

Assessment Instructions

Step 1: Review policy using the assessment matrix:

- a. Write Y (YES), if policy includes the variable.
- b. Write N (NO), if policy does not include variable.
- c. Write U, (Unavailable data)
[Ex: Apple school district provided a student policy but not an employee policy. All of the variables applying to faculty/staff would have a “U”.]

Step 2: Determine how comprehensive the policy is based on the assessment.

Step 3: Develop recommendations for improving the policy if appropriate.

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*

Comprehensive Tobacco-Free Schools Assessment

School District	Prohibits Possession of All Tobacco Products Yes/No	Prohibits Tobacco Use in School Settings Yes/No										Prohibits Tobacco Use in School Vehicles Yes/No	
		Buildings Students	Buildings Faculty/Staff	Buildings Visitors	On Grounds Students	On Grounds Faculty/Staff	On Grounds Visitors	Off-campus School Sponsored Events Students	Off-campus School Sponsored Events Visitors	Possession of Marketing Paraphernalia, i.e., backpacks, games, cups, etc.	24 hours/day	Youth	Adult

Based on the work the Tobacco Use Prevention Program, Georgia Department of Health

Reviewer #1 Name: _____

Reviewer #2 Name: _____

Legend:
Y—Yes
N—No
U—Unavailable