**24/7 Tobacco-Free Policy**

**Purpose**

The purpose of this school policy is to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by Oklahoma Union Public Schools, in vehicles used for Oklahoma Union Public School business.

**Tobacco-Free Environment**

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, vapes, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the Oklahoma Union Public Schools including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere.
2. This administrative procedure applies to all employees, students, clients, visitors and others on business at all Oklahoma Union Public School property.
3. The Oklahoma Union Public School will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances of the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding his policy.
4. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.
5. Oklahoma Union Public Schools is committed to providing support to all Oklahoma Union Public School employees/students who wish to stop using tobacco products. Oklahoma Union Public Schools is committed to ensuring that Oklahoma Union Public School employees and, to the extent possible, other personnel have access to several types of assistance, including cessation medications and telephone counseling through the Oklahoma Tobacco Helpline. Supervisors are encouraged to refer employees/students to the Helpline as appropriate.
6. Noncompliance by an employee/student will be cause for administration supervisor intervention and may result in corrective or disciplinary action in accordance with Oklahoma Union Public School employee/student rules and policy.
7. Noncompliance by visitors and others will be handled by designated administration.

**Action**

 The Oklahoma Union Board of Education is responsible for ensuring the annual review of this administrative procedure.