



ADMINISTRATIVE PROCEDURE

CATEGORY: School District, Philosophy

SUBJECT: Tobacco/Nicotine-Free District

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the enforcement of a tobacco/nicotine-free district. In recognition of the health hazards associated with smoking/vaping and the use of tobacco/nicotine products, the district prohibits the possession, use or sale of any tobacco/nicotine delivery devices and tobacco/nicotine products at any time in district-owned or leased buildings, on district property and in district vehicles.
2. **Related Procedures:**

Suspension	6290
Expulsion	6295
Alcohol, Tobacco/Nicotine or Other Drugs	6298
Medication	6372

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies H-7700 and I-1370; San Diego Unified School District Framework for Wellness, adopted by the Board of Education on April 14, 2015; California Health and Safety Code §104420, 104495 and 119405; California Labor Code §6404.5; 20 US Code §6083
2. Effective July 1, 1995, the use of tobacco products is prohibited anywhere, anytime on district property and in district vehicles. Effective April 14, 2015, “tobacco products” include but are not limited to merchandise containing tobacco or nicotine, clove cigarettes, smokeless tobacco, snuff, chew, and snus (moist powdered tobacco). Prohibited delivery methods include but are not limited to, electronic cigarettes, electronic hookahs, and vapor emitting devices with or without nicotine.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Student Services Division.
2. **Definitions.**
 - a. **Tobacco products:** include but are not limited to merchandise containing tobacco or nicotine, clove cigarettes, smokeless tobacco, snuff, chew, and snus (moist powdered tobacco)
 - b. **Delivery methods:** include but are not limited to, electronic cigarettes, electronic hookahs, and vapor emitting devices with or without nicotine
3. This prohibition applies to all employees, students, and visitors at any instructional program, district facility or athletic event.
4. Employee assistance is available for smoking/vaping cessation through the California Schools Voluntary Employee Benefit Association (VEBA) at <http://www.vebaonline.com/wellness-benefits> or 888-276-0250.

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5. Student assistance is available for smoking/vaping cessation through the Counseling and Guidance Department or the Nursing and Wellness Department.
 6. In an effort to promote the health benefits of quitting smoking, this prohibition does not apply to the possession of prescription products, or other FDA-approved cessation aids such as nicotine patches or nicotine gum. Student or staff use or possession of such products must conform to laws governing use and possession of medications on school property.
 7. Smoking/vaping or use of any tobacco/nicotine products and disposal of any tobacco/nicotine related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (California Health and Safety Code §104495)

D. IMPLEMENTATION

1. Site principals/administrators and division/department heads are responsible for the implementation of the district's tobacco/nicotine prohibition policy.
2. Appropriate signage of the district's tobacco/nicotine-free policy shall be placed at entrances to all school and district facilities.
3. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco/nicotine-free schools policy and consequences for violations of the policy.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff