

district attorney, will be notified by the principal of violations of this policy.

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

4.02.3 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.

4.02.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. For the purposes of this policy, “tobacco product” is defined to include cigarettes, 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, cigars, blunts, bidis, pipes, chewing tobacco, snuff and other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, vaping, chewing, dipping, or any other use of tobacco products, including CBD and THC.

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)]

- 4.02.5 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)]

- 4.02.6 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)]

- 4.02.7 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).

4.03 *Accreditation*

The Board will implement and adhere to such accreditation policies, principles, standards, and procedures as may be established or required by Cognia as a condition to receiving or maintaining accreditation.

4.04 *Use of Board Property*

- 4.04.1 Equipment, Supplies, Materials, Vehicles – Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the Board may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-Board related use or purpose. Such property may not be removed from Board premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the Superintendent.

drug abuse program sponsored by an approved private or governmental institution, at no expense to the School System. This alternative shall be allowed at the sole discretion of the Superintendent.

6. All employees shall abide by this procedure/policy during any period of employment with the School System.
7. All employees are hereby notified of this procedure by its presentation in the Policy Manual/Employee Handbook.

Smoking and the Use of Tobacco Products (4.2.4)

The Board discourages the use of tobacco and tobacco-related products. Effective with the adoption date of this policy, the Board prohibits smoking and use of tobacco products inside Board facilities, on property owned by the Board, or on school buses or other vehicles operated by employees of the Board. The Board also prohibits smoking and the use of tobacco products by employees when performing duties and responsibilities for the Board. The following penalties apply to employees who are found smoking or using other tobacco products on property owned by the Board:

1st Incident: The principal/supervisor will prepare a written memorandum or warning describing the incident and reminding the employee of the Board's policy. The original will be given to the employee and a copy will be placed in the personnel folder for that employee.

2nd Incident: A conference will be held with the following persons present: the employee found using tobacco products, the employee's principal or immediate supervisor, and the Superintendent's designee.

3rd Incident: To continue using tobacco products on Board property after receiving two warnings is considered to be insubordination. The facts of this matter will be presented to the Board for further action.

Sick Leave (5.10.3)

Leave with pay may be granted employees of the School System for absences from their assigned duties due to death, injury, or illness that prevents such employees from discharging their duties. Authorization is granted under provision of State law rules and regulations of the State Board of Education, and policies of the Board. All absences from work should be recorded in the Frontline software by the employee and/or a school campus user.

Definition of Sick Leave

Sick leave is defined as the absence from regular duty by an employee because of the following:

1. Illness of employee;
2. Bodily injury that incapacitates an employee;

and/or operated by the school district. Any information obtained through the use of surveillance equipment may be used for disciplinary or law enforcement purposes.

SCHOOLPROPERTY DAMAGE

Students and their parents will be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all types, as well as equipment, buildings, and grounds.

TOBACCOFREE CAMPUS

Smoking/tobacco is not permitted by any person on school properties (inside or outside buildings) that are operated by the Elmore County Board of Education. Smoking/tobacco use is also not allowed by parent chaperones or school personnel while attending field trips or participating in any school sponsored activity.

TEXTBOOKS

All textbooks are furnished. Each student must have a signed textbook permission slip before textbooks can be issued. If a book becomes damaged or lost, **it must be paid for before another book will be issued.**

BUSTRANSPORTATION

Elmore County Public Schools makes every attempt to pick up at approved bus stops, take to school, and take home all school-age children of Elmore County. Transportation service is a privilege and may be adjusted, suspended, or removed from any child through the proper procedures as set forth in the Student Handbook, Code of Conduct, and Board Policy as approved every year by the Board of Education of Elmore County.

All bus routes reflect the best possible routes that can be established by the Transportation Department on state, county, and city roadways. The school bus shall not be used for transportation of school children to and from school on or through private property unless approved by the Superintendent. Approval must be through the submission of a *Private Road Agreement Application*. This approval must meet criteria regarding safety, road condition (to include, but not limited to, width, distance, proper road maintenance, and road surface), and appropriate turnarounds. If controversy arises due to bus service on or through private roads, bus service will be terminated until the conflict is resolved. The expense of the resolution will be the responsibility of the property owners.

The Transportation Department requests that your child(ren) arrive at the designated stop at least 5 minutes prior to the bus arrival. Bus drivers have been instructed not to wait for students unless inclement weather conditions occur. Please note that the driver is directed to stop only ONCE at a designated stop. Often drivers travel through a street and must return by passing a designated stop again. **BUS DRIVERS HAVE BEEN DIRECTED TO MAKE ONLY ONE STOP.**

In order for a bus driver to release nine year old and younger students off the bus, an adult guardian must be present at the stop. If an adult is not present at the stop, the bus driver must transport the student back to school to be picked up. If the parent would like the child to be released without an adult supervisor at the stop, the parent must complete and sign a letter or release.

The routes should reflect the safest and most efficient use of the school bus as possible. When any roadway is determined to be unsafe for school bus travel by the Superintendent of Elmore County, the Elmore County Board of Education Transportation Department, or the Alabama Department of Pupil Transportation, the route will be adjusted to reflect the best possible alternative route. For the safety of all children, no one is allowed to enter or ride a school bus unless he/she is assigned as a regular route.

K-3:	1 st offense – parent contact and detention (1 day) or school-designated disciplinary action 2 nd offense – Detention (2 days) or school-designated disciplinary action 3 rd offense – Detention (3 days) or school-designated disciplinary action 4 th offense – In-school suspension (1day) or school-designated disciplinary action
4-6:	1 st offense – In-school suspension (3 days) or detention (3 days) 2 nd offense – In-school suspension (5 days) or detention (5 days) 3 rd offense – ECAP (3 days)
7-12:	1 st offense – In-school suspension (3 days) 2 nd offense – ECAP (3 days) 3 rd offense – ECAP (5-10 days)

BC Possession and/or use of tobacco products, matches, lighter, e-cigarettes, vapor devices – having or using tobacco products on the school premises or at any school-sponsored activity.

- Unauthorized possession of tobacco paraphernalia, tobacco, or nicotine products or non-controlled substances that are represented to be tobacco.
- Students must complete SEL module while serving day at ECAP and before returning back to base school.

K-3	1 st offense – Parent contact and detention (1 day) or school-designated disciplinary action 2 nd offense – Detention (2 days) or school-designated disciplinary action 3 rd offense – Detention (3 days) or school-designated disciplinary action 4 th offense – In-school suspension (1 day) or school-designated disciplinary action
4-6	1 st offense – ECAP (5 days) 2 nd offense – ECAP (10 days) 3 rd offense – ECAP (15 days)
7-12:	1 st offense – ECAP (5 days) 2 nd offense – ECAP (10 days) 3 rd offense – ECAP (15 days)

BD Battery upon students – intentionally hitting, striking, or any forceful blow to cause bodily harm and includes any other action that may create a health issue.

- Police report will be filed with local law enforcement.
- After two or more incidents, the school board may take legal action against the student.

K-3:	1 st offense – In-school suspension (3 days) 2 nd offense – In-school suspension (5 days) 3 rd offense – In-school suspension (10 days)
4-6:	1 st offense – ECAP (10 days) 2 nd offense – ECAP (30 days) 3 rd offense – ECAP (60 days)
7-12:	1 st offense – ECAP (10 days) 2 nd offense – ECAP (30 days) 3 rd offense – ECAP (60 days)

BE Property damage – an intentional action resulting in injury or damages up to \$100.00 to public property, or the real or personal property of another. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. School bus damage: student will forfeit bus privileges until full restitution is made. Law enforcement may be notified. If the student destroys a chromebook, they will be provided textbooks to complete written assignments unless the parent/guardian would like to make a monetary donation to pay for it to be replaced.

K-3:	1 st offense – Parent contact and detention (1 day) or school-designated disciplinary action 2 nd offense – Detention (2 days) or school-designated disciplinary action
------	--