

Suggested Student Handbook Language for Commercial Tobacco and/or Electronic Smoking Device Violations within an Alternative to Suspension Frame

The following language suggestions have been taken from the [American Heart Association and the Alliance for a Healthier Generation's Tobacco-Free School District Policy](#) which is a part of their [Tobacco-Free School District Toolkit](#).

Commercial Tobacco and/or Electronic Smoking Device Violations

- *Any violation involving possession or usage of tobacco products shall result in:*
 - *confiscation of tobacco products;*
 - *notification of caregivers;*
 - *the offer of information to the student about available tobacco education and/or cessation programs that are free or low-cost (e.g., through Medicaid or community partners), including nationally recognized tobacco cessation programs;*
- *Facilitation of the enrollment of the student in an evidence-based tobacco cessation program if the student expresses an interest in quitting; and additional intervention as follows:*
 - *at the first (1) violation the following will occur:*
 - *a collaborative conversation shall take place between the student and a designated staff member to discuss:*
 - *what factors led to the violation, including information on student's tobacco product usage, possible triggers for use and;*
 - *knowledge of physical, social and emotional harm caused by tobacco.*
 - *the policy's purpose, which is to protect students from the impacts of long-term commercial tobacco product use.*
 - *a verbal agreement on next steps between student and designated staff member.*
 - *at the second (2) violation the following will occur:*
 - *a collaborative conversation shall take place between the student and a designated staff member as outlined above.*
 - *the student will be enrolled in an evidence-based tobacco education program as an alternative to suspension.*
 - *the district shall designate a staff member to monitor the progress of the student found in violation of the policy. Rather than punitive discipline, appropriately structured "alternative-to-suspension" programs that incorporate cessation strategies can guide students toward quitting tobacco use while remaining fully engaged in their education. The focus*

of these programs is on recovery from, and reduction of, nicotine addiction.

- *at the third (3) and subsequent violation(s) of the policy the following shall occur:*
 - *a supportive discipline meeting shall take place between the student, their caregiver(s) and at least three staff members in the following roles: administrator or member of student discipline staff; chemical dependency professional or designated staff member (ideally a school nurse, school counselor or school based health center staff member); other student support staff member (as identified by student) to include:*
 - *a discussion of the following topics:*
 - *past violations of policy.*
 - *progress of student in treatment or other interventions.*
 - *specific challenges and barriers to impeding policy adherence.*
 - *commitment by student to avoid infractions and address tobacco usage through on- and off-campus resources.*
 - *support from staff members and caregiver to ensure success.*
 - *the development of a 60-day plan monitored by a designated staff member to include collective agreement of consequences that will follow if this plan is not completed.*
 - *the student will be enrolled in an evidence-based tobacco education program as an alternative to suspension.*

Language from the AHA Tobacco Free Schools Toolkit Policy