

Tobacco-Free Campus Enforcement Plan Template

AREA OF ENFORCEMENT	DETAILS OF ENFORCEMENT
<p><u>RESPONSIBLE PARTY:</u> Identify person(s) responsible for policy compliance and monitoring (identify based on position, not individual).</p>	<p>Primary Responsible Party: (Position Title)</p> <hr/> <p>Secondary Responsible Party: (Position Title)</p>
<p>Train enforcement personnel.</p>	<p>Date training completed:</p>
<p><u>MONITORING GROUNDS:</u> Locate and identify specific areas on school grounds and at school events which will be monitored (examples: former designated smoking areas, back entrances, etc.)</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.
<p><u>VIOLATIONS:</u> Determine process for addressing students who violate policy (See enforcement recommendations listed in model policy, specifically regarding recommendation for in-school suspension for first offense).</p>	<p>FIRST OFFENSE:</p> <p>SECOND OFFENSE:</p> <p>THIRD OFFENSE:</p>
<p>Determine process for addressing staff who violate policy (cite other policy references as needed)</p>	<p>FIRST OFFENSE:</p> <p>SECOND OFFENSE:</p> <p>THIRD OFFENSE:</p>
<p>Determine process for addressing visitors who violate policy (cite other policy references as needed)</p>	<p>FIRST OFFENSE:</p> <p>SECOND OFFENSE:</p> <p>THIRD OFFENSE:</p>

Tobacco-Free Campus Enforcement Plan Template

AREA OF ENFORCEMENT	DETAILS OF ENFORCEMENT																									
<p>COMPLAINTS: Determine process for handling complaints regarding policy violations.</p>	<p>Complaints can be submitted via: (identify specific email address, telephone number, etc.)</p> <p>Identify the person responsible for addressing complaints is:</p> <p>Complaints will be responded to via (telephone, email, etc.):</p> <p>Specify the timeframe in which complaints must be addressed/responded to:</p>																									
<p>COMMUNICATION: Identify specific channels for communicating policy to students, staff, visitor such as signage, handbook, newsletters, etc. Refer to Communication Checklist as needed.</p>	<table border="1"> <thead> <tr> <th data-bbox="735 758 1193 821">Communication Method</th> <th data-bbox="1193 758 1492 821">Completed</th> </tr> </thead> <tbody> <tr> <td data-bbox="735 821 1193 877">Signs at all entrances</td> <td data-bbox="1193 821 1492 877"></td> </tr> <tr> <td data-bbox="735 877 1193 934">Signs at all athletic fields</td> <td data-bbox="1193 877 1492 934"></td> </tr> <tr> <td data-bbox="735 934 1193 991">Student handbook</td> <td data-bbox="1193 934 1492 991"></td> </tr> <tr> <td data-bbox="735 991 1193 1047">Employee handbook</td> <td data-bbox="1193 991 1492 1047"></td> </tr> <tr> <td data-bbox="735 1047 1193 1104">Informing at staff mtgs</td> <td data-bbox="1193 1047 1492 1104"></td> </tr> <tr> <td data-bbox="735 1104 1193 1161">Informing at parent (PTA) mtgs</td> <td data-bbox="1193 1104 1492 1161"></td> </tr> <tr> <td data-bbox="735 1161 1193 1218">Announcements at school or school-sponsored events</td> <td data-bbox="1193 1161 1492 1218"></td> </tr> <tr> <td data-bbox="735 1218 1193 1274">School Website</td> <td data-bbox="1193 1218 1492 1274"></td> </tr> <tr> <td data-bbox="735 1274 1193 1331">Stipulations in contracts</td> <td data-bbox="1193 1274 1492 1331"></td> </tr> <tr> <td data-bbox="735 1331 1193 1388">OTHER:</td> <td data-bbox="1193 1331 1492 1388"></td> </tr> <tr> <td data-bbox="735 1388 1193 1444">OTHER:</td> <td data-bbox="1193 1388 1492 1444"></td> </tr> </tbody> </table>		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		School Website		Stipulations in contracts		OTHER:		OTHER:	
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																										
School Website																										
Stipulations in contracts																										
OTHER:																										
OTHER:																										
<p>ASSESSING AND MONITORING : Schedule regular assessments to monitor policy implementation and enforcement. Frequency of items can be monthly, quarterly, annually, etc.</p>	<table border="1"> <thead> <tr> <th data-bbox="735 1486 1193 1549">Areas for Assessment</th> <th data-bbox="1193 1486 1492 1549">Recommended Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="735 1549 1193 1587">Signage on campus</td> <td data-bbox="1193 1549 1492 1587">Annually</td> </tr> <tr> <td data-bbox="735 1587 1193 1625">Newsletter communications</td> <td data-bbox="1193 1587 1492 1625"></td> </tr> <tr> <td data-bbox="735 1625 1193 1663">Staff meetings and orientations</td> <td data-bbox="1193 1625 1492 1663">Quarterly/As needed</td> </tr> <tr> <td data-bbox="735 1663 1193 1701">Student orientation</td> <td data-bbox="1193 1663 1492 1701">Annually</td> </tr> <tr> <td data-bbox="735 1701 1193 1738">School website</td> <td data-bbox="1193 1701 1492 1738">Annually</td> </tr> <tr> <td data-bbox="735 1738 1193 1776">Announcements at football games</td> <td data-bbox="1193 1738 1492 1776"></td> </tr> <tr> <td data-bbox="735 1776 1193 1814">Announcements at school events</td> <td data-bbox="1193 1776 1492 1814"></td> </tr> <tr> <td data-bbox="735 1814 1193 1852"></td> <td data-bbox="1193 1814 1492 1852"></td> </tr> <tr> <td data-bbox="735 1852 1193 1890"></td> <td data-bbox="1193 1852 1492 1890"></td> </tr> </tbody> </table>		Areas for Assessment	Recommended Frequency	Signage on campus	Annually	Newsletter communications		Staff meetings and orientations	Quarterly/As needed	Student orientation	Annually	School website	Annually	Announcements at football games		Announcements at school events									
Areas for Assessment	Recommended Frequency																									
Signage on campus	Annually																									
Newsletter communications																										
Staff meetings and orientations	Quarterly/As needed																									
Student orientation	Annually																									
School website	Annually																									
Announcements at football games																										
Announcements at school events																										