

**STUDENT USE AND POSSESSION OF TOBACCO AND ALCOHOL**

No student shall possess tobacco or alcohol in any form in school buildings, on a school campus, on a school bus, or at any school function on or away from the school campus.

Violations of this policy are subject to disciplinary action outlined in the Oxford City Schools *Code of Student Conduct*.

**SOURCE:** Oxford City Board of Education, Oxford, AL  
**ADOPTED:** July 22, 2008

**TOBACCO USE BY PERSONNEL**

The School System prohibits the use of tobacco in any form in any School System building, on any School System property, on or in any School System vehicle, or at any school or School System function. The prohibition of the use of tobacco in any form shall apply to students, employees, or patrons in attendance on School System property.

Any employee who violates this policy is subject to job action as follows:

1. Verbal reprimand
2. Written reprimand
3. Superintendent referral

**SOURCE:** Oxford City Board of Education, Oxford, AL  
**ADOPTED:** July 22, 2008  
**LEGAL REF.:** The Code of Alabama, 16-11-18

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**TOBACCO USE, VISITORS, AND THE PUBLIC**

In accordance with the mission of the Oxford City Board of Education to promote the welfare of the young people entrusted to its care, the Board acknowledges the harmful effects of cigarettes and other tobacco products both to the smoker and to those around him/her. Smoking and the use of tobacco products is prohibited in all Oxford City Board of Education buildings, on school buses, in school vehicles and on the grounds of all facilities at any time including the locations of extended day, enrichment and extracurricular activities. This policy applies to the students, staff, general public, contracted workers, visitors, and volunteers on the property of the Oxford City Board of Education including anyone attending extended day, enrichment and extracurricular activities.

**SOURCE:** Oxford City Board of Education, Oxford, AL  
**ADOPTED:** July 22, 2008

- 1.04 Unexcused tardiness – reporting late to school or class
- 1.05 Non-conformity to dress code
- 1.06 Inappropriate public display of affection – including but not limited to, embracing and kissing.
- 1.07 Rude and inappropriate behavior in hall, classroom, lunchroom, assembly, pep rally or other school function.
- 1.08 Failure to return report cards/envelopes or required correspondence within time period directed by teacher or administrator.
- 1.09 Littering on school property or bus(es).
- 1.10 Improper care of school textbooks and/or technology equipment
- 1.11 Unauthorized use of school or personal property of others
- 1.12 Unintentional and/or non-directed use of profane or obscene language
- 1.13 Any other violation which the principal may deem just and sufficient to fall within this category after consideration of extenuating circumstances

**DISCIPLINARY OPTIONS/MINOR OFFENSES: CLASS 1**

**ELEMENTARY (K-6)**

Verbal reprimand; Non-corporal punishments; Parental notification; \*Corporal Punishment; and parental notification

\* Corporal punishment may be used as a last resort after other disciplinary tactics have failed and if determined appropriate on a case-by-case basis.

**MIDDLE/SECONDARY (7-12)**

Verbal reprimand and/or parental legal guardian/custodian notification, (no corporal punishment); Non-corporal (informal) disciplinary actions; \*Corporal punishment and parental notification; One-two-three day internal suspension and parental notification; One-two-three day external suspension and parental/legal guardian/custodian notification.

\*Refer to Board of Education policy 5.23 regarding guidelines to be used in administering corporal punishment.

A parent/legal guardian/custodian is to accompany the student EACH time the student returns to school after an external suspension.

**INTERMEDIATE OFFENSES – CLASS 2**

2.01 Insubordination – defiance or disrespect of school board employee's authority; any verbal or non-verbal refusal to comply with a lawful direction or orders of a school board employee.

- 2.02 Possession and/or use of tobacco products, electronic cigarettes, smoking paraphernalia, or any oil, liquid, or wax product which could be used in electronic cigarettes or other smoking paraphernalia, or any synthetic or organic substance marketed or manufactured as a substitute for a tobacco product.
- 2.03 Unauthorized absence from class or campus or being on another campus without authorization.
- 2.04 Fighting on school grounds, bus (es) or at school events – any physical contact between two or more individuals
- 2.05 Falsifying a signature of parent/legal guardian/custodian, school personnel, or other person
- 2.06 Use of verbal, written, or gestured obscene manifestations directed toward another person and the possession of obscene (pornographic) literature or pictures
- 2.07 Cheating on any assignment or test
- 2.08 Failure to move to a designed area of the school upon arrival on campus (loitering in parked cars or buses).
- 2.09 Activating a fire alarm or extinguisher
- 2.10 Malicious mischief or graffiti on school property or bus (es).
- 2.11 Offensive touching or physical contact with another person
- 2.12 Gambling – in any form for the exchange of money or goods
- 2.13 Intentionally falsifying information to or about a teacher, administrator or other personnel
- 2.14 Causing physical injury to another student through carelessness or rough play
- 2.15 Causing emotional injury to another student by using racial or ethnic slurs, ridicule, name calling, intimidating, bullying, threatening, student-to-student harassment, electronic or technologically assisted harassment, etc.
- 2.16 Buying, selling, or trading items on school property not approved by the principal and/or Board
- 2.17 Any other offense which the principal may deem just and sufficient to fall within this category after consideration of extenuating circumstances
- 2.18 Possession and/or use of non prescription medication or unauthorized possession or use of medication prescribed to the student.

### **DISCIPLINARY OPTIONS/INTERMEDIATE OFFENSES – CLASS 2**

#### **ELEMENTARY (K-6)**

Non-corporal punishments and parental/legal guardian/custodian notification; \*Corporal punishment and parental/legal guardian/custodian notification; One to nine days in-school suspension and parental/legal guardian/custodian notification; One to nine days external suspension and parental/legal/guardian/custodian notification.

## Appendix C

### **SMOKING/USE OF TOBACCO PRODUCTS**

All Oxford City School properties are tobacco free zones.

Smoking and/or use or possession of tobacco, other smoking substances and/or tobacco products are hereby prohibited by all students in grades Kindergarten (K) through twelve (12) in or on school properties during the regular school day and all school-sponsored activities.

The regular school day is defined as the normal hours the schools are open to students for instructional purposes. The regular school day begins for students at the time of arrival on the respective school premises (school-owned property, school buses, parking lots, etc.). A school activity is defined as any activity (play, athletic event, recital, etc.) under the sponsorship and supervision of a school or the School System.

Students violating this policy shall be subject to punishment by school officials.

## Appendix D

### **STUDENT ALCOHOL AND DRUG USE** (Substance Abuse)

It shall be the policy of the Board that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, huffing, or having in possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana, steroids or any mind-altering drug or material, or controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

Any alcohol or drug-related violation of criminal law, state or federal, committed on school property shall be prosecuted as provided by law. Provided students are apprehended using or dispensing any substance as defined above, school officials, teachers, and/or other Board employees shall report all such students to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office.

The principal shall immediately notify by telephone the parent/legal guardian/custodian of any student found in violation of this policy. If the parent/legal guardian/custodian cannot be reached by phone, the principal shall then notify the parent/legal guardian/custodian of the action by sending a certified letter. Care shall be given to afford due process to all students.

#### Applicable Procedures – Substance Abusers

A school staff member shall be expected to accompany any student to the principal's office when there is reasonable cause to believe the student to be in possession of, using, under the influence of, or transmitting an illegal substance while on school property or while attending a school sanctioned/sponsored function or activity. When a student is found to be a substance abuser, the principal or designee shall comply with the following procedures in order to safeguard the student and the total school environment:

1. Keep the student in a secured area of the building away from other students.
2. Notify, if possible, the parent/legal guardian/custodian of the student and request he/she come to the school immediately.
3. Notify the authorities.

**BEHAVIOR EXPECTATIONS AND RULES** ACS School officials will impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus conduct rules and regulations adopted by individual schools and the transportation department: 1. Obey and cooperate with the bus driver (the driver may assign seats for students); 2. Be seated immediately after boarding and remain seated; 3. Do not talk to the driver except in emergencies; 4. Do not scuffle with or harass other students; 5. Do not fight, quarrel, yell, or use profanity; 6. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats; 7. Keep hands, head, and objects inside the bus; 8. Do not eat, drink, or chew gum on the bus; 9. Do not smoke or strike matches/cigarette lighters on the bus; 10. Do not bring fireworks, weapons, replicas or anything that may endanger the lives of others on the bus; 11. Do not commit careless or willful acts which may cause injury to others; 12. Keep bus clean by picking up any trash that is dropped; 13. Do not commit careless or willful acts which may cause damage to the bus (parent/legal guardian may be held financially responsible for repairs or replacement); 14. Ride to and from school on the bus assigned unless approved by the principal.

**ADMINISTRATIVE RESPONSES TO DISCIPLINE REFERRALS FOR VIOLATION OF BUS EXPECTATIONS AND RULES MAY INCLUDE, BUT ARE NOT LIMITED TO:** First Offense: Suspended from riding the bus for one (1) week; Second Offense: Suspended from riding the bus for one (1) month; Third Offense: Suspended from riding the bus for the remainder of the school year.

**CODE OF STUDENT CONDUCT** It is the belief of the Auburn City Board of Education that effective, quality education requires orderly procedures and discipline. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly, and academically conducive atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Acting in the best interest of this community, the policy of the Auburn City Board of Education is to require the principals, faculties, staffs, students, parents and guardians to adhere to and to comply with this Board of Education approved Code of Student Conduct (CSC). As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures described for violations of established standards shall apply to students in Grades K-12. \*Wherever the "principal" is referred to in this Code of Student Conduct, it shall be understood "his/her designee" also applies. Whenever the "Superintendent" is referred to in this Code of Student Conduct, it shall be understood "his/her designee" may also apply.

**SCHOOLS' CODE OF STUDENT CONDUCT** Each school has a code of student conduct that specifically defines additional behavior expectations for students at their school. The school plans are consistent with ACS Policy, the ACS PARENT AND STUDENT HANDBOOK, and the Code of Student Conduct's definitions of student violations and administrative responses and the Code of Alabama.

**CLASSIFICATIONS OF VIOLATIONS** Violations of the established standards are categorized according to the type of violation and subsequent disruption of the educational environment of the student and others. Each type of violation is followed by a range of disciplinary responses. The specific response to be implemented will be determined by the school principal, the school assistant principal, the Superintendent's designee, and/or the Board of Education based on the severity of the act and the judgment of the administrator. In the event the disciplinary infraction was of a violent or dangerous nature, Auburn City Schools reserves the right to assign the student to In-School Suspension (ISS), Alternative School, or an Alternative Placement during the investigative process. 26 The following types of violations are examples and are not intended to be all-inclusive: Type I Violations: 1. Tardiness 2. Academic Dishonesty 3. Minor disruption in the classroom or during school activities 4. Unauthorized

absence from class or school (skipping) 5. Failure to serve a school-based disciplinary assignment 6. Verbal abuse of another person 7. Nondirected use of profane or obscene communication (verbal and/or written gestures) 8. Unauthorized student fundraising 9. Vehicular violations 10. Chronic failure to bring supplies to class 11. Failure to complete and/or return required school forms 12. Inappropriate affectionate behavior 13. Non-conformity to dress code 14. Minor disruption on school bus 15. Failure to obey directions in hallways, assemblies, etc. 16. Displaying unsportsmanlike conduct at school events 17. Unauthorized use of school property or personal property 18. Littering school property 19. Inappropriate or unauthorized use of any electronic resources 20. Improperly restricting or inhibiting other users from using electronic communication devices 21. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

**Type II Violations:** 1. Repeated and/or excessive Type I offenses 2. Use of obscene or profane communication (verbal and/or written gestures) directed toward another person 3. Fighting 4. Intentionally touching or striking another student against his/her will 5. Horseplay which may lead to a physical/verbal altercation 6. Attempting to incite a fight or confrontation 7. Stealing -- Larceny - Petty Theft 8. Possession of fireworks or other pyrotechnic devices 9. Vandallism or the intentional damage to property 10. Offensive touching of another student 11. Cheating 12. Trespassing 13. Insubordination to or disrespect toward a school employee 14. Providing false information to a Board of Education employee 15. Intimidation, harassment, or bullying 16. Possession of stolen property with the knowledge that it is stolen 17. Possession, use of electronic smoking devices 18. Possession, use, sale and/or distribution of tobacco products 19. Possession and/or use of matches or lighter 20. Possession of inappropriate objects, materials or replicas (i.e., pocket knife, keychain knife, watergun, gun magazine, etc.) 21. Participation in games of chance for money and/or other things of value (gambling) 22. Improper internet/e-mail use (i.e., pornography, "sexting", etc.) 23. Violation of the "Acceptable Use" policy regarding technology 24. Creating or publishing an unauthorized recording of a student, Board of Education employee or authorized guest 25. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

**Type III Violations:** 1. Repeated and/or excessive Type II offenses 2. Possession of firearms (including air guns or any replica of weapons) 3. Possession of a deadly weapon or knife of any kind (including, but not limited to, hunting knife, pocket knife, or X-Acto knife) 4. Possession of ammunition for a weapon 5. Bomb Threats 6. Arson 7. Willful and unauthorized possession and/or use of drugs, drug paraphernalia or alcoholic beverages, or being under the influence of the same 8. Selling, dealing, or attempting to sell unauthorized drugs or substances purported to be drugs 9. Criminal mischief 10. Sexual harassment/bullying 11. Sexual misconduct 12. Stalking 13. Sexual acts, including proposition to engage in sexual acts 14. Offensive touching of another person 15. Fleeing a School Board employee 16. Striking or causing bodily harm to a School Board employee 17. Assault or battery of another person 18. Inciting or participating in a major student disorder 19. Robbery 20. Stealing, larceny, or grand theft 21. Selling or attempting to sell stolen property 22. Trespassing with intent to commit an offense when school premises are closed 23. Willful and malicious vandalism or damage of property 24. Other criminal acts 25. Unjustified activation of a fire alarm system or fire extinguisher 26. Violating the security of any electronic resource or undermining its integrity 27. Preparing, possessing, or igniting explosives, fireworks, firecrackers, or smoke bombs 28. Continued disruption of the educational environment 29. Gang-related activities 30. Participation in a non-school sanctioned group that is deemed disruptive to the school environment 31. Intimidation, harassment, bullying, threats, hazing or extortion by two (2) or more students acting as a group 32. Intimidation, harassment/bullying, threats, hazing or extortion by an individual who threatens the safety



of 28 a person or the safety or security of the school environment (including electronically, written, verbal, physical, or other methods) 33. Improper use of computer, (i.e., changing grades, threats, intimidation, harassment/bullying, criminal acts, etc.) 34. Using any electronic resource to transmit material, information, or software in violation of any law including material which may be harmful to minors 35. Improper internet, e-mail or electronic resource usage (i.e., pornography) 36. Violation of the "Acceptable Use" policy regarding technology 37. Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances