



BUSINESS AND NONINSTRUCTIONAL OPERATIONS

AR 3513.3

ADMINISTRATIVE REGULATION – TOBACCO-FREE SCHOOLS

Notifications

Information about the County Education Office'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)

The County Superintendent or designee may disseminate this information through annual written notifications, web sites, student and parent handbooks, and/or other appropriate methods of communication.

The County Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

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

Any other person who violates the County Education Office's policy on tobacco-free schools shall be informed of the County Education Office's policy and asked to refrain from smoking. If the person fails to comply with this request, the County Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit the person from entering district property for a specified period of time

The County 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)

APPROVED BY COUNTY SUPERINTENDENT:
REVISED: March 21, 2014, September 15, 2017

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