

- 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)]

4.2.5 Searches – Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and principal.

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

4.2.6 Drug and Alcohol Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function.

[Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)]

drop off times, etc., please call the CCS Transportation Department.

- Direct all questions or concerns related to disciplinary actions to your child's school administrative staff.
- The driver will not have any information regarding the outcome of infractions submitted to the school office.

BUS RULES

The bus is an extension of the classroom/school. **The school administrator, transportation director, the superintendent and his/her designee are the only authorized CCS staff to make the recommendation to suspend students from the bus.**

The following rules apply:

1. The driver is in charge of the bus and students. Students must obey the driver promptly and willingly.
2. All school rules/regulations are in effect when students are on the school buses.
3. Students must board or exit the bus at their assigned bus stop. Students should not request special consideration.
4. Students must not move toward the bus until the bus has made a complete stop and the doors are opened.
5. Students must remain seated while the bus is in motion and remain seated until the bus has come to a complete stop.
6. The bus driver is responsible for seating arrangements and may assign students to a seat. Students must sit in an assigned seat.
7. Students crossing the road after getting off the bus should walk at least 10 feet in front of the bus to make sure they are seen by the driver. **Students should never walk in the back of the bus.**
8. Students must be quiet at all railroad crossings and road intersections.
9. The school district will hold the student or parent/guardian responsible for any damage to a school bus caused by the student. The parent will be required to make restitution.
10. Students must not transport any item too large to be held in their laps. Alabama law requires that all packages, book bags, projects, band instruments, etc., transported on a bus, fit under the seat. No athletic equipment will be transported.
11. Students must not throw anything from a bus window.
12. Students must keep the aisle free of feet, books or any objects that may obstruct the pathway.
13. Students will not fight, push, play or participate in any activity that would disrupt the process of transporting students or might cause an unsafe environment.
14. Students must not eat or drink on the bus.
15. Students must **never** tamper with or exit the emergency doors or windows unless authorized.
16. Students must use appropriate language. No profanity is allowed.
17. When students are suspended from riding the bus, he/she will not be permitted to ride any CCS bus until the suspension has ended.
18. Electronic devices must not be used on the bus.
19. The playing of cards or any form of gambling on a school bus is prohibited.
20. Parents may not remove a student from a bus after the student has boarded without school approval.
21. Students will not use any aerosol sprays or body products (deodorants, perfume, etc.) on the bus.
22. Students shall **NOT** sit in the driver's seat or attempt to operate any bus mechanisms.
23. Students shall not strike matches, have lighters, use tobacco, alcohol or drugs in any form on the bus.
24. Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.

BUS BEHAVIOR CLASSIFICATIONS AND CONSEQUENCES

CLASS B-I MAJOR OFFENSES:

1. Profanity/threats directed towards the bus driver
2. Tampering with emergency equipment/unauthorized use bus emergency door or window
3. Throwing objects on/out of the bus
4. Use of tobacco or any controlled substances
5. Bullying and/or fighting
6. Possession, threat or use of weapons, explosives or flammables
7. Vandalism to the bus (restitution will be made)
8. Hanging out of the windows
9. Spitting out the windows
10. Sexual offense/sexual harassment

CLASS B-II MINOR OFFENSES:

1. False identification (failing to give the bus driver your name)
2. Excessive noise
3. Horseplay
4. Eating/drinking/ littering on the bus
5. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
6. Getting on/off at an unassigned stop
7. Playing cards on the bus
8. Students are not allowed to have electronic devices on the bus prior to entering and/or exiting the bus. (Note: Students may use the electronic devices while in route as long as all electronic devices are silenced and/or have earbud attachment.)
9. Using body products on the bus
10. Riding a bus while suspended
11. Delaying bus schedule
12. Refusing to stay seated
13. Refusing to obey driver's instructions
14. Disruptive behavior
15. Other offenses as reported by the driver or principal

Suspension from bus transportation does not excuse the student from school attendance. It is the parent/guardian's responsibility to ensure students are transported to and from school.

Students **MUST** be responsible for their own conduct while on the bus, ensuring their actions do not risk their safety or the safety of others.

The goal of the Conecuh County Transportation Department is to provide a safe and enjoyable ride for all students.

Reporting Incidents

Students who have difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the problem cannot be resolved by the driver, then the driver will report the incidents to the school principal. The bus driver has **no** authority to administer disciplinary actions. Please contact your child's school in regards to disciplinary concerns.

Class B – Violations of Bus Rules

Class B violations (Class I, II offenses) include disruptive behaviors that interfere with transporting students in Conecuh County Schools' jurisdiction. Bus drivers are expected to manage general bus disruptions and distractions. When the action taken by the drivers is ineffective or the disruption is severe, the drivers may write a bus referral for a Class B-I offense or a Class B-II offense. The referral is submitted to the school principal for disciplinary action, which could include bus suspension, out of school suspension, or expulsion.

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES

Elementary Students (K-5)

- **First Offense:** Parental contact and disciplinary action.
- **Subsequent Offenses:** Suspension up to 2 school days, corporal punishment and/or other disciplinary action as determined appropriate by the administrator. Subsequent Class II offenses may be handled as Class III offenses.

Middle School and High School Students (6-12)

- **First Offense:** Could result in one of the following: Corporal punishment, ISSP (up to 5 days), suspension for 1-5 school days or detention
- **Subsequent Class II Offenses:** May be handled as Class III offenses.

CLASS III OFFENSES

- A. Vandalism - intentional and deliberate action resulting in injury or damages of less than \$50.00 to public property or the real or personal property of another.
- B. Stealing, larceny, petty theft - the intentional unlawful taking, or carrying away of property valued at less than \$25.00 belonging to or in the possession or custody of another.
- C. Receipt, possession, or transfer of stolen property with the knowledge or reasonable suspicion that it is stolen.
- D. Intentional action or threats - verbal or printed communication threatening or causing an injury to the person, property or reputation of another
- E. Extortion - verbal or printed communication threatening an injury to the person, property or reputation of another, with the intent to extort money or take advantage of any person or to force one to do any act or refrain from doing any act against his/her will
- F. Trespassing - willfully entering or remaining on any school property without being authorized, licensed or invited; or after having been authorized licensed or invited, refusing to depart when requested to so do by an authorized person
- G. Unjustified activation of a fire alarm system or fire extinguisher
- H. Written or verbal proposition to engage in sexual acts.
- I. Use or possession of obscene and/or pornographic materials
- J. Use of beepers, pagers, and/or cellular phones in school buildings or on school buses without prior administrative approval.
- K. Gross abuse or misuse of computers, programs, or equipment
- L. Fighting
- M. Possession and/or use of tobacco products, to include matches or lighters, in school buildings or on school buses - possession on the person, in the locker, or in the effects of a student
- N. Leaving campus without written permission
- O. Igniting fireworks or firecrackers on school property (including bus).
- P. Harassment – intent to harass, annoy, intimidate, or alarm another person, either socially, physically, or emotionally.
- Q. Cyber bullying
- R. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense
- S. Subsequent (2 or more) Class II offenses

DISCIPLINARY ACTIONS FOR CLASS III OFFENSES

Elementary Students (K-5)

- **First Offense:** Parental contact and could include the following: corporal punishment, detention or suspension for up to ten (10) school days.
- **Subsequent Offenses:** Suspension and/or other disciplinary action.

Middle School and High School Students (6-12)