

- 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)]

**Escambia County Board of Education
Division of Human Resources**

The school system has identified a partial list of general rules of conduct which, if violated, will bring disciplinary action against the employee. This is by no means a comprehensive list, only a sample of behavior or performance that is unacceptable. The actions listed below will result in disciplinary action ranging from verbal or written warnings to suspension or to immediate discharge depending on the circumstances.

1. Excessive absences or tardiness.
2. Insubordination.
3. Failure to follow established work procedure.
4. Using inappropriate, abusive or threatening language.
5. Discrimination or harassment (sexual or otherwise).
6. Criminal offense on system property or conviction of crimes involving immorality.
7. Absence without notification. Any employee who has been absent from work for more than ten (10) consecutive days and who has not obtained an approved leave or otherwise accounted for the absences will be considered to have abandoned his/her job. The employee will be recommended for termination.
8. Restricting work or interfering with the work of other employees.
9. Unauthorized possession of system property.
10. Failing to return from leave of absence as scheduled.
11. Loafing, loitering, or sleeping on the job.
12. Conducting personal business on system time.
13. Gambling on system premises.
14. Using or being under the influence of intoxicants or narcotics on system premises or while performing your duties off system property.
15. Fighting, assault, disorderly, offensive, or immoral conduct.
16. Falsifying any system records or employment application.
17. Possessing firearms, weapons, explosives, etc., on system premises.
18. Violating safety regulations.
19. Horseplay or use of machinery, equipment, or tools in a hazardous manner.
20. Creating or contributing to any unsanitary condition.
21. Damage to or improper use of system property either willfully or through negligence.
22. Intentional waste of system property.
23. Unauthorized solicitations or distributions during working time.
24. Disclosure of confidential system information to outsiders without proper authorization.
25. Leaving system premises during working hours without permission (other than the lunch period if job duties allow).
26. Other good and just cause.

Smoking / Tobacco Products

Smoking and the use of tobacco product is prohibited on school system grounds, as they are tobacco free by Board policy. This also includes electronic tobacco-less substitutes such as "e-cigs". Should job responsibilities, job location, and the supervisor allow an employee to leave the premises during a lunch or break period for a smoke or tobacco product break, then the employee must limit the absence from work to the 30-minute lunch period and/or the 15-minute break time. There will only be two breaks a day allowed; they cannot be broken down into shorter time periods to allow more than two breaks a day.

Substance Abuse / Alcohol Use

This system has a zero tolerance for substance abuse and alcohol use on the job. This is an offense that requires recommendation for termination without progressive discipline. Supervisors are trained in recognizing potential impairment from drugs or alcohol. With reasonable suspicion of impairment, the supervisor may refer an employee to a testing facility.

The Americans with Disabilities Act (ADA) prohibits employers from discharging employees solely because the employee may have been an alcoholic. However, there is no protection for practicing alcoholics and drug abusers. If you are caught at work under the influence of alcohol or drugs, you may expect to be recommended for termination.

Because alcoholism is viewed as a disability, employers are required to reasonably accommodate such a disability as long as the employee is not abusing alcohol. If the employee comes forward and seeks treatment

OTHER D Offenses Tobacco, Smokeless Tobacco Products

The Escambia County School System recognizes the dangers of smoking and the significant impact smoking has on the health of students and adults. The following guidelines will be in place to address the use of tobacco products.

Students are prohibited from possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to any of the same, any tobacco or tobacco products. Possession and/or use of tobacco and smokeless tobacco products to include: counterfeit, imitation and/or look-alike substances, electronic cigarettes, vaporizers, or vaping devices, any other device or paraphernalia of any kind that can be used for smoking or to be inhaled, etc. and actual smoking of tobacco are prohibited on school grounds, at a school function, or when representing the school.

Administrative Disciplinary Actions Grades K-12

Disposition 1 st Offense	Disposition 2 nd and Subsequent Offenses
<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student • Referral to the School Counselor for Prevention counseling <p>Grades K-5</p> <ul style="list-style-type: none"> • Up to 3 days suspension <p>Grades 6-12</p> <ul style="list-style-type: none"> • Up to 5 days suspension 	<ul style="list-style-type: none"> • Notify parents/guardians • Conference with administrator, parents/guardians, and student • Referral to the School Counselor for Prevention counseling <p>Grades K-5</p> <ul style="list-style-type: none"> • Up to 5 days suspension <p>Grades 6-12</p> <ul style="list-style-type: none"> • Up to 10 days suspension

Because the Escambia County School Board is committed to a humanitarian, constructive and supportive approach to help all students who exhibit alcohol and other drug abuse problems and to the families of such students, assistance will include referrals to appropriate outside agencies as well as support from school system professional staff. If professional recommendations cannot be complied with due to financial hardships, community resources will be explored. Any treatment recommendation becomes the responsibility of the parents.