2026-2027
ELEMENTARY HANDBOOK

Mr. Keith Blackwell,
Superintendent

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GADSDEN CITY SCHOOLS

1026 Chestnut Street
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GADSDEN CITY SCHOOLS

Elementary	Phone	Principal
Oscar Adams	256-492-4952	Ms. Michelle Scott
Eura Brown	256-546-0011	Dr. Amanda Martinez
C.A. Donehoo	256-546-3604	Mr. Ernest Calloway
George W. Floyd	256-546-0836	Dr. Roy Bliss
R.A. Mitchell	256-546-2711	Mrs. Leanne Reed
W.E. Striplin	256-546-8616	Mr. Anthony Ash Jr.
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Emma Sansom	256-546-4992	Mr. Charlton Giles
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Litchfield	256-492-6793	Mr. Charlie Parker
High School		
Gadsden City	256-543-3614	Mr. Matthew Monson
Downtown Educational Center (Alternative School)	256-547-5446	Ms. Ebony Pearson

The Gadsden City Schools 2026-2027 Code of Conduct and Elementary Handbook will be available online through the Gadsden City Schools main website (http://www.gcs.k12.al.us/gadsden-city-schools-curriculum/student-and-parent-resources/) and individual school websites. Both booklets are subject to change as new information is received from the ALSDE. Any new revisions will be added to the current handbooks and reposted as necessary.

INTRODUCTION

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

EQUAL EDUCATION OPPORTUNITY STATEMENT

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

PHILOSOPHY

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

ENTRANCE AGE

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

REGISTRATION REQUIREMENTS

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

SCHOOL DAY

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

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

COMPULSORY ATTENDANCE

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

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

Responsibility for Explanation of Absences

In all absences, which occur without prior permission of the teacher or principal, the parent or guardian is responsible for providing a written explanation as soon as practical. "As soon as practical" has been interpreted by the State Department of Education as a period of three days. (S16-28-15, Code of Alabama 1975)

Excused/Unexcused Absences

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

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

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

MAKE UP WORK FOR EXCUSED ABSENCES

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

ATTENDANCE POLICY

A. The student will be provided 180 days of instructional time per year.
B. Make up work will be provided for any authorized absences. A written explanation must accompany the student on the day he/she returns to school or no later than three days.
C. A student with more than 3 consecutive absences must have an excuse authorized by a doctor, school nurse, or principal. D. After 10 days of cumulative absences in a school year, all subsequent absences must have a doctor's excuse.

E. When tardies and/or check outs prevent a student from receiving instruction and/or grades, it is the responsibility of the parent to have work made up within three days of the tardy or check out. F. Kindergarten students with 20 unexcused absences could be withdrawn from school.

G. Students with 10 or more unexcused tardies will not receive perfect attendance.

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

It is the responsibility of parents/guardians and students to maintain regular and punctual student attendance. An absence is defined as non-attendance in a regularly scheduled class or activity, regardless of the reason for non-attendance. A student must be in attendance one-half day to be counted present. Remember to contact the school if you receive a **calling post or text/email message** that your child is not present at school and should be.

EXCUSED ABSENCE

Parent(s)/ guardian(s) must provide the following:

A written parent note or doctor's excuse must be sent to school within three (3) days of the student's return to school to be counted as an excused absence. **Excused absences are per student. Parents having more than one child absent must have a valid excuse for each child.**

"EXCUSED ABSENCES" are defined as the following reasons:

1. Personal illness without a doctor's excuse – with a written parent note, NO MORE THAN 10 PARENT NOTES ARE ACCEPTABLE.

2. Personal illness – Students who are sick and whose illness would endanger their health and the health of others. A doctor's statement is required.

3. Student sent home by the nurse for the following: - Fever, Vomiting and Diarrhea is excused. 24 hours free from illness is recommended before returning to school.

4. Death in the immediate family – excused from school for a reasonable length of time.

5. Weather - preventing attendance (would endanger student's health).

6. Legal – Will be excused with documents from court officials.

7. Prior permission by the principal at the request of the parent/guardian.

8. Legal quarantine.

9. Recognized Religious Holidays - Students will be temporarily excused from attendance on special and recognized religious holidays.

10. School Sponsored Activities – Students are excused when participating in a school sponsored activity away from the school campus.

UNEXCUSED ABSENCE

If no legal or written excuse has been provided to the school within three (3) days after absence(s) the absence will be coded UNEXCUSED and the following with occur:

1. First (1st) unexcused absence – school will telephone parent/guardian. Please update telephone number.

2. Third (3rd) unexcused absence – a letter will be sent home. If a student's address changed during the school year, parents must inform school officials immediately.

3. Fifth (5th) unexcused absence – Students name will be reported to the Board of Education, Office of Student Services/ Attendance. Parents/Guardian will be contacted to set up a conference. Failure to attend conference will result in filing of a complaint/petition with the courts.

4. Seventh (7th) unexcused absence – complaint/petition filed with the court against the parent/guardian under: Code of Alabama (1975), §16-28· 12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

5. Five unexcused tardies will require the parent/guardian to attend a conference with the principal/attendance officer.

STUDENTS ARE TARDY AT THE FOLLOWING TIMES:

Elementary Schools 7:50 a.m.

CHECK OUTS

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

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

TARDIES

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

TRUANCY

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

EARLY WARNING TRUANCY PREVENTION PROGRAM
TRUANCY DEFINITION

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

1. First truancy/unexcused absence (warning)
    - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. Parent/guardian shall also be provided with a copy of the Alabama's compulsory

school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No earlier than the fifth unexcused absence (conference)
   - The parent/guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
   - Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
   - Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent/guardian under *Code of Alabama* (1975), 16-28-12© (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
   - File complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child under probation
   - The school attendance officer should be notified **by the juvenile probation officer** of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama* (1975), Sec. 12-15-100 and 105.
   - Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

EARLY DISMISSAL/TEMPORARY CLOSING OF SCHOOLS

The Superintendent of Education has the authority to temporarily close schools or dismiss early in the event of severe weather, inadequate heat, or other conditions, which threaten the safety and well-being of the student. Parents should listen to local radio stations for information. Also, make sure a current telephone number is registered with your child's school. This will allow Gadsden City's SchoolCast notification system to contact a parent/guardian in the event of school closings and/or early dismissals. At any early dismissal due to weather, every child will be signed out by their parent, guardian, or the designee of the parents. Therefore, it will be necessary for parent, guardian, or designee to come into the building to get their child.

NOTICES

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

CONFERENCES

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

Homework Guidelines for Gadsden City Elementary Schools

Revised January 2013

Listed below is the Gadsden City Board Policy concerning homework.

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

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

ADOPTED JULY 10, 1990

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

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

Homework Guidelines for Gadsden City Elementary Schools

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

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

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

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

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

Kindergarten	**Grade 1st-3rd**	**Grades 4th-5th**
10-15 minutes nightly	15-30 minutes nightly	40-60 minutes nightly

FOR STUDENTS

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

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

- Do your best on each assignment.

FOR PARENTS

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

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

REPORT CARDS

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

PROMOTION/RETENTION POLICY

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

PARENT VISITATION POLICY

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

CLASSROOM: Visits and/or observations must be pre-arranged with the teacher or pre-approved by the administrator. Any visitors must sign in through the main office.

LUNCHROOM: Lunch may be eaten with your child at a designated location during your child's scheduled time. Parent interaction must be limited to your own children. Students will be held to all applicable school rules enforced by teachers or supervisors responsible for monitoring.

FOOD SERVICE

A cafeteria is provided as a service for students and staff members. Meals served are nutritional and follow the guidelines set by the U.S. Department of Agriculture. It is permissible to bring lunches from home; however, no food from outside vendors will be allowed (Federal Guidelines). Meals are provided free to all students and at a fee to employees and guests. Students may purchase extra items such as milk, juice, or desserts.

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

GCS CHILD NUTRITION PROGRAM

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

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

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

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

Meal Pricing

All students enrolled in Gadsden City Schools will receive free breakfast and lunch for the 2026-2027 school year. The cost for employee/guest meals is as follows:

Employee	**Guest**
Breakfast - $3.25	**Breakfast - $3.25**
Lunch - $5.25	**Lunch - $5.25**

Students are not allowed to carry over any balance from one school year to the next school year. It is the responsibility of the parent/guardian to take care of any debt owed by students prior to the end of the school year.

GENERAL INFORMATION

ALLERGIES

Any snacks sent to school must be approved by school administration prior to distribution due to students with allergies. Foods that could be dangerous to children are nuts, fish, peanut butter, etc. Also, due to the increased number of kids with latex allergies please check with principal before taking balloons to the schools.

FIELD TRIPS

All classes participate in educational trips during the year. Parent volunteers are utilized in a supervisory capacity. A permission form must be completed and signed by a parent or legal guardian before a child will be allowed to

participate in any field trip. A child's behavior may result in a child not being able to participate, as determined by the principal.

LOST AND FOUND

It is the responsibility of the student to keep up with personal items. Teachers cannot be responsible for lost items.

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

MEDIA CENTER

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

MEDICATION AT SCHOOL

Medication Forms

Prescribed and/or over-the-counter (OTC) medication is administered only upon receipt of a correct, current, completed *School Medication Prescriber/Parent Authorization Form (PPA*). The prescribing physician must fill out the prescriber authorization section and sign the PPA for prescription medication to be given at school. This form is available in the nurse's office or on the school's website under nurse section. Please ensure that the PPA matches the pharmacy label. **Over-the-counter medication may not be kept for more than 2 weeks without written authorization from an authorized licensed healthcare provider.**

Delivery of Medication

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

Acceptance of Medication

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

Storage of Medication All medications must be stored in the nurse's office according to ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies. Per ABN guidelines, Gadsden City Schools do not stock over the counter medications (Tylenol, Ibuprofen, Hydrocortisone, etc.) for student or staff use. First aid supplies including calamine lotion, antibacterial ointment, saline wound wash, and eye was may be maintained in the school nurse office, Over the Counter medication may not be kept for more than 2 weeks without written authorization from an authorized healthcare provider.

Emergency Medication

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

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

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

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

ALABAMA CERTIFICATE OF IMMUNIZATION

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

PREVENTATIVE HEALTH MAINTENANCE

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

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

**The Influenza "flu" vaccine is recommended for all age groups. For more information, please refer to: http://www.alsde.edu/sec/pss/Communicable/Flu%20Flyer.pdf
**Backpack Act 2017-19 urges all school administrators, teachers, parents & students to be educated about the potential health impact of heavy backpacks and to take proactive measures to avoid injury. More information can be found at*: www.bacsupport.com*
**Sunscreen Act 2017-278 allows any student to self-carry & apply a FDA approved sunscreen without any type of consent/paperwork. However, if a parent requests a school employee apply the sunscreen then the parent must contact the school nurse for appropriate paperwork to be completed.

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

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

**If your child is sick, please keep them home. We are committed to sending sick children home to decrease exposure

to the rest of our students thus preventing outbreaks of preventable illnesses. If your child has a rash, it is recommended they be evaluated by a medical facility with a note saying when they can return to class.

HEAD LICE

Gadsden City Schools will follow the guidelines of our local health department and ALSDE when it comes to students with head lice.

STUDENT EXCLUSION DUE TO ILLNESS

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

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

MONEY SENT TO SCHOOL

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

PHYSICAL EDUCATION

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

SCHOOL BUS TRANSPORTATION

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

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

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

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

STUDENT CONDUCT

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

1. Work cooperatively with teachers and other students.
2. Perform at maximum level in all subjects
3. Respect authority and the rights of other students.
4. Conduct themselves in an orderly fashion.
5. Settle disputes without fighting.

6. Refrain from any behavior that would threaten the health, safety, or well- being of other students.
7. Refrain from the use of vulgar or profane language and offensive name-calling.
8. Leave all potentially harmful objects at home.
9. Report any serious misunderstanding with other students to the teacher or school authority.
10. Arrive at school on time each day.
11. Care for school property and equipment.
12. Enter and leave the building, classroom, and lunchrooms quietly.
13. Bring necessary supplies such as pencils, paper, and workbooks to school daily.
14. Remain in the classroom unless given permission to leave by the teacher.
15. Avoid excessive talking and disruptive behavior.
16. Refrain from bringing toys, pets, gum, candy, etc. to school.
17. Carry all homework and school communications home on the day they are given and return them on the date specified by the teacher.
18. Be honest and practice good manners during the school day.

Appendix I

Conduct Grades

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

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

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

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

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

SPECIAL EDUCATION

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

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

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

Any special concerns about opportunities for students with special needs may be directed to 256-549-2914. The Gadsden City Schools' Special Education program is continually in search of students, ages birth to twenty-one

(21), who need special education services. This process, referred to as "Child Find," can be accessed by calling the aforementioned phone number.

STUDENTS WALKING TO SCHOOL

Students walking to and from school are responsible for their safety. Any thoughtless action, such as fighting or destruction of property, could result in disciplinary action from school administration.

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

TEXTBOOKS

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

TORNADO AND FIRE DRILLS

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

EMERGENCY DRILLS

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

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

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

The principal shall report the dates of annual safety training as well as dates of all safety drills in the manner prescribed by the State Department of Education and the Superintendent. Failure of a principal to conduct and report safety drills and/or training in accordance to State/system guidelines will result in appropriate disciplinary action.

VISITORS IN BUILDING

All visitors and parents must enter through the front entrance of the school and are required to check in at the office before going into any other area of the building/campus. This procedure is followed to ensure the safety of our children.

VOLUNTEERS

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

WITHDRAWALS

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

GADSDEN CITY SCHOOL SYSTEM POLICIES

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing, and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

It is the policy of Gadsden City Board of Education that an automated external defibrillator (AED) be placed and maintained in each school. The Superintendent will designate at least one employee at each school to be trained in the use of an AED. Each building-based user shall be made aware of the location of the device in the building and shall maintain proper CPR/AED certification. All AEDs will be maintained and tested according to manufacturer's operational guidelines by the Gadsden City School System's Lead Registered Nurse. The local fire department and medics will be kept informed about the presence and location of the AEDs in school buildings. A licensed physician or other medical professional is to be included in the creation or modification of any AED program or guidelines related to the program.

BAD CHECK POLICY

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

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

If your check is returned, it will be automatically forwarded by the Gadsden City Board of Education's bank to Envision. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently $35.00. This fee is subject to change as allowed by law. If you do not properly respond to Envision, or Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees could also be deducted from the same account.

Cell Phone and Personal Electronic Device Policy

Gadsden City Schools will follow the guidelines of the FOCUS Act (HB166) by putting a districtwide policy in place for personal electronic devices. The goal is to minimize distractions, protect instructional time, reduce academic dishonesty, and support a safe learning environment. This policy is based on the values of digital responsibility and maintaining a space where students can learn without distractions.

General Guidelines

Students may not use cell phones, smartwatches, tablets, gaming devices, AirPods, or other personal devices that have the capability of exchanging voice messaging or other data during instructional time.

Devices must be turned off and stored in lockers, vehicles, or designated areas—not on the student.

Device use before/after school, during PE, or at lunch is not allowed unless with permission.

School officials reserve the right to examine or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules.

Disciplinary Action

First Offense – The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The parent/guardian will sign a Cell Phone Policy Consequences Form.

Second Offense –The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The student will receive 2 days of ISS/Focus Room.

Third Offense—The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The student will receive 2 days OSS/Extended ISS/Focus Room.

Fourth Offense—The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The student will receive 3 days OSS/Extended ISS/Focus Room. The parent/guardian will be referred to the District Attorney's Office.

Subsequent Offenses can result in a referral to the Alternative Educational Center.

Any student who refuses to give a cell phone/communication device in compliance with Gadsden City School's Cell Phone Policy, and in accordance with HB166, will be considered defiant and will be subject to disciplinary action in accordance with the system handbook.

Parents/guardians are encouraged to monitor their students' digital use and support the system's policy. Students are expected to follow the policy and understand the consequences of misuse. Devices are brought at the student's own risk, and the system is not responsible for loss, theft, or damage.

Authorized exceptions include the use of a device required by a student's IEP, 504 plan, or health plan.

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

DRESS CODE

The Board recognizes that dress and grooming affect the behavior of students and there are sanitation and safety factors directly related to proper dress and grooming. The manner in which a student dresses for school each day is primarily the responsibility of the student and his or her parents. However, when a student's style of dress or appearance presents a danger, causes an interruption of the instructional program, or violates the dress code he or she will be denied class admission until the condition is corrected. Therefore, the Board establishes the following expectations for student dress and appearance in order that school administrators, teachers, and parents will have clear dress and grooming guidelines to ensure that rules and discipline can be enforced consistently.

Specific Dress Regulations:

1. Good personal hygiene is to be observed at all times. Proper undergarments and shoes are mandatory. (House slippers are not suitable)
2. Head apparel such as hats, toboggans, and bandanas will not be worn inside buildings. Any other head apparel that causes a distraction to the school environment will not be allowed.
3. Nose, lip, or other body piercing that cause a distraction to the school environment will not be allowed.
4. Sunglasses and colored shades will not be worn inside buildings.
5. No see-through, backless, or strapless shirts; no spaghetti straps or muscle shirts; no midriff or tube tops will be allowed. Tops made from spandex, mesh, or fishnet will not be allowed. Sports bras cannot be worn as outerwear on school campus. No part of the bra or any undergarment should be visible at any time.
6. Any pants/skirts/dresses, etc. that cause a distraction to the school environment will not be allowed. Pants with holes in inappropriate places will not be allowed. No underwear should be visible at any time.
7. NO SAGGING PANTS. All shirts must be within the area of the hipline (waistline), and belts must be worn.
8. All skorts, skirts, shorts, or dresses must come to or extend below the tips of the fingers. Tight fitting garments (stretch pants, leggings, etc.) must be accompanied by a shirt that extends below the fingertips.
9. Clothing must not contain any writing, drawing, labels, or decals that could be offensive to others. No clothing will be allowed that displays antisocial, immoral or illegal behavior, nor should clothing promote products which students may not legally buy, such as alcohol, tobacco, or illegal drugs.

10. All oversized clothing made for outdoor wear must be placed in the locker first thing in the morning. With the instructor's permission, lightweight jackets and sweaters will be allowed in class.
11. All oversized jackets or coats made for outdoor wear such as starter jackets, overcoats, etc. must be placed in the locker first thing in the morning. With the instructor's permission, lightweight jackets and sweaters will be allowed in class.
12. In addition to articles previously mentioned: accessories, backpacks (must be clear or mesh and left in the locker upon arrival), notebooks, patches, haircuts must not display or promote racial/ethnic slurs/symbols; gang, satanic, or occult affiliations; violence or mutilation, vulgar, subversive or sexually suggestive language; or products such as alcohol, tobacco, and illegal drugs.
13. Any student's appearance that causes a disruption to the school climate will not be allowed in school.
14. Hair should be kept in an appropriate manner conducive to the education environment.

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

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

FAILURE TO COMPLY WITH DRESS CODE WILL RESULT IN:

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

DISCIPLINE

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

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

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

FIGHTING

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

Disciplinary Action

First and Second Offenses:

Parent contacted and disciplinary action

Subsequent Offenses:

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

ANTI-HARRASSMENT/BULLYING POLICY

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

Complaint Form

School System: _____ School Name: _____ Student Name: __

_____ ID#: _____

Grade: _____

INFRACTION REPORTED BY:____STUDENT PARENT/GUARDIAN			
Date of Incident		*Time*	
Specific Location of Incident			
DESCRIPTION			
OTHER INFORMATION			

The *Jamari Terrell Williams Student Bullying Prevention Act,* No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.

Student _____ Date:_____

OR

Parent/Guardian _____ Date:_____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

POSSESSION OF FIREARMS

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

Possession of any weapon will be treated as a major disciplinary infraction in accordance with the Code of Student Conduct for the Gadsden City Schools.

POLICY REGARDING THE LEGAL AND ETHICAL USE OF TECHNOLOGY RESOURCES, ELECTRONIC MAIL, AND THE INTERNET

Introduction

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

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

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

Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Gadsden City Schools.

Policy Statement

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the Gadsden City Schools.

Individuals may only use accounts, files, software, and computer resources that are assigned to those individuals under their password.

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

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

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

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

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

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

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

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

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

The principal of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

The legal and ethical practices of software and hardware usage will be taught to all students and employees in the system (i.e. during computer lab orientation; during faculty meetings, etc.).

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

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

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

The following are not permitted on any Gadsden City Schools' Network or the Internet. sending, displaying, or downloading offensive messages or pictures

- using obscene language
- harassing, insulting, or attacking others
- damaging computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
- violating copyright laws
- using other user passwords
- trespassing in other user files, folder, or work
- intentionally wasting limited resources
- plagiarize - violation of procedures and policies

Internet

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

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

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

All home pages (starting point for a group or individual directory of Internet sites will be allowed to conduct independent research and communicate on the Internet upon and/or other information) will be reviewed by the System Technology Coordinator for approval before being publicly posted.

Students the receipt of the appropriate permission forms.

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

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

Internet Safety

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

Electronic Mail

The Gadsden City School System provides access to electronic mail for many of its employees and some student classes. That access is for their use in any educational and instructional business that they may conduct. Staff personal use of electronic mail is permitted as long as it does not violate Gadsden City Schools' policy or adversely affect others. All contents and usage of electronic mail shall be the property of the Gadsden City School System.

PHOTOGRAPHIC AND VIDEO IMAGES

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

Gadsden City Schools Internet Safety Policy

Adoption of Rules and Regulations

The Superintendent is authorized to develop and present to the Board for approval, additional or more specific rules and regulations governing access to and the use of the district's technology resources. All rules and regulations must align with the requirements of the federal Children's Internet Protection Act (CIPA)and Alabama's Freeing Our Classrooms of Unnecessary Screens for Safety Act to ensure safe, appropriate, and educationally focused technology use in all school settings. In compliance with The Focus Act (HB166) and Section 5.

Gadsden City Schools is committed to maintaining a safe, secure, and age-appropriate digital environment for all students and staff. This policy outlines the safeguards, responsibilities, and tools in place to promote responsible technology use.

Digital Safety and Access Control

Internet Filtering and Access

• Student access, as possible, is limited to educational, age-appropriate content.
• Securly is used to block or filter content that is obscene, harmful, or inappropriate.
• Social media use is prohibited.

Communication Safety

• Email and messaging tools are limited to approved platforms under staff supervision.
• Chat rooms and unauthorized communication tools are not allowed.
• Staff must ensure student safety in all digital interactions.

Prohibited Activities

Students may not:

• Access or share unlawfully obtained information (e.g., hacking).
• Use unauthorized websites, apps, or software that collect or misuse personal data.
• Engage in cyberbullying or inappropriate online behavior:
• Disclose or share personal information without permission.

Digital Citizenship and Education

• Students are taught appropriate online behavior, including safe interactions on social media and cyberbullying prevention.

Oversight and Enforcement

• School principals oversee policy enforcement.
• Violations result in disciplinary action per the Gadsden City Schools Code of Conduct.

Staff Compliance

• All certified staff must complete an annual anonymous survey to assess policy implementation and compliance.

Alabama State Department of Education Policy
Use of Digital Device During the Administration of a Secure Test Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, smart watches, 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, and the device will be confiscated and subject to search. The student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

CHILDREN LEARN
WHAT THEY LIVE

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

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

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

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

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

If a child lives with encouragement, he
learns confidence.

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

If a child lives with fairness,
he learns justice.

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

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

Dorothy Law Nolte