

4.2.3 Illegal Drugs and Alcohol – The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:

1. *Students* – Students will be disciplined in accordance with the Board's Code of Student Conduct.
2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons may be denied re-entry to school property.

b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

4.2.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.

a. *Penalties for Violation*

1. *Students* – Students who violate the tobacco prohibition will be disciplined in accordance with the Board's Code of Student Conduct.
2. *Employees* – Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons who violate the tobacco prohibition may be denied re-entry to school property.

b. *Parental Notification* – Parents and guardians may be notified of actual or suspected violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

**Excused Absences:**

- 1X - Student too ill to attend school (Excused)
- 2X - Death in immediate family-principal discretion (Excused)
- 3X - Legal Requirements
- 4X - Permission by Principal and Consent of Parent

**Truancy Process:**

- First Absence (excused or unexcused) Warning
  - Third Absence (parent conference with counselor)
  - Fifth Absence (Early Warning Court)
  - Seventh Absence (Warrant or Petition for Arrest)
- \*Truancy based on individual classes for high school\***

**BUILDING AND GROUNDS**

Every student is expected to keep the building and school grounds clean and free of litter. It is each student's responsibility to place waste items in trash cans. Each student must do his/her share to see that the school facilities are not damaged in any way. Anyone who damages or destroys school property will be required to pay for the damage. Any students responsible for vandalism will be subject to severe disciplinary action.

**BUSES-RULES AND REGULATIONS**

The bus driver will try to correct inappropriate student behavior. When the driver feels he/she has used all resources available, the student will be reported to the principal or designee. The following disciplinary actions will be enforced to assure compliance with these bus rules and regulations. Violations of bus rules will be handled as if having occurred in school and may include suspension from both the bus and school. In addition to the regular school rules and policies, the following rules apply to students utilizing bus transportation.

1. The driver is in charge of all students who are riding on the bus
2. The driver is authorized to assign seats.
3. Do not throw things at or off the bus or at the bus driver.
4. Students must ride the appropriate bus each day.
5. Students are not to get off the bus at any time from the point of departure until they reach their destination.
6. All students should remain seated until the bus comes to a complete stop.
7. All students must remain seated until the bus comes to a full stop.
8. No student is to have his arms or any part of his body out of the window at any time.
9. Do not carry weapons of any kind on the bus.
10. Do not be destructive.
11. Do not chew gum or eat on the bus.
12. Do not smoke or bring tobacco in any form on the bus.
13. Do not eat or bring beverage containers on the bus.
14. Do not throw any article or object off the bus at any time.
15. Do not use profane language on the bus, or yell out of the windows
16. Keep the bus clean.

17. Be as cooperative, courteous, quiet, and orderly on the bus as you are expected to be in the classroom.
18. Do not put your feet out in the aisle.

**First Written Referral:**

A student referred to the office will receive a copy of the referral with violation(s) and outcome. The school administration will decide the appropriate action for the offense. Removal from the bus is an option. The student is required to give the copy to his/her parents.

**Second Written Referral:**

A parent conference may be required within two (2) school days. If a parent conference is not held within two (2) school days, the student will be denied transportation until a parent conference is held. The school administration will decide the appropriate action for the offense. Removal from the bus is an option.

**Third Written Referral:**

After conferring with student and bus driver, the school administration will decide the appropriate action from a minimum of five (5) school days suspension from bus to permanent removal from bus (loss of privilege). Out of school suspension is an option as well.

**Subsequent Referral:**

The school administration will confer with the student and bus driver. The school administration will decide appropriate disciplinary action including removal from the bus for the remainder of the year.

Any student out of their seat while the bus is in motion will result in a removal from the bus for a minimum of three (3) days.

**\*\*Suspensions may result in parent and student going to truancy court since suspensions are unexcused absences!**

**CAFETERIA**

The Anniston City School System provides a free food service program in each school and participates in the federally sponsored Child Nutrition Program. This program provides nutritious breakfast and lunches to all students. We are a community eligible district; therefore, every student must go through the breakfast and lunch line to receive their meal.

**CAFETERIA GUIDELINES**

The following are rules that students are expected to follow in the school cafeteria:

1. Students are asked to go quietly and quickly to the cafeteria with their teacher without distracting other students who are in class.
2. Students are required to accompany their teacher to the cafeteria during their respective lunch block.
3. Students must remain seated at all times unless they are in the line to get food. Students must ask permission to leave their respective tables for any reason.
4. Students in the vocational building and the gym should walk around the building when the weather permits.
5. Students are asked to make lunch pleasant for all by waiting their turn in line and leaving their tables free of food and spills. Anyone who breaks line will be sent to the