

**TOBACCO
POLICY**

Use of any and all tobacco or tobacco sensation products is prohibited in or on all property owned, leased, or under the control of Tulsa Technology Center unless authorized in procedure. The Board of Education policy and procedure will be in compliance with state law regarding the use of tobacco products on school property.

Tulsa Technology Center urges smokers to contact the Lung Association for more information about smoking cessation programs. Information regarding workshops will be available in the Human Resources Department.

TOBACCO PROCEDURES

Section 1.0 Prohibited Areas

Tobacco use is prohibited on the grounds and within any building or property owned, leased or under the control of Tulsa Technology Center unless otherwise authorized (see Section 3.0).

Section 2.0 Enforcement

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of all employees. All employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the Superintendent or his/her designee.

If a student, employee, client, visitor or vendor refuses to follow the District tobacco policy, the following will prevail:

A. Students (Full-time)

1. First infraction - Conference with instructor.
2. Second infraction - Conference with counselor and director or assistant Director (written probation contract developed; notice that next infraction could lead to three-day suspension).
3. Third infraction - Conference with director or assistant director (student Suspended from school for three days; written notification that next infraction could lead to suspension from school).
4. Fourth infraction - Conference with director or assistant director (student suspended from school).

B. Students (Short-term)

1. First infraction - Conference with instructor.
2. Second infraction - Conference with evening supervisor or counselor.
3. Third infraction - Conference with evening supervisor (written notification that next infraction could mean removal from class).
4. Fourth infraction - Conference with evening supervisor (student removed from program).

C. Students (Other than full-time or short-term)

1. First infraction - Conference with instructor.
2. Second infraction - Conference with director or assistant director.
3. Third infraction - Conference with director or assistant director and company representative, if appropriate (written notification that next infraction could mean removal from program).
4. Fourth infraction - Conference with director or assistant director and company representative, if appropriate (removal from program).

D. Clients

1. First infraction - Conference with appropriate employee responsible.
2. Second infraction - Conference with director (written notification that next infraction could mean loss of services).
3. Third infraction – Conference with director (loss of services).

E. Employees

1. First infraction - Conference with immediate supervisor (written notification).
2. Second infraction - Conference with immediate supervisor and other appropriate administrator (written notification that next infraction could lead to disciplinary action).
3. Third infraction - Conference with Associate Superintendent and Director of Human Resources (written notification that next infraction could lead to further disciplinary action).
4. Fourth infraction - Conference with Superintendent or designee and Director of Human Resources (written notification that next infraction could lead to recommendation for dismissal).

F. Visitors

1. First infraction - Conference with building supervisor/director.
2. Second infraction - Conference with building supervisor/director and activity coordinator (loss of services and/or business use).

G. Vendors

1. Vendors will be required to abide by school policy within any building or on any property owned, leased or under the control of Tulsa Technology Center.
2. District will apply procedures applicable to visitors when dealing with infractions by vendors.

Section 3.0. Smoking Permitted Areas

Smoking may be authorized in designated areas outside district buildings, away from general traffic areas and completely out of sight of children under eighteen (18) years of age, for use by adults attending training courses, sessions, meetings or seminars.

Any such designated area shall be prohibited from being within twenty-five (25) feet of the entrance or exit to the building. The following sites are approved for smoking/tobacco use:

1. Training Center (Memorial Complex) will designate a special area that will be available for smoking/tobacco use; proper receptacles will be provided. This area is intended to be utilized by adults attending meetings or training events in the Training Center only and shall not be used by other students or staff.