

# Dear [Parent/Guardian's Name],

We hope this message finds you well. As part of our ongoing efforts to promote a healthy and safe environment for all students, we would like to remind you of our school's smoking policy.

As stated in our student handbook, smoking is strictly prohibited on school grounds and during school-sponsored events. This policy applies to all students, staff, and visitors. Violation of this policy will result in disciplinary measures as outlined in our guidelines.

If your child is found to be in violation of the smoking policy, they will face the following consequences:

- First Offense: Warning and counseling session with a school counselor.
- Second Offense: Parent/guardian meeting and possible suspension.
- Third Offense: Further disciplinary action, which may include expulsion.

We encourage you to speak with your child about the importance of adhering to this policy and the health risks associated with smoking. Your support is crucial in reinforcing our commitment to a smoke-free school environment.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title]  
[School Name]  
[Contact Information]