
	Informing at parent (PTA) mtgs	
	Announcements at school or school-sponsored events (Including athletic events)	
	School Website	
	Stipulations in contracts	
	Social Media:	
	School newsletter:	
OTHER:		
<p><u>ASSESSING AND MONITORING :</u></p> <p>Schedule regular assessments to monitor policy implementation and enforcement. Frequency of items can be monthly, quarterly, annually, etc.</p>	Areas for Assessment	Recommended Frequency
	Signage on campus	Annually
	Newsletter communications	
	Staff meetings and orientations	Quarterly/As needed
	Student orientation	Quarterly
	School website	Quarterly
	Announcements at football games	
	Announcements at school events	

