



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0220

PAGE: 1 OF 2

CATEGORY: **School District, Philosophy**

EFFECTIVE: **7-01-83**

SUBJECT: **Tobacco-Free District**

REVISED: **8-31-06**

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**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing the enforcement of a tobacco-free district.

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: G-2000, I-1370, K-4010, K-4020; City Ordinance 15865; California Health and Safety Code Sections 104350-104495.
2. **Effective July 1, 1995**, the use of tobacco products shall be prohibited anywhere, anytime on district property and in district vehicles.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Office of Parent, Community, and Student Engagement.
2. **Responsibility.** Each site administrator and/or department head is responsible for the implementation of this policy.
3. **Employee Assistance.** The district will prepare and make available to employees a list of clinics and other agencies that provide programs which assist individuals who wish to stop smoking or using tobacco products.
4. **Notification of Smoke-Free Policy.** Prospective new and current employees shall be advised of the district smoke-free policy in order to communicate the philosophy of the district, which is to maintain a smoke-free environment for staff and students. Appropriate signs shall be placed at entrances to all school and district facilities. Stickers shall also be placed in all district-owned vehicles.

**D. IMPLEMENTATION**

1. **Effective July 1, 1995**, all district sites and vehicles shall be permanently tobacco-free. Use of tobacco products is prohibited, at any time, in San Diego Unified School District-owned or leased buildings, on district property, and in district vehicles. Signs will be distributed to each district site for placement at entrance to buildings.

SUBJECT: **Tobacco-Free District**

NO: **0220**

PAGE: **2 OF 2**

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2. **Employees who do not comply** with, or who are in violation of, the smoke-free policy will be referred to their supervisor for appropriate action.

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



Chief of Staff

For the Superintendent of Schools