

Rosemead ESD

Administrative Regulation

Tobacco-Free Schools

AR 3513.3

Business and Noninstructional Operations

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 5145.6 – Parental Notifications)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

The Superintendent or designee shall provide notification of the district's tobacco-free schools policy through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 – District and School Web Sites)

Employee Notification

The employee notification shall inform them of:

1. Their need to abide by district policy as a condition of employment.
2. The dangers of tobacco use in the workplace, including its threat to the health and safety of employees, students and the public.
3. Available resources which may help employees stop using tobacco.
4. Possible disciplinary actions in accordance with Board policy, state law and applicable collective bargaining agreements.

Notification to the Public/Visitors

At each entrance to a building or structure, the Superintendent or designee shall post a sign stating “No Smoking” or “Smoking is prohibited except in designated areas” as appropriate. (Labor Code 6404.5)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

- (cf. 4118 – Suspension/Disciplinary Action)
- (cf. 4218 – Dismissal/Suspension/Disciplinary Action)
- (cf. 5144 – Discipline)
- (cf. 5144.1 – Suspension and Expulsion/Due Process)

Enforcement Procedures for Visitors

A visitor who violates the district's policy on tobacco-free schools or district property shall be informed of the district's tobacco-free schools policy and asked to refrain from smoking. If the person fails to comply with this request, the following actions may ensue:

1. The matter may be referred to the Superintendent or designee responsible for the area or the event.
2. The Superintendent or designee may direct the person to leave school property.
3. If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from school premises.
4. If the person repeatedly violates the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.

- (cf. 1250 – Visitors/Outsiders)
- (cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

(10/94 7/02 3/11)

Regulation
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ROSEMEAD ELEMENTARY SCHOOL DISTRICT
Rosemead, California