

Gallatin County Schools 100% Tobacco Free for 2013-2014 School Implementation Plan

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Action Step	Target Audience	Tool	Target Date	Person/Group Responsible	Funding source	Complete
DISTRICT LEVEL ADMIN						
Review of Tobacco-Free Policy	>School Board	>Board Meeting	6/25/2012	Dot Perkins Lenny Whalen	NA	6/25/2012
Adopt Tobacco Free policy (First Reading)	>School Board	>Board Meeting	7/23/2012	Dot Perkins/Board	NA	7/23/2012
Adopt Tobacco Free Policy (Second Reading)	>School Board	>Board Meeting	8/13/2012	Dot Perkins/Board		8/13/2012
Inform Staff of Upcoming Board action regarding adoption of Tobacco-Free Policy	>Staff	>Email	8/8/2012 (opening day) (ongoing)	Dot Perkins/Lenny Whalen	NA	8/8/2012
Form implementation team	NA	NA	7/26/2012	Dot Perkins Lenny Whalen Ray Spahn Becky Carpenter Sue LeGrand Teresa Rea Roxann Booth Martha Sebring Tim Biddle Mark Hale Deb Foltz Curt Bieger Deb Brown Joe Wright Diane Coleman	NA	7/26/2012
Inform public of new policy and rationale via GCS Web News item.	>Staff >Students >Parents >Public	>GCS Web Page	9/1/2012	Ray Spahn	NA	9/1/2012
Distribute document (letter from Ms. Perkins) explaining new policy and rationale - to either be sent home in letter form or included as article on final newsletters from each school.	>Parents >Students	>School/Teacher Newsletters and/or >Parent Letter handouts	>08/7/2012 (Repeat on all employee and student correspondence)	Becky Carpenter/Ray Spahn w/ assistance from school-level personnel for implementation.	NA	6/30/2013 Newsletters: GC: LE, UE, MS, HS (also use one-call) Stand-alone Letter: GC: LE, UE, MS, HS

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Prepare statement for inclusion on final report cards	>Parents >Students	>Report Cards	10/1/2012	Becky Carpenter w/ assistance from school-level personnel for implementation. Prepared statement: Dear Parents, Guardians, and all Gallatin County School Stakeholders: In the interest of providing a safe and healthy environment for all, the Gallatin County Board of Education has adopted policy that, effective August 1, 2013, will make all Gallatin County School campuses, properties, and activities 100%, 24/7 tobacco-free. As we look forward to summer activities and the 2013-2014 school year, we thank you in advance for your cooperation and assistance in this endeavor. For additional information about this policy, please visit: **add district website link	NA	5/21/2013 Notice sent on all Report Cards: GC: HS, MS, UE, LE
Create "tobaccofreecampuses" web page as point of reference regarding policy and cessation opportunities	>Staff >Students >Parents >Public	>Web	5/22/2012 Ongoing	Diane Coleman w/ assistance from Ray Spahn	NA	10/1/2012 w/ updates being added as appropriate.
Provide cessation information and opportunities for employees and community. Additional means of promotion to be employed as classes are scheduled. Maintain GCS TobaccoFree webpage as ongoing resource for cessation opportunities.	>Staff >Students >Parents >Public	>Web page >Staff Trainings 8/20/2012 ongoing >Include in all printed documents relative to the new tobacco-free policy.	10/1/2012 via webpage. (Ongoing) August, 2012 (Ongoing)	>Diane Coleman, 3 Rivers District Health Coordinator >Becky Carpenter to assist with promotion.	3 Rivers Health Dept. can assist with promotional materials;	Web page completed 10/2012 w/ updates being added as appropriate.
Publish statements regarding policy / cessation opportunities on social media outlets (fb)	>Staff >Students >Parents >Public	>Facebook	9/2012 (Ongoing)	Ray Spahn	NA	9/2012
Include information about new policy in employee handbooks	>Staff	Employee Handbooks	8/2012	Linda Clark	NA	8/2012
Include information about new policy in student discipline handbooks	>Students >Parents	Student Discipline Code Book	7/15/2012	Lenny Whalen w/assistance from Becky Carpenter	NA	3/2013

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Include information about new policy on and with background check forms and volunteer handbooks	>Parents	Background Check Forms	3/2013	Becky Carpenter FRC/YSO	NA	3/2013
Include single statement on enrollment forms	Parents	Enrollment Forms	3/2013	Lenny Whalen	NA	3/2013
Include information about new policy in contracts with outside contractors / vendors	Public	Contracts	3/2013	Becky Carpenter Connie Wainscott	NA	3/2013
Include information about new policy in facility rental agreements	Public	Contracts	3/2013	Becky Carpenter	NA	3/2013
Work with Gallatin County News to include article or editorial explaining policy and rationale.	Staff Students Parents Public	Gallatin Co. News	06/28/2013	Becky Carpenter (press release to GC News 5/15/2013)	NA	6/2013
Strategically place of ashtrays with signage indicating campus is smoke-free.	Staff Students Parents Public	Signage	9/2012 Evaluate in 6 months for possible removal of all ashtrays within 1 year	Tim Biddle Head Custodians Lenny Whalen Principals	NA	6/2013
Post signage on garbage cans/ash trays, plus entrances to buildings, school grounds, parking lots, athletic facilities, bathrooms.	Students Staff Parents Public	Signage	6/30/2013	Tim Biddle Lenny Whalen Principals	• 3 Rivers • Safe Schools • PTA	6/2013
Signage to include banners, stand alone floor signs, decals, and aluminum signs.						
Ask community coalitions to support the policy	Public	Civic Groups	Summer, 2013	Diane Coleman Sue LeGrand Dot Perkins Lenny Whalen All Principals and Directors	NA	6/2013
Discuss policy at back to school staff meetings. Train staff on compliance measures	Adm Staff	Training	Summer, 2013	3 Rivers Health Department can help with compliance training. Dot Perkins/outside resources	NA	6/2013
Prepare FAQ document to assist in training for expectations and enforcement (Training for administrators coaches, for clarity and consistency in interpretation.	Adm Staff	Training	Summer, 2013	Dot Perkins	NA	6/2013

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Include in employee and new employee and sub trainings	Staff	Training	Summer, 2012 (ongoing)	Dot Perkins Renee Cameron Diane Coleman	NA	6/2012 ongoing
ATHLETICS:						
Announce and/or prepare postcard / handout for students and parents participating in athletics that start training (plus games) in the summer/early fall.	Students Parents	Meetings	June – July, 2013	3 Rivers can provide template/assist with design: Diane Coleman Jon Jones Linda Edmondson		8/2013 ongoing
Announce at pre-season athletic parent meetings.	Students Parents	Meetings	June-July 2013 Ongoing	Jon Jones Linda Edmondson	NA	8/2013
Announce at annual booster / band / extracurricular meetings	Students Parents	Meetings	June-July 2013 Ongoing	Jon Jones Linda Edmondson	NA	8/2013 ongoing
Prepare public service announcement for broadcast at all sporting events. Have students read if possible.	Staff Students Parents Public	Public Events	8/2013 ongoing	3 Rivers can provide template/assist with design: Diane Coleman Jon Jones Linda Edmondson	NA	8/2013 ongoing
Include statement of policy in any printed programs	Staff Students Parents Public	Public Events	8/2013 ongoing	Jon Jones Linda Edmondson Principals	NA	8/2013 ongoing
Send info to visiting teams that we are a smoke-free campus.			8/2013 ongoing	Jon Jones Linda Edmondson Principals		8/2013 ongoing
BACK TO SCHOOL:						
Include policy statement on sign in sheet (and/or print on visitor label)	Parents	Sign-in sheets	8/2013	Diane Coleman and Becky Carpenter for statement; Each Building Principal for implementation	NA	8/2013
Include policy statement on field trip permission forms and other pertinent school forms.	Parents	Field Trip forms	8/2013	Diane Coleman and Becky Carpenter for statement; Each Building Principal for implementation	NA	8/2013
Include information about new policy in each school handbook	Students Parents	School Handbooks	3/2013	Lenny Whalen and Becky Carpenter for statement; Each Building Principal for implementation	NA	3/2013
Include in Back to School insert in Gallatin County News.	Staff Students Parents Public	Grant County News	July-Aug, 2013	Nancy Howe NKHD can provide template/assist with design	NA	8/2013

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Distribute novelty item (ie: bookmark) at Back to School Bash.	Students Parents	Back to School Bash	July-Aug, 2013	Diane Coleman/ 3 Rivers can provide template/assist with design. Conte Flowers and Regina Danaher Smith (FRYSC) to purchase and distribute?	FRYSC funds?	8/2013
Also, potential hand-out of reusable shopping bags with tobacco free info (Champions).						
Use hand-out at back-to-school enrollment days	Students Parents	Parent Meetings	July-Aug, 2013	Diane Coleman can provide template/assist with design. Principals and clerks to implement	NA	8/2013
Announce at back-to-school orientations.	Students Parents	Parent Meetings	July-Aug, 2013	Building administration / video (if necessary)	NA	8/2013
Announce at PTA/PTO/PTT meetings	Parents	Parent Meetings	August-Sept, 2013	Building administration / school nurses	NA	8/2013
Digital and marquee bulletin boards at each school	Staff Students Parents Public	Signage	July-Aug, 2013 (Ongoing)	Building administration / school nurses	NA	8/2013
COMMITTEES AND OUTSIDE AGENCIES						
Survey staff, parents (on scheduling days), students about awareness and support for policy			July-August, 2013	Diane Coleman 3 Rivers Ray Spahn		8/2013
Red Ribbon Day Tobacco Themed; Poster contest related to tobacco free schools policy			October, 2013	FRYSC, School Nurses teachers and staff		10/2013
Survey staff, parents (on scheduling days), students about awareness and support for policy			July--August, 2014	Diane Coleman 3 Rivers Ray Spahn		7/2014