



SECOND CHANCE PROGRAM SCHOOL AGREEMENT (Colorado)

School Name:

School District:

State:

County:

Primary Second Chance Administrator Name:

Primary Second Chance Administrator Title:

Primary Second Chance Administrator Email:

School/Organization Responsibilities

Readiness & Planning

- 1) Secure principal approval to include Second Chance in your school's tobacco/nicotine discipline process.
- 2) All designated Second Chance Program Administrators complete the on-demand Second Chance Administrator Onboarding Training.
- 3) Maintain a Primary Second Chance Program Administrator responsible for:
 - Enrolling students in the program.
 - Monitoring student progress.
 - Conducting follow-up, per the Second Chance Program Guide.

*Secondary administrators can also facilitate the above responsibilities.

- 4) Review your district Tobacco-Free Schools policy and school-level practices concerning tobacco and nicotine product infractions and consequences.
 - a) If needed, update district policies and school-level practices to integrate Second Chance as an alternative to punitive consequences. View [sample policy language](#) (pages 4 & 5) for guidance.

Implementation

- 5) Use Second Chance as a restorative response or alternative to suspension for tobacco/nicotine infractions. View [Tiered Discipline Response guidance](#).
- 6) Provide students with:
 - Time and space to complete the program.
 - Access to technology necessary for program participation.
 - Individual support as needed.
- 7) Engage in opportunities to enhance knowledge of tobacco-free school policies and best practices.

Evaluation & Ongoing Communication

- 8) Complete the annual Second Chance program evaluation survey (*emailed to Primary Administrator in April*).
- 9) Direct questions to sc@actionforhealthykids.org.

Note: Student information and responses collected within the Second Chance program are confidential. Administrators cannot access students' individual responses. Summary data is used for school-level reports and evaluation.

Action for Healthy Kids Responsibilities

Readiness & Planning

- 1) Provide onboarding training, technical assistance, and resources for successful program implementation.
- 2) Supply a Program Guide detailing:
 - Student onboarding procedures.
 - Student progress monitoring.
 - Post-program follow-up guidelines.

Implementation

- 3) Offer model policies and resources that support
 - Non-punitive enforcement strategies, including alternatives to suspension for tobacco-related infractions.
 - Student tobacco/nicotine cessation efforts.
 - Parent/guardian education about youth tobacco and nicotine use.
 - School-wide tobacco/nicotine free messaging.

Evaluation & Ongoing Communication

- 4) Conduct an annual survey of the Second Chance program and provide results in the annual Second Chance program evaluation report.
- 5) Upon request, provide a school-level summative report.
- 6) Respond to emails sent to [\[sc@actionforhealthykids.org\]](mailto:sc@actionforhealthykids.org) within 48 hours on business days.

Name of Primary Second Chance program Administrator

Signature of Primary Second Chance program Administrator

School Principal has given approval for participation in Second Chance program

AFHK Second Chance Manager Name

AFHK Second Chance Manager Signature

Date/Time stamped:

Funding for the Second Chance program is made possible through the Colorado Department of Public Health and Environment's State Tobacco Education & Prevention Partnership and Amendment 35 voter-approved tobacco tax funds