

ADMINISTRATIVE REGULATION

Business and Noninstructional Operations

Notifications

Information about the ROP's tobacco-free policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community per Health and Safety Code 104420.

The Superintendent or designee may disseminate this information through annual written notifications, ROP web sites, student and parent handbooks, and/or other appropriate methods of communication.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to ROP property per Health and Safety Code 104420 and 104559.

Enforcement/Discipline

Any employee or student who violates the ROP's tobacco-free policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the ROP's tobacco-free policy shall be informed of the policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave ROP property
2. Request local law enforcement assistance in removing the person from ROP premises
3. If the person repeatedly violates the tobacco-free ROPs policy, prohibit them from entering ROP property for a specified period of time.

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm per Labor Code 6404.5.