



Gadsden City Schools
Board Policy Manual

Board Policy Manual

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Policy IA: Philosophy

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education recognizes that no one philosophy of education can express the sentiments or beliefs of all teaching personnel. Generally, however, education is perceived as a process of growth and includes the mental, moral, emotional, physical, and spiritual aspects of the individual. Each child is seen as a unique person who possesses certain potentials, needs, aspirations, and interests. As each pupil is different, it is the purpose of education to provide him with different experiences in school which will enable him to achieve his maximum potential so that he may be a useful and productive member of society.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of education; thus, the Board will attempt to balance its program to provide for the varied interests and needs of the pupils of the schools.

The Board accepts the conclusion that the education of children is a comprehensive program which must be undertaken in cooperation with other institutions of society and will seek to establish and maintain strong ties with parents and community programs.

Policy IAA: Academic Freedom

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Academic freedom within the Gadsden City School System is defined as the right of qualified scholars in their own field of expertise to pursue the search for truth in its many forms and to make public their methods or findings. It is the right of a qualified teacher to encourage freedom of discussion of controversial questions in the classroom and to develop in students a love of knowledge and desire to search for truth. Certificated personnel shall keep in mind, however, that academic freedom is not a political right guaranteed by the Constitution, but rather, a necessary condition for the successful practice of the academic profession in a free society.

It is recognized that the application of the principle of academic freedom at the public elementary, middle, and high school levels of the Gadsden City School District involves considerations which are not always equally present in a college or university setting. Personnel shall take into account the relative intellectual, emotional, and social immaturity of their students and the concomitant need for guidance and help in studying the issues and arriving at balanced, logical, and otherwise defensible views. Professional personnel shall also recognize that academic freedom presupposes the instructor to be an expert in any specific problem area being considered. Yet, the general introductory nature of elementary and secondary training makes it difficult for a teacher to be truly expert in everything he or she teaches. Differences in elementary and secondary student levels of overall maturity vary significantly. So, too, do individual levels vary within each division. No exercise of academic freedom which fails to adequately consider such differences can be considered legally defensible. The Gadsden City Board of Education recognizes the importance of preserving the appropriate exercise of academic freedom at every scholastic level and encourages such exercise commensurate with intelligence, age, sex, academic and social development, and overall maturity of students. The Board insists that academic freedom be considered a means to a laudable end; it is not an end in itself. Neither does the Board believe that academic freedom can flourish when abused by using it for indoctrination, prejudice, and similar unprofessional practices.

In any democracy, rights and responsibilities must exist simultaneously. The Gadsden City Board of Education, in accordance with the School Code of Alabama, mandates that all subjects be taught as required by law, regulations of the State Board of Education, and policies of this Board. Failure by any certificated employee to do so shall constitute insubordination and willful neglect of duty. As such, it shall render the employee liable for dismissal.

Ref: *Sweezy v. New Hampshire*, 88 S. Ct., 1975, *Albaum v. Carey*, 283 F. Supp. 3, 10-11 (U.S. District Ct., N.Y., 1968); *Keyishian v. Board of Regents*, 385 U.S. 589, 603 (1967); *Gilbertson v. McAllister*, 383 F. Supp. 1107 (D.C. Conn., 1974); *Birdwell v. Hazelwood School District*, 352 F. Supp. 613 (E.D. Missouri, 1972); *NEA Bill of Teacher Rights*, NEA General Assembly, 1973.

Policy IB: Goals and Objectives

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board has established the following broad goals of education for each student:

1. Intellectual Discipline

knowledge of the basic skills such as reading, writing, and arithmetic in the early elementary grades, accompanied by the study of mathematics, science, history, English, and other languages in the higher grades; development of the skills of logical analysis, evaluation, and problem solving; development of skills, knowledge, and attitudes necessary for effective communication, including listening, speaking, reading, and writing.

2. Economic and Occupational Competence

knowledge of the fundamental economic structure and processes of the American system and the opportunities for the individual citizen in the system; development of skills and associated knowledge and attitudes necessary for making intelligent choices for entering and processing in the world of work; competence in the application of economic knowledge to such practical functions as handling personal finances and participating in community economic affairs.

3. Citizenship and Self-Understanding

knowledge of comparative political systems with emphasis on the democratic institution, the American heritage, and the responsibilities of citizenship; practice and skills in participating in the political process and understanding of how political decisions are made; development of skills, knowledge, and attitudes necessary for becoming a responsible citizen, for understanding himself and his values as they relate to society; capacity to respond successfully to conditions in a changing world; an understanding of and appreciation for people from other social, cultural, ethnic, and national groups, both past and present; skills, understanding, and appreciation necessary for relating to and working with other people.

4. Creativity and the Arts

development of skills and knowledge of the requirements for personal hygiene, nutritional consumption, and physical exercise to maintain personal health. Knowledge of the dangers of addiction to harmful practices or consumption of harmful materials; knowledge and understanding of the physical world and the relationship of the individual to it. Competence in recognizing and preventing environmental, ecological, and health problems.

5. Creativity and the Arts

knowledge and appreciation of the fine arts as they are an integral part of the individual's life.

6. Community and Life-Time Education

commitment to education for the entire community to provide means for economic improvement, cultural development, and enrichment of personal and family lives;

encouragement of citizens to utilize school facilities for community and educational purposes whenever possible;

appropriate physical education and recreational athletic opportunities aimed at physical fitness and participation in lifetime sports.

-11 (U.S. District Ct., N.Y., 1968); *Keyishian v. Board of Regents*, 385 U.S. 589, 603 (1967); *Gilbertson v. McAllister*, 383 F. Supp. 1107 (D.C. Conn., 1974); *Birdwell v. Hazelwood School District*, 352 F. Supp. 613 (E.D. Missouri, 1972); *NEA Bill of Teacher Rights*, NEA

Cross References

IDA

Description

[Basic Program](#)

Policy IC: Curriculum Development

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board maintains that curriculum development should be a continual process always reflecting the assessed needs of the students in the school district. The Superintendent and his staff shall periodically conduct curriculum review and analysis and report the findings to the Board.

Policy ID: Curriculum Design

Status: ADOPTED

Original Adopted Date: 08/04/1992 | **Last Reviewed Date:** 08/04/1992

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules, and regulations of the State Board of Education and policies of the Gadsden City Board of Education.

The organization and scheduling of subjects in the curriculum of the school district shall conform to the requirements of the state Department of Education.

Ref: Alabama Code 16-11-20, 16-35-5, 16-40-2, 16-40-3, 16-40-4, 16-40-7, 16-40-5.1.

Policy IDA: Basic Program

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

A basic educational program, sequentially developed, is provided to serve the needs of this community.

It is the policy of the Gadsden City Board of Education that there be a basic curriculum to provide for the intellectual growth of all pupils, primary through the 12th year, so developed that learning experiences and achievement may vary according to individual needs, and give all pupils a basic body of understandings, attitudes, knowledge, and skills.

This policy provides each pupil, regardless of his occupational choice, with the opportunity to acquire the basic skills, knowledge, attitudes, and understandings needed for living in a democracy.

This policy will insure that students have the opportunity to develop intellectual curiosity, critical thinking, problem-solving abilities, and aesthetic appreciation in the school years in such a manner that they will be used throughout a lifetime.

The Superintendent shall coordinate:

1. Each educational program to maintain a coordinated sequential instructional program;
2. All areas of instruction; to insure skills developed and concepts formed are applied and reinforced in purposeful activities through all areas of the curriculum. Instruction shall be preceded by identification of pupil competencies and limitations;
3. Efforts to insure that pupils show increasing independence in learning from a variety of materials, and are able to apply concepts and skills developed;
4. Instruction which assures all pupils the opportunity to learn according to the range of their abilities, interests, experiences, and background. Instructional activities provide learning experiences suitable to each individual. Sensory perceptions of pupils are used to aid learning and expand their range through actual and vicarious experiences; and
5. Periodic, objective measurements showing that pupils are developing through the combined processes of concept formation, development of skills, and acquisition of content knowledge.

Course offerings in the Gadsden City School District shall be based on the needs of the community, individual student needs, capabilities, and qualifications of faculty members, limitations of the physical facilities, and budgetary constraints. All course offerings shall comply with or exceed minimum requirements set by the State Board of Education.

Preparation of all course syllabuses shall be done in accordance with procedures outlined by the Superintendent of Education. Preparation of each syllabus shall specify the course units, applicable concepts or skills planned for the course units, and basic unit objectives.

All courses added to or deleted from the Gadsden City Schools Course of Study must have the prior approval of the Superintendent or his designated representatives. No courses shall be added without said approval.

There shall be uniform course offerings in all schools of equivalent structure unless the exceptions are approved in advance by the Superintendent or his designee.

Course syllabuses for courses of similar title and/or number shall be the same in all schools.

Ref: Alabama Code 16-11-20.

Cross References

IB

Description

[Goals and Objectives](#)

Policy IDB: Health Education

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board shall offer a one-semester comprehensive health education course to all students tenth grade and above. The contents of the course shall be in accordance with guidelines developed by the State Department of Education.

One-half unit of credit shall be awarded for successful completion of the course. The course is required for graduation.

Ref: Alabama Code 16-40-7.

Policy IDBB: Drug Education

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board authorizes the establishment of a drug education program, to be taught all grade levels, which is comprehensive in scope and directed toward the acquisition of factual information to promote the development of positive attitudes and values. The program shall concentrate on the physical and psychological causes of drug abuse as well as its consequential effects and symptoms in order to establish an effective program of prevention.

Ref: Alabama Code 16-41-1 to -4(b), 16-41-7.

Policy IDCA: Summer Sessions

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

It is the policy of the Gadsden City School System that summer school programs be offered as needed. The Superintendent will recommend to the Board of Education each spring the type of summer school program deemed necessary. Course credit earned in the summer school program may be applied as credit for graduation. Summer School credit earned in state approved summer school programs outside the Gadsden City School System may be applied at the discretion of the local principal and Superintendent as credit for graduation from the Gadsden City School System.

Ref: Alabama Code 16-11-18.

Cross References

AEBA

Description

[Summer Sessions](#)

Policy IDCE: Dual Enrollment

Status: ADOPTED

Original Adopted Date: 10/07/1997 | **Last Revised Date:** 05/06/2021 | **Last Reviewed Date:** 05/06/2021

1. A student may be allowed to enroll in a post-secondary program at the time he/she is enrolled in a local high school. He/she may earn both high school and college credit for course work taken with prior permission of the school counselor, principal, and the post-secondary institution. In accordance with the Alabama Administrative Code, Rule No. 290-3-1-.02; semester credit hours at the postsecondary level for high school courses specifically named as a requirement for graduation are determined according to guidelines established by the state department of education.
2. To be eligible for dual enrollment a student must be enrolled in high school and meet all enrollment requirements outlined in the post-secondary institution's policies and procedures.
3. All dual enrollment course options shall be based on the Alabama Dual Enrollment Course/High School Subject Area Equivalency List. This list may found at www.alsde.edu and may be updated annually.
4. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's principal, superintendent, and the participating post-secondary institution.
5. The parents of the participating student will have to sign a permission statement for the student to enroll in the post-secondary institution. The parents will also be responsible for providing transportation to and from the post-secondary program.
6. Gadsden City High School staff will not be responsible for students during the class period they are enrolled in an off-campus course.
7. The parents are responsible for any costs, including but not limited to tuition and books, associated with the college level course. Tuition at the post-secondary institution is due and payable on the date of registration. Parents may use their Mastercard or VISA to make a payment; however, no other method of deferring payment of tuition may be used.
8. The counselor will advise parents/students concerning steps to take to ensure that dual enrollment credits are transferrable to the student's college of choice but it will be the responsibility of the parents/students to complete the process for transferring credits.
9. In order to receive high school credit for a post-secondary course, the student must sign to have the grades sent to the high school. The colleges have agreed to send numeric grades to the high school for each class the students takes. Partial credit will not be accepted.
10. In accordance with AAC Rule #290-3-1-.02; One (1) three semester hour college level course shall equal one (1) high school Carnegie credit in the same or related subject.
11. The college campuses will have an attendance policy. Instructors will notify the student if he/she has violated the attendance policy.
12. Students participating in dual enrollment are expected to follow the rules and regulations of both the high school and post-secondary institution. Students who violate these rules may not be allowed to participate in the dual enrollment program.
13. Students must meet all applicable pre-requisites set by the college prior to enrolling in courses.
14. Any student who drops a class will automatically be placed in an equivalent course at GCHS and may lose the privilege of taking future dual enrollment courses.
15. It is the responsibility of the student to check any institutions' entry requirements to see which dual-enrollment courses will be accepted.

Gadsden City Schools has a working partnership with University of Alabama Early College, Gadsden State Community College, and Jacksonville State University. Scholarships may be available for certain courses.

GADSDEN CITY SCHOOL SYSTEM
_____School Year
PARENTAL RELEASE STATEMENT
Dual Enrollment Agreement

Name of Student _____

Grade _____ High School _____

College _____

I certify that the student named above has my permission to attend the above named college for dual enrollment purposes. I realize that as the parent/legal guardian I am responsible for providing transportation to and from the post- secondary institution. I also am responsible for all costs associated with the college course, including but not limited to tuition, textbooks, and lab fees.

I have read and understand the rules and regulations related to dual enrollment. It is my understanding that the student named above will receive both high school and college credit for any course work successfully completed at the post- secondary institution. I also understand that the student is subject to all rules and regulations concerning discipline and attendance at both the high school and post- secondary institution.

Signature of Parent/Legal Guardian _____

Date _____

****Please return this completed agreement to the high school counselor. The student will not be eligible for dual enrollment until this agreement has been signed and returned.

Policy IDCF: Work Study Program

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board may authorize work-study programs in those areas of the curriculum which have gained approval from the State Department of Education (e.g. Distributive Education, Business Office Education, etc.) and which conform to the guidelines for those programs.

Ref: Alabama Code 16-3-18, 16-37-4, 16-37-5, 16-11-20, 16-12-9.

Policy IDCG: Career Technical

Status: ADOPTED

Original Adopted Date: 03/06/2018 | **Last Reviewed Date:** 03/06/2018

“See Board Approved Career Technical Education Handbook”

<http://www.gcs.k12.al.us/wp-content/uploads/sites/106/2015/02/Career-Technical-Handbook-vs-2018.pdf>

Live Work - Live work consists of work conducted by students that relates to the knowledge and skills taught as part of a CTE program of study, but is presented from outside the classroom.

Gadsden City School Career Technical Education Handbook (2011) Chapter 5.I (pp 18-20).

[Reference: Ala. Admin. Code 290-6-1-.04]

Work-Based Learning (Co-Op) - A work-based learning experience provides students with educational opportunities in a work setting that typically cannot be obtained in a classroom and may include, but is not limited to, cooperative education, internships, clinical experiences, and other related opportunities.

Gadsden City School Career Technical Education Handbook (2011) Chapter 6 (pp 21-35).

[Reference: Ala. Admin. Code 290-6-1-.04]

Safety - Gadsden City School Career Technical Education Handbook (2011) General Information Chapter 9.XIII. (pp 47).

Policy IDCI: Credit Recovery

Status: ADOPTED

Original Adopted Date: 09/09/2008 | **Last Revised Date:** 02/10/2009 | **Last Reviewed Date:** 02/10/2009

Descriptions and Guidelines

Gadsden City High School will implement a Credit Recovery program based on the Alabama Credit Recovery guidelines. This program will target students with academic and/or attendance deficits. Students who do not meet the requirements listed below will be required to repeat the course during summer school or the next school year.

GUIDELINES

1. Admissions, Removal, and Attendance

- a. Students will be required to complete an application in order to be eligible for credit recovery (grades, transcripts, discipline, and attendance records should be attached). Requests will be reviewed and admission granted by the principal and staff.
- b. Parental or guardian consent is required.
- c. Students must have a failing grade between 40-59 in the course in order to be eligible for the credit recovery program. Students receiving a grade below 40 must repeat the course in full.
- d. Attendance will be required for the following failing grades:
 - i. minimum of 5 days Credit Recovery attendance for 55-59
 - ii. minimum of 10 CR days for 50-54
 - iii. minimum of 15 CR days for 40-49
- e. A minimum non-refundable fee for this program related to workbook costs, computer fees, and teacher instruction will be \$150 per 1 credit.

2. Instruction

- a. Computer Based- (Plato etc.,) Instruction will be supervised by certified teachers. Training will be provided for students and teachers for use of the program.
- b. Online Courses- (ACCESS, Distance Learning) programs utilizing a web-based instruction method with supervision from a certified and trained facilitator.
- c. Teacher Based- Gadsden City High School may provide before and after school times for students in the credit recovery program. Monday-Thursday from 3:15-4:45. Highly qualified teachers will be provided in core areas and technology. Additional times may be scheduled as possible (before school, Saturday School) and approved by the principal.
- d. Diagnostic Test- Teachers may use various diagnostic tests (Plato assessments, non-mastery form from the AHSGE, subject area department designed tests) as a diagnostic tool to determine specific skills and goals. Mastery of the diagnostic test(s) deficit items will provide a passing grade for the student in the course. Students are still required to meet the attendance policy above.
- e. Teachers assigning the failing grade will provide assistance relating to standards and make-up.

3. Content and Curriculum

- a. Credit Recovery curriculum will be aligned with the Alabama Course of Study
- b. Credit Recovery may be delivered through instructional technology and/or
- c. Credit Recovery may be delivered through a Highly Qualified teacher.

4. Grades

Original failing grade(s) will be averaged with credit recovery work to meet mastery of standards. Recovery grades are based on skill evaluation and class work. The failing grade (40-59) will be averaged with CR grade for a CR intervention grade (maximum of 70) to replace the failing grade. Any student (who has not failed a course) wishing an opportunity to replace a grade must retake the course. Students must maintain regular school attendance (no unexcused absences) and not miss their Credit Recovery time. The CR will replace the failing grade and be figured as part of the final average. The CR grade cannot exceed a grade of 70.

5. Credits

The maximum number of credits which may be earned in a school year may not exceed 10 credits. This

3. Please list any other information you think is relevant. You may include your strengths, weaknesses, or how you learn best.

The fee for the credit recovery class is \$150 for every 1 credit taken. This fee is non-refundable and applies to every course taken. All fees should be paid in advance once the student has been accepted to the credit recovery program.

Student Signature

Date

Parent Signature

Date

Please do not complete below this line- ADMINISTRATIVE USE ONLY

Administrator's Signature

Date

Decision: Approve____ Deny____

Student Notification Date

Policy IDD: Special Programs

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

In keeping with its desire to provide the best possible education for all students, the Board shall provide education programs for the students of disparate ability, background, and achievement.

As funds become available, the Board shall also maintain an alternative education program for students who because of disciplinary problems cannot be appropriately educated in the regular school environment.

Ref: Alabama Code 16-1-12, 16-1-16, 16-11-23.

Cross References

Description

JQ

[Anomalous Students/Physical Disability Perceptually Disabled/Emotionally Disturbed](#)

Policy IDDB: Virtual School

Status: ADOPTED

Original Adopted Date: 09/08/2015 | **Last Reviewed Date:** 09/08/2015

Virtual schooling offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation.

Benefits

- No tuition and minimal fees.
- Accredited high school diploma upon satisfying all requirements for graduation.
- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Self-pacing and opportunity for accelerated advancement.
- Early graduation option upon meeting eligibility criteria.
- Flexibility to pursue interests intensively.

Expectations

- Technology
 - Participate in the ne-to-one initiative, which provides 24-hour access to a school system owned device and other digital resources.
 - Acquire and maintain consistent Internet access.

• **Course Progression**

- Students are required to progress through online courses at a rate comparable to the progression of a traditional class.
- Students are permitted to work ahead of the standard course progression and finish courses early.
- Students who fall behind comparable course progress will be subject to Academic Probation.

• **Academic Probation (Intervention strategy)**

- Through mid-quarterly and quarterly grade monitoring, students are expected to maintain a 60% overall average in their courses. When students fall below this overall average, they will be placed on Academic Probation which requires the following:
 - Weekly grade meeting with their school counselor
 - Parent and student has to meet with school principal and virtual school administrator
- Students remain on Academic Probation until the next grade monitoring, approximately four and a half weeks later.
 - Students who achieve an overall average at or above 60% at the next grade monitoring will be removed from Academic Probation.
 - Students who do not achieve an average at or above 60% at the next grade monitoring will be re-enrolled at their base school.
- Proctored Examinations
 - All tests, exams, and Alabama mandated tests must be taken in the presence of a proctor at the Gadsden City Virtual School or other approved, certified designee at an alternate location. Students are responsible for scheduling testing appointments with the Gadsden City Virtual School staff.
- Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidation and review by the Gadsden City Virtual School Academic Integrity Committee.
- Students must provide their own transportation to the testing site.

Minimum Requirements to Remain Enrolled and Continue Enrollment

- Participate in the one-to-one initiative.
- Maintain consistent access to the Internet (minimum 1.5 Mbps).
- Maintain minimum overall GPA of 2.0 in courses taken during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests.

- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of the Gadsden City Virtual School.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Gadsden City Virtual School.

Grade level must be equivalent to the student's 9th grade cohort

I understand that failure to comply with the above stated expectations and minimum requirements could result in removal from the Gadsden City Virtual School. Removal from the Gadsden City Virtual School can occur at any time during the year. Students who are removed from the Gadsden City Virtual School and who are granted enrollment at their base school or any other school are not guaranteed course equivalents in the traditional, face-to face format.

Student _____ Date _____

Parent _____ Date _____

Policy IDDC: Homebound Instruction

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Homebound instruction shall be offered to those pupils who qualify under the guidelines established by the State Department of Education and the Superintendent or his designee.

Policy IDDD: Gifted Student

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board shall provide special education opportunities to students who are identified as gifted or talented by virtue of outstanding abilities, capable of high performance, and require differentiated educational programs and services beyond those normally provided by the regular school program. Students will be identified as gifted only after evaluation by staff members and/or consultants who are qualified to conduct such evaluations.

Policy IDDE: Driver Training

Status: ADOPTED

Original Adopted Date: 08/04/1992 | **Last Reviewed Date:** 08/04/1992

Driver education courses may be offered in the Gadsden City High Schools where sufficient requests are made. The driver education course will conform to all requirements of the Alabama State Department of Education.

Ref: Alabama Code 16-40-5.1.

Policy IDDF: Special Education

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education requires that all children with disabilities, ages 3–21, residing within the jurisdiction of the system in need of special education and related services are identified, evaluated, and provided services in the least restrictive environment. Special education policies and procedures provided by the Alabama Department of Education will be implemented in the system to ensure compliance with all federal and state laws governing the education of children with disabilities.

Ref: 20 U.S.C. 1401 et seq., Alabama Code 16-39-1 et seq. Alabama Admin. Code r. 290-8-9-.01 (Child Find Law).

Policy IDDG: Parental Involvement Program

Status: ADOPTED

Original Adopted Date: 02/04/2003 | **Last Reviewed Date:** 02/04/2003

GENERAL REQUIREMENTS

GADSDEN CITY BOARD OF EDUCATION WILL IMPLEMENT PROGRAMS, ACTIVITIES, AND PROCEDURES FOR THE INVOLVEMENT OF PARENTS AS FOLLOWS:

1. Involve parents in the joint development of the instructional plan and process of school review and improvement.
 2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in developing, planning, and implementing a comprehensive parental involvement program.
 3. Help parents understand the National Education Goals, state content and performance standards, state and local assessments, Title I requirements, and how to monitor progress while participating in their children's improved performance.
 4. Provide materials and facilities to train parents, teachers, and pupil services personnel, principals, and staff to work with each other with parents as equal partners (in compliance with Parent's Right-to-Know regarding the professional qualifications of teachers).
 5. Educate teachers, pupil services personnel, principals, and staff with assistance from parents concerning how to reach, communicate, and work with parents.
 6. Coordinate and integrate parent involvement programs, activities with Head Start, Even Start, and State-run preschool programs.
 7. Conduct, with the involvement of parents, an annual evaluation of the parental involvement program and policy content and effectiveness to determine necessary actions to increase parent participation and to identify barriers of hard-to-reach parents who are economically disadvantaged, disabled, limited-English, limited-literacy, or any racial or ethnic background (in compliance with notification of parents of limited English proficient children's rights).
-

Policy IDDH: English Learners (EL)

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The English Learners (EL) program shall be implemented to enable limited English proficient (LEP) students to become competent in comprehension, speaking, reading, and writing of the English language. The program shall emphasize proficiency of English language skills and content area concepts. This will enable students to participate effectively in the regular academic program and society.

Policy IDE: Extracurricular Activity Participation

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Gadsden City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolution and the *Alabama Administrative Code* to earn a minimum of 24 credits in Grades 9-12 (26 for the Alabama Occupational Diploma [AOD]), with four (4) credits each in science, mathematics, social studies, and English. The Gadsden City Board of Education requires 28 credits for graduation.

The Gadsden City Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering Grades 10-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility shall be determined on the first day of the local school year and shall remain in effect for one (1) complete school year. A student may not become eligible after school begins (after the first day of school). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.

Students promoted to the seventh grade for the first time are eligible.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to

participate.

This policy is effective for all students in Grades 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein.

Policy IDF: Interscholastic Activities

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board requires that the Superintendent or his designee approve all agreements to enter students in interscholastic activities.

Ref: Alabama Code 16-11-9, 16-12-3, 16-12-3(a).

Policy IDG: Adult Education Program

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Superintendent of Education shall work in cooperation with community and state officials and agencies in the development and operation of education programs directed toward meeting the total educational needs of the citizens of Gadsden. These programs, however, shall be secondary to and supportive of the comprehensive day school program for students enrolled in the Gadsden City Schools.

Ref: Alabama Code 16-34-1 through 16-34-4.

Policy IDGA: Adult High School Diploma

Status: ADOPTED

Original Adopted Date: 04/07/1998 | **Last Reviewed Date:** 04/07/1998

Learner Must: Fulfill stipulations of his Individual Education Plan
Earn 30 Carnegie Units
Meet all A/E requirements for graduation
Pass all parts of the High School Exit Exam
Expect to graduate **after** his high school graduation date

The Adult High School Diploma program is performance based and self- paced and incorporates:
Individual Education Plan (IEP)
Self discipline
Individualized instruction
Independent study

A student who ~

- Is no longer enrolled in a regular high school
- Is eighteen (18) years old or older
- Is functioning with academic skills at 9.0 or above
- Has already earned most of the required 30 Carnegie Units, according to an official evaluation of his transcript by the Resource Specialist and the Coordinator of Adult Education
- Is approved for admittance by the Superintendent of Education

will be eligible to enroll in an Adult Education program and, upon entry, choose to study for an Adult High School Diploma.

An adult learner who ~

- Follows and successfully fulfills the IEP developed for him
- Earns 30 Carnegie Units (transcript plus Adult Education)
- Meets Adult Education's requirements for AHS Diploma preparation, completion, and graduation
- Passes all parts of the High School Exit Exam

will be issued ~ by Adult Education Gadsden City Schools ~ an Adult High School Diploma.

NOTE: A 16 or 17 year old may be admitted only with recommendation and approval by the Superintendent of Education.

Policy IF: Instructional Resources

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education maintains that teachers should be encouraged to avail themselves of the wide range of instructional materials at their disposal. Textbooks, supplementary materials in their own rooms as well as in their school libraries, the popular media (newspapers, radio, television, on-line resources), and resources within the community are just some of the instructional aides to which teachers may have access.

Ref: Alabama Code 16-11-20, 16-12-9.

Policy IFA: Instructional Materials

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media should be determined by the objectives of the course and the experiences and activities to be provided in efforts to meet such objectives. Teachers are encouraged to keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Teachers are further encouraged to assist the administration in the selection and purchase of such materials and equipment for the school. As the instructional leader for the school, the principal shall have final say regarding the purchase of instructional materials and the incorporation of specific teaching methodologies.

Ref: Alabama Code 16-1-12, 16-1-16, 16-11-23.

Policy IFAA: Textbook Selection and Adoption

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education shall approve all textbooks used in the school district.

Teachers shall distribute free textbooks and maintain appropriate records required to make appropriate reports to the State Department of Education. Efforts will be made to keep paperwork in conjunction with this program to a minimum for teachers. Principals shall establish local school utilization procedures to implement Board of Education policies.

Textbook adoptions shall be made by a committee in accordance with Alabama law and the statewide schedule for textbook adoptions.

Policy IFAAE: Textbook Committee

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

**TEXTBOOK WORKING COMMITTEE
13 Members**

Position	Length of Service	
Adams Elementary Teacher	1 year	Selected by Principal
Eura Brown Elementary Teacher	1 year	Selected by Principal
Donehoo Elementary Teacher	1 year	Selected by Principal
Floyd Elementary Teacher	1 year	Selected by Principal
Mitchell Elementary Teacher	1 year	Selected by Principal
Striplin Elementary Teacher	1 year	Selected by Principal
Thompson Elementary Teacher	1 year	Selected by Principal
Walnut Park Elementary Teacher	1 year	Selected by Principal
Gadsden Middle Teacher	1 year	Selected by Principal
Litchfield Middle Teacher	1 year	Selected by Principal
Sansom Middle Teacher	1 year	Selected by Principal
Gadsden City High School Teacher	1 year	Selected by Principal
Special Education Teacher	1 year	Selected by Director of Special Education

**TEXTBOOK STANDING COMMITTEE
10 Members**

Position	Purpose
Chairperson	Approve Working Committee selections
Director of Technology	Approve Working Committee selections
Director of Special Education	Approve Working Committee selections
Director of School Improvement	Approve Working Committee selections
Title I and Elem. Edu. Coord.	Approve Working Committee selections
Director of ELL	Approve Working Committee selections
Testing Coordinator	Approve Working Committee selections
Textbook Coordinator	Approve Working Committee selections
Elementary Parent	Approve Working Committee selections
Secondary Parent	Approve Working Committee selections

- **The Standing Textbook Committee will approve/reject the Textbooks selected by the Textbook Working committee. Only textbooks which are on the State approved list may be adopted.**
- **The Chairperson is typically the High School Head of the Department in the subject area that is being adopted. When a subject area department head is not available, or unable to serve, another member of the committee may serve as the Chairperson.**

Policy IFAC: Supplies Selection and Adoption

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

In accordance with Section 16-1-8 of the CODE OF ALABAMA, the following procedures are established for the purchase of instructional materials and supplies:

LOCAL SCHOOL BUDGET COMMITTEE

Each school shall have a budget committee. The committee shall be comprised of five members consisting of four teachers and the school's principal, or the principal's designee. The teachers on the committee shall be elected annually by secret ballot, by majority vote of the teachers voting at each school. The election shall be held on or before September 1 of each school year. Schools shall take appropriate steps to assure equitable representation on the budget committee from all segments of the faculty (i.e. grade levels, departments, parts of the building, etc.). Balloting will be held in such a manner as to insure the integrity of the secret ballot process.

The budget committee shall elect a chairperson and secretary by secret ballot from among its membership. The secretary shall be responsible for keeping minutes of the meetings of the budget committee and actions taken to approve the budget during the secret balloting process.

The same budget committee shall handle all matters concerning allocations of any state funds (instructional supplies, textbooks, professional development, technology, library enhancement, etc.). The budget committee shall serve until the election is held in the succeeding school year, and members may be elected for successive terms, so long as they are subject to election every year.

The budget committee will solicit input from all teachers at the school. The budget committee may, at the discretion of the faculty, have an "advisory committee" made up of a larger group of representatives which shall broaden the scope of the committee but shall NOT have a central role in the budget formation process.

The budget committee shall propose a budget outlining common items that may be purchased and specifying the amount to be allotted for each teacher and for common purchases. The budget committee shall define what are permissible expenditures. Monies allotted for materials and supplies may be spent for classroom instructional purposes only, to be used either by classroom teachers or their students. It shall be permissible to expend materials and supplies monies on instructional equipment and electrical equipment utilized with students in the teacher's classroom. Each school or individual teacher may purchase materials and supplies, instructional equipment, and electrical equipment for classroom instruction by the voucher system with purchases being made in compliance with applicable state bid laws.

The budget committee shall submit its proposed budget to the teachers by the third week of September.

APPROVAL BY TEACHERS

The proposed budget from the budget committee shall be submitted to the teachers at a meeting held by the third week of September. Teachers shall have at least two workdays to review the proposed budget before a vote is taken. Before any part of any proposed budget is implemented, the teachers at the school, through a majority vote of those voting, shall approve the proposed budget utilizing a secret balloting process.

Any proposed budget that does not receive approval shall be returned to the budget committee for reformulation, taking into consideration teacher recommendations. If the proposed budget is not approved, the budget committee shall submit another proposed budget for review and consideration by the teachers, and this procedure shall continue until such time as the teachers approve a budget.

A report on the budget that is approved by a majority vote of the teachers voting shall be transmitted to the Superintendent on uniform forms provided by the State Department of Education.

TIMELINES FOR AVAILABILITY OF FUNDS

All of the funds for materials and supplies shall be made available to each teacher before December 1; however, the teacher may order, in whole or in part, his or her allocation anytime during the applicable fiscal year. No deadlines for spending shall be imposed other than those specified by law.

ACCOUNTING PROCEDURES

Instructional supply purchases shall be handled in the manner prescribed by the school bookkeeper and the central office purchasing department. Such procedures shall be outlined on the acknowledgement forms which shall be signed by every teacher. A copy of the form will be provided to each principal for use with his/her faculty and every school will use the same form.

Each teacher will be asked to sign an acknowledgement form that outlines the accounting procedures that must be followed for making purchases. These forms should be signed on or before October 1, and retained by the school bookkeeper (it is advisable for the teachers to also keep a copy of the signed form). Until the teacher's acknowledgement form is signed, approval cannot be given to requisitions for any instructional supply purchases by that individual teacher.

Gadsden City Schools *Teacher's State Instructional Supply Allocation*

Teacher: _____
Name I.D. number

School: _____

Your allocation for instructional supplies this year is \$_____.

According to the provisions of state law, the school budget committee has determined that \$_____ of this amount should be withheld for common purchases (a budget showing these expenses should have been reviewed and approved by majority vote of the faculty). This will leave you a balance of \$_____ to be spent at your discretion on instructional supplies. This allocation is for the fiscal year which begins on October 1 and runs through the following September 30.

Procedures for Submitting and Processing Purchase Orders

- All funds from this account **MUST** be spent only on instructional supplies or materials that are used with students; other purchases are not allowed.
- Complete a requisition for any items you wish to purchase; check to be sure all information, addresses, item numbers, descriptions, and prices are correct. Teachers should keep a record or photocopy of all requisitions they submit.
- Upon approval by the principal, purchase orders will be typed and sent to the central office for processing. Allow at least one week for processing. When approved and sent to the vendor, the gold copy will be returned to the school bookkeeper. If you intend to pick up your own order, please notify the bookkeeper to return the white copy to you at the same time; otherwise, it will be mailed to the vendor.
- When your COMPLETE order is received, you must see the school bookkeeper to sign the gold copy of your purchase order; no order can be paid for until the signed receipt is returned to the central office. Receipts must be sent back to the central office within 60 days of the approved purchase order date.
- If you receive a partial order or notice of any delay or backorder, notify your bookkeeper immediately.
- Purchase orders without signed receipts will be voided after 60 days. Any orders for materials which do not follow these procedures shall become the responsibility of the individual teacher.

Your signature below indicates that you understand the conditions of the allocation and for making purchases from it. Unless you sign the OPTIONAL waiver below, this money will remain available for your use through September 30; however, you are strongly encouraged to complete all purchases no later than August 31, to allow adequate time for materials to be received by the end of the fiscal year. Money not spent is returned to the state.

Teacher's signature date

OPTIONAL WAIVER: I hereby authorize any unallocated funds remaining in my account as of the final working day of this school year to be spent on instructional supplies at the discretion of my principal.

Teacher's signature

date

Policy IFB: Instructional Services

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education encourages the utilization of a variety of instructional services including resource teachers, specialists, teacher aides, etc., to support the instructional program. Instructional services will be made available to schools to the extent budgetary considerations will allow.

Policy IFBA: Teacher Aides

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Board recognizes that teacher aides increase the effectiveness of the teacher in the classroom. To be eligible for employment as an aide, one must fulfill the following criteria:

1. The applicant shall have at least a high school diploma or its equivalent;
2. The applicant shall have a valid Alabama Substitute Teacher Certificate unless he holds regular teachers' certification.
3. Instructional Aides must have a minimum of two years of college (48 semester hours) from a SACS accredited institution. NOTE: A passing Work Keys score may substitute for the 2-years of college.

Ref: Alabama State Department of Education, Bulletin 13, 1978; Alabama Code 16-12-16.

Policy IFBD: School Libraries/Media Centers

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education believes that the school library/media center is a fundamental part of the educational process. The availability of many materials in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning.

Each school in the district shall maintain a school library/media center under the direction of a state certified librarian/media specialist, where students and staff members may be exposed to a variety of books, periodicals, and references in printed form as well as a variety of other materials, such as filmstrips, audio tapes, recordings, pictures, etc.

Selection of library/media center material should be made through the cooperative efforts of the principal, staff, parents, and students. Coordination of materials selection is the responsibility of each school principal with input from the librarian/media center specialist. Each school should strive to maintain an updated and balanced collection and must provide standard library books and bibliographies to aid in the selection process.

The school library/media center will remain open for use by students and staff members during the school day.

The school principal will review any complaint regarding library materials and make a decision in cooperation with the librarian/media specialist and other stakeholders.

Ref: Alabama Code 16-11-23, 16-21-1 to -3, Board of Education, Island Tree School District v. Pico, 457 U.S. 853, 73 L. Ed. 2d 435 (1982).

Policy IFCD: School Volunteers

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board recognizes that volunteers can make many valuable contributions to the schools and can be used as effective learning resources. Therefore, the Board endorses a volunteer program in the district, subject to suitable regulations and safeguards, including constant monitoring to assure proper management. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

Policy IG: Guidance Program

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Board supports and encourages a guidance program in the Gadsden City Schools. The Board considers the guidance function as essential to total achievement of its instructional goals and objectives.

The Gadsden City Schools will participate in the state and citywide testing programs and may do local testing. Individual testing and counseling services shall be provided for selected students and referrals made to other professional agencies when considered necessary. The information obtained should be used as a tool in modifying techniques, and should be kept confidential.

Planned guidance services, coordinated by a school counselor, shall be an integral part of the total school program and shall be available to each student in the Gadsden City Schools. The guidance services include three major responsibilities: counseling, consulting, and coordinating to aid and promote the full development of each child's potential in all areas of his scholastic, personal, social, and vocational life.

Cross References

II

Description

[Testing Programs](#)

Policy IHA: Grading System

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

Secondary Schools

The following grading system will be used in middle schools and high schools:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F
Incomplete	=	I

Numerical grades will be sent to the parents on the report card.

During each semester, two nine-week grades are provided along with the mid-term semester grade and final semester grade. Two nine-week and a semester test make up the high school semester grade.

Each report card shall include, but not necessarily be limited to, the following information, categorized by subject matter classes in which respective pupils are enrolled: (1) scholastic grade; (2) conduct grade; (3) days absent; and (4) days tardy to respective classes.

Elementary Schools

Elementary schools will use the same grading system as secondary except that other grading codes may be used as is appropriate to grade levels and subject areas. Teachers and parents are encouraged to maintain a regular line of communication to discuss student progress throughout each grading period.

Policy IHAA: Final Examinations

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Final examinations may be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based.

All students in grades 6-12 shall take a final examination for each course in which the student is enrolled. All final examinations will be administered according to a schedule established by the Superintendent or his designee.

No teacher shall schedule a final examination other than in accordance with the Board approved schedule for such examination.

Policy IHAB: Report Cards

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

It is the policy of the Gadsden City Board of Education that reports concerning student progress shall be made to the parent or legal guardian of all students at the end of each nine-week grading period. Individual schools shall make additional reports to the parent or legal guardian of a student when, in the opinion of the principal and professional staff members, the situation warrants such reports. Such situations may include but are not limited to outstanding academic achievement, outstanding citizenship, poor academic performance, and continuing inappropriate behavior.

Policy IHAD: Parent Conferences

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education encourages regular conferences between parents and teachers, however, parents or any other person not associated in an official capacity with the schools cannot be allowed to enter a classroom during instructional time except with permission of the principal in emergency situations. Appointments must be made ahead of time so that the teacher may consult with parents during planning periods or at some other time as may be agreed upon except in emergency situations.

Policy IHB: Homework

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

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 placed on classroom teaching.

Assignments should be commensurate with the resources available.

Policy IHE: Promotion and Retention

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board instructs the Superintendent to develop and maintain instructional objectives and performance standards for each grade level within the school district. Parents/guardians and students shall be made aware of the objectives and standards at the beginning of each school year via the use of written communication. Periodically during the year parents and students shall be provided written evaluation reports and oral evaluation reports during requested teacher-parent conferences of the progress each student is making.

The grading system used to measure student progress toward achieving the predetermined objectives and performance standards shall be applied consistently throughout the school district.

Policy IHF: Graduation Requirements

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Revised Date:** 04/14/2015 | **Last Reviewed Date:** 04/14/2015

**GRADE PLACEMENT AND PROMOTION REQUIREMENTS
HIGH SCHOOL**

Diploma Types:	STEP Academy # credits needed for grade level promotion	Standard Diploma # of credits needed for grade level promotion	Advanced & Honors Diploma # 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 or equivalent)	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.

Policy IHG: Valedictorian and Salutatorian and Class Ranking

Status: ADOPTED

Original Adopted Date: 09/05/1995 | **Last Revised Date:** 07/12/2018 | **Last Reviewed Date:** 07/12/2018

1. Class Rankings will be determined by using the average of the actual grade percentages of all classes through the end of the senior year.
2. Students in the top ten percent of the class and on Honors or Advanced Academic Diploma will be recognized as Honor Graduates.
3. The Valedictorian will be the student on the Honors or Advanced Academic Diploma with the highest average. The Salutatorian will be the student on the Honors or Advanced Academic Diploma with the second highest average.

Cross References

JFA

Description

[Valedictorian and Salutatorian and Class Ranking](#)

Policy II: Testing Programs

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education recognizes the importance of a consistent and appropriate student testing program. This program shall normally consist of:

1. Standardized tests for achievement and academic aptitude;
2. Minimal competency tests;
3. Individual psychological tests;
4. Individual and group screening tests;
5. Teacher-made tests;
6. Alabama High School Graduation Examination.

Confidentiality of test results will be assured and information will be released only in compliance with the Education Amendment of 1974 (P.L. 93-380) known as the Buckley Amendment.

All schools shall cooperate with the State Department of Education in scheduling and administering standardized tests for achievement and academic aptitude. Additional tests may be administered as local needs arise.

All teachers shall be permitted to devise their own tests such as:

1. Pre-tests – to discern student abilities, knowledge, and/or skills before a unit of study is begun;
2. Post-tests – to discern amount of gain in abilities, knowledge, and/or skills following the conclusion of a study.

Individual psychological tests (WISC-R, Stanford-Binet, etc.) may be administered by a duly certified person whose name appears on the state register or by a certified psychometrist. No student shall be given an individual psychological test unless his needs have been evaluated and he has been approved for testing by the school, with approval by his parents.

Individual and group screening tests (WRAT, Key Math, etc.) may be administered to gain additional information about a child's abilities and needs in accordance with state requirements.

Based upon the collective results of the previously identified instruments of assessment any student with identifiable deficiencies shall have developed for him an individualized program of remedial instruction.

Ref: Alabama Code 16-11-9, 16-12-5, 16-12-8, 16-12-9, 20 U.S.C. 1232 (g-i).

Cross References

IG

Description

[Guidance Program](#)

Policy IIC: Use and Dissemination of Test Results

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Results of student evaluations conducted within the District shall be used solely for the purposes of measuring student performance and competency and for structuring the curriculum to improve the effectiveness of the teaching effort. All test results shall be treated with confidentiality.

Test scores for the district in total or in large groups of students may be made public. In no event shall employees of the Board make public the test scores of any individual student.

Policy IID: Use of Digital Device During Secure Test

Status: ADOPTED

Original Adopted Date: 07/12/2011 | **Last Reviewed Date:** 07/12/2011

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.

**Alabama State Department of Education
Suggested Guidelines for the Search of Digital Device Seized During
The Administration of a Secure Test**

Please note that these guidelines were created with the assumption that students (and preferably parents) have been notified (verbally and in writing when at all possible) that: (1) the possession of a digital device is **strictly prohibited** during the administration of a secure test; (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to a search; and (3) if the device is used during the administration of a secure test, the student's test will automatically be invalidated.

The suggested guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:
 - a. Learn the facts regarding the seizure of the device from the test administrator, and
 - b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device, then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device, then it may be returned to the student in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue, or if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.

12. In any situation involving the search and seizure of a student's property a school administrator should consult with his or her supervisor in accordance with the school system's policy.
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Policy IJ: Evaluation of Instructional Program

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board requires systematic and comprehensive evaluation of the instructional programs and all related areas. Continuous assessments shall be conducted within each school as well as on a systemwide basis. Individual schools, as well as the school district, shall delineate goals, specific needs for improvement, and plans for organizing the resources of the school and the community in actively seeking solutions.

Ref: Alabama Code 16-11-9, 16-11-18, 16-11-20, 16-12-5, 16-12-8, 16-23-13, 16-23-14, and 16-23-16.

Policy IKA: Teaching Methods

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board strongly encourages teachers to use a variety of teaching methods and materials in their classrooms which are consistent with sound principles of learning and with an understanding of the child and his needs. Adequate provisions should be made for the student to do independent research study as well as for him to engage in small and large group activities and experiences.

All teaching methods used should be designed to cause all students to perform at the highest level individually possible.

Policy IKB: Controversial Issues

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board recognizes the fact that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues is an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum so long as the following guidelines are observed:

1. Teachers shall adapt the study of controversial issues to the age, maturity, and academic background of pupils.
 2. Teachers shall place major emphasis on HOW to think rather than WHAT to think.
 3. Pupils shall have access, insofar as possible, to all materials which are relevant and educationally significant to the issues at hand.
 4. Pupils shall have the opportunity to express their opinions within the limits of decency, good will, and respect for the opinions of others.
 5. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
 6. Teachers shall seek to develop in pupils the ideals of truth and honesty.
 7. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility but with mutual respect for all viewpoints.
 8. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions, and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
 9. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
 10. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.
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Policy IKC: Teaching About Religion

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Teaching about religion as it relates to a study of the historical development of mankind is appropriate. The use of the Holy Bible or other religious documents as educational and reference materials in this study is acceptable. Specific religious indoctrination is prohibited in the schools.

Ref: U.S. Const. amend. I; U.S. Const. amend, XIV, 1; Alabama Code 16-8-28, 16-9-21, 16-11-20, 16-12-9; School District of Abington Township of Pennsylvania v. Schempp, 535 S. Ct. 1560 (1963); Lemon v. Kurtzman, 91 S. Ct. 2105 (1971).

Policy IKD: School Ceremonies and Observances

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Flag Display

The Board in compliance with the state law requires that all schools display both the flags of the United States and the State of Alabama at some suitable place each and every day school is in session.

Pledge of Allegiance

All students must have the opportunity to recite on a voluntary basis the pledge of allegiance to the United States flag each day.

Ref: Alabama Code 16-43-1, 16-43-5, *Jager v. Douglas County School District*, 862 F 2d 824.

Policy IKF: School Stores

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board authorizes the operation of a school store in each school for the selling of school supplies only. The store shall be open only during those times of the school day that will not interfere with the instructional program. Financial reporting shall comply with all legal requirements and other policies of the Board.

Ref: Alabama Code 16-11-9, 16-12-3.

Policy IKH: Substitute Teaching

Status: ADOPTED

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Board shall approve a list of qualified individuals to serve as substitute teachers within the school district. The Superintendent shall prepare the list, assuring that all those listed are properly qualified.

A person may qualify as a substitute teacher in two ways:

- Have a minimum of two (2) years of college
 - a. Have a high school diploma
 - b. Have two letters of recommendation from administrators in our system
 - c. Complete six (6) hours of training at the Board of Education either through school board personnel or video-taped programs

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules, and an outline of local school procedures. The substitute teacher shall provide the regular teacher with a brief report of the day's activities. Substitute teachers shall be paid at a rate set by the Board.

In instances where it is known that the regular teacher is likely to be absent for an extended period of time, a substitute teacher may be put on an extended substitute agreement for the length of the absence of the teacher. When substitute teachers are placed on an extended substitute agreement, the rate of pay shall be in accordance with the Board's approved salary schedule for substitute teachers in this category.

Cross References

GBRJ

Description

[Substitute Teachers](#)

Policy IKI: Lesson Plans

Status: ADOPTED

Original Adopted Date: 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board requires a general plan of work, including daily schedules, to be prepared by each teacher and made available to the principal. Specific lesson plans shall be prepared by the teacher and shall be available in order that substitutes can conduct classes more efficiently in the teacher's absence.

Ref: Alabama Code 16-11-9, 16-12-3, 16-12-5.

Cross References

GBRJ

Description

[Substitute Teachers](#)

Policy IKJ: Legal and Ethical Use of Technology

Status: ADOPTED

Original Adopted Date: 12/06/2011 | **Last Revised Date:** 07/02/2024 | **Last Reviewed Date:** 07/02/2024

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 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 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.

Individuals are expected to report any violations of 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 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, including internet content filtering, either with or without malicious intent.

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 conveyed to all students and employees in the system (i.e. during computer lab orientation; during faculty meetings, etc.).

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.

ELECTRONIC MAIL

The Gadsden City School System provides access to electronic mail for many of its employees and **students**. 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. Contents and usage of electronic mail shall be the property of the Gadsden City School System.

Electronic Email is available for support of educational, instructional, extracurricular, and administrative activity. With that purpose in mind, electronic mail accounts are available to students according to the following guidelines:

- a. Students receiving email accounts, *Google Apps for Education*, must use these accounts for instructional purposes only.
 - i. Students are responsible for not sharing the password for their account with others. Students will be held responsible if another person utilizes their account.
- b. All student email accounts are subject to monitoring, archiving, and acceptable use policies.
- c. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the Board. Students will not be allowed to use the district e-mail account to communicate outside the school district.
- d. Students receiving email accounts must use these accounts for instructional purposes only and, while at school, should only use mail accounts provided by the district.
- e. Students assigned an email account will use that account as long as they are attending a school within the Gadsden City Schools.

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 inappropriate 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. Parents of students under the age of 17 may request that their child not be allowed to independently access the Internet by notifying the principal in writing within fifteen (15) school days of the student's first day of attendance each school year. This restriction will apply to the student independently operating any Board owned, leased, or controlled technology resource to access the Internet. It does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school. In these cases, school personnel will take appropriate and reasonable steps to, as much as possible, restrict the student from using computers to access the Internet independently.

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 Schools reserve the right to review files and network communications. Users should not expect that files stored on the Gadsden City Schools' servers will 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.

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

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

1. sending, displaying, or downloading offensive messages or pictures
2. using obscene language
3. harassing, insulting, or attacking others
4. damaging computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
5. violating copyright laws
6. using other user passwords
7. trespassing in other user files, folders, or work,
8. intentionally wasting limited resources, or
9. plagiarizing.

PLAGIARISM

Definition: To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting

the source. (n.d.). Retrieved Oct. 28, 2011, from Merriam-Webster Online Dictionary Website: <http://www.merriam-webster.com/dictionary/plagiarizing>.

Plagiarism is expressly prohibited by students and staff of the Gadsden City Schools.

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 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. Student instruction will include training regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyber bullying awareness and response.
6. The Gadsden City Schools have taken filtering and supervisory precautions to restrict intentional or accidental access to inappropriate sites on the internet.

Ref: TITLE XVII—Children's Internet Protection Act.

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 a parent DOES NOT want images (Photo or Video) of their child to appear, they must annually notify the 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 photos or videos taken at public activities such as athletic events.

ARTIFICIAL INTELLIGENCE (A.I.)

This section outlines the acceptable use of artificial intelligence (AI) tools and applications within Gadsden City Schools to ensure their safe, ethical, and responsible use.

Gadsden City Schools acknowledges that technology is ever-changing and has a tremendous impact on our global society, local community, and classrooms. Artificial intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is our responsibility to educate and train students to utilize AI in an ethical and educational way. Therefore, Gadsden City Schools is not banning the student or teacher use of AI, but each student will need to be aware of the limitations and guidelines of its usage:

- Gadsden City Schools student email accounts and chromebook access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.

- Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as needed basis, adhering to specific data and privacy guidelines regarding age restrictions and usage.

- College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence.

- Students must acknowledge the use of AI in any capacity related to their school work: text, image, multimedia, etc.
- The use of AI could be subject to disciplinary action based on the Gadsden City Schools Code of Student Conduct policy.

- Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI tools and applications.

STUDENT NAME: _____
SCHOOL: _____

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.

I understand that Internet access is provided for educational purposes. The Gadsden City Schools have taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I understand, that as an Internet user, I am responsible for my actions and that I am responsible for acting considerately and appropriately, in accordance with the following rules. When using any Gadsden City Schools Technology Resources, including the Internet, I will not:

1. send, display, or download offensive messages or pictures
2. use obscene language
3. harass, insult, or attack others
4. damage computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
5. violate copyright laws
6. use other user passwords
7. trespass in other user files, folders, or work, or,
8. intentionally waste limited resources.
9. plagiarizing.

PLAGIARISM

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 Web site:
<http://www.m-w.com>.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Gadsden City Schools Technology Resources, including the Internet.

1. Loss of access
2. Additional disciplinary action to be determined at the individual school in line with existing practice regarding inappropriate language or behavior.
3. Legal action, when applicable.

PARENT NAME: _____
PARENT SIGNATURE: _____
STUDENT SIGNATURE: _____