

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 4
March 7, 1991

SUBJECT:

**BOARD RESOLUTION REGARDING TOBACCO FREE
WORKPLACE**

- I. Background
- II. Division of Adult and Occupational Education
Implementation
 - A. Phase I
 - B. Phase II
 - C. Suggested Strategies for Implementation

I. BACKGROUND

On September 17, 1990, the Board of Education adopted a resolution to ban smoking and the use of tobacco products on District property. The plan outlines two phases. Phase I is in effect November 15, 1990 - June 30, 1991, and requests that each campus designate an outside smoking area. Phase II will be implemented July 1, 1991. This phase will prohibit smoking and the use of all tobacco products on District property.

II. DIVISION OF ADULT AND OCCUPATIONAL EDUCATION IMPLEMENTATION

A. Phase I

It is the responsibility of Division of Adult and Occupational Education principals during Phase I to make certain that the Board resolution is implemented. In addition, community adult school principals are to develop an implementation plan in cooperation with their senior high school principals to ensure compatible policies and procedures. Recommended activities include:

- Designate an outdoor smoking area.
- Remove outside ashtrays except for those in the designated smoking area.
- Post NO SMOKING signs in appropriate locations.
- Direct the caterer to refrain from selling tobacco products on school property.
- Publicize the implementation of Phase II, July 1, 1991, prohibiting smoking and the use of all tobacco products on District property.

B. Phase II

This phase will commence July 1, 1991, and will prohibit smoking and the use of all tobacco products on District property. Division of Adult and Occupational Education principals are to develop policies and procedures in keeping with Phase II. Recommended activities include:

- Publicize a total ban on smoking and the use of tobacco products on school property to all students and staff members.
- Remove all ashtrays on school property.
- Encourage staff members to assist with the implementation of a no smoking policy.

C. Suggested Strategies for Implementation

It is the responsibility of Division of Adult and Occupational Education principals to develop and implement an educational plan designed to inform students and staff about the harmful properties of tobacco and the hazards to their health. Principals are encouraged to conduct the following activities:

- Utilize educational resource packets provided by the Health Occupations Office. The packet includes a Suggested Calendar of Activities, sample brochures, and an approved lesson plan.
- Encourage faculty to develop appropriate lesson plan, or use the lesson plan in the resource packet provided by the Health Occupations Office.
- Distribute educational information and materials, e.g., pamphlets, flyers, etc., from appropriate health agencies. (See samples and phone listings provided in the resource packet).
- Invite guest speakers to address staff and students on the effects of using tobacco products and seeking referrals for assistance. (See list of contacts and phone numbers in the resource packet.)
- Request No Smoking signs from the Division's PICO unit for posting on the school campus. Limit three signs per school.

For assistance, please call Lillian Goodman, Consultant, Health Occupations, Instructional Services Unit, at (213)625-6649.

APPROVED: **JAMES A. FIGUEROA, Assistant Superintendent**
 Division of Adult and Occupational Education

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 Division of Adult and Occupational Education