

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)]

4.2.7 Adoption of Statutory Penalties and Consequences – Persons who violate the Board’s prohibition of firearms, weapons, illegal drugs, or alcohol will be subject

TEACHERS-LEAVING CAMPUS

If you find it necessary to leave campus early for any reason, please notify an administrator before leaving. Any class that is to be left in your absence, which should be as a result of an emergency, should be covered by another teacher. We will not refuse a teacher's reasonable request, but it is very important to make sure that all classes are supervised at all times.

TELEPHONE/CELL USE

Long distance calls for school business are to be made only in the Main Office with the prior permission of the principal or assistant principal. All long distance calls are to be logged at the time they are placed.

Please refrain from answering or using your cell phone in the classroom, hallways or in front of students.

Student's use of the telephone shall be extremely limited. Students will not be allowed to use telephones in the office, auditorium, vocational building, gym, fine arts building, or individual teacher's rooms. In the case of an emergency, students should see an administrator for the use of their telephone. **All student calls should be made in the Attendance Office with Attendance Officer's approval. Do not allow students to use phones in your classroom/office.**

TEXTBOOK ISSUE

Textbooks have been labeled with a barcode to track the book. In addition, a Textbook Agreement Form will be completed to provide a hard copy notating textbooks that have been issued.

1. Teachers will complete the Textbook Agreement Form and have students print and sign their names. This form will be used to collect textbooks.
 2. Mrs. Swinney will go by each class to scan the codes for the student to check the book out.
 3. Classroom sets will be scanned and checked out to the teacher.
 4. Extra textbooks will be stored in the textbook room. See Mr. Clemmons for additional textbooks.
- Please keep only the number of textbooks you need in your classroom.

TOBACCO POLICY

The Russellville City Board of Education intends to maintain a tobacco-free workplace for all of its employees in accordance with the Safe Schools Regulations of the Alabama State Board of Education adopted on May 11, 1995.

All persons are prohibited from using tobacco products on school property. This includes the use of a vape. School property is defined to mean all property under the jurisdiction of the Board of Education including, but not limited to, the facilities and grounds of Russellville High School, Russellville Middle School, Russellville Elementary School, West Elementary School, and the Russellville City Board of Education Administrative Offices.

Personnel who violate this policy will be warned in writing on the first offense, suspended without pay for a week on the second offense, and terminated on the third offense.

- a. Informal talk: A school official will talk with the student and try to reach an agreement regarding how the student should behave.
 - b. Other actions, including corporal punishment, may be deemed necessary by the principal or his/her designee.
2. Subsequent Offenses:
- a. Conference - A formal conference will be held with the student and one or more school officials. During this conference, the student must agree to change his/her behavior.
 - b. Parental conference - A legal guardian is notified by telephone, personal contact, or letter. A conference may be held with the student, his/her legal guardian, appropriate school officials, and other individuals involved.
 - c. Other possible actions may include probation, non-academic work assignments, in-school suspension, detention, corporal punishment, or short suspension. When a student's behavior leads to suspension by the principal, the suspension shall be reported by the principal to the Superintendent. The Superintendent or his designee shall report such suspected violations of Section 16-28-12 of the Code of Alabama to the Franklin County District Attorney within ten (10) days.
 - d. Other actions may be deemed necessary by the principal or his designee.

Class II – Intermediate Offenses (Middle School)

2.01 - Defiance of authority – Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel

2.02 - Possession and/or use of tobacco products, e-cigarettes or smokeless tobacco products - Having or using such products on the school premises or in any school-sponsored activity may be reported to proper authorities for further actions

2.03 - Battery upon students – Intentionally touching, striking, or causing bodily harm to another student

2.04 - Threat upon school board employee – The intentional, unlawful threat by word or act to do violence to a school board employee

2.05 - Fighting – Any physical conflict between two or more individuals

2.06 - Property Damage (vandalism) – Intentional and deliberate action or damage of less than \$100.00 to public, real, or personal property of another

2.07 - Stealing / Larceny / Petty Theft – The intentional, unlawful taking or carrying away of public, real, or personal property of value more than \$50.00 but less than \$100.00

2.08 - Possession of stolen property

2.09 - Threats – Any form of communication (verbal, written, digital, etc.) which has the effort of being severe, persistent, intimidating, threatening, or abusive. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the treat against the victim, constitutes a Class III offense.

2.10 - Trespassing - Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or warned by an authorized person to depart and refusing to do so

2.11 - Possession of and/or igniting fireworks

2.12 - Possession of a knife

2.13 - Offensive touching or pinching another person

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