

## High School Tobacco Referral Policy and Intervention Protocol

August 2009 Update

SFUSD is a Tobacco-free district. This means that possession or use of tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, smokeless tobacco, or possession of any tobacco product or related paraphernalia during the school day, on or off campus, or at any school-sponsored activity or athletic event is considered a violation of Education Code 48900 H and Penal Code 308.

1. For students found using or in possession of tobacco, citations (in triplicate) can be completed by security guards, staff, faculty and administration. Citations are then placed in the Dean's (or whichever administrator is responsible for the tobacco policy implementation) mailbox and the Tobacco Youth Outreach Coordinator/Nurses' mailbox. The Dean's office should call/write parents/caregivers to inform them of the violation and the upcoming Mandatory Smokeless School Days Session (Please see Scheduled Sessions for your School) that their child must attend.
  - Dean makes sure that the citation gets into the mailbox of onsite Tobacco Youth Outreach Coordinator (TYOC)/Nurse to schedule cited student for mandatory participation in the Mandatory Smokeless School Days (SSD) Session. The Tobacco Prevention Program, facilitated by TYOC or Nurse, is offered at least once a month, at a regularly scheduled time, and includes prevention education and cessation information.
2. Nurse/TYOC sends a notice to students informing them that they will be required to attend a SSD session in lieu of suspension with date/time/location information. A reminder notice will also be sent to the student the day before or on the day the class is to take place.
3. Nurse/TYOC conducts Smokeless School Days Session and takes attendance.
4. Nurse/TYOC gives attendance sheet to Dean, verifying who was present in class.
5. If a student did not attend the SSD class, Dean follows up with student and his/her parent/caregiver. Student should be given one more opportunity to attend, the next scheduled Mandatory session, which would entail Dean scheduling student to attend the next available class and sending another referral form to TYOC.
6. Nurse/TYOC sends a notice to students informing them that they will be required to attend a SSD session in lieu of suspension with date/time/location information. A reminder notice will also be sent to the student the day before or on the day the class is to take place.
7. If a student misses the SSD class a second time, he/she is referred to the Dean for appropriate disciplinary action (detention, suspension, garbage pick up, etc.).
8. Student can be referred to SSD more than once if caught smoking again. By the third incident, if a student is caught smoking or in possession of tobacco products on school grounds, he/she is not given option of mandatory SSD.

**This policy addresses the need to provide interventions other than suspension. If student continues to be caught smoking, suspension can be a final intervention when all others have failed. We expect students will choose to go to Smokeless School Days Session over other disciplinary actions. We also hope some students will choose to join Cessation/Quit groups that will be available to them.**