

VENTURA COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE

REGULATION NO. 3513.3

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED:

SUBJECT: Tobacco-Free Schools

PURPOSE

In light of findings which indicate that even secondhand exposure to environmental tobacco smoke can cause lung cancer and other illnesses, and in order to present a positive role model to students, it is the intent of the Superintendent, acting with concurrence of the County Board of Education to protect the health and safety of employees, students, clients and visitors by providing a tobacco-free environment.

RESTATEMENT OF POLICY

Tobacco use is prohibited in all facilities owned and/or operated by the Ventura County Office of Education, including indoors, outdoors and in all Ventura County Office of Education (VCOE) vehicles whether located on or off the premises. Included in this prohibition is tobacco use in privately owned vehicles located on VCOE owned and/or operated property. This policy applies to employees, students and the general public.

NOTIFICATION OF TOBACCO-FREE POLICY

Applicants / New Employees: Applicants for employment will be advised of the tobacco free policy during the interview. Selected applicants will again be advised of the tobacco free policy when signing their new employee paperwork. This is intended to communicate the philosophy of VCOE, which is to move toward a tobacco-free environment, and also to encourage those who use tobacco at the time of employment to make use of the various tobacco cessation programs that are available.

Visitors / General Public: This policy shall be disseminated throughout the organization and community by the posting of signs and posters, public announcements at meetings and school events and in written communications.

EMPLOYEE ASSISTANCE

VCOE will provide a list of community resources which will assist employees who wish to stop using tobacco products.

ENFORCEMENT PROCEDURES

The success of this policy will depend on the thoughtfulness, consideration and cooperation of tobacco users and non-users. All individuals on VCOE premises share in the responsibility for adhering to and enforcing this policy.

Student Enforcement: Student enforcement of this policy will be consistent with existing school discipline plans and state law regarding possession and/or use of tobacco products by students on school grounds.

Employee Enforcement: Employee enforcement of this policy while employees are performing work related duties on VCOE property will be the same as enforcement with any other policy. This includes personal reminders, a conference with the supervisor, or progressive discipline after repeated violations. Employee enforcement while employees are off duty and acting solely as a member of the general public on VCOE property will be the same as enforcement procedures that apply to the general public described later in this regulation. Examples of off-duty participation by employees might be attendance at VCOE sponsored events without any VCOE related responsibilities, or attendance at school meetings as a parent.

General Public: Enforcement of this policy for visitors or members of the general public will include the following: The person will first be asked to stop the use of the tobacco product immediately. If uncooperative, the person will be asked to leave. Law enforcement should only become involved if the person becomes very uncooperative or disruptive.

Facility Use Request Forms will include an agreement by organizations requesting facility use to help enforce this policy. They may do this by announcing the policy during the activity and monitoring participant compliance through reminders. Permission to use the facility may be revoked if a lack of enforcement effort is evident on the part of the sponsoring organization.

EFFECTIVE DATE

This policy shall go into effect commencing January 1, 1995. Smoking and other tobacco use cessation assistance programs and community resource lists will be made available to employees prior to and following that date.