

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.

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

TEXTBOOKS

Each student may be issued, without charge, textbooks for each of his/her classes. These books should be taken care of so that other students may have decent books to use the following year. Lost books and books that have been damaged must be paid for by the student. Book prices and damage assessments are obtained from the assistant principal.

THEFT

Never leave purses, books, personal property, etc., unattended. Bring only as much money to school as you need for that particular day, and don't advertise the fact that you have money. The school is not responsible for the replacement of personal property.

Stealing will not be tolerated. Students found guilty could be subject to legal action. *Refer also to the PENALTY section.* Everyone can help in eliminating this problem by taking care of his/her own possessions. Wallets and purses should not be left unattended. Clothing and personal articles left in the dressing rooms of the gymnasium and stadium should be kept in lockers. The Board of Education assumes no responsibility for theft or damage to private property.

TOBACCO PRODUCTS

Smoking or use of any kind of tobacco by students while on the campus or the areas adjoining it is strictly prohibited. Smoking or the use of any kind of tobacco is considered a hazard to an individual's health by medical authorities and school officials. Students should not bring tobacco to school. Smoking, chewing, dipping, or possession of any kind of tobacco will result in suspension and forfeiture. This includes athletes and other students at all school-related activities. This rule applies to students taking courses at other school facilities. Refer to the PENALTY section.

TORNADO WARNINGS

The school population will be notified of a tornado warning by use of the PA system and/or the ringing of the bell for at least ten seconds. Students will follow the procedure for tornado warnings posted in each classroom. It is of the utmost importance that everyone remains orderly and completely silent for instructions that may be needed from time to time.

VISITORS

During school hours, visitors must report to the main office and state their business upon arrival on campus. An administrator or his/her designee will issue a visitor's pass to any guest who has a legitimate reason to be on the campus. The main office is located at the front of the building on Broadway Avenue. Guests or visitors of students, including little brothers and sisters, are not allowed at school. Visitors must enter the building through the front of the school, only.

WEAPONS

The school principal or authorized official of the school shall automatically suspend any student found in possession of a dangerous weapon. A dangerous weapon is defined as a knife, club, razor blade, ice pick, explosives (including fireworks), gun, blow gun, brass knuckles, chain, or any other object deemed dangerous by the school official. This policy pertains to the possession of a weapon at school, on school grounds, on school buses, and/or at any school-sponsored event, during or after regular school hours. Searches may be made by school officials to assure the safety of all students. Refer to the PENALTY section.

WITHDRAWAL/ TRANSFER/ DROPOUT

Withdrawals and transfers are handled through the office. When a student knows that he/she will withdraw from the student body on a certain date, he/she should report this fact to the office, secure a withdrawal slip, and have it cleared by every teacher to whom he/she is assigned during the day and by the librarian. Before receiving his report from a teacher, he must have returned all books and paid all fines and monetary obligations. The appropriate information will be entered on the permanent record. A student who wishes a transcript sent to another institution should make his/her request to the office. Failure to withdraw properly could result in his/her records not being sent to the school to which he/she is transferring. Students who are planning to drop out of school are urged to take their problems to the principal or a counselor before withdrawing. Sometimes help can be given in meeting problems that seem to necessitate the withdrawal, and the student can continue his education.

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in secondary school; are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent. Refer to

7. PENALTY CODES

Note: Deviations from this code will only be made with the permission of the administrators. Penalties not covered are at the discretion of the administration.

OFFENSES	OFFENSE	ACTIONS TO BE TAKEN
Absence Without Leave- Skipping School	1	ISS - 2 days
	2	ISS - 3 days & subsequent
Alcohol or Drugs on campus or at a school activity	1	OSS and/or recommendation for expulsion
Assault of a School Employee and/or Student	1	OSS and/or recommendation for expulsion
Bus Related Misbehavior	1	5-day suspension from the bus
	2	10-day suspension from the bus
	3	Removal from the bus, the remainder of the school year
Cheating	1	Zero (0) on the test and/or assignment/ notify a guardian
	2	Same as above
	3	Zero (0) on the test and/or assignment/ notify guardian/ 1 day ISS
Damage, Destruction or Theft of school or private property	1	OSS suspension depending on the seriousness of the offense or possible recommendation for expulsion
	2	Same as above
	3	Same as above Note: Restitution required on damage, destruction, and theft)
Defiance of Authority	1	Conference and/or ISS or OSS depending on the seriousness of the offense
	2	Same as above
	3	Same as above and possible recommendation for the alternative program
Excessive Absences From D-Hall	1	Days turn into ISS time after 3 rd missed day of D-Hall
Disruptions and Interference with School	1	OSS depending on the seriousness of the offense.
Dress Code Violation which cannot be corrected	1	ISS until appropriate clothing is brought to school
	2	ISS - 1 day
	3	ISS - 2 days
Falsifying a signature or making a false statement	1	ISS - 1 day
	2	ISS - 2 days
	3	ISS - 3 days
Misconduct; Looking to Fight; Inciting and/or encouraging other students to misbehave	1	ISS - 3 or 5 days
	2	ISS - 3 or 5 days
	3	OSS - 3 days
	4	OSS - 5 days; recommendation for the alternative program
Fighting on School Campuses, Buses, or School Activity	1	5 days OSS
	2	5 days OSS
	3	10 days OSS and recommendation for the alternative program
Gambling on School Property or School Function	1	ISS - 3 days
	2	ISS - 5 days
	3	OSS

Parking and Traffic Violation on Campus	1 2 3	Conference; Possible ISS Possible ISS Loss of parking privileges
Rude and Disrespectful Behavior to School Employee	1 2 3	Conference, ISS, or OSS Same as above Same as above; recommendation for the alternative program
Rude and Disrespectful Behavior to other students	1 2 3	Conference, ISS, or OSS Same as above Same as above; recommendation for the alternative program
Sexual Misconduct or Harassment	1 2 3	ISS/OSS depending on the seriousness of the offense OSS OSS; possible recommendation for expulsion
Check-in/check-out Excessive or Unexcused	1 2 3 4	1st offense: 1 day detention hall 2nd offense: 2 days detention hall 3rd offense: 3 days detention hall 4th offense: 1 day ISS and parent conference 5th offense: 2 days ISS
Threats or Harassment of School Employees	1 2	OSS; investigation, possible recommendation for the alternative program OSS; possible recommendation for expulsion
Threats or Harassment or Intimidation to another student	1 2	OSS; investigation, possible recommendation for the alternative program OSS; possible recommendation for expulsion
Tobacco Products - Use or Possession	1	OSS
Unauthorized use of a cell phone or any electronic device (headphones, iPads, iPods, CD players, etc.)	1 2 3 4	ISS - 1 day ISS - 2 days ISS - 3 days OSS - 1 day

Class II - Intermediate Violations

- 2.01 Defiance, insubordination or refusal to follow appropriate directive from a school system employee
- 2.02 Vandalism/property damage
- 2.03 Theft of Property – valued under \$250.00
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person)
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Anti-authority or gang-related behavior
- 2.11 Unauthorized absence from school for a day or more
- 2.12 Written or verbal proposition to engage in sexual acts
- 2.13 Inappropriate touching of another person
- 2.14 Possession of and/or use of matches or lighters
- 2.15 Unauthorized possession and/or use of cell phones, camera, electronic pager, ear devices or any other electronic communication device.
- 2.16 Dishonesty and Cheating
- 2.17 Providing false information to a school system employee
- 2.18 Providing written or verbal false information about a school system employee
- 2.19 Possession and/or use of prescription, non-prescription medication, inhalants, aerosol sprays, or other over-the-counter products.
- 2.20 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.
- 2.21 Harassment
- 2.22 Bullying
- 2.23 Cyberbullying
- 2.24 Violation of Technology Acceptable Use Policy
- 2.25 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

Class II - Disciplinary Sanctions

1. Temporary removal from class
2. Detention/Corporal Punishment
3. In-school intervention
4. Alternative education program
5. Out-of-school suspension
6. Referral to outside agency
7. Expulsion
8. Any sanction(s) included in Class I and other sanction(s) as approved by the Board.