

CHAPTER 3.00 - SCHOOL ADMINISTRATION

TOBACCO USE IN SYSTEM FACILITIES

3.45

The Leeds City Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Leeds City Board of Education. This includes a public school building, Leeds City Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Leeds City Board of Education.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on Leeds City School System property at any time.

School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Leeds City School System property designating the school property as a tobacco free facility.

Leeds City Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to; reprimand, suspension pending a hearing, and termination of employment. Students who violate this policy are subject to discipline as described in student handbooks and the Code of Student Conduct.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.45

All persons privileged with any medical information that pertains to students or employees are required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a "need-to-know" review shall be made. Such a review committee shall include the parent/guardian of the affected student, the student if over age 18, the affected employee or his/her representative.

Drug Free Workplace Information (Policy 6.72)

The Leeds City School System abides by and enforces the rules of the Drug Free Workplace Act of 1988 and all state laws that support a drug free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board's workplace is prohibited. Any employee violating this policy is subject to disciplinary action, including termination of employment. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on or in Board property is subject to disciplinary action, including termination of employment. Each employee is required by the Drug Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on School Board property. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a Judge or jury in any federal or state court. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.

Tobacco Free Workplace (Policy 3.45)

The Leeds City Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Leeds City Board of Education. This includes a public school building, Leeds City Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Leeds City Board of Education. Leeds City Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment.

Medical Examinations (Policy 6.16.1)

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a Leeds City Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s), to be submitted to the Superintendent with a copy being forwarded to the employee. Employees shall provide documentation of satisfactory medical examinations from licensed health professionals as required by state health department requirements.

TOBACCO

Students shall not possess, transmit, or use tobacco-related products in any form, including, without limitation, lighters, matches, or rolling papers.

ALCOHOL AND DRUGS

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, counterfeit drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind.

Use of medications as prescribed in the system's medicine policy, is not in violation of this prohibition. However, students shall at all times observe all school rules governing the possession and use of medications. All drugs shall be kept in the original container in the school office unless a physician's statement requires a medication to be kept with a student.

LOST AND/OR DAMAGED TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL ISSUED DEVICES

Parents are responsible for the replacement cost of lost or damaged textbooks and lost or damaged library books.

In addition, parents are responsible for the repair or replacement costs of any technology devices checked out to students. School issued devices (i.e. Chromebooks, iPads, etc.) to students are subject to normal wear and tear as students use them throughout the school year. However, school issued devices to students that need repairs as the result of misuse, vandalism, user accidents, etc. will be assessed a repair cost of \$15 to \$150 depending on the nature of the repair. In addition, repair costs that exceed \$150 will be subject to the replacement cost for the device.

STUDENTS WHO WITHDRAW WITH DISCIPLINE PENDING

Any student who is subject to a disciplinary order in the City of Leeds Board of Education who withdraws from school and then seeks to re-enter school shall remain subject to such disciplinary order for any period of time remaining on such order at the time of the student's withdrawal.

CLASS I DISCIPLINARY ACTION

GRADES K-5

- First Offense:** Principal/student or teacher/student conference or parental contact.
- Subsequent Offenses:** Principal/student conference, parental contact, disciplinary probation, required in-school parental conference, supervised in-school suspension, or out-of-school suspension for one (1) to three (3) days at the discretion of the principal or designee. Corporal punishment may be administered according City of Leeds Board of Education policy.

GRADES 6-12

- First Offense:** In-school conference (teacher/student or principal/ student), disciplinary probation and parental contact when necessary.
First Offense Horseplay – One (1) day ISS
- Subsequent Offenses:** Principal/student conference, parental contact, required in-school parental conference, out-of-school detention (after or Saturday), supervised in-school suspension, or out-of-school suspension for one (1) to three (3) days at the discretion of the principal or designee. Corporal punishment may be administered according to City of Leeds Board of Education policy.

CLASS I OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.

CLASS II INTERMEDIATE OFFENSES

- 2.00 **DEFIANCE OF SCHOOL BOARD EMPLOYEE'S AUTHORITY** - Any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a school board employee. This can result in an automatic suspension of up to five days from school for Grades 6 – 12.
- 2.01 **POSSESSION AND/OR USE OF TOBACCO PRODUCTS, E-CIGARETTES, VAPING PRODUCTS, OR RELATED PARAPHERNALIA INCLUDING LIGHTERS AND MATCHES** (See also 3.31 for second offense and beyond in the same school year for possession and/or use of e-cigarettes, vaping products, or related paraphernalia)