

# Georgia 100% Tobacco-Free Schools Policy Assessment

This tool is to assess your school district's current tobacco use policy to determine what needs to be done in order to achieve the model 100% tobacco-free school standard.

## INSTRUCTIONS:

1. Obtain a copy of the tobacco use policy for your school district. This is typically on the Board of Education's website and may be two separate policies – one for employees and one for students.
2. Place a "Y" (Yes) in the cell for each area that is listed in your policy. For example, if the policy says it prohibits all tobacco use for students but NOT for staff and visitors, you would only place a Y in the student column for the first row.
3. Count the number of "Y" responses for each column and enter that number in the "Column Total"
4. Total the numbers in the "Column Total" row and divide by 18. This is your tobacco free policy percentage.

Name of School District \_\_\_\_\_

|   | Students | Staff | Visitors |
|---|----------|-------|----------|
| Prohibits all tobacco products            |          |       |          |
| Buildings                                 |          |       |          |
| On school grounds                         |          |       |          |
| Off-campus school sponsored events        |          |       |          |
| All school district vehicles              |          |       |          |
| 24 hours/day                              |          |       |          |
| <b>Column Total</b>                       |          |       |          |
| <b>Tobacco-Free Policy Percentage (%)</b> |          |       |          |

**NOTE: See the attached listing for category definitions.**

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## Variables

**All tobacco products:** cigarette, cigar, pipe smoking and smokeless tobacco (spit, dip, chew)

*Note: policies that state “tobacco” only are acceptable*

**Students:** Youth enrolled in K-12th grade

**Faculty:** Administrators, teachers, coaches, counselors, Safe and drug free schools personnel

**Staff:** Security, food service, engineers, clerical, school bus drivers, school nurses

Note: policies that state “personnel” or “employees” are acceptable for Faculty/Staff

**Visitors:** Parents, contractors, speakers, guest, carriers, elected officials

**Buildings:** Any enclosed structure on school grounds (main and auxiliary structure, trailers, equipment/supply rooms, theaters, gyms) and school board facilities

**Grounds:** All tangible school property (courtyards parking lots, sporting fields, trails, school bus site)

Note: policies that state “campus”, “school property” are acceptable for buildings/grounds

**Off Campus/School Sponsored Events:** Sporting events, proms, competitions, fund-raising event, any event associated with school.

**School Vehicles:** buses, board vehicles, school vans

**24 hours a day:** Inclusive of evenings and weekends

*Note: policies that state “at all times”, “all hours”, and “any time” are acceptable*