

PROHIBITION OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

The Arab City Board of Education prohibits the use of all tobacco products inside all school buildings and on all school property at all times by students, employees, and visitors.

Smoking and the use of other forms of smokeless tobacco products are prohibited on school buses, in school vehicles, and on the grounds of all Arab City Board of Education facilities at any time during the regular school day as well as the locations of extended day enrichment programs after school, extra curricular activities, and in the summer months during summer school and during scheduled hours of operation.

This policy applies to students, employees of the Arab City Board of Education, and to visitors on the property of the Arab City Schools. Tobacco policies, which are part of the Code of Student Conduct, are extensions of this policy and are not limited by its scope.

In accordance with the requirements of Alabama Administrative Code 290-030-010-.06-2.h.2 the following procedures will be implemented for handling employee infractions:

- 1st Occurrence: Local administrator or appropriate supervisor/employee conference, documented in employee record.
- 2nd Occurrence: Written documentation and warning by local administrator or supervisor, with copy to employee and copy to Superintendent.
- 3rd Occurrence: Formal report to Superintendent, with conference or written reprimand by Superintendent.
- 4th Occurrence: Formal report to the Board of Education of continued insubordination. Employee required to appear before the Board to receive written reprimand.
- 5th Occurrence: Formal hearing by the Board to discuss Board intent to terminate employment.

CONDUCT

The Arab City School System believes that a safe and orderly environment is essential for maximum learning and teaching to occur. Individual schools and/or classrooms shall develop specific rules for student conduct.

Principals and other school personnel shall have both the authority and the duty to take appropriate action whenever the behavior of any student is not consistent with established rules of conduct. Principals shall be responsible for ensuring that students, parents, and staff members have been thoroughly informed regarding pertinent student policies and procedures.

STUDENT SMOKING/USE OF TOBACCO

Students in the Arab City School System shall not be permitted to smoke, use or possess tobacco in any form on the school grounds, at school sponsored activities, or when riding school buses. Students who violate this policy will be subject to appropriate disciplinary action.

BUS CONDUCT

Parents are responsible for the supervision of their children, until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards a bus, he/she becomes the responsibility of the school district.

The Board shall require children to conduct themselves in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a bus, drivers shall inform the student's principal or designee.

The principal or designee shall take appropriate action, and the parents shall be informed of serious and/or repeated offenses.

Children who become serious disciplinary problems on the school bus may have their riding privileges suspended and/or revoked. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

All rules and regulations governing student conduct on regular school transportation shall pertain to student conduct on buses during school sponsored extra-curricular trips.

STUDENT CODE OF CONDUCT

In an effort to fairly and effectively maintain proper learning environments, the Arab City Board of Education has developed a Student Code of Conduct that groups violations into the three classifications:

**INTERMEDIATE OFFENSES
CLASS II**

- 2.01 Defiance of authority—Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel
- 2.02 Possession and/or use of tobacco products—Having or using tobacco products on the school premises or at any school sponsored activity
- 2.03 Intentionally touching, striking, or causing bodily harm to another student
- 2.04 Fighting—Any physical conflict between two or more individuals
- 2.05 Property damage—Intentional and deliberate damage of less than \$100.00 to public, real or personal property
- 2.06 Stealing, larceny, petty theft—The intentional, unlawful taking or carrying away of public, real or personal property valued at less than \$100.00
- 2.07 Possession of stolen property
- 2.08 Threats—Verbal, written, or implied communication that threaten injury to a person, his property, or his reputation
- 2.09 Trespassing—Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited
- 2.10 Possession of fireworks or igniting fireworks
- 2.11 Possessing or display of knife
- 2.12 Offensive touching or pinching of another person or engaging in any activity that is defined as sexual harassment
- 2.13 Written or verbal propositions to promote sexual acts
- 2.14 Use of obscene manifestations (verbal, written, gesture) toward students, school employees, or other persons
- 2.15 Directing obscene or profane language to another student
- 2.16 Unauthorized absence (skipping) from class or school
- 2.17 Unjustified activation of fire alarm or fire extinguisher

4. Groups using any school building shall be responsible for the conduct of both spectators and participants and agree to assume all responsibility for damages or liability of any kind.
 5. The use of alcoholic beverages, illegal drugs, or restricted substances is prohibited in school buildings. Smoking and the use of smokeless tobacco are prohibited in school buildings.
 6. Designated school officials shall be granted admission without charge for administrative, supervisory, or custodial purposes.
 7. The user will assume responsibility for securing police protection when deemed necessary, except when security is required under a contract.
- C. Responsibility—The Board of Education authorizes the Superintendent and staff, as delegated by the Superintendent, to administer this policy within the framework of State Law and Board of Education policy, to establish regulations for the protection of school properties, and to provide for reimbursement of the cost for school facility use. The Board of Education reserves the right to refuse the use of its facilities to any organization for any reason.
- D. Eligibility and Service Charges
1. Educational activities for students is the primary function of school facilities. These activities will be held at no expense to the student groups or schools.
 2. School related organizations such as PTO, athletic or band booster groups, etc. shall be charged no fees.
 3. Non-commercial, educational, civic, recreational, and cultural events are encouraged. Chamber of Commerce and public cooperative organizations devoted to the general welfare of the community may use school facilities. These organizations shall be required to pay a fee to cover the cost of utilities, custodial service, supervision, and other expenses.
 4. School Board employees shall be responsible for opening and closing facilities, operating lights, sound, heating and ventilating equipment, and supervising the facility while in use by a permit holder.
 5. A person, persons, or organization who fails to respond to damages to the property, ordinary wear and tear expected, shall be denied all further applications for use of school facilities, and appropriate legal action will be taken to recover damages.

6. Individual or groups whose motive is to achieve personal gain shall not be allowed to use school facilities.

E. Application

1. Authorization to grant use of school buildings except the Arab High School Auditorium shall be the prerogative and responsibility of the local school Principal and will comply with the requirements set forth in this policy. Application for use of the auditorium shall be processed by the Superintendent or his designee.
2. Reservations and cancellations should be made at least 24 hours in advance. If cost is incurred by the school due to cancellation within the 24-hour notice, such cost will be billed to the permit holder.
3. Authorized usage may not be transferred or sublet to others.
4. Applications from groups of questionable eligibility shall be referred to the Superintendent or his delegate for final decisions.
5. The school reserves the right to cancel any agreement by giving reasonable notice to the parties involved.

F. Arab High School Auditorium

The Board acknowledges the dual responsibility of safeguarding the auditorium from abuse and encouraging the appropriate use of the facility. With this responsibility considered, the Board establishes these specific auditorium policies in addition to those listed in the previous sections of this policy:

1. Condition

- a. Without prior approval from the Board of Education, the auditorium shall not be used for private gain.
- b. Application for the use of the auditorium shall be made to the Superintendent or his designee at least 10 working days in advance.
- c. An administratively approved supervisor must be present for all performances. Custodial services shall be provided as part of the contract.
- d. No food or drink shall be permitted in the building.
- e. No smoking or use of smokeless tobacco shall be permitted in the building.

Subsequent Offenses

In-school disciplinary action such as probation, completion of extra academic assignments, corporal punishment, detention, Saturday School, or suspension at the discretion of the principal or their designated person

Secondary Students (Grades 6 – 12)**First Offense**

In-school conference, parental contact and/or detention when warranted
Special circumstances may warrant disciplinary actions outlined under Subsequent Offenses.

Subsequent Offenses

In-school disciplinary action such as probation, completion of extra academic assignments, in-school suspension, corporal punishment, Saturday School, or suspension at the discretion of the principals or their designated persons.

**INTERMEDIATE OFFENSES
CLASS II**

- 2.01 Defiance of authority – Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel
- 2.02 Possession and/or use of tobacco and/or nicotine products, including but not limited to electronic cigarettes and/or related paraphernalia – Having or using tobacco related products on the school premises or at any school sponsored activity
- 2.03 Intentionally touching, striking, or causing bodily harm to another student
- 2.04 Fighting – Any physical conflict between two or more individuals
- 2.05 Property damage – Intentional and deliberate damage of less than \$100.00 to public, real, or personal property
- 2.06 Stealing – Larceny – Petty Theft – The intentional, unlawful taking or carrying away of public, real, or personal property valued at less than \$100.00
- 2.07 Possession of stolen property
- 2.08 Threats – Verbal, written, or implied communication that threaten injury to a person, his property, or his reputation
- 2.09 Trespassing – Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited
- 2.10 Possession of fireworks or igniting fireworks
- 2.11 Possessing or display of a knife
- 2.12 Offensive touching or pinching of another person or engaging in any activity that is defined as sexual harassment
- 2.13 Written or verbal propositions to promote sexual acts
- 2.14 Use of obscene manifestations (verbal, written, gesture) toward students, school employees, or other persons
- 2.15 Directing obscene or profane language to another student
- 2.16 Unauthorized absence (skipping) from class or school
- 2.17 Unjustified activation of fire alarm or fire extinguisher
- 2.18 Forgery: intentionally disrupting communication between parents and school, such as, changing grades, falsifying attendance records, other actions deemed by the principal to constitute forgery
- 2.19 Violation of the Arab City Schools' Honor Code
- 2.20 Extortion – Threatening another person with the intent to gain money or other valuables
- 2.21 Continued violation of the rules governing the parking of student vehicles
- 2.22 Intentionally/repeatedly providing false information to school personnel
- 2.23 Failure to attend detention or Saturday school
- 2.24 Violation of the 4thward Student Expectations Agreement