

**Policy:**

***We will not introduce unauthorized food or drink into specified areas or tolerate among us anyone who does.***

With the exception of plain water in clear, resealable plastic containers, there will be **absolutely no food or drink allowed** in any classroom utilized for off duty education, regardless of whether the classroom is owned by Education Services or is “borrowed” from other organizations on Lackland. This prohibition extends beyond the classroom proper and into the hallways and other carpeted common access areas within the building. In building 5725, the only place you may consume otherwise prohibited food and drink is in the tiled area in the northwest corner of the first floor, near the restrooms and vending machines outside the Education Center’s Customer Service Office (room 142). In building 7065, the only approved interior area is the third floor breakroom adjacent to the restrooms in the northwest corner.

- **Plain water** is unembellished water that comes from a tap, water cooler, or similar source or is purchased off the shelf or from a vending machine. It does not include flavored waters, carbonated waters, or clear sodas (7Up, Sprite, etc.). If the container is labeled as flavored or carbonated water or soda, it will not be permitted even if the original contents have been replaced with plain water.
- **Clear containers** means colorless, transparent containers through which contents may be more easily identified at a glance. Containers that are tinted blue or red or any other color do not qualify as clear.
- **Resealable containers** means a screw on cap or push/pull valve that, when closed, precludes spillage if the container is upset. Cups with press-on lids and slits for straws are not acceptable. Containers should remain sealed between drinks.
- **Food** includes chewing gum and candy. If a student has a medical requirement for certain foodstuffs (e.g. hard candy to treat hypo-glycemia), they must present documentation to their school and the school will coordinate that requirement with the Education Office. Over the counter cough drops may be permissible if a persistent cough has been witnessed by the instructor.

For the purpose of monitoring compliance with this policy, classroom doors should normally be left open. Should the need arise to close the doors (e.g. noise abatement during testing or to reduce light during presentations), personnel making spot inspections may open the door and enter the room. Such actions must be taken as unobtrusively as possible to minimize class disruption.

**Enforcement:**

Students are expected to govern themselves by refraining from introducing banned substances into the classrooms and other identified areas. Students must also monitor the behavior of fellow students to correct violations before they become violations. Ultimate responsibility, however, rests with instructors who must control the conduct of their classes.

If self control proves unreliable, night monitors and or campus representatives from all schools are required to detect and correct violations as they occur—to include the suspension of class(es) at the time of detection. Night monitors/campus representatives should suspend a class from their school on their own initiative. If a night monitor or campus representative detects a violation in another school’s classroom, he or she should first contact the night monitor from the other school and together the two will take the appropriate action. All violations and suspensions will be reported to the Education Office on the next business day.

The Education Services Officer (ESO) and, in the case of building 5725, the classroom owner (2AF) will make periodic spot checks and may also take immediate, uncoordinated action to correct detected violations.

## Consequences:

Upon detection by an instructor, the offending student(s) will be directed to immediately dispose of all contraband items. These items must be deposited in a trash receptacle in the approved break area, not in the classroom trash receptacle. Failure to follow this direction must result in the instructor ejecting the student from the class and reporting the incident to the appropriate school representative the morning of the next duty day. The school and the ESO may jointly consider extenuating circumstances that might preclude the need to disenroll the violating student(s) from the on-base course. If not, the school may exercise an option to allow the student(s) to continue in a distance learning format or at an alternate location that is not administered by the Education Office.

In the absence of the instructor (or if the instructor fails to take appropriate action or if the instructor is the source of the infraction) fellow students must remind the offender of the policy and appropriate corrective action. Should this prove unsuccessful, a fellow student(s) must immediately notify the night monitor, school representative, ESO, or classroom owner. Failure to take these steps may render **ALL** attending members of the class liable to sanctions.

When brought to the attention of a night monitor, school representative, ESO, or classroom owner, the class will be suspended for the remainder of the night, regardless of the time of the infraction. The suspension must be reported to the school the morning of the next duty day. The responsible school will suspend the instructor, if present at the time of the infraction, for a minimum of one full term. The school may replace the instructor **if** it wishes the course to continue. The instructor's suspension may be extended or made permanent if deemed appropriate in a review by the school and the ESO. The school and the ESO may jointly consider extenuating circumstances that might preclude the need to disenroll the violating student(s) from the on-base course. If not, the school may exercise an option to allow the student(s) to continue in a distance learning format or at an alternate location that is not administered by the Education Office.

When detected by a night monitor, school representative, ESO, or classroom owner without input from a member of the class, the class will be suspended for the remainder of the night, regardless of the time of the infraction. The suspension must be reported to the school the morning of the next duty day. The responsible school will suspend the instructor, if present at the time of the infraction, for a minimum of one full academic year. The instructor's suspension may be extended or made permanent if deemed appropriate in a review by the school and the ESO. The school and the ESO may jointly consider extenuating circumstances that might preclude the need to disenroll all students from the on-base course. If not, the school may exercise an option to allow the students to continue in a distance learning format or at an alternate location that is not administered by the Education Office.

Should it be necessary for the school to disenroll a student for policy violation or toleration of a policy violation, either individually or enmasse, it will be at the school's discretion how that disenrollment is posted. If the school posts a "Withdrawal" or "Failing" grade, the Air Force will expect reimbursement from the student of any tuition assistance paid. Students disenrolled from a course for violation of these stipulations **WILL NOT** be eligible for a waiver from reimbursement of tuition assistance

Russ Gregg  
Chief, Education & Training