

2017-2018
ELEMENTARY HANDBOOK



Dr. Ed Miller,
Superintendent

TABLE OF CONTENTS

Acknowledgement.....	22
Administration & School listing w/Principals	4
Allergies	11
Attendance Policy	6
Automated External Defibrillator (AED) Policy.....	14
Bad Check Policy.....	15
Birthday Parties.....	11
Bring Your Own Device Policy (BYOD)	20
Cell Phone Policy	15
Check Outs	6
Child Nutrition Program.....	10
Compulsory Attendance.....	5
Conferences.....	7
Discipline	17
Dress Code	16
Early Dismissal/Temporary Closing of Schools	7
Early Warning Truancy Prevention Program.....	7
Elementary Modification Class.....	9
Entrance Age.....	5
Equal Education Opportunity Statement.....	5
Field Trips	11
Fighting	17
Firearms.....	17
Food Service.....	10
Homework Guidelines	8
Introduction	5
Lost and Found.....	11
Make Up Work.....	6
Media Center.....	11
Medication.....	11
Members of the Board of Education	3
Meningococcal Disease.....	11
Money Sent to School	12
Notices.....	7
Parent Visitation Policy.....	9
Philosophy	5
Photographic and Video Images	19
Physical Education	12
Promotion/Retention Policy	9
Registration Requirements	5
Report Cards.....	9
School Bus Transportation.....	12
School Day.....	5
Special Education.....	13
Student Conduct.....	12
Tardies & Truancy	6
Technology Policy	17
Textbooks.....	14
Tornado and Fire Drills/Emergency Drills.....	14
Use of Digital Device During the Administration of a Secure Test.....	21
Visitors	14
Volunteers	14
Walking to School Policy.....	13
Withdrawals	14

GADSDEN CITY SCHOOLS

1026 Chestnut Street
Gadsden, Alabama 35901

MEMBERS OF THE GADSDEN CITY BOARD OF EDUCATION

Name & Address
Telephone

Mrs. Kelly Cochran 616 Bellevue Dr. Gadsden, AL 35904	(256) 546-2657
Mr. Frank Cylar P.O. Box 2153 Gadsden, AL 35903	(256) 390-2783
Mr. Mike Haney P.O. Box 287 Gadsden, AL 35902	(256) 543-8266
Ms. Deborah L. Howard 310 N. 7 th St. Gadsden, AL 35903	(256) 543-1246
Mr. Z. Andre' Huff 1104 Brookside Dr. Gadsden, AL 35901	(256) 399-6347
Ms. Nancy Stewart 328 Howell Cir. Gadsden, AL 35904	(256) 547-5565
Mr. Wayne Watts 1120 Walnut St. Gadsden, AL 35901	(205) 369-6037

ADMINISTRATION

Dr. Ed Miller, 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 & Elementary	256-543-3512
Mr. Johnnie Parker, Testing Coordinator & CNP	256-543-3512
Ms. Nancy Blackwood, Director of Title I	256-543-3512
Mr. Keith Blackwell, Director of School Operations	256-543-3512
Mr. Duane Reddick, Director of Student Services	256-543-3512

GADSDEN CITY SCHOOLS

Elementary

	Phone
Oscar Adams	256-492-4952
Eura Brown	256-546-0011
C.A. Donehoo	256-546-3604
George W. Floyd	256-546-0836
R.A. Mitchell	256-546-2711
W.E. Striplin	256-546-8616
Ray Thompson	256-546-7011
Walnut Park	256-546-4665

Principal

Mrs. Tomasina Smitherman
Mrs. Shannon Katelyn Holland
Mr. Hector Baeza
Ms. Nicole Chester
Mr. Roger Wilkinson
Mrs. Delsia Malone
Ms. Patrice Maxwell
Mrs. Kristen Woods

Middle Schools

Emma Sansom	256-546-4992
Gadsden	256-547-6341
Litchfield	256-492-6793

Mr. Kevin Young
Mr. Joel Gulledege
Mr. Charlie Parker

High School

Gadsden City	256-543-3614
STEP Academy	256-543-3614
Gadsden Alternative	256-547-5446

Mr. Jeff Colegrove
Mr. Craig Hines
Dr. Donna Smoots

INTRODUCTION

This handbook is written as a guide for parents who have children attending Gadsden City Schools. The information in the handbook will be subject to change as circumstances warrant.

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 requirements.

PHILOSOPHY

The primary purpose of the Gadsden City School System is to provide opportunities for development of each student's full potential – academically, emotionally, physically, socially, and morally. The educational program includes the use of accepted instructional methods and techniques, and the application of sound evaluative criteria designed to ensure that diverse educational needs of all students are met. The system accepts responsibility for promoting educational excellence in order that the students, individually and collectively, are adequately prepared to meet the demands of adult life.

ENTRANCE AGE

It is the policy of the Gadsden City Board of Education, in accordance with Alabama statutes, that a child must be **six years old on or before December 30** or the date on which school begins in the enrolling district in order to be admitted to the first grade for that school year. A child must be **five years of age on or before September 1** or the date on which school begins in the enrolling district in order to be admitted to kindergarten. **Underage children transferring from out-of-state schools may be admitted upon approval of the Superintendent.**

REGISTRATION REQUIREMENTS

In accordance with Alabama law, all students enrolling must have a blue immunization form, birth certificate, social security card and proof of residence. Only students presenting a certificate of medical exemption or a certificate of religious exemption are not required to have an immunization form.

SCHOOL DAY

Oscar Adams	7:50 am - 2:50 pm	Mitchell	7:50 am - 2:50 pm
C.A. Donehoo	7:50 am - 2:50 pm	Striplin	7:50 am - 2:50 pm
Eura Brown	7:50 am - 2:50 pm	Thompson	7:50 am - 2:50 pm
George Floyd	7:50 am - 2:50 pm	Walnut Park	7:50 am - 2:50 pm

**Teachers' work day is 15 minutes before the first bell through 15 minutes after the last bell.*

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 instruction 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.

Responsibility for Explanation of Absences

In all absences, which occur without prior permission of the teacher or principal, the parent or guardian is responsible for providing a written explanation as soon as practical. "As soon as practical" has been interpreted by

the State Department of Education as a period of three days. (S16-28-15, Code of Alabama 1975)

Excused/Unexcused Absences

The State Department of Education recognizes absences for the following reasons as being excused:

- (a) illness
- (b) death in the immediate family
- (c) inclement weather which would be dangerous to the life and health of the student as determined by the principal and/or superintendent
- (d) legal quarantine
- (e) emergency conditions as determined by the principal and/or superintendent
- (f) prior permission of the principal with the consent of the parent or legal guardian

Any absences not falling in one of the above categories shall be recorded as an unexcused absence by the teacher. Such unexcused absences shall result in the student being considered a truant.

MAKE UP WORK FOR EXCUSED ABSENCES

Students are responsible for making up work missed because of an excused absence. Parents may pick up assignments or have another child pick up the work. Requests for make up work should be made in advance so as to give the teacher ample time and not to interrupt the classroom. **Students will not be given credit for making up work or assignments when the absences are unexcused.**

ATTENDANCE POLICY

- A. The student will be provided 180 days of instructional time per year.
- B. Make up work will be provided for any authorized absences. A written explanation must accompany the student on the day he/she returns to school or no later than three days.
- C. A student with more than 3 consecutive absences must have an excuse authorized by a doctor, school nurse, or principal.
- D. After 10 days cumulative absences in a school year, all subsequent absences must have a doctor's excuse.
- E. When tardies and/or check outs prevent a student from receiving instruction and/or grades, it is the responsibility of the parent to have work made up within three days of the tardy or check out.

CHECK OUTS

Check outs should be in case of emergency. If it becomes necessary to check a student out during the school day, a note from the parent should be sent to the teacher that morning. Only a parent or guardian may check the student out unless previous arrangements have been made. Parents must come to the office and sign a check out sheet before a student will be permitted to leave class.

Students absent for more than one-half of the instructional day will be counted absent for the entire day.

TARDIES

Gadsden City Schools strives to maintain an orderly environment for student education. Students that arrive late not only miss valuable class time, but also interrupt the educational setting of the classroom. Students that are late to school **MUST** have a PARENT check them in at the school office.

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) school days following the student's 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 unexcused absences within a school year constitute a student 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)
 - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - Parent/guardian shall also be provided with a copy of the 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)
 - The parent/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.
 - Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - 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/guardian under *Code of Alabama* (1975), 16-28-12© (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. No earlier than the 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
 - 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), Sec. 12-15-100 and 105.
 - Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

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. At any early dismissal due to weather, every child will be signed out by their parent, guardian, or the designee of the parents. Therefore, it will be necessary for parent, guardian, or designee to come into the building to get their child.

NOTICES

Daily or weekly important notices, referrals, papers, and newspapers are sent home with students. Encourage your child to bring home any notes sent from the school. Please read any correspondence sent home.

CONFERENCES

The faculty of each school welcomes parent conferences. It is believed that a smoother working relationship exists when home and school work together. A twenty-four hour notice is required for conferences. Parents should call the school to arrange for an appointment.

Homework Guidelines for Gadsden City Elementary Schools

Revised January 2013

Listed below is the Gadsden City Board Policy concerning homework.

The Gadsden City Board of Education recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing the assignment. No homework assignment should be made that does not directly support a clearly identified instructional objective.

The Board, however, encourages the use of reasonable homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints place on classroom teaching.

Assignments should be commensurate with the resources available.

ADOPTED JULY 10, 1990

In the fall of the 2012-2013 the Gadsden City School System sent out a survey to the parents in all of the elementary schools concerning homework. The summary of the data gathered from these surveys along with current research is listed below:

- Research and the NEA recommend that 10 minutes per grade level is a good time limit for elementary students. (Example: 2nd grader has 20 minutes, 3rd grader 30 minutes, etc.)
- Teachers should take into consideration how long it takes to complete an assignment and within the grade level-planning time identify the area of homework for subjects per night.
- Individualized homework should be given to special education students based on their IEP, or English Language Learners based on their language level.
- Grading needs to be consistent across each grade level within a school.
- Parents need to be aware of all aspects of homework policy at the beginning of the year.
- Parents need guidance on how to help with homework.
- NO homework will be given during State Testing time.

Homework Guidelines for Gadsden City Elementary Schools

These homework guidelines are to help clarify general expectations for students, parents, and teachers and to provide consistency across the district as well as within each school site.

Homework is an important part of each child's educational program. It provides a means of teaching necessary skills of independent study and learning outside the classroom. It helps to promote good study habits and encourages students to share classroom experiences with parents.

Students in the Gadsden City Elementary Schools will have homework assignments provided by the teacher. The district has homework guidelines that are based on current research for teaching and learning in standards-based classrooms. Homework will be comprised of either:

- (1) **Practice** work on previously taught skills.
- (2) **Preparation** work to be ready for learning activities that will take place in the classroom.
- (3) **Extension** work for long-term assignments that parallel class work and require students to apply skills which may include projects, papers or other activities.
- (4) **Homework** to be assigned will be pre-determined in grade-level meetings by subject and days.
- (5) **Grading** of homework will be decided by each grade level and principal within a school site and submitted to the central office.
- (6) *No Homework will be given during State Testing Days.*

The following time chart is the state recommended amount of time children should spend on homework, Monday-Thursday (this includes all subjects, not per subject)

Kindergarten

10-15 minutes nightly

Grade 1st-3rd

15-30 minutes nightly

Grades 4th-5th

40-60 minutes nightly

FOR STUDENTS

It is important to develop good study habits at school and at home.

- Be sure you understand the assignment, and ask your teacher if you need help understanding the assignment before you go home.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each assignment.

FOR PARENTS

Parents can support a child's interest in lifelong learning by providing an environment at home in which homework is a high priority:

- Provide a quiet, well-lighted place for the student to do homework.
- Help the student budget time so that a regular schedule for study is set up. Take an active interest in what the student is doing at school. Ask for an explanation of a particular assignment. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide your child with assigned homework. Under no circumstances should you actually do the work for your child.
- Regular school attendance is important for your child's continued academic growth.
- Consult your child's teacher as soon as problems arise.
- Let your child take full responsibility for doing his/her homework and getting it to school on time, including accepting the consequences of not getting it to school on time. Don't bail your child out!

REPORT CARDS

Report cards are sent home at the end of each nine week period. Parents are encouraged to return report cards promptly after they have been signed. A progress report will be sent home on Monday of the fifth week of each nine week period.

PROMOTION/RETENTION POLICY

- A. Students satisfactorily completing grade requirement will be promoted to the next grade level.
- B. An "F" average in either Reading or Math will result in student retention.
- C. The principal will evaluate a student with questionable status. Age, social development, motivation, and previous retention will be considered in the final decision.

ELEMENTARY MODIFICATION CLASS

Gadsden City Schools has established an Elementary Modification Class. This class has been designed to accommodate students when other measures of the discipline process have not been successful. Research has proven that discipline is an essential component of an effective learning environment.

Students will be placed in the Elementary Modification Class at the recommendation of the referring school principal and the approval of the Central Office Placement Committee. After the student has successfully completed the required number of days (maximum of 15), an administrative recommendation will be made about whether the student will return to his/her home school. Then, the Central Office Placement Committee will review this recommendation and make the final determination on whether or not the student will return to their home school.

The Elementary Modification Class will be located at G.W. Floyd Elementary School, 601 Black Creek Rd, Gadsden, AL 35904.

PARENT VISITATION POLICY

Gadsden City Schools support and encourage parental involvement. The preservation of the instructional time for each classroom is of the utmost priority. Consequently, Gadsden City Schools have adopted the following policy:

CLASSROOM: Visits and/or observations must be pre-arranged with the teacher or pre-approved by the

administrator. Any visitors must sign in through the main office.

LUNCHROOM: Lunch may be eaten with your child at a designated location during your child's scheduled time.

Parent interaction must be limited to your own children. Students will be held to all applicable school rules enforced by teachers or supervisors responsible for monitoring.

FOOD SERVICE

A cafeteria is provided as a service for students and staff members. Meals served are nutritional, and follow the guidelines set by the U.S. Department of

Agriculture. It is permissible to bring lunches from home; however, all students are required to eat in the cafeteria. Meals are provided at a nominal cost, and students may also purchase extra items such as milk, juice or desserts.

As part of the National School Lunch Program, free or reduced price meals maybe provided to qualified students. Applications for free or reduced price meals are available in the school office.

GADSDEN CITY SCHOOLS CHILD NUTRITION PROGRAM

Nutrient Standard Menu Planning

Gadsden City Schools follows the Nutrient Standard Menu Planning. The meals must meet the Recommended Daily Allowance established by the United States Department of Agriculture (USDA).

Offer versus Serve Program

Gadsden City Schools participates in the Offer vs. Serve Program. This program allows students to choose what they would like to eat. The meals are broken down into components and the students are required to take a certain number of components to have the meal qualify as a reimbursable meal.

Breakfast

A healthy breakfast is offered with fruit available at each meal. Milk may be selected or declined. A total of two menu items must be chosen, although all four may be taken.

Lunch

- An entrée, vegetables and a fruit are offered at each meal
- Milk: Student may select or decline
- A minimum of three items must be taken
- A maximum of five items may be taken

Meal Pricing

Elementary Prices:

- Student Breakfast: \$1.00
- Reduced Price Breakfast: \$.30
- Adult and Child Guest Breakfast: \$1.25
- Student Lunch: \$2.75
- Reduced Priced Lunch: \$.40
- Adult and Child Guest Lunch: \$4.00
- Employee pricing: Breakfast - \$1.00, Lunch - \$3.50
- Extra Entrée: \$1.00
- Extra Vegetable: \$.75
- Extra Bread: \$.25

Secondary Prices:

- Student Breakfast: \$1.00
- Reduced Price Breakfast: \$.30
- Adult and Child Guest Breakfast: \$1.25
- Student Lunch: \$2.75

- Reduced Priced Lunch: \$.40
- Adult and Child Guest Lunch: \$4.00
- Employee pricing: Breakfast - \$1.00, Lunch - \$3.50
- Extra Entrée: \$1.00 (Middle Schools) \$1.25 (High School)
- Extra Vegetable: \$.75 (Middle Schools) \$1.00 (High School)
- Extra Bread: \$.25 (Middle Schools) \$.50 (High School)

GENERAL INFORMATION

BIRTHDAY PARTIES

Invitations to birthday parties not held at school may be distributed at school if all the children (or all boys or all girls) in the class (not grade) receive an invitation. If any child in that homeroom is to be excluded, invitations should be distributed away from school. Only store bought cupcakes or cookies may be brought for the classroom.

ALLERGIES

Due to students with allergies, please contact the principal and the student's teacher before giving out snacks, treats, or other foods. Foods that could be dangerous to children are nuts, fish, peanut butter, etc. Also, due to the increased number of kids with latex allergies please check with principal before taking balloons to the schools.

FIELD TRIPS

All classes participate in educational trips during the year. Parent volunteers are utilized in a supervisory capacity. A permission form must be completed and must be signed by a parent or legal guardian before a child will be allowed to participate in any field trip. A child's behavior may result in a child not being able to participate, as determined by the principal.

LOST AND FOUND

It is the responsibility of the student to keep up with personal items. Teachers cannot be responsible for glasses or other valuable items.

Students should check the school office for missing items. Parents should make sure their child's name is written on all clothing labels and other valuable items. Items left for an extended period of time will be discarded.

MEDIA CENTER

A student may check out books as needed. Books may be renewed by returning them to the media center to be rechecked. Parents are responsible for paying for lost or damaged books.

MEDICATION

Gadsden City school system follows the guidelines provided by the Alabama State Dept. of Education and the Alabama Board of Nursing. No prescription medication will be given without 1) Proper Physician orders 2) Parent signatures 3) Correct pharmacy label and bottle. Please look on school website for correct forms. Please contact school nurse for over the counter medication. Most will require above information but each case will be looked at on individual basis depending on medication, length, and reason for taking medication. Contact school nurse for questions.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that causes meningococcal disease is very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing and sharing drinking glasses and eating utensils. In a few people, the bacteria will overcome the body's immune system and passes through the lining of the nose and throat into the blood stream where it may cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

Fever • Headache • Stiff neck • Red rash • Drowsiness • Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCX4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to: www.adph.org/immunizations

MONEY SENT TO SCHOOL

All money sent to school should be in an envelope labeled with the student's name, teacher's name, and the purpose of the money.

PHYSICAL EDUCATION

All students are scheduled for physical education daily, and are expected to participate. Appropriate clothing and shoes for P.E. are required daily.

SCHOOL BUS TRANSPORTATION

Students must board and leave the bus at specified stops each day. It is essential for the health and safety of students that they be instructed by their parents as to proper conduct and behavior at bus stops. In the afternoon students are to go directly home after leaving the bus.

While on the bus students are expected to obey the following rules:

1. Sit in assigned seat.
2. Be quiet and orderly at all times.
3. Show courtesy and respect to all persons.

No changes in the mode of afternoon transportation may be made without **written notification** from the parent. Parents will be responsible for transporting a student who has been suspended from the bus. Students may be suspended if proper behavior is not adhered to. Transportation by bus is a privilege provided to students.

STUDENT CONDUCT

The following standards of conduct constitute basic rules that all students are expected to follow. Students will be expected to:

1. Work cooperatively with teachers and other students.
2. Perform at maximum level in all subjects
3. Respect authority and the rights of other students.
4. Conduct themselves in an orderly fashion.
5. Settle disputes without fighting.
6. Refrain from any behavior that would threaten the health, safety, or well being of other students.
7. Refrain from the use of vulgar or profane language and offensive name-calling.
8. Leave all knives and other harmful objects at home.
9. Report any serious misunderstanding with other students to the teacher or school authority.
10. Arrive at school on time each day.

11. Care for school property and equipment.
12. Enter and leave the building, classroom, and lunchrooms quietly.
13. Bring necessary supplies such as pencils, paper, and workbooks to school daily.
14. Remain in the classroom unless given permission to leave by the teacher.
15. Avoid excessive talking and disruptive behavior.
16. Refrain from bringing toys, pets, gum, candy, etc. to school.
17. Carry all homework and school communications home on the day in which they are given and return them on the date specified by the teacher.
18. Be honest and practice good manners during the school day.

Appendix I

Conduct Grades

The conduct grade is reflective of how students conduct themselves. Any major infraction of conduct, even isolated, one-time incident, will adversely impact a student's conduct grade as will more frequent disruptive behavior and a disregard for stated rules.

1-Excellent-the student always follows classroom/school rules and procedures without being reminded. When working in group situations, the student always works toward the attainment of group goals.

2 - Satisfactory-the student usually follows classroom/school rules and procedures and usually works toward the attainment of group goals but occasionally needs to be reminded or redirected.

3-Needs Improvement-the student often needs to be reminded to follow classroom/school rules and procedures and to work toward attainment of group goals. Consequences have been applied but the student's behavior remains inconsistent.

4-Unsatisfactory-the student disregards classroom/school rules and procedures and frequently fails to work toward the attainment of group goals. Consequences have been ineffective in resolving behavioral issues.

SPECIAL EDUCATION

Special education and related services are provided by the Gadsden City System for eligible exceptional students. Professionals with specialized training serve students in a full continuum of services.

In order for a student to receive special education services, it is recommended that a pre-referral form be completed and submitted to the school level (PST) Problem Solving Team. After classroom interventions have been tried and did not work to benefit the student educationally, a referral may be made to the IEP committee to consider if the student should go through an assessment process. Parent permission is required for both testing and placement. All second graders are screened according to the Alabama guidelines as second graders to determine if they qualify for enrichment services in third grade.

Services are available for students who qualify as needing assistance in the thirteen areas identified in the AAC 290-8-9-.03 Code.

Any special concerns about opportunities for students with special needs may be directed to 256-549-2914. The Gadsden City Schools' Special Education program is continually in search of students, ages birth to twenty-one (21), who are in need of special education services. This process, referred to as "Child Find," can be accessed by calling the aforementioned phone number.

STUDENTS WALKING TO SCHOOL

Students walking to and from school are responsible for their safety. Any thoughtless action may result in injury or destruction of property.

Good habits such as using sidewalks, respecting property, refraining from fighting and walking carefully will ensure a safe arrival to and from school. Walkers should not arrive earlier than 7:20 a.m.

TEXTBOOKS

The state of Alabama furnishes basal textbooks. In some cases, parents are asked to buy textbook coordinated workbooks. Parents and students are held responsible for all damaged or lost textbooks. No student will be issued a textbook until suitable payment has been made on lost or damaged books.

TORNADO AND FIRE DRILLS

Tornado and fire drills are held regularly to develop safety practices that will help students move quickly and in an orderly manner to predestinated safety areas during an emergency. The procedures for fire and tornado drills will be posted in each classroom. Teachers will review these procedures with the students during the course of the year.

EMERGENCY DRILLS

Gadsden City Schools requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or “code red” drills as described in the school and system safety plan.

A fire drill shall require complete evacuation of the building (once each month). A Code Red (lockdown) for safety and security emergencies is to be scheduled during the first six weeks of each semester. Additional lockdown drills, fire drills, and weather drills may be scheduled at any time to complete the requirement of one drill per month.

Training for faculty and staff on procedures for all emergency drills as well as information in the school safety plan shall be conducted at least annually.

The principal shall report the dates of annual safety training as well as dates of all safety drills in the manner prescribed by the State Department of Education and the Superintendent. Failure of a principal to conduct and report safety drills and training according to prescribed rules shall result in appropriate disciplinary action and recorded on Virtual Alabama.

VISITORS IN BUILDING

All visitors and parents must enter through the front entrance of the school and are required to check in the office before going into the classroom. This procedure is followed to ensure the safety of our children.

VOLUNTEERS

Parents will be solicited throughout the year to volunteer their time for the benefit of the students. If you would like to help on a school project or if you have a service that would be beneficial to the school, please contact the school office.

WITHDRAWALS

Parents withdrawing students from school should notify the school secretary as soon as a move is evident. All indebtedness should be cleared. All books, including library books, should be returned to the teacher. Parents will be given copies of transfer papers needed to enroll in a new school. The new school will request an official copy of the student’s transcript.

GADSDEN CITY SCHOOL SYSTEM POLICIES

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 the 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 in 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 manufacturer’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 the creation or modification of any AED program or guidelines related to the program.

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.

CELL PHONE 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.

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:

- **1st Offense:** Warning and home referral.
- **2nd Offense:** Three (3) days in-school suspension.
- **3rd Offense and beyond:** Three (3) days out-of-school suspension. Dress Code is in effect upon student entering campus.

DISCIPLINE

Discipline is essential if an ongoing, peaceful, and appropriate learning environment is to be established. It is the policy of the Gadsden City Board of Education for the principal of the school, and the faculty to use whatever reasonable and lawful system of discipline will most effectively meet the needs of students in the school. This system may include such measures as determined by the principal and faculty.

Teachers set specific classroom behavior rules. The rules and the consequences of violating them are discussed initially with the students. The individual teacher takes disciplinary action.

The principal handles reoccurring violations that threaten the welfare and safety of others. Behavior that causes disruption in the classroom or in the student's own education will be reported to parents. Disciplinary actions are recorded and kept on file with the teacher and the principal.

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.

Disciplinary Action

First and Second Offenses:

Parent contacted and disciplinary action

Subsequent Offenses:

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

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 students 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.

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 opportunities 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 Schools' technologies may not be utilized for personal gain.

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.

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.

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 designee. Systemwide software will be housed at the Board of Education.

If a single copy of any 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 Systemwide Technology Coordinator.

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

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

Any use of technology resources that reduced 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 meetings, 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.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Systemwide Technology Coordinator. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to: (1) loss of access; (2) additional disciplinary action to be determined at the individual school in line with the Code of Student Conduct for the Gadsden City Schools or other board policy; and (3) legal action, when applicable.

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 networks (this includes changing workstation and printer configurations)
- violating copyright laws
- using other user passwords
- trespassing in other user files, folder, or work
- intentionally wasting limited resources
- plagiarize - violation of procedures and policies

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 the 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 shall 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 Schools 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 will be allowed to conduct independent research and communicate on the Internet upon and/or other information) will be reviewed by the System Technology Coordinator for approval before being publicly posted.

Students the receipt of the appropriate permission forms.

Permission is not transferable, and therefore, may not be shared.

Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner.

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-instructional purposes. This includes e-mail correspondence, chat rooms, instant/real time messenger services, or any other form of electronic direct communication. Such contents 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.

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

PHOTOGRAPHIC AND VIDEO IMAGES

Periodically, photographs and video of student 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 event.

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.

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 Student Code of Conduct Handbook and other regularly used modes of communication.

**CHILDREN LEARN
WHAT THEY LIVE**

*If a child lives with criticism,
he learns to condemn.*

*If a child lives with hostility,
he learns to fight.*

*If a child lives with ridicule,
he learns to be shy.*

*If a child lives with shame,
he learns to feel guilty.*

*If a child lives with tolerance,
he learns to be patient.*

*If a child lives with encouragement,
he learns confidence.*

*If a child lives with praise,
he learns to appreciate.*

*If a child lives with fairness,
he learns justice.*

*If a child lives with security,
he learns to like approval,
he learns to like himself.*

*If a child lives with acceptance and friendship,
he learns to find love in the world.*

Dorothy Law Nolte