MEMORANDUM
March 20, 2015

TO: All Staff

VIA: Cleve A. Pell, Superintendent of Schools

FROM: Daniel M. Garcia, Director, Pupil and Community Services

SUBJECT: Tobacco-Free Schools

Montebello Unified School District has been a tobacco-free district since July 1, 1995. This memo is a reminder and summary of the policies in place. The mandate to implement this policy stems from legislation established by the California State Assembly AB99 and AB816. These laws were enacted in order to ensure that students are provided with an educational environment, which is tobacco-free as well as to protect persons from exposure to second-hand smoke. Failure to comply with these legal mandates would result in non-compliance of all state and federal funds received by the district.

Prohibited products include any product containing tobacco or nicotine, including but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Other vapor emitting electronic devices with or without nicotine content, that mimic the use of tobacco products, are also prohibited. Exceptions may be made for the use or possession of prescription nicotine products.

Tobacco-Free Schools

1. Smoking is prohibited in all district facilities and vehicles. BP E(1) 3513.3(a)

2. The use of tobacco products is prohibited at all times on district grounds. This applies to all employees, students, and visitors at any activity or athletic event on property owned, leased or rented by or from the district. BP 3513.3(a)

3. Employees are to be notified of the district’s tobacco-free schools policy by the Superintendent or designee, including
   a. Their need to abide by district policy as a condition of employment;
   b. The dangers of tobacco use in the workplace and its health and safety risks to employees, students, and the public;
   c. Available resources to assist in cessation;
   d. Possible disciplinary actions in accordance with Board Policy, state law and applicable collective bargaining agreements. AR 3513.3

4. The Tobacco-Free Workplace Policy will be posted in the lounge and in other areas frequented by the staff. It shall also be posted in all offices in order to provide visibility for the entire school community. The policy shall also be announced at all extracurricular events which occur on school district property. AR 3513.3, BP E(1) 3513.3(a)
Enforcement Procedures

1. For non-compliance of this policy, the site administrator or site supervisor may refer to the appropriate contract currently in place for classified and certificated employees, both CSEA and MTA. *BP E(1) 3513.3(a), AR 3513.3*

2. Any administrative, supervisory, or confidential employee not adhering to the policy will be subject to appropriate disciplinary action. *BP E(1) 3513.3(a), AR 3513.3*

3. Any person(s) reporting an infraction may do so without fear of retribution. *BP E(1) 3513.3(a)*

4. A visitor who smokes on 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 be taken:
   a. The matter may be referred to the Superintendent or designee responsible for the area or the event;
   b. The Superintendent or designee may direct the person to leave school property;
   c. The Superintendent or designee may request local law enforcement assistance in removing the person from school premises;
   d. 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. *AR 3513.3*

Cessation Resources

The following agencies are available for information and assistance with the cessation of using tobacco products:

- **American Lung Association**  
  Website: [www.lung.org/stop-smoking/](http://www.lung.org/stop-smoking/)  
  Phone: 800 586-4872

- **American Cancer Society**  
  Website: [www.cancer.org](http://www.cancer.org)  
  Phone: 800 227-2345

- **California Smokers’ Helpline**  
  Website: [www.californiasmokershelpline.org](http://www.californiasmokershelpline.org)  
  Phone: 800 NO-BUTTS

- **EASE**  
  Website: [www.lacoe.edu/ease](http://www.lacoe.edu/ease)  
  Phone: 800 882-1341

- **Nicotine Anonymous**  
  Website: [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org)  
  Phone: 877 879-6422