|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 Tim Biddle  Lenny Whalen Mark Hale  Ray Spahn Deb Foltz  Becky Carpenter Curt Bieger  Sue LeGrand Deb Brown  Teresa Rea Joe Wright  Roxann Booth Diane Coleman  Martha Sebring | 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 correspondance) | 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 |
| 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 |
| Include information about new policy on and with background check forms and volunteer handbooks | >Parents | Background Check  Forms | 3/2013 | Becky Carpenter  FRC/YSC | 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.  Signage to include banners, stand alone floor signs, decals, and aluminum signs. | Students  Staff  Parents  Public | Signage | 6/30/2013 | Tim Biddle  Lenny Whalen  Principals | * 3 Rivers * Safe Schools * PTA | 6/2013 |
| 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 |
| 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 | Gallatin County News | July-Aug, 2013 | Deb Foltz  NKHD can provide template/assist with design | NA | 8/2013 |
| Distribute novelty item (ie: bookmark) at Back to School Bash.  Also, potential hand-out of reusable shopping bags with tobacco free info (Champions). | 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 |
| 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 |