

which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

- 4.5.5 Tobacco and Related Products – No smoking or use of tobacco, vapor, E-Cigarettes or other related products of any kind, is permitted in school buildings, offices, buses, on campus, or at any school functions, athletic or other, whether on or off school property. School gymnasiums and lobbies are included in this prohibition, and signs are to be posted for visitors. This policy is to be enforced uniformly, on a county-wide basis, at all school events, regardless of the time of day. This tobacco ban applies to all students, employees, visitors, and volunteer assistants.
- a. Penalties for Violations
1. Students – Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s Code of Conduct.
 2. Employees – Failure to adhere to this policy will result in the employee receiving the following:
 - A. First Offense: Verbal Warning;
 - B. Second Offense: Written Warning;
 - C. Third Offense: Referral to the DeKalb County Board of Education for possible termination based on insubordination.
 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 suspect violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Conduct.
Reference: ALA. CODE §16-1-24.1 (1975); ALA. ADMIN. CODE 290-3-1-.02(1)(b)]
- 4.5.6 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)]
- 4.5.7 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)]
- 4.5.8 Adoption of Statutory Penalties and Consequences – Persons who violate the Board’s prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, re-admission, and other provisions set forth in ALA. CODE §16-1-24.1 and 24.3 (1975).
- 4.5.9 Accident – The Board of Education shall require all accidents occurring on school grounds or in school facilities to be reported immediately to the principal's office. The principal shall

diploma and valid and current Alabama Substitute Teacher's Certificate or Alabama Teacher's Certificate.

- e. *Teacher Aides* – Teacher assistants must, at a minimum, possess (i) a high school diploma or its equivalent; (ii) a two year diploma from a college or university (or the equivalent hours) or pass the Work Keys Assessment; and (iii) a certificate from the State Department of Education verifying a “clear” status resulting from a background check.
- f. *Bus Drivers* – In addition to the requirements established by the State Board of Education, a bus driver must: (i) hold a valid commercial driver's license, (ii) complete a minimum of twelve (12) hours of approved instruction in school bus driving, (iii) satisfactorily complete a written examination driver's performance test approved or administered by the State Department of Education of State Superintendent, (iv) complete additional Board requirements as required by the Superintendent or his designee. A bus driver must also meet any requirements of the entity providing the Board's automobile liability coverage.
[Reference: ALA. CODE §16-27-4 (1975)]

5.2.3 Dress Code for Adult Personnel – In keeping with the professional expectations of the DeKalb County Board of Education, DEA, and ESPO, employees will:

- a. Act and dress as professionals.
- b. Set a good example for the youths they teach and serve.
- c. Remember that children and teenagers are impressionable.
- d. Be good role models.
- e. Always be clean, neat, and dressed appropriately for the profession.
- f. The Board recognizes that at times it is necessary for shop personnel, P.E. personnel, and lower elementary personnel, to wear clothing appropriate for their activities. However, every effort should be made to change to more conventional clothing at the earliest opportunity.
- g. Under no circumstances should personnel violate any dress code required for high school students

5.2.4 Tobacco Use Prohibited – No smoking or use of tobacco products of any kind, is permitted in school buildings, offices, buses, on campus, or at any school functions, athletic or other, whether on or off school property. School gymnasiums and lobbies are included in this prohibition, and signs are to be posted for visitors. This policy is to be enforced uniformly, on a county-wide basis, at all school events, regardless of the time of day. This tobacco ban applies to all students, employees, visitors, and volunteer assistants. Employees of the DeKalb County Board of Education are prohibited from use of tobacco products (cigarettes, snuff, chewing tobacco, etc.) while on school Board owned or operated property. This ZERO TOLERANCE mandate includes extra-curricular school activities held after school hours during the time the employee is in charge of supervising students, whether on or off school campus, or in transit with a student group, team or club.
Failure to adhere to this policy will result in the employee receiving the following:

- a. First Offense: Verbal Warning
- b. Second Offense: Written Warning
- c. Third Offense: Referral to the DeKalb County Board of Education for possible termination based on insubordination.

shall be used but is not limited to:

- a. First Offense -Student/Administrator conference with bus conduct report sent to parents.
- b. Second Offense -Student/Parent/Administrator conference.
- c. Third Offense -Suspension from school bus.
- d. Other -In keeping with Student Code of Conduct. Suspensions from the bus vary in time lengths:
 - i. First suspension -3 days
 - ii. Second suspension -5 days
 - iii. Third suspension -10 days
 - Students suspended from the bus three times will receive a long term suspension if a discipline referral is turned in after that. Follow due process. Also, follow procedures for students with disabilities as furnished by Special Education Department.

Some serious violations of bus rules will result in automatic suspension of bus privileges by Principal. These violations are:

- a. Fighting
- b. Weapons on the bus
- c. Damage to the bus. (Parents are responsible for cost of the damage to the bus.)
- d. Use or possession of alcohol, drugs, tobacco or any other controlled substance.
- e. Any offense which Principal may deem reasonable to fall within the category of acts of misconduct. Continued violation of bus regulations could result in Principal's recommendation of expulsion.

8.5 Bus Driver / Substitute Driver Job Qualifications and Duties

Qualifications:

- a. The qualifications for a school bus driver shall be in compliance with regulations established by the Federal Government, State Department of Education and the DeKalb County Board of Education.
- b. Each applicant shall fill out in detail and in his or her own handwriting a driver's application form as prescribed by the DeKalb County Board of Education.
- c. Each applicant shall possess a valid Commercial Driver's License (CDL).
- d. Each applicant shall possess a valid Alabama School Bus Driver's Certificate.
- e. Pass a medical examination upon initial employment thereafter meet such requirements as prescribed by law, which includes drug and alcohol testing. Medical clearance is needed for driver including condition of heart, blood pressure, diabetes, arthritis, hearing, vision and overall physical condition. (TB Skin test is no longer required.)
- f. Pass a drug test.

5.14.2 Use of Trained Dogs for Searches

To assist the schools in providing a safe, drug-free environment, the Board of Education will permit law enforcement agencies or agencies contracted to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs. The timing of such visits will be known only to the Principal and Superintendent.

5.15 ***Prohibited Products, Weapons, and Actions***

5.15.1 Possession of Tobacco

This act provides penalties, charges and court procedures regarding any minor possessing, using, purchasing, or transporting tobacco or tobacco products. A fine of not more than \$50 is established for each violation.

(Act 97-423)

5.15.2 Tobacco, Vapor, E-Cigarettes, Alternative Nicotine Products, or Other Related Products Prohibited

No smoking, use of tobacco, vapor, e-cigarettes, alternative nicotine products, or other related products of any kind will be permitted on campus or at any school function, athletic or other, whether on or off school property.

5.15.3 Drug Dealing

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

(Act 94-783)

5.15.4 Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm

The school Principal shall notify appropriate law enforcement officials when a person violates local Board of Education policies concerning drugs, alcohol, weapons, or physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the Principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days.

(Act 94-784)

If a person is found to have violated a local Board of Education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local Board of Education as a condition for readmission.

5.15.5 Weapons in School

Section 1: Policy

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. *(Act 94-817) Code of Alabama 13A-11-72(d) (1975)*