



**Los Angeles County
Office of Education**

Leading Educators • Supporting Students
Serving Communities

January 16, 2007

TO: Educational Programs

FROM: Compliance Support Services

**Topic: Compliance Information Bulletin Number 5
Transition Age Students Smoking During School Hours**

Is there a policy for smoking that applies to the transition program students?

LACOE has a strict policy on tobacco use and it is that tobacco should not be used anywhere in the school environment by either students or staff.

LACOE Policy 3515.1 Tobacco-Free Workplace: “. . . the use of tobacco is not permitted at any time on any property or vehicle owned or leased by the office or at any office sponsored event.”

Education Code 48900(h) calls for the suspension or expulsion of any student, “. . . possessing or using tobacco or nicotine product unless it is prescribed. . .”

Attached is the complete LACOE Policy regarding a Tobacco-Free Workplace

Tobacco-Free Workplace

3515.1

It is the intention of LACOE to provide a smoke-free workplace within all buildings owned or leased by the Office. Additionally, in accordance with law, the use of tobacco products will not be permitted at any time on any property or vehicles owned or leased by LACOE or at LACOE-sponsored events.

Pursuant to law, the Los Angeles County Office of Education shall assure the maintenance of a tobacco-free workplace by:

- A. Publishing a statement notifying employees and students of the policy and specifying actions to be taken against employees who violate it;
- B. Displaying signs stating the prohibition of tobacco use at all entrances to all properties and vehicles owned or leased by LACOE;
- C. Publishing information to the larger community and students that the use of tobacco products is not permitted at any time on any property or vehicle owned or leased by the office or at any office-sponsored event;
- D. Taking appropriate personnel action, up to and including termination, within 30 days of receiving notice with respect to any employee who is in violation of the Tobacco-Free Workplace policy;
- E. Informing employees and students about the availability of tobacco cessation and employee assistance programs;
- F. Making a good-faith effort to continue to maintain a tobacco-free workplace by implementing paragraphs 1-5.

Legal Reference: Health and Safety Code §104420

