



Gadsden City Schools

**2019 - 2020
CODE OF
STUDENT CONDUCT**

*The Right to Opportunity
The Responsibility to Learn*

Approved 7/9/19

CODE OF STUDENT CONDUCT

*The Right to Opportunity
The Responsibility to Learn*

Latest Revision: 2019-2020

GADSDEN CITY PUBLIC SCHOOLS
GADSDEN, ALABAMA

The Gadsden City Public Schools are obligated to provide an atmosphere in which high performance can be achieved within a framework of high expectations. This task can be achieved only if an appropriate amount of time and resources are given to maintaining an environment of discipline conducive to the teaching/learning process. Parents and students are urged to be supportive of the CODE OF STUDENT CONDUCT and committed to the concept of the student's "right to opportunity and responsibility to learn."

TABLE OF CONTENTS

Additional Policies	25
Allergies, Medication, & Health Policies.....	36-38
Anti-Harassment/Bullying Policy & Complaint Form.....	29,30
Automated External Defibrillator (AED) Policy	35
Bad Check Policy	36
Board Members & Administrative Staff	4
Bring Your Own Device (BYOD)	34
Cell Phone Policy.....	26
Classification of Violations.....	22
Compulsory Attendance & Attendance Policy	9
Curriculum	12
Disciplinary Actions/Minor Offenses-Class I.....	23
Disciplinary Actions/ Intermediate Offenses-Class II.....	24
Disciplinary Actions/Major Offenses-Class III.....	25
Dress Code	27
Drug-Free School Policy.....	8
Due Process.....	6
Early Dismissal/Temporary Closing of School.....	36
Early Warning Truancy Prevention Program.....	10
Equal Opportunity Statement.....	6
Expulsion of Students	20
F.O.C.U.S.E. D.....	16
Formal Disciplinary Actions and Procedures.....	17
Free Speech/Expression	12
Grades	13
Grade System	13
Grade Placement & Promotion Requirement.....	14
Graduation Prerequisites	14
Guidance Services.....	11
Introduction.....	6
Jurisdiction of the School Board.....	8
Middle School Graduation	14
Photographic and Video Images	35
Policy regarding the Legal and Ethical Use of Technology Resources, Electronic Mail, and Internet.....	32
Privacy and Property Rights.....	17
Procedures for the Administration of Suspension and Expulsion.....	19
Report Cards.....	13
Roles of Parents, Students, School & School Personnel.....	7
School Directory	5
School Wide Enrichment Referrals.....	12
Secondary Alternative Program	21
Special Education.....	11
Striving Toward Educational Proficiency (STEP).....	15
Student Grievances.....	17
Student Records	17
Suspension of Students	19
Testing Information.....	16
Textbooks.....	16
Title IX Policy Statement.....	6
Transcripts.....	16
Transportation Regulations	35
Use of Digital Devices During the Administration of a Secure Test.....	39

GADSDEN CITY SCHOOLS

1026 Chestnut Street
Gadsden, Alabama 35901

MEMBERS OF THE GADSDEN CITY BOARD OF EDUCATION

<i>Name & District</i>	<i>Email Address</i>
Adrienne Reed District 1	areed@gadsdencityschoools.org
Nathan Carter District 2	ncarter@gadsdencityschoools.org
Z. Andre' Huff District 3	zhuff@gadsdencityschoools.org
Mike Haney District 4	mhaney@gadsdencityschoools.org
Mark Dayton District 5	mdayton@gadsdencityschoools.org
Nancy Stewart District 6	nstewart@gadsdencityschoools.org
Allen Millican District 7	amillican@gadsdencityschoools.org

ADMINISTRATIVE STAFF

Mr. Tony Reddick, Superintendent	256-549-2904
Dr. David Asbury, Director of Technology & Human Resources	256-543-3512
Mrs. Rhonda Perry, Director of School Improvement, Accountability & Curriculum	256-543-3512
Mrs. Sharon Maness, Director of Special Education & Special Services	256-543-3512
Mr. Johnnie Parker, Director of Testing & CNP	256-543-3512
Mr. Hector Baeza, Director of Title I	256-543-3512
Mr. Keith Blackwell, Director of School Operations	256-543-3512
Dr. Donna Smoots, Director of Student Services	256-543-3512

GADSDEN CITY SCHOOLS

<u>SCHOOL</u>	<u>PRINCIPAL</u>	<u>SCHOOL PHONE</u>
Elementary Schools		
Oscar Adams	Mrs. Tomasina Smitherman	256-492-4952
Eura Brown	Mrs. Shannon Katelyn Holland	256-546-0011
C.A. Donehoo	Mr. Chance Goodwin	256-546-3604
George W. Floyd	Ms. Nicole Chester	256-546-0836
R.A. Mitchell	Mrs. Leanne Reed	256-546-2711
W.E. Striplin	Mr. Anthony Ash Jr.	256-546-8616
Ray Thompson	Ms. Patrice Maxwell	256-546-7011
Walnut Park	Mrs. Kristen Woods	256-546-4665
Middle Schools		
Litchfield	Mr. Charlie Parker	256-492-6793
Gadsden	Mr. Joel Gullede	256-546-6341
Emma Sansom	Mrs. Jacqueline Tiller	256-546-4992
High School		
Gadsden City	Mr. Kevin Young	256-543-3614
Alternative School	Dr. Donna Smoots	256-547-5446

GADSDEN CITY SCHOOLS CODE OF STUDENT CONDUCT INTRODUCTION

The Gadsden City Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline which may be described as the absence of distractions, frictions, and disturbances which interfere with the effective functioning of the student, class, and school. Schools should maintain a friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in our public schools, 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 actions.

To assist parents, administrators, and faculty in maintaining such an environment, the *Code of Student Conduct* is designed to accomplish the following:

- describe roles of the home, student, school and school personnel
- identify student rights and responsibilities
- define student discipline in the context of the Board of Education's philosophy
- identify formal disciplinary actions
- identify classifications of violations and describe procedures for disciplinary actions
- standardize procedures for administering formal disciplinary actions
- conform to the mandates provided in the Individuals with Disabilities Education Act (IDEA), Section 504, and the Americans with Disabilities Act (ADA)

Please read over the *Code of Student Conduct* carefully. There is an acknowledgement provided which both parents and the student are required to sign and return to the school.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It shall be the policy of the Gadsden City Board of Education that the school district shall provide on a nondiscriminatory basis, educational opportunities for children. No person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirement.

TITLE IX POLICY STATEMENT

In compliance with Federal law, it is the official policy of Gadsden City Schools that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program offered by Gadsden City Schools.

DUE PROCESS

Due process within the Gadsden City School District is intended to insure fair and reasonable approaches to all areas of student governance and discipline on the parts of all school officials.

The Gadsden City Board of Education recognizes that observance of applicable substantive due process entails two basic considerations in every area. One is to produce, through the use of fair procedures, more accurate results: to prevent the wrongful deprivation of interest. The other goal is to make people feel that the school district has treated them fairly by, say, listening to their side of the story. To assure compliance with these two due process aspects, the Gadsden City Board of Education has endorsed the following as applicable to all policies, rules and regulations considered necessary to accomplish the district's interest of maintaining a proper atmosphere for learning in each school.

1. Each local school policy, rule or regulation must spell out its purpose, relating same to accomplishment of a legally defensible objective.
2. Each local regulation must be consistent with the established policies of the Gadsden City Board of Education.
3. All policies, rules and regulations at any level must be consistent with local ordinances, statutes of the State of Alabama, administrative regulations of duly authorized agencies; i.e., State Board or State Department of Education; Department of Human Resources.

4. Both policies of the Gadsden City Board of Education and regulations designated by local school administrators must be specific and precise. Vague and overly broad regulations do not adequately meet the due process requirement of adequate notice.
5. No board policies or local school codes of conduct can deny any students constitutional rights; neither policies nor rules or regulations can violate due process of law under the Fourteenth Amendment nor their rights under the Bill of Rights.
6. All discharge of administrative responsibilities and exercise of authority must recognize applicable legal parameters placed upon positions of school officials.
7. All exercise of administrative authority or that of other school officials, i.e., classroom teachers, must be capable of surviving close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the school district shall relate primarily to the area of discipline measures, e.g., short-term suspension, long-term suspension and expulsion.

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against the student.
2. The evidence against the student shall be explained to them.
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension or expulsion, the Board shall afford the student the following:

1. The right to obtain counsel,
2. The opportunity for cross examination of witnesses,
3. A record of the hearing; and
4. A written record of the decision.

ROLES OF PARENTS, STUDENTS, SCHOOL AND SCHOOL PERSONNEL

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents and guardians, and educators. This relationship may be described as:

PARENTS AND GUARDIANS WHO:

- maintain communication with the school authorities concerning their child's progress and conduct.
- insure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- provide their child with the material needed to complete all school work.
- assist their child in being healthy, neat and clean.
- inform school authority of any problem or condition which affects their child or other children.
- discuss report cards and work assignments with their child.
- provide the school with current emergency information relating to their child; including phone numbers, physician, and hospital, etc.
- attend scheduled parent-teacher conferences.

STUDENTS WHO:

- attend all classes daily and are punctual in attendance.
- come to class with appropriate working materials.
- show respect for all individuals and property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- are clean, neat and appropriately dressed.
- are responsible for their own work, classroom and the school.

- show a positive, cooperative attitude toward school.
- seek change in an orderly and acceptable manner.
- refrain from bringing distracting or unsafe items to school.

SCHOOLS THAT:

- encourage the use of effective guidance procedures.
- maintain an atmosphere conducive to learning.
- exhibit an attitude of respect for students.
- maintain effective discipline based upon fair and impartial treatment of all students.
- welcome and encourage participation by parents and guardians in the school affairs.
- encourage the school staff, parents and guardians, and students to use the services of community agencies.
- encourage parents and guardians to maintain regular communications with the school.
- seek to involve students in the development of policies.
- endeavor to involve the entire community in order to improve the quality of life within the community.

SCHOOL PERSONNEL WHO:

- are regular in attendance and punctual.
- are prepared to perform their duties with appropriate materials and lesson plans.
- respect all individuals and property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- are clean, neat, and appropriately dressed.
- abide by the rules and regulations set forth by the school and School Board.
- seek change in an orderly and recognized manner.
- strive to use a variety of informal disciplinary actions including:
 - ♦ student's program adjustment
 - ♦ referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations, and other services deemed appropriate.
 - ♦ conferences and/or contacts between administrators, parents, & guardians, teachers and students.
 - ♦ referral to special education or appropriate agencies for special problems.
 - ♦ continuous improvement of professional knowledge and skills.
 - ♦ positive, cooperative attitudes toward parents and guardians, students, coworkers, and the total school program.

JURISDICTION OF THE SCHOOL BOARD

Gadsden City School students are subject to the rules of the Gadsden City Board of Education during the school day, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdictional control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety and welfare of the school community.

DRUG-FREE SCHOOL POLICY

Overview

The Gadsden City Board of Education (the "Board") has adopted the Gadsden City Board of Education Drug-Free School Policy, (the "Policy"), a random alcohol and drug testing policy to promote the safety considerations noted herein and to deter the use of alcohol and drugs among high school and middle school students.

This policy will apply to three categories of students: (1) Activity students, consisting of students participating in (a) athletics or cheerleading (defined as any student, male or female, in grades seven through twelve, who is a member of any Board sponsored school sports team or cheerleading/dance squads), and (b) other school related extra-curricular activities (defined as any student, male or female, in grades seven through

twelve, who is a participant of a Board sponsored extra-curricular activity during the school day or after school); (2) Parking students, consisting of students operating or parking a motor vehicle on campus (defined as any student, male or female, grades nine through twelve, who operates or parks a motor vehicle “at school” as defined herein); and (3) Volunteer students who have been voluntarily added to the random pool with the consent of his or her parent(s).

Participation in extra-curricular activities or operating/parking a motor vehicle on campus is a privilege, not a right. Students in these activities represent the school and the school system in interscholastic competition, public performances, and various other activities. They are role models for other students. Their use or abstinence from the use of alcohol or illegal drugs is likely to influence the choices of other high school and middle school students. In addition, the use or abuse of alcohol and/or illegal drugs by athletes or cheerleaders is likely to increase student injuries to the user or others with whom he or she is playing. Student drivers are inexperienced and pose a substantial risk to the safety of themselves and others should they operate a motor vehicle on campus or elsewhere while under the influence of alcohol or illegal drugs.

Refer to **Policy JGFM** for specific policy guidelines.

COMPULSORY ATTENDANCE

The Gadsden City Board of Education shall enroll in school all students residing within the school district between the ages of six and seventeen years, not otherwise receiving instructions in a private school, church school, or being taught by a private tutor in accordance with state law. An accurate record of attendance for each pupil shall be maintained by the classroom or homeroom teacher or other designated person. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education.

It is the policy of the Gadsden City Board of Education that students in grades 9-12 must register and begin attending classes no later than ten (10) days from the beginning of the semester in order to receive Carnegie units credit for that semester. Ref: Ala. Code 16-28-3

STUDENT ATTENDANCE POLICY

It is the belief of the Gadsden City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course requirements.

It is the responsibility of parents/guardians and students to maintain regular and punctual student attendance at school. Administrators and teachers will make every effort to encourage regular attendance by students and solicit assistance from parents and guardians in accomplishing this objective. An absence is defined as non-attendance (except for in-school activities which are excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such nonattendance.

Excused Absences-Parent(s)/guardian(s) must provide a written explanation of the reason(s) for each absence within two school days after each absence (or consecutive absences). If the written explanation is not provided within the two-day period, the absences will be coded unexcused. A student must be in attendance one-half day to be counted present. Absences will be excused for the following reasons:

1. Personal illness without a doctor’s excuse, with parent/guardian excuse.
2. Personal illness with a doctor’s statement.
3. Death in the immediate family.
4. Weather preventing attendance (would endanger student’s health).
5. Legal requirements, such as subpoena or other required court appearance.
6. Prior permission by the principal at the request of parent or guardian.
7. Legal quarantine.

Unexcused Absences- Any absences(s) not classified as excused absence(s) will be coded unexcused.

The Gadsden City School System recognized that daily instruction in classes is imperative to student success either in traditional or, more importantly block scheduling. Our goal is to provide meaningful instruction for every student every day during each term. In order to complete that goal, to assist students in their personal educational growth, and to help them develop personal responsibilities toward their own success, the school counselors, administrators, and secretaries will call a parent/guardian when students are absent beginning with the second absence. By ensuring that students have the opportunity to meet attendance

requirements, we can ensure that maximum learning takes place.

I. ISS (In-School Suspension)

- A. For the purpose of this policy, ISS is **not** considered a class absence.
- B. If ISS is not available, detention or Saturday school could be used when deemed appropriate by the administration.

II. ABSENCES OVER TEN DAYS

- A. A letter will be sent to a parent/guardian after a high school student has missed a class ten (10) unexcused times during a term; fifteen (15) unexcused days for a middle school student and a parent conference is required.
- B. Class work missed during unexcused absences may not be made up. An Out-of-School Suspension (OSS) is an unexcused absence and work may not be made up unless the school principal creates opportunities after school hours to earn credit for missed assignments.
- C. Students will have the opportunity to make up assignments with an excused absence. However, the teacher has the option to require that tests and exams be administered during a separate, teacher monitored session which must be scheduled through the respective teacher. Students will have three days to turn in missed assignments (could be longer if approved by principal).
- D. Kindergarten with 20 unexcused absences could be withdrawn from school.

III. PHILOSOPHICAL BASIS

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

Student Responsibilities are:

- To take advantage of educational opportunities by attending all classes daily and punctually.
- To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.
- To promptly request make-up assignments for each excused absence and to complete these assignments within a reasonable length of time or a zero (0) will be issued for the assignment(s).

Students Rights are:

- To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence.
- To make up class work with a specific length of time when there is an excused absence.
- Principal: Evaluation of student absences may be appealed to the school principal.

TRUANCY

Truancy is the habitual and unlawful absence from school. In accordance with Alabama School Law the parent or legal guardian is responsible for requiring any student under his control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School law and State Board of Education rules and regulations. Provided a student under seventeen (17) years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

EARLY WARNING TRUANCY PREVENTION PROGRAM

TRUANCY DEFINITION

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance manual. **Seven (7) unexcused absences within a school year constitute being truant for the purpose of filing a petition with the Court.** The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)

- A. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
- B. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)

- A. The parents, guardian, or person having control of the child shall: (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- B. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- C. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition **against the parent under Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.**

3. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT) file complaint/petition against the child and/or parent/guardian, if appropriate.

4. CHILD UNDER PROBATION

- A. The school attendance officer should be notified **by the juvenile probation officer** of all children in the school system under probation supervision by the juvenile court as **consistent with state statute**, *Code of Alabama* (1975) § 12-15-100 and 105.
- B. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

GUIDANCE SERVICES

The mission of Gadsden City School System's comprehensive school counseling and guidance program is to prepare every student socially, academically, and emotionally for present and future challenges. Students are provided with opportunities to gain an understanding of self and others, to participate in educational and occupational exploration, and to pursue career planning opportunities in an environment that is safe, caring, and encouraging. Counselors work in collaborative partnerships with students, educators, parents, and community members to empower students to reach their highest level as productive members of society. The comprehensive counseling and guidance programs provided by counselors in Gadsden City Schools are based on the following tenets:

- 1. Every student has the right to experience respect and dignity as a human being and to benefit from the counseling and guidance services.
- 2. Every student has the right to participate in activities that promote self-direction and self-development.
- 3. Every student has the right to make choices and accept responsibility for choices made.
- 4. Every student has the right to participate in a comprehensive school counseling and guidance program designed to assist all students in attaining their maximum potential in academic, career, and personal/social development.

The comprehensive school counseling and guidance program is an essential integrated component of the total instructional program through which students have maximum opportunity for academic, career, and personal/social development. In this regard, the school counseling and guidance program involves a planned, purposeful, and sequential program of activities that begins in kindergarten and continues through the twelfth grade. Comprehensive school counseling and guidance programs are data-driven by student needs and provide outcome-based accountability measures that align the school counseling and guidance program with the school's overall academic mission.

SPECIAL EDUCATION

Philosophical Basis:

Schools will provide appropriate special education services for any eligible student residing within the city unless the student is residing and/or receiving services in a state facility or instruction.

Student Responsibilities are:

To use special education for educational and person improvement.

Student Rights are:

To be informed of the least restrictive environment needed for appropriate education.

To have access to appropriate instructional designs recommended in the students individualized educational program.

Gadsden City Schools, Special Education Department is seeking to locate children (Birth to age 21) who may be in need of special education services. Evaluation and services are free. Please call (256) 549-2914, for further information.

SCHOOL WIDE ENRICHMENT REFERRALS

Enrichment Students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential enrichment referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for enrichment services. To make a referral, contact the administrators at your child's school.

CURRICULUM

Philosophical Basis:

Student opinion regarding curriculum offerings is extremely important and, therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level and maturity. Final determination for course requirements and program consistency will rest with the professional who are assigned the curriculum development responsibility.

Student Responsibilities are:

To request participation in academic programs and extra-curricular activities compatible with their ability.

To seek assistance in course selection from informed professional in the school.

To contribute to an atmosphere free from bias and prejudice. To cooperate fully and exert every effort to achieve mastery of the basic skills.

Student Rights are:

To have equal access to educational opportunities.

To receive systemwide curriculum course descriptions that will facilitate informed choices.

To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice.

Pre-AP Curriculum:

Gadsden City Middle Schools are dedicated to provide the students with the best educational opportunities. We feel that it is important to ensure that the students are ready for the rigors of high school. Therefore, Gadsden City Middle Schools offer a Pre-AP curriculum for Advanced Students. The Pre-AP curriculum will be designed after the AP curriculum at Gadsden City High School. The middle school teachers will work with the high school teachers in developing a challenging curriculum which will prepare the students who will be taking AP classes. The administrators will look at student's grades, test scores, and teacher recommendations to determine who needs to be in the Pre-AP curriculum. Pre-AP students will receive 5 points added to their **end of the year average**. This is in line with the AP curriculum at the high school. By offering the Pre-AP curriculum at the middle school level, the student success rate at the high school will only improve. If you have any questions, please feel free to contact the school.

FREE SPEECH/EXPRESSION

Philosophical Basis:

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

Student Responsibilities are:

To become informed of the method of grade determination in each class.

To maintain a level of academic performance equal to ability, and to make every effort to improve performance upon notification of unsatisfactory progress.

To present reports of academic performance to parents/guardians.

Student Rights are:

To receive the grading criteria at the beginning of each year or course.

To receive periodic progress reports.

GRADES

Philosophical Basis:

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades will not be used as a means of maintaining order in a classroom.

Student Responsibilities are:

To become informed of the method of grade determination in each class.

To maintain a level of academic performance equal to ability, and to make every effort to improve performance upon notification of unsatisfactory progress.

To present reports of academic performance to parents/guardians.

Student Rights are:

To receive the grading criteria at the beginning of each year or course.

To receive periodic progress reports.

REPORT CARDS

It is the policy of the Gadsden City Board of Education that report cards concerning progress shall be made to the parent or legal guardian of all students at the end of each nine week grading period. A progress report will be sent home after four and a half weeks for all students. If a school decides to send more than one progress report, that is certainly acceptable.

GRADING SYSTEM

A=90-100 ♦ B=80-89 ♦ C=70-79 ♦ D=60-69 ♦ F=59 and below

GUIDELINES FOR PROMOTION/RETENTION

GRADES 6 – 8

GRADES 6 – 8: The promotion/retention policy has been developed for the purpose of complying with Alabama State Law. In keeping with this law, a student will be promoted to the next grade level when the student has completed existing course work and acquired skills and competencies determined by the following standards:

I. CORE ACADEMIC CURRICULUM

Students should demonstrate mastery of all core academic subjects (Language, Reading, Math, Science, and Social Studies). Indicators of mastery include the following:

- i. Obtaining a minimum passing grade (60%) in the teacher evaluation for each C.A.C. course.
- ii. Achieving at a level of IV or III on the state administered standardized exam in Reading and Math.
- iii. Passing the locally developed system subject exam. The semester exam at the end of the 2nd nine weeks will be averaged in as 1/5th of that nine weeks' grade average. The final exam will be averaged in as 1/5th of the 4th nine weeks grading average.

II. TEACHER EVALUATION

Failure to obtain a passing grade (60%) in two subjects may be cause for retention at present grade level.

If a student fails two subjects in 6th or 7th Grade, one subject may be taken during summer school and the other subject may be made up in place of the elective during the next school term. Therefore, both classes can be made up within one year's time without the student being retained. If a 6th or 7th grade student does not attend summer school, the student will be retained since 2 credits could not be made up during the school year alone. If a student fails 2 subjects in 8th Grade, the student will be retained.

MIDDLE SCHOOL GRADUATION

All 8th grade students must pass all 7 classes in order to participate in the graduation exercises. The Promotion and Retention Board Policy will be in effect for all students not participating in graduation exercises.

GRADE PLACEMENT AND PROMOTION REQUIREMENTS HIGH SCHOOL

Diploma Types:	<u>STEP Academy</u> # credits needed for grade level promotion	<u>Standard Diploma</u> # of credits needed for grade level promotion	<u>Advanced & Honors Diploma</u> # of credits needed for grade level promotion
Promotion to 10 th	6	6	6
Promotion to 11 th	12	12	13
Promotion to 12 th	17	18	20
Total to Graduate	24	26	28

GRADUATION PREREQUISITES

- To be classified as a senior, eighteen (18) earned credits are required prior to the fall term of the senior year.
- During the second semester of the junior year, the school counselors will schedule an appointment for a conference with students (and their parents) that have not met required course credit for graduation and develop a plan for remediation.
- Students may participate in graduation exercises if he or she has earned a total of 25 of the 26 credits required for graduation or completed alternate diploma requirements for students with disabilities. Special Education students must complete the requirements stipulated in the Alabama State Department of Education Administrative Code.
- A student will be required to pay tuition cost for credit recovery or summer school for course requirements prior to graduation; in order to participate in graduation exercises.
- A student will not receive his/her actual diploma until the summer school course or a credit recovery requirement for earning the needed credit for graduation is completed.
- Distance-Learning- Alabama students will be required to complete an online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education plans will be allowed.
- Minimum Graduation Requirements are as follows (please see chart):

STEP ACADEMY	ALABAMA HIGH SCHOOL DIPLOMA	ADVANCED ENDORSEMENT	HONORS ENDORSEMENT
4 Credits Regular English	4 Credits Regular English	4 Credits Adv. English	4-AP Courses in 3 Core Areas
4 Credits Social Sciences	4 Credits Social Sciences	4 Credits Social Sciences	4 Credits Advanced English 4 Credits Social Sciences
4 Credits Math	4 Credits Math (Algebra IA, Algebra IB, Geometry, & Algebra II)	4 Credits Math (Algebra II w/Trig required)	4 Credits Math (Pre-Calculus or Analytical Math)
4 Credits Science	4 Credits Science (Biology and a Physical Science)	4 Credits Science (Chemistry +1 Advanced Science Course) (Advanced Science Courses) Anatomy, Genetics, Zoology, Physics, Chemistry II, AP Sciences	4 Credits Science (Chemistry+2 Advanced Science Courses) (Advanced Science Courses) Anatomy, Genetics, Zoology, Physics, Chemistry II, AP Sciences
1 Credit Career Preparedness .5 Credit Health	1 Credit Career Preparedness .5 Credit Health	1 Credit Career Preparedness .5 Credit Health	1 Credit Career Preparedness .5 Credit Health
3 Credits Fine Arts, Foreign Language, or CTE	3 Credits Fine Arts, Foreign Language, or CTE	3 Credits Fine Arts, Foreign Language, or CTE	3 Credits Fine Arts, Foreign Language, or CTE
		1 Credit Foreign Language	2 Credits Foreign Language (same language)
1 Credit Physical Education	1 Credit Physical Education	1 Credit Physical Education	1 Credit Physical Education
2 Credits CTE Recommended	3 Credits CTE Recommended		
	Electives	Electives	Electives
TOTAL 24 Credits	TOTAL 26 Credits	TOTAL 28 Credits	TOTAL 28 Credits

- In order for a senior to participate in graduation ceremonies, all debts must be cleared from time of enrollment with the Gadsden City School System. Debts include, but are not limited to, uniform cost, class fees, club fees, textbook costs, returned checks, etc.
- Students following the Essential Pathway Diploma will adhere to State requirements for required courses and number of credits earned, in accordance to Alabama Administrative Code.
- **Students may not participate in the graduation ceremony if they are in Alternative School 2nd Semester.**

TESTING INFORMATION

ALABAMA COLLEGE – AND CAREER – READINESS ASSESSMENT SYSTEM	
ACT WorkKeys Grade 12	ACT WorkKeys is a job skills assessment system that helps employees select, hire, train, develop, and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. As part of ACT’s Work Readiness System, ACT WorkKeys has helped millions of people in high schools, colleges, professional associations, businesses, and government agencies build their skills to increase global competitiveness and develop successful career pathways.
ACT Plus Writing Grade 11	The ACT college readiness assessment contains five curriculum-and standards-based assessments: English, Mathematics, Reading, Science, and an optional Writing Test. The assessment is used as a college admissions and placement test and measures the skills and knowledge needed for first-year college success. Additionally, the ACT includes a career exploration component that stimulates students’ thinking about future plans and related personal characteristics to career options.
ACAP Alabama Comprehensive Assessment Program Grades 2 – 8	The Alabama Comprehensive Assessment Program is a computer-based and computer adaptive assessment that is fully aligned with Alabama State Educational Standards.

TRANSCRIPTS

Official transcripts (\$2 each) are available in the Guidance Office. To be released, transcripts must be ordered on the required form. Seniors must also order a Final Transcript to be sent to the college they will attend after the process of Transcript Finalization is completed in June.

TEXTBOOKS

The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbooks. In computing the loss or damage of a textbook, which has been in use for a year or more, the basis of computation shall be a variable of 50 to 75 percent of the original cost of the book to the local board of education. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made. State-owned textbooks are loaned for the period the student uses them and must be treated as borrowed property. In cases of abuse or loss of textbooks, a student must pay for the textbook in accordance with the scale set by the State Department of Education. Any lost textbooks must be cleared before books can be issued for the next school year.

F.O.C.U.S.E.D. PROGRAM

(Following Our Commitment Until Students Earn a Diploma)

The purpose of the F.O.C.U.S.E.D. program is to ensure that every student has the opportunity to become college-and-career ready. This program addresses three specific areas: Attendance, Behavior, and Academics. After a student receives his/her second out-of-school suspension or their seventh unexcused absence, the student and parent/guardian will be required to attend an F.O.C.U.S.E.D. meeting. This meeting will be held at a designated site with the Chief of Police, District Attorney and the Superintendent of Gadsden City Schools. This meeting will be designed to assist the parent/guardian concerning the student’s particular problem areas. If the student’s behavioral misconduct continues after the meeting; a warrant will be filed against the parent or legal guardian according to the law.

The Alabama Mandatory Attendance Act, Alabama Code 16-28-1 et seq., mandates that a parent or guardian must enroll his or her child in school, requires that the child attends, and that the parent or guardian

ensures that the child behaves while in school. Alabama Code 16-28-12(a) states that a parent or guardian must “require the child to properly conduct himself or herself as a pupil in public school accordance with the written policy of school behavior”.

Violation of this law is a CRIME and is punishable up to 90 days in the Etowah County Jail with a fine of \$100. Failure to follow this law may result in the issuance of a warrant for your arrest.

PRIVACY AND PROPERTY RIGHTS

Philosophical Basis:

Federal and state laws provided persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school’s responsibility to protect the health, safety and welfare of all students.

Student Responsibilities are:

To attend school-related activities without bringing materials or objects prohibited by law or School Board policy or which detract from the educational process.

To respect the property rights of the public at large, as those of individuals, and to refrain from destruction of, or damage to, such property.

Students Rights are:

To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or School Board policy.

To attend school in an educational environment in which personal property is respected.

STUDENT RECORDS

Philosophical Basis:

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained and distributed under safeguard of privacy. These safeguards may be obtained through informed consent, verification of accuracy, limited access, selective discard and appropriate use. The Superintendent of schools will institute specific procedures for the implementation of this policy as dictated by the Right to Privacy Act.

Student, Parent and Guardian Responsibilities are:

To provide the school with any information that may be useful in making appropriate education decisions.

To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Student, Parent and Guardian Rights are:

To inspect, review and challenge the information contained in records directly relating to the student.

To be protected by legal provisions which prohibit the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardians or eligible student.

STUDENT GRIEVANCES

The belief of the Gadsden City Board of Education is that the students have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of grievances.

To be granted discussion and consideration of a grievance, any student or group of students should request an appointment with the principal which will not interfere with regularly scheduled classes or school-related activities. The faculty and administration will make an honest effort to resolve student grievances at the most immediate level of supervision.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

AFTER-SCHOOL DETENTION HALL

The principal or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian prior to the assignment of a student to detention hall. If the parent(s) or guardian can be notified on the day of the misbehavior, the student will be

assigned on that day; if not, the student will be assigned following notification of parent/guardian.

DISCIPLINARY PROBATION

Disciplinary probation is a period of time specified by the principal or his designated person(s) during which a student must correct his behavior while abiding by all regulations that govern student behavior. The principal or his designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

IN-SCHOOL SUSPENSION PROGRAM

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom but is not dismissed from the school setting. The principal or his designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principals and their staffs should determine the scope of in-school suspension in their respective schools.

WORK ASSIGNMENT

The principal or his designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

SCHOOL BUS SUSPENSIONS

The principal or his designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

PHYSICAL RESTRAINT

The principal or his designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion and in compliance with Alabama State Law to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

HOME REFERRAL

Home referral is defined as the temporary removal of a student from classes until a parent/guardian meets with the principal or his/her designated person(s). The student will be eligible for readmission to class upon completion of the conference. Failure to comply with the home referral may result in more serious disciplinary actions being taken.

SUSPENSION

The Gadsden City Board of Education defines suspension as "the temporary removal of a student from school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of the school." The school principal or his designated person(s) will have the authority to suspend a student from school. The suspensions will be enacted in accordance with the prescribed policy procedures. (See "Procedures for the Administration of Suspension and Expulsion.")

EXPULSION

Expulsion is defined as "the removal of the right and obligation of a student to attend public school under conditions set by the School Board." The principal has the final authority to recommend to the Superintendent's office the expulsion of a student.

SCHOOL BOARD HEARING OFFICER

The Superintendent or his designated person(s) will review recommendations from principals for expulsions and request a conference with the person(s) involved, which may include principals, teachers, parents, guardians, and students.

ADMINISTRATIVE HEARING-EXPULSION

An administrative hearing involving expulsion recommendations will be conducted by the Superintendent and/or his designated person(s) to determine whether the expulsion recommendation is valid for presentation to the Board of Education.

SCHOOL BOARD HEARING

The School Board hearing involving expulsion recommendations will be conducted in accordance with School Board policy. (See "Hearing" in "Procedure's for the Administration of Suspension and Expulsion.")

PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION

A student recommended for suspension or expulsion will be made aware of the charges and given an opportunity to respond. His parent(s) or guardian will be sent written notification of the action that will take place. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian by a telephone call made during school hours or by written notice delivered by the student or the U.S. mail.

The student is responsible for notifying his parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

SUSPENSION OF STUDENTS

AUTHORITY

The school principal or his designated person(s) has the authority to suspend students from school.

NOTIFICATION

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the parent or guardian stating the reasons, such action was taken. Immediate suspension of a student is justified when the student's presence would threaten himself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students. If immediate removal is necessary, the parent or guardian will be notified by phone or by the school personnel. The necessary notice and conference will follow within twenty-four hours of the action.

LENGTH

The suspension of a student is not to exceed five (5) days except as follows:

1. Any student suspended more than one time during a school year may be referred to the Superintendent's office for a conference prior to the student's readmission to school. Under this disciplinary action, the referral to the Superintendent's office and readmission to school must take place within an eight (8) day time frame. The referral to the Superintendent's office will not alter the number of days that the student is suspended by the principal or his designated person(s) unless extenuating circumstances agreed upon by the Superintendent and principal warrant such an alteration. For students who are suspended and referred to the Superintendent's office, the Superintendent or his designated person(s) will schedule a conference with the parent(s) or guardian and the student within seven (7) days. The problem will be resolved within eight (8) days unless extenuating circumstances, such as physical or mental examination or incarceration by court action, warrant additional time.
2. Any student who has been determined eligible for special education may be suspended or expelled, but all procedural safeguards set forth in federal and state statutes and regulations must be adhered to.
3. If an incident or violation causes the principal or his designated person(s) to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken as outlined.
4. If a student is suspended from school and is not referred to the Superintendent's office, he/she must comply with the full length of the suspension unless the principal approves an alternative.

TERMS

1. If a student attends a parent school and a special school and is suspended from either school, the suspension will include both schools.
2. During the suspension period, suspended students cannot attend school functions or enter school property for any reason.
3. When a student is suspended, his teacher must be notified concerning the date of suspension and the number of days suspended. Make-up work will not be given to students who are suspended from school.
4. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he is reinstated in the school from which he was suspended.

READMISSION

When a student returns to school after suspension, the readmission must be preceded by a conference with the principal or his designated person(s). The conference must include the parents(s) or guardian unless

otherwise approved by the principal. If the student is returning after a conference with the Superintendent or his designated person(s), the Superintendent or his designated person(s) may choose to attend the readmission conference.

IN-SCHOOL SUSPENSION

In-school suspension is a structured discipline action in which students are isolated from regular classroom activities but are not dismissed from the school setting. The principal or his/her designees have the authority to assign students to the in-school suspension program for a reasonable and specified period of time.

EXPULSION OF STUDENTS

In accordance with the Alabama state law requiring compulsory attendance, the Gadsden City Board of Education makes the final disposition of an expulsion recommendation.

The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. The procedures listed must be followed:

NOTIFICATION

1. Immediately following any incident or violation of school regulations which may result in a recommendation by the principal to expel a student, the principal is authorized to suspend the student for as many as ten (10) school days pending a hearing for expulsion. The principal will notify the student and the parent(s) or guardian of the suspension and will also notify the student and parent(s) or guardian that the information or data obtained by the principal's investigation of the incident will be made available. This notice should be given to the parent(s) or guardian prior to the expulsion recommendation.
2. After the completion of the full investigation of a violation which may result in a recommendation for expulsion, the principal will, based on the facts, specify whether to recommend student expulsion. He will immediately notify the student and the parent(s) or guardian of the findings and the reason for the recommendation. The principal will attempt to give this notice to the student and parent(s) or guardian in a personal conference. He will also confirm this notice in a letter to the parent(s) or guardian. The principal's conclusions should be based on the documentation of the facts pertaining to the incident. Said documentation will include all information available including, but are not limited to, the following categories:
 - A. an operational definition of the offense(s)
 - B. a detailed description of the offense(s)
 - C. the time, date and location of the alleged offense(s)

The above documentation will be forwarded to the Superintendent or his designated person(s).

After a review of the principal's recommendation, the Superintendent or his designated person(s) will, within the suspension period imposed, request a conference with the parent(s) or guardian of the student. The purpose of the conference is:

1. To explain the procedure orally and in writing to the parent(s) or guardian and student.
2. To determine if a mutually agreeable alternative to expulsion is appropriate. Such an alternative may be:
 - A. Placement in an alternative education center will be subject to the System Alternative School Committee, and when necessary, the IEP team recommendation. The date of admission to the center and the length of time spent at the center will be determined through the admission procedures.
 - B. Placement of special education student on a partial day schedule in an alternative school or in home study will be subject to IEP team recommendation and the System Alternative School Committee.
 - C. Voluntary withdrawal of the student from the Gadsden City system for a period of not less than one (1) semester and not more than one (1) regular school term not including summer school.
 - D. Placement of the student in a juvenile facility by a governmental agency independent of the Gadsden City School System. The School Board should concur that the action taken is adequate as an appropriate remedy for the problem. Under this arrangement, there must be mutual agreement between the School Board and the agency in terms of the extent to which the action resolves the problem. The School Board, in compliance with civil law, will have the right and responsibility to determine the action which constitutes the resolution of the problem.

HEARING

1. Upon receiving from a school principal a recommendation to expel a student, the Superintendent or his designated person(s) will provide the parent(s) or guardian an opportunity to request that the matter be resolved at an administrative hearing conducted by the Superintendent or his designated person(s).
2. During the administrative hearing, the principal or the Superintendent may conclude that disciplinary action other than expulsion is warranted because of extenuating circumstances. If the Superintendent or his designated person(s) agrees that extenuating circumstances exist, the student can be readmitted to school. Re-admittance is subject to the Superintendent's approval.
3. If the matter is not resolved at the administrative hearing and the Superintendent makes the decision to recommend expulsion of a student, he will place the matter on the agenda for the next School Board meeting, unless such a setting would be too soon to provide time for the parent(s) or guardian person(s) and student to comply.
4. The Superintendent or his designated person(s) will give notice by registered mail or hand delivery to the parent(s) or guardian that expulsion is recommended. The Superintendent's notice will state the exact time and place of the hearing and inform the students and parent(s) that the student has a right to attend the hearing to be represented by an attorney or other representative, and to present matters relating to the recommended expulsion.
5. This notice from the Superintendent will be mailed at least ten (10) days prior to the meeting at which the student's expulsion will be recommended. In the notice, the student and the parent(s) or guardian will be informed that a desire to present matters at the hearing must be made known to the Superintendent within five (5) days after receipt of the notice, and that failure to express such a desire within the prescribed period of time will waive the right to present such matters.
6. At the School Board meeting in which expulsion of a student will be considered, the Board will first give to the principal, the Superintendent, and to any witness who might present testimony relevant to the recommended expulsion an opportunity to describe the incident or violation and to report findings which resulted in the recommendation. Each school official or witness will be limited to a reasonable amount of time in describing the incident or violation, or in presenting other testimony.
7. Upon completion of the presentation of findings by school officials and relevant testimony by other witnesses, the student or his representatives will be given a reasonable amount of time to present any matters which the student or his representatives consider relevant to the student's expulsion.
8. Immediately following the presentations by the student or his representatives, the Superintendent will recommend to the School Board the formal action which he deems appropriate and just. Thereupon, the School Board is to expel the student, the action will specify a period of time for the expulsion.

TERMS

1. The expulsion of a student will prohibit the student from attending any school in the Gadsden City School System during the period of the expulsion.
2. A student may lose his academic credit if:
 - A. The student is expelled prior to taking nine-week or semester examinations.
 - B. The student is removed from the school attendance roll through the expulsion process.
3. A student will not be allowed to make-up work if he is expelled from school.
4. An expelled student is prohibited from being on any school system property during or after school hours (including extra-curricular activities such as athletic events).

SECONDARY ALTERNATIVE PROGRAM

1. The Secondary Alternative Program (S.A.P.) teacher(s) will have complete authority over the classroom. All students are to obey without question. Students not complying with the above will be subject to immediate out-of-school suspension, extra days/time added, or expulsion.
2. All students are to report by 7:45 a.m. with all books and materials (pen, pencil, paper, etc.) Teachers are not responsible for student materials or books. The instructor will provide assignments to students for each class period.
3. If a student is tardy or absent from school, the S.A.P. officially must be notified by a parent before 8:00 a.m. In case of an emergency causing tardiness or absence, the school administration will judge whether or not time missed will need to be made up.
4. Students must remain at the desk assigned the entire class time. The student may talk only by

permission.

5. The student will work at all times on appropriate academic subject materials.
6. Students are responsible for completing all assignments given by their respective teachers.
7. Restroom and water breaks will be at the discretion of the teacher.
8. Students must follow all rules/policies of the Gadsden City Board of Education.
9. No student shall sleep or place his/her head on his/her arm or desk.
10. A doctor's excuse is required for any illness preventing the student from attending. Two unexcused absences will result in a report to the attendance officer. Absences beyond five days for high school and ten days for middle school may result in being dropped from the roll.
11. Students cannot attend extra-curricular or regular school functions (without written prior approval from the home school principal in special cases only). Students should not be on any school campus for any reason (without prior written approval from the home school principal).
12. Students could remain at the alternative school for a minimum of ten (10) days to twenty-five (25) days or more.
13. Possession, selling, or use of an illegal substance will result in a minimum of forty-five (45) days at Alternative School for first offense. Second offense or selling of illegal substance may result in expulsion.

The alternative school committee will review the records of the student (attendance, behavior, grades, prior offense, etc.) to determine if a student is eligible to return to the home school.

CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three classes-minor, intermediate and major. Before determining the classification of a violation, the principal or his designated person(s) will implement the disciplinary procedure.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his designated person(s). Failures to bring notebook, pencil, books, or required materials and equipment to class, failure to do homework, or failure to do work in class are not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor.

MINOR OFFENSES – CLASS 1

1.01 Excessive distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class function, moving without authorization, provoking other students, writing notes, running, scuffling, or shouting in hallways.

1.02 Written, verbal, or physical intimidation of a student

The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.

1.03 Tardiness

Reporting late to school or class. (Refer to Tardy Policy for penalties)

1.04 Non-directed use of profane or obscene language

1.05 Non-conformity to dress code (See “Additional Policies: Dress Code”.)

1.06 Inappropriate public display of affection

Including, but not limited to, embracing and kissing.

1.07 Inappropriate use or possession of electronic devices

1.08 Failure to follow instructions/ complete assignments

Examples: Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.

1.09 Any violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

DISCIPLINARY ACTIONS/MINOR OFFENSES – CLASS I ELEMENTARY STUDENTS

First Offense

In-school conference and parental contact when warranted

Second Offense

Parental contact and disciplinary action

Subsequent Offenses

In-school disciplinary actions such as probation, detention, completion of extra academic assignments, work assignments before or after school, or suspension at the discretion of the principal or his designated person(s). Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting.

SECONDARY STUDENTS

First Offense

In-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses

In-school disciplinary actions such as probation, detention, completion of extra academic assignments, work assignments before or after school, in-school suspension, or suspension at the discretion of the principal or his designated person(s).

INTERMEDIATE OFFENSES – CLASS II

2.01 Defiance of School Board employee's authority, including but not limited to teachers, administrators, bus drivers, or other school officials

Any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee.

2.02 Possession and/or use of tobacco products or e-cigarettes

Possession on the person, in the locker, or in any other effects of a student; or the use of any tobacco products or e-cigarettes

2.03 Exhibit unsafe driving practices on School Board property

2.04 Fighting – includes instigating or encouraging a fight

An exchange of physical contact (hitting, kicking, slapping, pushing, and shoving). Students who instigate fights, put others up to fighting, video, or carry information back and forth between individuals who subsequently fight **MAY** submit themselves to the same consequences of those who are involved in the fight.

2.05 Vandalism

Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real or personal property of another.

2.06 Stealing – Larceny – Theft

The intentional, unlawful taking and/or carrying away of property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.

2.07 Possession of stolen property with the knowledge that it is stolen

2.08 Threats

Verbal, written, or electronic communication threatening injury to person(s), property, or reputation of another. **Note:** Level of threat will be determined by administration.

2.09 Trespassing

Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

2.10 Obscene manifestations (verbal, written, electronic, gestures) directed toward another person. To include those sexual in nature.

2.11 Leaving class or campus without permission

2.12 Behaving dishonestly in relation to grades and/or student information

2.13 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstance

DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES – CLASS II ELEMENTARY STUDENTS

First and Second Offense

Parental contact and disciplinary action

Subsequent Offenses

In-school suspension or suspension for one (1) to five (5) days

SECONDARY STUDENTS

First Offense

In-school suspension and/or extended work assignments before or after school, and/or suspension for one (1) to three (3) school days.

Subsequent Offenses

Suspension for three (3) to five (5) school days. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures will be followed.

MAJOR OFFENSES – CLASS III

3.01 Drugs

Unauthorized possession, transfer, use, sale, or under the influence of drugs, drug paraphernalia or alcoholic beverages.

3.02 Arson

The willful and malicious burning of any part of School Board property and/or the burning of any substance or material on School Board property.

3.03 Verbal and/or physical assault/battery upon a School Board employee

Directing obscene, profane or threatening language to a School Board employee and/or the unlawful and intentional touching or striking of a School Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee.

3.04 Robbery

The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same.

3.05 Stealing – Larceny – Grand Theft

The intentional unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.

3.06 Gambling

The intentional, unlawful participation in gambling activities involving amounts of more than \$100.00.

3.07 Burglary of school property

Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

3.08 Possession of firearms or weapons

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosion; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. A knife, metallic knuckles, tear gas gun, chemical weapon or device; or any other weapon, instrument, or object with the intent to be armed.

3.09 Discharging of any pistol, rifle, shotgun, air-gun, or any other similar device

3.10 Bomb Threats

Any such communication(s) concerning School Board property which has the effect of interrupting the educational environment.

3.11 Sexual acts

Acts of a sexual nature including, but not limited to, battery, intercourse, attempted rape or rape.

3.12 Aggravated battery

Intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.

3.13 Possession and/or igniting fireworks, firecrackers or smoke bombs, or other explosives on School Board property

3.14 Inciting or participating in major student disorder

Leading, encouraging, or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

3.15 Unjustified activation of a fire alarm system

3.16 Offensive touching of another person, including that of a sexual nature

3.17 Any other offenses which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III ELEMENTARY AND SECONDARY STUDENTS

The disciplinary action for such offenses will be suspension, referral to Alternative School, and/or recommendation for expulsion by the principal as authorized in the procedures previously stated. In the event of recommendation for expulsion, pending final determination of the matter by the School Board, the student may be offered the opportunity to attend the Alternative School.

ADDITIONAL POLICIES

1. TARDY POLICY

Gadsden City Schools strives to maintain an orderly environment for students' education. Students who arrive late not only miss valuable class time, but also interrupt the educational setting of the classroom. Students who are tardy to school must check in with the designated personnel for a pass. **Tardies to class will be handled by each school.** Tardies will be coded excused or unexcused. The designated administration will assign penalties as follows:

ELEMENTARY SCHOOLS

Students who are late to school **MUST** have a PARENT check them in at the school office.

Penalties will be:

Fifth Tardy: Parent Notification—phone call/referral with parent signature

Eighth Tardy or more: Home Referral—the parent must come to school

Excessive Tardiness: Students with 10 or more unexcused tardies will not receive perfect attendance.

MIDDLE SCHOOLS

Fifth Tardy: Parent Notification—phone call/referral with parent signature

Eighth Tardy: Home Referral—the parent must come to school

Tenth Tardy or more: Will be ISS or OSS

A student is considered tardy after the tardy bell. Parent signatures may be required, or documentation from (doctor, dentist, court, etc.).

HIGH SCHOOL

In order to benefit fully from the instructional program, students should be punctual to school and to every class.

SCHOOL TARDY: A student is considered tardy to school after **7:55 a.m.** A parent/guardian is required to check in a student after **8:15 a.m.** unless a note from a proper authority (doctor, dentist, court, etc.) is presented at check in.

First Tardy: Warning

Second Tardy: Student placed on referral and must bring parent/guardian for conference

Third/Subsequent Tardies: One (1) day ISS

Students tardy six or more times will receive additional days OSS

2. CELL PHONE/ ELECTRONIC DEVICE POLICY

The inappropriate or disruptive use of personal, wireless communications devices by students is prohibited on school grounds or while students are being transported on a school bus. Personal, wireless communication devices include, but are not limited to: cellular telephones, pocket pagers, email devices, “walkie-talkies”, or any other electronic communication device. Inappropriate or disruptive use will include but not be limited to: making unauthorized video recordings at school, cheating or plagiarizing, bullying or hazing of others, disruption of the learning environment, viewing of pornographic, vulgar, or inappropriate content, posting of derogatory content on social media sites, or the taking of unsolicited or unwelcome photographs of students, staff, or facilities.

Students may not use their cell phone during class without permission of the classroom teacher and/or in accordance with the Gadsden City Schools Bring Your Own Device (BYOD) policy. Devices should not be visible or in use in common areas such as hallways or restrooms unless directed by staff. Local school administration will determine the acceptability of device use in the school cafeteria.

Principals or their designees will also have the authority to further restrict or deny the use of personal wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials reserve the right to examine or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules.

Violation of this policy by a student may result in seizure of the cellular phone and its retention by the Principals, or their designees for up to 10 school days.

The Board assumes no responsibility for theft, loss, or damage to any personal wireless device.

Disciplinary Action

First Offense: Classroom warning (device could be taken).

Second Offense: Classroom level punishment (at the discretion of the teacher – i.e. device taken for rest of period, detention, etc.).

Third Offense: Device taken – Violation to be entered into discipline record (referral). Parent must come to school for conference with administration and to pick up device. Discipline could include ISS (In-School Suspension) or OSS (Out of School Suspension)

Fourth Offense: Device taken – Violation to be entered into discipline record (referral). Discipline could include OSS (Out of School Suspension) to be determined by administration.

Failure to submit the electronic device when asked by any school board employee will result in a Class II disciplinary infraction for defiance.

Disciplinary action for inappropriate or disruptive use will be based on the specific act of misconduct in accordance with the code of conduct guidelines.

3. FIGHTING

The Gadsden City Board of Education realizes the need to ensure the safety of students and school personnel. Fighting will be any physical conflict between two or more individuals.

Middle School

2.04

Disciplinary Action

First Offense

3 days out-of-school suspension

Second Offense

5 days out-of-school suspension

Third Offense

3 days out-of-school suspension

Alternative school placement for 25 school days or expulsion

High School

2.04

Disciplinary Action

First Offense

- 5 days out-of-school suspension
- 5 days in-school suspension
- Student must complete days of ISS before returning to school

Second Offense

- 5 days out-of-school suspension
- Alternative school for minimum of 25 school days or expulsion

4. STUDENT PREGNANCY

Upon the request of a pregnant student and the student's husband (or parent(s)/guardian if the student is unmarried), a pregnant student will be permitted to attend school and to participate in regular school programs. An alternative curriculum is also available for the single parent. Attendance and participation will be permitted until such time the student's physician determines that such endangers the health and safety of the student. Although school officials cannot exclude a pregnant student from enrollment in school solely because of pregnancy, they do have the authority and responsibility to discipline the student for any action or misconduct on school grounds which are either disruptive or in violation of school regulations. If the pregnant student chooses to remain in school during semester in which she expects to deliver the child, her attendance will be governed by the same attendance policies, rules, and regulations which govern other students. The absence immediately preceding and following the delivery will be an excused absence. Pregnant teens may qualify for Step Academy, Virtual School, or Homebound Services on a case by case basis based on medical and family needs. The student will be able to earn course credit only if minimum course requirements are met, as determined by the principal through consultation with the student's teacher. The pregnant student who remains in school during the pregnancy should be under the direct care of a licensed physician. Also, the pregnant student will be excused to fulfill the following responsibilities:

- a. Notify the school principal or counselor after the pregnancy is confirmed.
- b. Provide the principal with a written statement from the physician. The statement should include the physician's recommendations concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
- c. Participate in a joint conference with the principal and the pregnant student's husband (or parent(s)/guardian if the student is unmarried). This required conference will be held for the purpose of determining the duration of the student's school attendance before the delivery date, based upon the physician's recommendation.
- d. Consult monthly with the school counselor or school nurse. To be readmitted to school following delivery, the student should have a written statement of authorization from her physician.

5. DRUG ABUSE

The intent of the Gadsden City Board of Education is to comply and to cooperate fully with the law regarding illegal drug use and drug abuse.

The School Board understands that there are times when prescription drugs must be used by students for medical reasons. Under these conditions the student or his parent(s) or guardian should register the prescription with the principal or his designated person(s) in order to protect the student.

6. STUDENT SURVEYS

Periodically it is necessary for students to participate in surveys to collect information for needs assessment for various programs.

7. DRESS CODE

The Board recognizes that dress and grooming affect the behavior of students and that there are sanitation and safety factors directly related to proper dress and grooming. The manner in which a student dresses for school each day is primarily the responsibility of the student and his or her parents. However, when a student's

style of dress or appearance presents a danger, causes an interruption of the instructional program, or violates the dress code he or she will be denied class admission until the condition is corrected. Therefore, the Board establishes the following expectations for student dress and appearance in order that school administrators, teachers, and parents will have clear dress and grooming guidelines to ensure that rules and discipline can be enforced consistently.

Specific Dress Regulations:

1. Good personal hygiene is to be observed at all times. Proper undergarments and shoes are mandatory. (House slippers are not suitable)
2. Head apparel will not be worn inside buildings.
3. Nose, lip, or other body piercing other than earrings will not be allowed. No excessive ear piercing. No exaggerated accessories to include but not limited to: large loop earrings; large, long, and heavy chains. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
4. Sunglasses and colored shades will not be worn inside buildings.
5. No see-through, backless, or strapless shirts; no spaghetti straps or muscle shirts; no midriff or tube tops will be allowed. Tops made from spandex, mesh, or fishnet will not be allowed. Sports bras cannot be worn as outerwear on school campus. No part of the bra or any undergarment should be visible at any time.
6. Tight-fitting garments such as bike shorts, exercise pants, or stretch pants should not be worn. Sleeping pants are considered unsuitable. Pants with holes in inappropriate places will not be allowed. No underwear should be visible at any time.
7. NO SAGGING PANTS. All shirts must be within six (6) inches of the hipline (waistline) and belts must be worn.
8. All shorts, skirts, skorts, or dresses must come to or extend below the tips of the fingers.
9. Clothing must not contain any writing, drawing, labels, or decals which could be offensive to others. No clothing will be allowed that displays antisocial, immoral or illegal behavior nor should clothing promote products which students may not legally buy, such as alcohol, tobacco, or illegal drugs.
10. All oversized jackets or coats made for outdoor wear such as starter jackets, overcoats, etc. must be placed in the locker first thing in the morning. With the instructor's permission, lightweight jackets and sweaters will be allowed in class.
11. In addition to articles previously mentioned: accessories, backpacks (must be clear or mesh and left in the locker upon arrival), notebooks, patches, haircuts must not display or promote racial/ethnic slurs/symbols; gang, satanic, or occult affiliations; violence or mutilation, vulgar, subversive or sexually suggestive language; or products such as alcohol, tobacco, and illegal drugs.
12. Any student's appearance that causes a disruption to the school climate will not be allowed in school.
13. At the high school level, cheerleaders and dance team members will be allowed to wear uniforms with opaque tights on game days. At the high school level, it is believed that such a practice will help foster school spirit, as well as make others aware of athletic events.
14. Hair should be kept in an appropriate manner conducive to the education environment.

The Principal has the authority to add or delete any of the above regulations as emergency problems or concerns arise.

Evaluations of dress not covered by the fourteen (14) specific regulations will be done on an individual basis through referral to a counselor or principal. School "Dress Up" days are provided for in the regular calendar of activities during the year on a planned basis. The use of school time for initiation days by groups or organizations not sponsored by the school is prohibited.

FAILURE TO COMPLY WITH DRESS CODE WILL RESULT IN:

Middle School

- **First Offense:** Student warning
- **Second Offense:** Parent conference
- **Third Offense:** Home referral

- **Fourth Offense:** Three (3) days of ISS
- **Fifth Offense:** One (1) day of OSS
- **The next infraction will result in In-School Suspension (ISS) or Out-of-School Suspension (OSS) and parent will be required to bring the child back to school and meet with an administrator the day following the last day of ISS or OSS.**

High School

- **First Offense:** Warning or home referral
- **Second Offense:** One (1) or more days ISS
- **Third Offense:** Three (3) days OSS
- **The next infraction will result in In-School Suspension (ISS) or Out-of-School Suspension (OSS) and parent will be required to bring the child back to school and meet with an administrator the day following the last day of ISS or OSS.**

8. SEXUAL HARASSMENT

It is the policy of the School Board that all students have the right to study and pursue their education in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

The School Board's position is that sexual harassment is a form of misconduct that undermines the learning opportunities of all students. No student – either male or female – should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with the learning process. Such behaviors may result in disciplinary action up to and including expulsion. Students committing any acts of sexual harassment will be referred for counseling to assist him/her in correcting this behavior. Severe acts of this nature may require referral to professional counseling services outside the school setting.

9. ANTI-HARRASSMENT/BULLYING POLICY

See Board Policy Manual JCDD

No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Gadsden City Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions.

Harassment Complaint Form

Name of Complainant: _____

Name(s) of Alleged Perpetrator:

I. Nature of Complaint:
(List dates, places, names of witnesses, if any, and description of offense)

I have read the above information and certify it to be true.

Complainant's Signature Date Complaint Filed
(Student or Legal Guardian of Student)

II. Results of Investigation and Administrative Response:

Principal/Administrator's Signature Date of Complaint Resolution

III. Policy Provision for Threat of Suicide:

If a threat of suicide is reported, the principal will inform the student's parent or legal guardian of the report and document the threat and administrative response to the threat of suicide on this form.

ADOPTED: 6/1/10

10. POSSESSION OF FIREARMS

The Gadsden City Board of Education is cognizant of the extreme danger posed to other students and staff members by students who bring firearms to school. The board believes that possession of a firearm is totally unacceptable in an educational setting and establishes a minimum two-year expulsion for any student bringing a firearm onto any school campus or to any school function. In addition, any student displaying or using a weapon in a menacing fashion will be recommended for permanent expulsion.

Possession of any weapon will be treated as a major disciplinary infraction in accordance with the Code of Student Conduct for the Gadsden City Schools. Any incident of weapon possession will be turned over to law enforcement authorities.

Gun Free Schools Act (GFSA): When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately:

The student must be expelled and the expulsion noted on records transferred to any other school. The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:

- Report to law enforcement and other appropriate authorities.
- Contact parent/guardians
- Suspend from school immediately pending investigation
- Complete an investigation as soon as possible with documented written report(s)
- Expel student according to LEA policy

Following the expulsion determination, the student cannot attend any regular public school for one calendar year. The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 §16-1-24.3.

Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

GFSA and other state required disciplinary data will be reported to the SDE through School Incident Reporting (SIR)

11. SEX OFFENDER VISITATION

It is the policy of the Gadsden City Board of Education that no adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a Gadsden City school while school is in session or attend any Gadsden City school activity unless the adult sex offender does all of the following:

- A. Submits to the principal of the school, or his/her designee (by mail, received at least one week prior to the visit) a written request for approval, to enter the property or attend a school activity; (request forms are available from school principals)
- B. Immediately reports to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,
- C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

Ref: Alabama Code 16-12-3; Legislative Act 2014-421

12. SEARCH AND SEIZURE

Personal Searches: Periodic searches of personal effects may occur without notice to promote and insure school safety. A student's person and /or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same gender and with an adult witness present, when feasible.

Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

NOTE: Book bags, purses, and other large bags may be searched prior to entering the building.

Policy Regarding the Legal and Ethical Use of Technology Resources, Electronic Mail, and the Internet

INTRODUCTION

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of Gadsden City Schools to provide all students and employees with the opportunity to access a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the instructional goals of the Gadsden City Schools.

Thus, it is the intention of the Gadsden City Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Gadsden City Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. Gadsden City School technologies may not be utilized for personal gain.

POLICY STATEMENT

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the Gadsden City Schools. Individuals may only use accounts, files, software, and computer resources that are assigned to those individuals under their password. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Gadsden City Schools.

Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement.

According to the license agreement, a backup copy of all purchased software programs should be made and, thus, become the working copy.

All original copies of software programs, including those purchased with departmental funds, and hardware will be stored in a secure place. For security and insurance purposes, access to original software shall be limited to the building principal and/or his designate. System wide software will be housed at the Board of Education.

If a single copy of given software program is purchased, it may only be used in one computer at a time. Multiple loading or downloading the contents of one disk into multiple computers, (1987 Statement on Software Copyright) is NOT allowed. Individuals are not authorized to make copies of any software or data without the knowledge of the building principal and/or his designee. Any questions about copyright provisions should be directed to the System Technology Coordinator.

Illegal copies of software may not be created or used on school equipment, including any school-wide bulletin board services.

Individuals are expected to report any violation of this policy and/or problems with the security of any technology resources to the principal or System Technology Coordinator.

Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.

Students and employees of the Gadsden City Schools must not attempt to modify technology resources, utilities and/or configurations, or change the restrictions associated with their accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

Network access shall not be used to affect individual computers or the network in any of the above ways.

The principal of each school will be responsible for establishing specific practices to enforce this policy at individual schools. The legal and ethical practices of software and hardware usage will be taught to all students and employees in the system (i.e. during computer lab orientation; during faculty meeting, etc.).

This policy will be prominently displayed in all rooms throughout the system that contain one or more computers.

All Gadsden City Schools technology resources, regardless of purchase date or location, are subject to this policy.

ELECTRONIC MAIL

The Gadsden City School System provides access to electronic mail for many of its employees and some student classes. That access is for their use in any educational and instructional business that they may conduct. Staff personal use of electronic mail is permitted as long as it does not violate Gadsden City School policy or

adversely affect others. All contents and usage of electronic mail shall be the property of the Gadsden City School System.

INTERNET

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of the Gadsden City Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula. The Gadsden City Schools have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. We believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Gadsden City District. Internet access is provided to allow students to conduct research and to communicate with others. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing the written permission of parents.

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.

To maintain system integrity and to insure that the system is being used responsibly, the Gadsden City School reserve the right to review files and network communications. Users should not expect that files stored on the Gadsden City Schools servers will always be private.

All home pages (starting point for a group or individual directory of Internet sites and/or other information) will be reviewed by the System Technology Coordinator for approval before being publicly posted. Students will be allowed to conduct independent research and communicate on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared.

The following are not permitted on any Gadsden City Schools Network or the Internet

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer network (this includes changing workstation and printer configurations)
- Violating copyright laws
- Using other user passwords
- Trespassing in other user files, folders, or work
- Intentionally wasting limited resources
- Plagiarizing – **Definition:** To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Merriam-Webster Online Dictionary Website: <http://www.m-w.com>

Parents and student must read and sign and return Technology Resources Agreement at the end of this Code of Student Conduct book.

INTERNET SAFETY

1. Students are not to access inappropriate matter on the Internet and World Wide Web.
2. Students are not to use school system equipment or resources to electronically communicate with individuals for non-instructions purposes. This includes e-mail correspondence, chat rooms, instant/real time messenger services, or any other form of electronic direct communication. Such contacts may only be made with the approval and supervision of school system personnel and be conducted solely for instructional purposes.
3. Students are prohibited from participating in any unauthorized access (“hacking”) of computer systems or any other unlawful technological activities.
4. Students and school system employees are prohibited from the unauthorized electronic disclosure of personal student information such as name, home address, phone number, age, or race.
5. The Gadsden City Schools have taken filtering and supervisory precautions to restrict intentional or accidental access to inappropriate sites on the Internet.

Gadsden City Schools
Bring Your Own Device (BYOD) Policy

The goal of BYOD programs is to expand opportunities for 21st Century learning. However, using personally owned devices at school is a privilege, not a right. This privilege may be revoked for the student body as a whole or for students individually at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

Devices Permitted:

The following devices are permitted. Items may be added or deleted at the discretion of the school administration.

- Laptops, netbooks, Chromebooks
- Tablets (iPad, Xoom, Galaxy, etc.)
- iPod Touch, Smartphone, Droid, Blackberry
- eReader/Tablets – (Kindle, Nooks, etc.)

Rules and Conditions:

The following rules and conditions are specific to our school's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct and Technology Appropriate Use Policy (AUP).

Where/When/Storage

1. Students may only use their device in the classroom when instructed to do so by their teacher.
2. Students may not use their device to update personal social media sites/accounts during school hours. Students are not to call, email, text message, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
3. Students may not use their device in common areas (hallways, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
4. Students may only use their device in the library/media center with the permission of the media specialist.
5. Students may not use their device while on school buses without permission from the supervising teacher.
6. Students should not ask teachers or staff to 'hold onto' or store their device.
7. Administrators should not be asked to retrieve devices left in school lockers during or after normal school hours.

Network/Internet Access/Electrical

1. Students should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students found to be visiting websites which are blocked by the District's filter.
2. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network.
3. Students should bring devices fully charged to school. Access to electrical outlets for charging should not be expected.

Theft/Loss /Damage/Troubleshoot/Inspection

1. The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices. It is recommended that the device locator feature be enabled if possible.
2. The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.

4. School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

I have read, understand, and agree to abide by these rules and conditions. I understand that bringing my device is a privilege, not a right; and that this privilege can be revoked for violations of these rules or any other Code of Conduct violation.

TRANSPORTATION REGULATIONS

1. Students should be at the bus stop at least ten minutes before the scheduled pick-up time.
2. Students should board the bus only when signaled by the bus driver.
3. Students should remain seated when the bus is moving.
4. Students should follow all bus safety rules and be aware that eating, drinking, excessive talking, throwing objects, fighting, and any other violation and/or disruptive behavior while on the bus is prohibited.
5. Students should only get off at approved drop-off bus stops unless prior written permission by the parent/guardian for a different drop-off is given to the school official.
6. The school principal or designee has the authority to suspend a student from the bus for a major violation.

DISCIPLINARY ACTIONS

Safety is a system priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students, contingent upon the exhibition of proper behavior. Each student and their parent/guardian is responsible for the behavior of the student before, after & while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. The system does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

Parents/guardians are also responsible for their child's behavior while they are at their designated bus stop.

Discipline will be determined based on the severity of the offense and could range from a warning to riding privileges being revoked.

When suspended, the student is not allowed to ride any school system bus during the specific time period of the suspension.

PHOTOGRAPHIC AND VIDEO IMAGES

Periodically, photographs and video of student's activities may be placed in public venues, including but not limited to, newspaper, magazine, websites, Facebook, and cable television channels. Full names are typically not included with these images. If there is any reason you DO NOT want images (photo or video) of your child to appear, annually notify your school principal and submit a request for non participation for these types of activities. Specific reasons are not required of the requesting parent. NOTE: The school district does not have distribution control of photo or videos taken at public activities such as athletic events.

BAD CHECK POLICY

The Gadsden City Board of Education has an agreement with Envision for the collection of all returned checks issued to all locations. The Board will require the following on all checks:

- Full Name
- Street Address
- Home Phone Number
- Drivers Licenses Number (with State)

If your check is returned, it will be automatically forwarded by the Gadsden City Board of Education's bank to Envision. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$30.00. This fee is subject to change as allowed by law. If

you do not properly respond to Envision, or Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees could also be deducted from the same account.

EARLY DISMISSAL/TEMPORARY CLOSING OF SCHOOLS

The Superintendent of Education has the authority to temporarily close schools or dismiss early in the event of severe weather, inadequate heat, or other conditions, which threaten the safety and well-being of the student. Parents should listen to local radio stations for information. Also, make sure a current telephone number is registered with your child's school. This will allow Gadsden City's SchoolCast notification system to contact a parent/guardian in the event of school closings and/or early dismissals. Please make arrangements for your child to be picked up at the specified time given when closings arise. Every child will need to be signed out by their parent, guardian, or the designee of the parents. If an early dismissal occurs, all after-school activities will be canceled.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to appropriate energy level and advise the operator to deliver a shock. It is the policy of Gadsden City Board of Education that an automated external defibrillator (AED) be placed and maintained at each school. The Superintendent will designate at least one employee at each school to be trained in the use of an AED. Each building-based user shall be made aware of the location of the device in the building and shall maintain proper CPR/AED certification. All AEDs will be maintained and tested according to manufacture's operational guidelines by the Gadsden City School System's Lead Registered Nurse. The local fire department and medics will be kept informed about the presence and location of the AEDs in school buildings. A licensed physician or other medical professional is to be included in creation or modification of any AED program or guidelines related to the program.

FILE: JGFHA

ANAPHYLAXIS PREPAREDNESS PROGRAM POLICY

It is the policy of the Gadsden City School System that the Anaphylaxis Preparedness Program be implemented as part of the school health services. The program shall incorporate three levels of preparedness:

1. Primary Prevention: Education programs that address food allergies and anaphylaxis through both classroom and individual instruction for staff and students.
2. Secondary Prevention: Identification and management of chronic illness which could lead to anaphylaxis.
3. Tertiary Prevention: The development of a planned response to anaphylaxis-related emergency in the school setting.

Each school campus, in collaboration with a supervising physician, shall develop and maintain a protocol for emergency response that shall include a supply of premeasured auto-injectable epinephrine to treat a life threatening allergic reactions. *Gadsden City School System will stock epinephrine on our campuses provided the funds are available.*

References: Code of Alabama 16-1-48(D), Alabama Legislative Act 2014-405

ADOPTED: 4/10/2018

MEDICATION AT SCHOOL

Medication Forms

Prescribed and/or over-the-counter (OTC) medication is administered only upon receipt of a correct, current, completed *School Medication Prescriber/Parent Authorization Form (PPA)*. The prescribing physician must fill out the prescriber authorization section and sign the PPA for prescription medication to be given at school. This form is available in the nurse's office or on the school's website under nurse section. Please ensure that the PPA matches the pharmacy label.

Delivery of Medication

All prescription medication must be in a current, pharmacy-labeled prescription container. All OTC medications

must be in an unopened (sealed), manufacturer-labeled container and identified with the student's name written in permanent ink. **The parent/guardian or parent-designated responsible adult (not the student) should deliver to school nurse.** No expired medication will be accepted.

Acceptance of Medication

Both the parent/guardian or authorized adult and the licensed nurse or medication assistant will sign the back of the Medication Administration Daily Record (MAR) to verify amount received or retrieved. **Students must not deliver or carry any type of medication to and from school except those authorized for self-administration/self-carry (inhalers, epi-pens, and insulin are allowed for self -carry/self- administration with current PPA on file with nurse).**

Storage of Medication

All medications must be stored in the nurse's office according to ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies.

Emergency Medication

A student may carry his/her emergency medication (insulin, glucagon, epi-pen, or rescue inhaler) with proper authorization on the *School Medication Prescriber/Parent Authorization Form (PPA)* and after demonstration of proper administration to the nurse.

Expired Medication

The parent/guardian or authorized adult will be notified when medications expire. Expired medication must be picked up within two (2) weeks of notification. If not picked up, medication will be destroyed in accordance with federal and state guidelines.

End of each School Year

The parent/guardian or authorized adult (not the student) must pick up all medications on or before the last day of classes or the medications will be destroyed. Medication cannot be kept at the school between the end of the regular school year and the start of the next school year.

STUDENTS FOUND TO BE IN POSSESSION OF MEDICATION (PRESCRIBED OR OVER THE COUNTER) OR WHO GIVE AWAY, SELL, OR ATTEMPT TO GIVE AWAY OR SELL MEDICATION MAY BE SUBJECT TO SUSPENSION, PROBATION, OR EXPULSION.

ALABAMA CERTIFICATE OF IMMUNIZATION

Every student enrolled must have and maintain a current Alabama Certificate of Immunization or an authorized exemption on file at the school according to **Alabama Code Section 16-30-4**. Non-compliance may result in a delayed start date for the student.

POLICY/PROCEDURE FOR PEDICULISIS CAPTITIS (HEAD LICE)

Purpose: To define the steps that will be taken by Gadsden City Schools' staff in the event of a suspected case of head lice.

Rationale: The goal of Gadsden City Schools' Health Services is to keep students in the classroom as long as medically safe. As head lice are not at a risk for carrying communicable disease; are primarily spread through direct head to head contact, and can only live less than a day off a host, the subsequent steps will be followed:

1. Students suspected of having head lice will be sent to the school nurse/designee for evaluation. Mass screenings are no longer recommended.
2. A parent/guardian will be contacted and a lice information sheet will be sent home with any student found to have nits. **FOCUS WILL BE ON THE REMOVAL OF NITS TO BREAK THE LIFE CYCLE, PREVENTING OUTBREAKS.**
3. The principal will be advised of any student found with live head lice. It will be at the principal's

- discretion whether the student with live head lice may remain at school until the end of the school day.
4. Students with live head lice must be treated and be free of lice/nits before returning to school. Nits may persist after treatment, but successful treatment should kill crawling lice.
 5. The process of a student returning to school after live head lice are found will be:
 - A. A parent/guardian must accompany student to school.
 - B. The school nurse/designee will check the students head before student can return to class.
 - C. If no lice/nits are found; the student may stay at school.
 - D. If lice are found; the parent/guardian will take the student home. A student will not be allowed to stay at school with live head lice.
 - E. If nits are found, it will be at the principal's discretion whether the student may remain at school.
 6. Students are excused the first two (2) days for treatment of lice for the first incident only. All subsequent absences due to lice are unexcused.

References: CDC Division of Parasitic Disease: <https://www.cdc.gov/parasites/lice/head/schools.html>
 National Association of School Nurses: <https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice>
 American Academy of Pediatrics: <https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/AAP-Updates-Treatments-for-Head-Lice.aspx>

PREVENTATIVE HEALTH MAINTENANCE

The Alabama State Department of Education and the Alabama Department of Public Health requires that school districts in Alabama offer and provide scoliosis screenings for all students in grade 5 through age 14, including special education students. The goal of this program is early detection of spinal deformities.

****Meningococcal meningitis** is inflammation of the lining around the brain and spinal cord that is caused by a very serious bacterial infection. This infection can lead to brain damage, hearing loss, learning disabilities, and even death. The meningococcal vaccine (MCV4) is recommended for all children 11-12 years of age. Older teens need a second shot at 16 years of age. For more information, please refer to:

<http://www.adph.org/Immunization/assets/MeningococcalDiseaseAndVaccineFlyer.pdf>

****The Influenza “flu” vaccine** is recommended for all age groups. For more information, please refer to:

<http://www.alsde.edu/sec/pss/Communicable/Flu%20Flyer.pdf>

****Backpack Act 2017-19** urges all school administrators, teachers, parents & students to be educated about the potential health impact of heavy backpacks and to take proactive measures to avoid injury. More information can be found at: www.bacsupport.com

****Sunscreen Act 2017-278** allows any student to self-carry & apply a FDA approved sunscreen without any type of consent/paperwork. However, if a parent requests a school employee apply the sunscreen then the parent must contact the school nurse for appropriate paperwork to be completed.

****Effective hand washing** is the most powerful weapon available to fight the transmission of most infections.

****Open wounds** must be covered at all times while at school.

****If your child is sick**, please keep them home. We are committed to sending sick children home to decrease exposure to the rest of our students thus preventing outbreaks of preventable illnesses. If your child has a rash, it is recommended they be evaluated by a medical facility with a note saying when they can return to class.

STUDENT EXCLUSION DUE TO ILLNESS

Should a child develop any contagious signs or symptoms (SEE BELOW) while at school, school personnel will contact the parent/guardian or authorized adult and request that the child be taken home. If symptoms persist longer than two (2) days, consider taking your child to a physician. In the absence of a medical diagnosis or a physician-signed clearance to return to school, students who are ill should be excluded from school for 24 hours after the last episode or until illness subsides according to the following guidelines:

Symptom	Recommended Exclusion Period
Fever (100.4 degrees or higher)	Until 24 hours after the last episode of fever without anti-fever medication
Diarrhea	Until 24 hours after the last episode of diarrhea
Vomiting	Until 24 hours after the last episode of vomiting

**ALABAMA STATE DEPARTMENT OF EDUCATION POLICY
USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST**

Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Code of Student Conduct Handbook and other regularly used modes of communication.

Dear Students and Parents:

In accordance with its stated mission, the Gadsden City School System seeks to empower teachers, students, and parents to engage in the use of educational resources to impact student learning and promote higher achievement, and furthermore, to ensure that all students graduate from safe and caring schools, equipped with the knowledge, skills, and desire to succeed. In order for this to be accomplished while students remain fully engaged in the learning process, we must all work together to maintain appropriate student conduct at all times. It is therefore, imperative that all students and parents fully understand the contents of the Code of Student Conduct.

The Code of Student Conduct uniformly applies to all students enrolled in Gadsden City Schools. It is comprised of rules of expected student behavior, beginning with students waiting for transportation provided by the school system, while being transported, while school is in session, and while participating in school sponsored extra-curricular activities, both at home and on the road. In addition, the student may be subject to disciplinary action for violations to the Code of Student Conduct for off-campus activities regardless of the time or place where the conduct occurs.

I fully expect that all schools will have a foundation in place to promote Positive Behavior Interventions and Supports, that all teachers will have an effective classroom management approach for dealing with student behavior, and that all schools will address the social and emotional learning and well-being of all students in order to maximize learning. It is also my expectation that school staff will work collaboratively with parents and students to problem solve any issues and reduce any barriers that stand in the way of student engagement and achievement.

Our school system has high expectations for student achievement, and we must work TOGETHER to accomplish each of our goals.

A handwritten signature in cursive script, reading "Tony Reddick". The signature is written in black ink and is positioned to the left of the typed name.

Mr. Tony Reddick, Superintendent