

Memorandum of Understanding

Between

Bourbon County Health Department

and

Bourbon County Middle School

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Bourbon Health Department and the Bourbon County Middle School to provide alternative-to-suspension programs to area students.

Background

In 2022, more than three million U.S. middle and high school students reported having used a commercial tobacco product in the past 30 days. Schools and communities can help create positive, safe, and supportive environments that can prevent and change inappropriate behaviors. The U.S. Department of Education recommends using suspension only as a last resort for serious violations due to the long-term impacts on students.

INDEPTH is an evidenced-based alternative to suspension or citation program for students who face suspension for violation of school tobacco or e-cigarette use policies. The program consists of four sessions, each approximately 50 minutes in length, that focuses on tobacco and e-cigarette use, nicotine addiction, establishing healthy alternatives and making the change to be free of all e-cigarette and tobacco products. While INDEPTH is not a cessation program, helping teens identify steps toward quitting their tobacco or e-cigarette use is strongly encouraged.

Most young people who vape want to quit. Offering an alternative-to-suspension to students who violate a school's tobacco-free policy provides a supportive environment and encourages them to quit using tobacco products.

Purpose

This MOU will increase the number of evidence-based interventions for youth who are caught vaping in Kentucky schools by compensating a certified INDEPTH facilitator to provide at least four alternative-to-suspension classes consisting of four sessions each, during the 2024-2025 and 2025-2026 school year.

The above goal will be accomplished by undertaking the following activities:

- Bourbon County Middle School commits to the following:

- Ensure that staff members complete the necessary training to administer the program, allowing only trained facilitators to conduct it.
- Notify students' parents/guardians in advance of curriculum implementation to inform them of the mandatory program participation within the school.
- Make the curriculum available for review upon parental/guardian request.
- Refer first-time student offenders and repeated incidents to the facilitator.
- Dedicate the required amount of time to complete the curriculum thoroughly.
- Provide a designated physical space for the facilitator to carry out the program until completion.
- Collect and administer student registration and post survey assessment.
- Report quarterly on the number of violations of the tobacco-free policy to the Bourbon County Health Department.
- Consider amending their discipline policy to include an alternative to suspension.

Reporting

Bourbon County Health Department commits to the following:

- Manage and disperse grant funds to Bourbon County Middle School facilitator(s).
- Will track and report attendance for each student(s) infraction and completion of the INDEPTH curriculum.
- Will report to Kentucky Tobacco Prevention and Cessation Program (KTPC) on a quarterly basis and will provide a year-end report by July 15, 2025 and July 15, 2026.

Funding

This MOU is not a commitment of funds. All funds will pass from KTPC to the Bourbon County Health Department through cost center PGL-4111. The Bourbon County Health Department will be responsible for handling and distribution of funds.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Bourbon County Health Department and Bourbon County Middle School. This MOU shall become effective upon signature by the authorized officials from the Bourbon County Health Department and Bourbon County Middle School and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from Bourbon County Health Department and Bourbon County Middle School this MOU shall end on July 30, 2026.

Contact Information

Bourbon County Health Department
 Andrea Brown (Viney)
 Public Health Director
 341 E. Main St. Paris KY 40361
 (859) 987-1915
Andread.brown@ky.gov

Bourbon County Middle School
Name of School Representative
Position/Title of School Representative
3341 Lexington Rd, Paris, KY 40361
(859) 987-2185
Email of School Representative

Date: _____
(Bourbon County Health Department Signature)
Andrea Brown, MPH
Public Health Director

_____ Date: _____
(Bourbon County Middle School Signature)
(Name, Organization, Position)