

## **KILLEEN INDEPENDENT SCHOOL DISTRICT PROCEDURE FOR STUDENTS SMOKING/VAPING NICOTINE (E-CIGARETTE)**

In alignment with the recent amendment to our District of Innovation Plan, Killeen ISD has established a procedure for handling students in possession of a vaping device or using cigarettes or e-cigarettes (vaping nicotine). This procedure aims to ensure students receive appropriate consequences and/or interventions while minimizing disruption to their academic progress.

### **ELEMENTARY SCHOOLS**

- A. When an elementary student is in possession of a non-THC vaping device or using cigarettes or e-cigarettes, the incident is documented by school administration and the student receives a referral. The student's parent or guardian is notified about the incident and the assigned consequence.
- B. The student shall be assigned to attend one day of In School Suspension (ISS) with a PEIMS action code of 28 and one day of Saturday School hosted at the home campus, designated campus, or the Math and Literacy Center from 9:00AM – 12:00PM. The Math and Literacy Center schedule is posted online at <https://www.killeenisd.org/tutoring>.
- C. The student will complete a district-prescribed, grade-appropriate curriculum that focuses on nicotine addiction and the harmful effects of smoking/vaping. The lessons are designed to provide meaningful education on the dangers of smoking/vaping, helping students understand the consequences of nicotine use and encouraging them to make healthier choices.
- D. The Saturday School supervisor will verify attendance for the full three hours and completion of the assigned work (see attached form). A confirmation email will be sent to the principal or assistant principal. Students are allowed one make-up opportunity to complete Saturday School. Failure to attend and/or complete the assigned work will result in a district-level due process hearing with a recommended 10-day placement in the District Alternative Education Program (DAEP). For students serviced under 504 or Special Education, a campus-level conference and Manifestation Determination Review (MDR) or Manifestation Determination Evaluation (MDE) are required.
- E. A second violation of a student in possession of a non-THC vaping device or using cigarettes or e-cigarettes, within the same school year, will result in a district-level due process hearing with a recommended 20-day placement in the District Alternative Education Program (DAEP). For students serviced under 504 or Special Education, a campus-level conference and MDR/MDE are required.

### **SECONDARY SCHOOLS**

- A. When a secondary student (middle or high school) is in possession of a non-THC vaping device or using cigarettes or e-cigarettes, the incident is documented by school administration and the student receives a referral. The student's parent or guardian is notified about the incident and the assigned consequence.

- B. The student shall be assigned one day of In School Suspension (ISS) with a PEIMS action code of 28 and one day of Saturday School hosted at the home campus or designated campus from 8:00AM – 12:00PM. Middle school campuses may coordinate between schools if they choose to partner with a nearby middle school to host Saturday School.
- C. The student will complete a district-prescribed, grade-appropriate curriculum that focuses on nicotine addiction, the harmful effects of smoking/vaping, and develop a personal quitting plan. The lessons are designed to provide meaningful education on the dangers of smoking/vaping, helping students understand the consequences of nicotine use and encouraging them to make healthier choices.
- D. The Saturday School supervisor will verify attendance for the full four hours and completion of the assigned work (see attached form). A confirmation email will be sent to the principal or assistant principal. Students are allowed one make-up opportunity to complete Saturday School. Failure to attend and/or complete the assigned work will result in a district-level due process hearing with a recommended 10-day placement in the District Alternative Education Program (DAEP). For students serviced under 504 or Special Education, a campus-level conference and Manifestation Determination Review (MDR) or Manifestation Determination Evaluation (MDE) are required.
- E. A second violation of a student in possession of a non-THC vaping device or using cigarettes or e-cigarettes, within the same school year, will result in a district-level due process hearing with a recommended 20-day placement in the District Alternative Education Program (DAEP). For students serviced under 504 or Special Education, a campus-level conference and MDR/MDE are required.

This procedure is designed to educate students on the dangers of smoking/vaping, provide appropriate consequences, and support their academic and personal well-being. The goal is to create a safe and healthy learning environment for all students in Killeen ISD.

**KILLEEN INDEPENDENT SCHOOL DISTRICT  
ELEMENTARY SATURDAY SCHOOL ATTENDANCE AND WORK  
COMPLETION VERIFICATION FORM**

**Student Information:**

- **Student Name:** \_\_\_\_\_
- **Student ID:** \_\_\_\_\_
- **Grade:** \_\_\_\_\_
- **School:** \_\_\_\_\_
- **Date of Incident:** \_\_\_\_\_
- **Date Assigned Saturday School** \_\_\_\_\_

**Saturday School Information:**

- **Date of Attendance:** \_\_\_\_\_
- **Time of Attendance:** 9:00 AM – 12:00 PM
- **Location/Host School:** \_\_\_\_\_
- **Assigned Curriculum Topic:**
  - ☐ Elementary: Nicotine Addiction and the Harmful Effects of Smoking/Vaping

**Verification of Attendance and Work Completion:**

- **Did the student attend the full three hours of Saturday School?**
  - ☐ Yes
  - ☐ No
- **Did the student complete the assigned curriculum?**
  - ☐ Yes
  - ☐ No

**Comments/Notes:**

**Saturday School Supervisor Verification:**

- **Name of Supervisor:** \_\_\_\_\_
- **Signature of Supervisor:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Confirmation of Completion:**

- **Email Sent to Principal/Assistant Principal:**
  - ☐ Yes
  - ☐ No
- **Date Email Sent:** \_\_\_\_\_

**Additional Actions Required:**

- **Make-up Opportunity Assigned:**
  - ☐ Yes (Date: \_\_\_\_\_)
  - ☐ No
- **Recommendation for Further Consequences:**
  - ☐ Yes (Details: \_\_\_\_\_)
  - ☐ No

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This form must be completed and signed by the Math and Literacy supervisor to verify the student's attendance and completion of assigned work. A copy of this form and a confirmation email will be sent to the student's principal or assistant principal.

**Note:** Failure to attend or complete the assigned work may result in further disciplinary actions, including a due process hearing and potential placement in the District Alternative Education Placement (DAEP) program.

**KILLEEN INDEPENDENT SCHOOL DISTRICT  
SECONDARY SATURDAY SCHOOL ATTENDANCE AND WORK  
COMPLETION VERIFICATION FORM**

**Student Information:**

- **Student Name:** \_\_\_\_\_
- **Student ID:** \_\_\_\_\_
- **Grade:** \_\_\_\_\_
- **School:** \_\_\_\_\_
- **Date of Incident:** \_\_\_\_\_
- **Dates Assigned Saturday School** \_\_\_\_\_ **and** \_\_\_\_\_

**Saturday School Information:**

- **Date(s) of Attendance:** \_\_\_\_\_
- **Time of Attendance:** 8:00 AM – 12:00 PM
- **Location/Host School:** \_\_\_\_\_
- **Assigned Curriculum Topic:**
  - ☐ Secondary: Nicotine Addiction, Harmful Effects of Smoking/Vaping, and Personal Quitting Plan

**Verification of Attendance and Work Completion:**

- **Did the student attend the full three hours of Saturday School?**
  - ☐ Yes
  - ☐ No
- **Did the student complete the assigned curriculum?**
  - ☐ Yes
  - ☐ No

**Comments/Notes:**

**Saturday School Supervisor Verification:**

- **Name of Supervisor:** \_\_\_\_\_
- **Signature of Supervisor:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Confirmation of Completion:**

- **Email Sent to Principal/Assistant Principal:**
  - ☐ Yes
  - ☐ No
- **Date Email Sent:** \_\_\_\_\_

**Additional Actions Required:**

- **Make-up Opportunity Assigned:**
  - ☐ Yes (Date: \_\_\_\_\_)
  - ☐ No
- **Recommendation for Further Consequences:**
  - ☐ Yes (Details: \_\_\_\_\_)
  - ☐ No

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This form must be completed and signed by the Saturday School supervisor to verify the student's attendance and completion of assigned work. A copy of this form and a confirmation email will be sent to the student's principal or assistant principal.

**Note:** Failure to attend or complete the assigned work may result in further disciplinary actions, including a due process hearing and potential placement in the District Alternative Education Placement (DAEP) program.