

TOBACCO-FREE SCHOOL POLICY ENFORCEMENT PLAN

AREA OF ENFORCEMENT	DETAILS OF ENFORCEMENT
<p><u>RESPONSIBLE PARTY:</u></p> <p>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 (Using Georgia Department of Public Health Training Presentation).</p>	<p>Date training completed:</p>
<p><u>MONITORING GROUNDS:</u></p> <p>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.)</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.
<p><u>VIOLATIONS:</u></p> <p>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).</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>

AREA OF ENFORCEMENT	DETAILS OF ENFORCEMENT	
<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	

