



***GULF SHORES  
ELEMENTARY SCHOOL***

**2019 - 2020**

**STUDENT HANDBOOK**

1600 East 3rd Street  
Gulf Shores, Alabama 36542  
(251) 968-7375  
Fax (251) 968-7217

**MOTTO**

*Riding the Waves of Education Together*

**SCHOOL HOURS**

7:50 a.m. - 2:50 p.m.

# **Gulf Shores Elementary School Handbook 2019-2020**

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Dear Students and Parents,

Welcome to the 2019-2020 school year at Gulf Shores Elementary School. We are thrilled that you are a part of our team. This handbook will provide needed information and should serve as a resource for you. We will also continue to send emails and place information on our website to keep you informed. Communication is very important so please do not hesitate to call if you have any questions. We invite you to be a part of our PTSO and want to work closely with you to build strong relationships.

Dr. Rachael McDaniel  
Principal, Gulf Shores Elementary School  
[rmcdaniel@gsboe.org](mailto:rmcdaniel@gsboe.org)

## **GULF SHORES ELEMENTARY SCHOOL MISSION STATEMENT**

*Gulf Shores Elementary School is a collaborative community where teachers and students are leaders of their own learning.*

### **GSES' STRATEGIC PLAN**

- ✧ provide opportunities for students to choose pathways towards achieving their aspirations. Every student will know and share his or her unique gifts.
- ✧ expose students to an array of opportunities for discovering their unique gifts, thus achieving their personal aspirations.
- ✧ promote a dynamic of learning and teaching that promotes questioning and risk taking. Our students will possess the confidence to lead positive change.
- ✧ create a culture of inclusivity and respect, our students are emotionally secure.
- ✧ customize and create global, innovative learning environments. GSES students are savvy and in tune to their place in the world.

## GSES PTSO

On behalf of the Gulf Shores Elementary School PTSO, we want you to feel informed so that you can be involved in your child's life at school. We need your help to continue to make GSES the best it can be! We will be communicating throughout the school year about opportunities for parents to help. You can reach the PTSO at [gsesptso@outlook.com](mailto:gsesptso@outlook.com). Please keep an eye out for announcements via our Gulf Shores City Schools Facebook page and at <http://gsboe.org/schools>.

Sincerely,

PTSO PRESIDENT	Tanner Howard
Vice President	Daphne Goodman
Treasurer	Shelby Jurkiewicz
Secretary	Mary Robertson
Volunteer Coordinator	Courtney Steffek
Community Liaison	Caroline Walsh
Parliamentarian	George Nick Autrey
Members at Large	Ginny Gilbert, Valerie Matthews, Jennifer Spruiell, and Kristie Van Eberstein-Wheelles

## **FREE APPROPRIATE PUBLIC EDUCATION**

The GSCS Board of Education guarantees the right to a free appropriate education for all school age persons regardless of disability.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

It shall be the policy of the Board that no student shall be denied the benefit of any education program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the GSCS Board that barriers to enrolling and retaining students with limited English proficiency, homeless status, migrant status and immigrant status shall be removed, including but not limited to, the denial or delay of enrollment of such students due to lack of birth certificate, lack of school records or transcripts, lack of immunization or health records, lack of proof of residency, lack of transportation or guardianship or custody requirements.

## **PARENT RESPONSIBILITIES**

Parents/legal custodians and guardians are responsible for the child's attendance and conduct in school. Under Alabama Law, parents/guardians who fail to compel their child to regularly attend school or fail to compel their child to properly conduct himself or herself as a student in accordance with the written policy on school behavior are subject to sanctions or truancy hearings. Our parents/legal custodians and guardians are required to read and share with their child the Gulf Shores City Schools Parent and Student Handbook. The GSCS Code of Conduct can be found on the city school's website at [gsboe.org](http://gsboe.org). The parent/legal custodian and guardian confirms that they have read the handbook during the online registration process.

## **PARENTAL EXPECTATIONS**

As the parent is a child's first teacher, the parent should obey local, state, and national laws and should hold him/herself to high ethical and moral standards. They should be supportive of the local Board of Education and its employees who act in the public trust. This support should involve participation in the provision and maintenance of a high quality instructional atmosphere in each of the city schools.

## **PROCEDURES FOR APPOINTMENTS**

Arrangements for appointments with teachers may be made by leaving a message with school office personnel or by contacting the teacher by email. The teacher or staff member with whom you wish to meet will return your call or email to make the appointment at his/her convenience. You may also have your child hand deliver a note requesting an appointment. The teacher will inform you in writing, by email, or by phone of an available conference time. Our phone number is 251-968-7375. You may find teacher email addresses on our website under teacher directory. Teachers will also send contact information home to parents.

## **ATTENDANCE PROCEDURES**

School attendance is extremely important for academic success and for the development of quality work habits. Getting to school at the proper time is also important. Our school hours are 7:50 until 2:50.

## **ABSENCES**

Students in grades K-8 schools may not exceed (9) unexcused absences per year. If a student misses more than half of the school day, a full absence will be accumulated. A student and the student's parent or guardian shall be given written notice when a student's unexcused absences exceed four (4) days. The student could be retained if unexcused absences exceed nine (9) unexcused days per year.



State law stipulates that absences are to be classified into two categories - excused and unexcused. Parents are allowed to excuse 9 absences through a simple note from home. On the first day following an absence from school, the student must bring a written note from the parent or guardian or a physician note explaining the reason for the absence. Our computer system automatically records an absence as **unexcused**. The parent or physician note allows the registrar to change the absence to be excused. There is no maximum allowed number of physicians excuses for absences. Parents have three days to email, fax, or send a statement with an explanation of the reason for the absence and the date of the absence. Absences may be excused for the following permissible reasons:

- Student illness
- Inclement weather which makes it dangerous to attend school (as announced by the Superintendent)
- Legal quarantine
- Death in the immediate family
- Emergency condition as determined by the principal or superintendent
- Observance of traditional religious holidays of local, national, or international origin when verified by the student's minister or religious leader.

Examples of unexcused absences are truancy, parental neglect, student working, or simple failure to turn in proper written excuse within three days of absence.

- First Truancy/unexcused absence
  - Warning: Parent/Guardian will be notified of the truancy and advised on the penalties that can be applied in compliance with the Alabama Compulsory School Attendance Laws.
- Second Truancy/unexcused absence
  - Written Notification - Parents will be sent a letter notifying them of future actions if truanancies continue.
- Third Truancy/unexcused absence

- School Conference - Parents will participate in a truancy intervention conference at the school.
- Fourth Truancy/unexcused absence
  - District Level Intervention - The parents will be notified of legal actions related to non-attendance
- Fifth Truancy/unexcused absence
  - Referral to Early Warning Truancy Prevention

### **TARDINESS**

It is essential for the orderly start of the school day that each student is on time. **School begins promptly at 7:50 a.m.** Students are expected to be in their classrooms at that time. Students who ride the bus will be on time for school each day.

### **CHECK INS**

A parent/guardian must come in to the school office to check in your child when he/she is tardy (after 7:50 a.m.).

### **CHECK OUTS**

Parents/guardians may be allowed to check a child out of school early for a valid reason (i.e. sickness, doctor appointments, etc.) Written, faxed, or emailed permission from the parent/guardian is required to authorize someone other than the parent to check out a child. **A picture ID is required to check out a student.** For your child's safety and security, no exceptions will be made to this policy. Students checking out before 11:30 a.m. will be counted as absent for the entire day. **Checkouts after 2:30 p.m. should be limited to emergency situations.**



## **SCHOOL NURSE**

Screening programs include vision and hearing screening in grades kindergarten and second and scoliosis screening is provided in grades 5-9 (ages 11-14), as mandated by state law. Various health education programs are provided annually. Special emphasis is given to “hand washing” and “cough and sneeze etiquette” programs. Individualized Health Care Plans and/or Emergency Action Health Care Plans are developed for all students with chronic health care conditions. In order for a student to receive prescription medication at school, the parent/guardian and physician must sign the ALSDE School Medication Parent/Prescriber Authorization form granting permission to the School Nurse to administer the medication. The delegating registered school nurse must evaluate and approve all over-the-counter medicines and parent instructions. The parent or guardian shall deliver all medication to the school nurse in the original container with clear, current instructions. Should you have questions or concerns regarding this information, please contact our school nurse, Patty Sansom, at 251-968-7375. The school nurse will provide treatment of minor injuries. She will be sending out more information to parents periodically throughout the school year.

## **SICK DAY EXCLUSIONS**

As a parent, there are times when you are unsure whether your child should attend school and when to seek medical care. This list serves as a guideline in managing students and is not inclusive. All students will be evaluated on a case by case basis by the school nurse. The decision to send your child home will be made on an individual basis based on the school nurse’s professional judgement. The goal is to keep your child safe and healthy.

### **MAKE-UP WORK**

Upon return to school from excused absence(s), students have up to three days to complete and turn-in make-up work to teachers. It is the responsibility of the student to request make-up work and submit it within the required time frame.

### **ADDRESS/TELEPHONE CHANGES**

Changes in your home address or phone number should be reported to the GSES school office (251-968-7375). Any cell phone number change, email address change, or change in your place of employment or employment phone number should also be reported to the school office so that we will be able to reach you in the event of an emergency. Also update contact information/numbers.

\*At Gulf Shores Elementary School, we can not release a child to any person who is not on the child's contact information in iNow. Also, all persons who will be picking up a child will be required to show his or her Driver's License or ID before entering the building and/or picking up the child. This is essential also in the event of an early dismissal from school.

### **CANCELLATION - EARLY DISMISSAL - LATE OPENINGS**

School may be cancelled or dismissed early due to weather or other emergency conditions. Students and parents are expected to plan in advance for this possibility and discuss what to do and where to go in this type of situation. The decision to cancel school, open late, or dismiss early will be determined by the school superintendent. We will take whatever measures are necessary to maintain everyone's safety. In that effort, we request that parents help us keep the school lines free by monitoring other sources of information about closings, so that we can make and receive contact from our Board of Education, civil service agencies, etc. A rapid communication system and/or parent email will be activated by the principal or superintendent to notify parents. Please listen

and watch for announcements regarding Gulf Shores City Schools. Parents are also encouraged to monitor media outlets such as television and radio stations for announcements. The Gulf Shores City Schools website is frequently updated with important changes. When parents arrive after the superintendent has closed school, normal dismissal rules apply. As always, if the superintendent has not dismissed school, regular checkout procedures apply.

**See check in/check out procedures. It is very important that you keep us updated of any changes in contact information/phone numbers so that you will be contacted in the event of a change.** If school is dismissed early, travel conditions may deteriorate to the point where it is not safe for students to walk home or make it difficult for parents to come get their child from school. If the situation is judged to be too dangerous, students will be held at school. Staff members will remain at school to ensure the safety of the children. If there is any doubt about safety, we will err on the side of caution and hold the students at school. If administration decides the situation is safe enough, everyday walkers may be released on a case-by-case basis with administrative approval.

### **CHANGE OF AFTERNOON PLANS**

Routines are essential for a safe and timely dismissal. Last minute changes can cause confusion. Establish a consistent dismissal routine with your children. When students know that they always go home a specific way, they are less likely to get confused and more likely to get home safely and on time. If arrangements for your normal afternoon pick-up change, please notify your child's teacher by note or email prior to the day of the change. PLEASE DO NOT CALL THE OFFICE WITH CHANGE OF AFTERNOON PLANS, UNLESS IT IS A TRUE EMERGENCY! These messages are difficult (at times impossible) to get to teachers and students. For safety reasons, the office or the teachers cannot take the word of a student that plans have changed. Unless the front office is officially notified, students will be directed to follow regular procedure.

**Bus notes:** Due to limited room on our buses, students may not ride home with a classmate on the bus (if it is not the same bus he or she usually rides).

If there is a family emergency or hardship and your child needs to change transportation plans, please contact Dr. Rachael McDaniel, the principal, or Mrs. Sonya Price, the assistant principal, for prior approval.



## COMMUNICATION

We encourage open, frequent communication between school and home. Regular contact between the home and school helps our children see that both parents and teachers care about them and their progress. Teachers will communicate information regarding homework, curriculum updates, important dates, field trip information and so on. If you have questions or concerns, please communicate with your child's teacher first. A conference may be needed and can be requested by the teacher or the parent. If, after consulting with the teacher, parents continue to have concerns, they may then choose to contact administration. The principal, Dr. Rachael McDaniel, sends out frequent emails to parents and guardians. Dr. McDaniel and Mrs. Price are always available if you ever have an issue or question. The office number is 251-968-7375.

Rachael McDaniel [rmcdaniel@gulfshorescityschools.org](mailto:rmcdaniel@gulfshorescityschools.org)

Sonya Price [sprice@gulfshorescityschools.org](mailto:sprice@gulfshorescityschools.org)

## DRESS CODE

GSCS Expected Dress for All Students Gulf Shores City Schools in collaboration with the Gulf Shores parents, students, and employees have created the following dress code. Students are expected to dress with respect toward self, family, school, and community using reasonable standards of cleanliness and decency throughout various

situations. All students must follow the dress code while attending school, riding buses to and from school, and participating in school functions, unless otherwise indicated by the principal. Final dress code interpretation is at the discretion of the administration.

## **GSES DRESS CODE**

### **Clothing and/or Accessories Guidelines:**

#### **Tops:**

- No pictures, emblems or writings on clothing that are lewd, offensive, vulgar or obscene. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, may not be worn.
- Spaghetti straps and strapless are not permitted. No garments that are see-through or show midriff, lower back or cleavage. Fabric should cover your front, back, sides, and under the arms.
- No oversized or overly tight tops.
- Tank tops or undershirts are not permitted to be worn as tops.
- Tops and bottoms must overlap at all times, including when arms raised.

#### **Pants:**

- No sagging or baggy fit and must be worn at the waist.
- No see-through pants/leggings may be worn.
- Leggings may be worn only under shirts or dresses that come to the top of the thigh.
- No oversized or tight pants.
- No holes in jeans in inappropriate areas.
- Sweat pants and warm-up suits are permitted.
- Pajama pants are not permitted.

#### **Shorts:**

- Must be visible under shirts.
- Spandex, biker, or see-through shorts are prohibited.
- Shorts must have a minimum of a four inch inseam - including athletic shorts (Nike type shorts).

**Dresses & Skirts:**

- Spaghetti straps and strapless dresses are not permitted.
- Bottom of skirt and/or slit cannot go above mid-thigh.
- Elementary Students: Shorts/Leggings must be worn under all dress/skirts.

**Shoes:**

- Must be worn at all times and fastened properly.
- No bedroom slippers.
- Classes may require certain shoes. Example: P.E., Chemistry.

**Accessories:**

- Hats, caps, sweatbands or other head covering will not be worn in the school building (religious and themed dress-up day are exceptions). Headbands are allowed but not as head covering. Students may have specific attire required for certain field trips, classes or labs. Students are expected to adhere to these requirements as directed by the teacher.

**Progressive Disciplinary Action for Dress Code Violations:**

A. 1st Offense – Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options are available, student spends day in OCS. Parents will be notified that dress code policy has been violated.

B. 2nd - 3rd Offenses – Break detention and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options are available, student spends day in OCS. Parent must be notified of break detention placement. Policy Manual (Gulf Shores City Schools)

C. 4th Offense – Meeting with a counselor to discuss violations, appropriate clothing, and needs. Student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of meeting with counselor and invited to attend the meeting.



D. 5th Offense – 1 Day OCS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of OCS placement.

E. 6th Offense – 2 Days OCS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of OCS placement.

F. 7th Offense – 1 Day suspension. Parent must be notified of suspension.



## **GSES CELL PHONE POLICY**

Revised July 2019

1. Elementary students may bring cellphones to school, but cell Phones must be **TURNED OFF** and **STORED** while on campus.
2. Cell phone policy on bus will be bus driver's discretion.
3. If a student must use cell phone before or after school, he or she must ask a member of faculty or staff and do it in their presence (this includes outside bus duty and car duty).
4. If a cell phone simply goes off during class or school, but the student is not using it, the teacher will allow the student to turn it off, and place on the teacher's desk until class dismissal. If during hallway transition, the student will put it away.
5. If a student goes to the bathroom, he or she will leave their device on the teacher's desk.
6. If a student is caught using a cell phone during school hours without permission, the teacher or staff member will:

**1st OFFENSE:** Teachers will take cell phone, fill out a referral slip, attach it to the phone, take the phone to the office, place in Cell Phone Basket and fill out Cell Phone Log . Mrs. Frady at the front desk will call the parents to pick up the cell phone.

(Cell phones will not be returned to students).

Only Parents or Guardians may pick up the cell phone that day. Students will receive a warning discipline referral for the 1st Offense.

**2nd OFFENSE:** Teachers will take up cell phone, following the same procedures as 1st Offense. The cell phone will be kept in the office for 5 Days before the parent or guardian may pick it up. Students will receive one day of OCS.

**3rd OFFENSE:** Teachers will take up cell phone, following the same procedure as above. Parents will be able to pick up the cell phone anytime. However, the student's cell phone privileges will be revoked for the remainder of the school year. Additionally, the student will receive two days of OCS.

**4th OFFENSE:** If a student is caught with a cell phone a 4th time, teacher will take up the cell phone, and send the student to the office. The student will be **SUSPENDED FROM SCHOOL FOR 3 DAYS**, and their cell phone privileges will be revoked for the remainder of the year. Parents must pick up the cell phone.

This is a progressive discipline policy.

### **ELECTRONIC DEVICE POLICY**

Personal wireless communication devices include, but are not limited to, cellular telephones, smart phones, email devices, tablets, or any other electronic communication device. Elementary students may possess a cell phone or other personal, wireless communication device on school property; however, they must be **TURNED OFF** and **STORED** during the school day. The school assumes no responsibility for theft, loss, or damage to any personal, wireless communication device.

### **FORGOTTEN ITEMS**

During school hours, student items may be dropped off in the office; however, the student will not be notified until there is a break in instructional time. This encourages student responsibility and diminished disrupted class time. While we do understand this presents certain issues when homework, lunches, books, etc. are left at home. Please

understand this policy is in place for the benefit of all students and teachers as we keep our school day running smoothly.

### **HOMEWORK**

Homework is an important part of your child's education. Assignments can be located in the communicator, planner, and teacher website. The grade level School-Parent Compact Commitment that found at the end of the Student Handbook delineates the parent and student responsibilities to complete homework and read. Commitment to homework practice oftentimes can make the difference in whether a student is academically successful or not. To encourage responsibility, students are expected to take the communicator and/or planner home each afternoon. Classrooms will not be unlocked for students after school to retrieve homework assignments.

### **LOST AND FOUND ARTICLES**

Many pieces of clothing are left unclaimed. If not claimed before the Winter Holidays, and at the end of the school year, unclaimed items will be donated to charity. If you have lost an item, check the lost and found and claim your belongings. It is a good idea to label all clothing. Ask your child to check the lost and found immediately if an item is lost. Parents may also check the lost and found box for misplaced items.

### **PHYSICAL EDUCATION**

Students are expected to participate in physical education activities daily. If a student is unable to participate, a note from the parent or doctor is requested. Appropriate assignments will be given in place of physical activity. Be sure to speak to the teacher directly if a serious medical problem exists. Also, proper footwear is required to participate. Your child's PE teacher will go over these requirements.

## **REPORT CARDS**

Report cards are sent home every nine weeks. Our report card is designed to present, as nearly as possible, an accurate picture of how your child is progressing. Report cards are sent home with the student for first, second, and third quarter. Fourth quarter report cards are mailed home after school ends.

## **SPIRIT NIGHT AND SPECIAL SNACKS**

Chick fil a and Zaxby's Spirit nights are held during the school year, and Gulf Shores Elementary receives proceeds from these events. All GSES students that attend will be given an out of uniform pass that night, to be out of uniform on the following day.

Kona Ice is a monthly Special Snack available to students during their PE time. Students are invited to bring money to purchase a Kona Ice, flavor of their choice. Prices are as follows: \$3.00, \$4.00, and \$5.00 for a collector's cup with a \$3.00 refill anytime.

Pizza snack is a monthly special snack. Students must turn their money in the day before. Cost is \$2.00 a slice. Students will receive their pizza in the afternoon on the pizza snack day. No refunds are given for absent students. These events are optional and we appreciate your support.

## **TELEPHONE**

Students may use the telephone in the front office for emergencies only. Students must have the permission of their teacher, the school secretary, or administration. It should not be used for forgotten homework, lunch money, etc. Afternoon transportation plans or social plans should be made prior to the child coming to school. Teachers will not be asked to interrupt instruction for a student to use the office phone. The secretary will take phone messages and email them to the teachers who will return your communication at their convenience.

## **VISITORS**

We welcome visitors to our school! **For the safety of the students, all visitors must go directly to the office to secure a visitor's pass.** Classes must not be interrupted. For the first week only, parents may escort kindergarten students to their room. For the first two weeks, no parents may eat with their children in the cafeteria, although volunteers are welcome.

## **VOLUNTEERS**

Your volunteer time is very much appreciated by the staff. To ensure safety and confidentiality of all our staff and students, volunteers must sign the Volunteer Policy.

- All volunteers need to enter and leave the building through the front entrance, sign in and sign out at the office counter, and wear their badge when in the building.
- Please visit only your volunteer areas when in the building.
- Please use the adult restrooms.
- Please follow afternoon pick up procedures. Do not pick up your student from the classroom.
- Please park in designated parking spaces, never blocking car or bus lines or loading zones.
- Background checks must be completed for any volunteer who will have access to any child without others being always present.

## **EMERGENCY DRILLS**

Fire, severe weather, and lockdowns drills are practiced regularly.

In the case of severe weather, students will be dismissed once administrators receive information that the situation is safe.



## **SCHOOL SAFETY**

Gulf Shores Police School Resource Officers are in our schools to help ensure safety. We also have a schoolwide safety plan in place. All doors are kept locked. Our students know that to maintain security in our buildings, they do not open the doors for visitors or leave doors propped open. The school has a Safety and Security Plan for emergencies such as fire, bus emergencies, floods, tornadoes, bombs, intruders, structure failures, etc. A crisis team is in place to ensure that a safe course of action is taken during any emergency. Also, students may not remain on campus after regular school hours unless they are involved in teacher supervised activities. Students are not allowed to stay on campus after school unsupervised waiting for sports events, dances, etc.

## **CHROME BOOKS AND TEXTBOOKS**

Chrome Books and textbooks are issued to the students. The student or parent has the responsibility of paying for lost or damaged books, and lost or damaged chromebook/charger.

## **CODE OF CONDUCT**

Instruction should occur in an environment that is conducive to learning. Effective instruction requires order and discipline which may be described as the absence of distraction, friction and disturbances which interfere with the effective functioning of the student, class, and school. All students and parents must acknowledge that they have read the GSCS Code of Conduct, which can be found under “Parents” on the school district website at [gsboe.org](http://gsboe.org).

## BEHAVIORAL EXPECTATIONS

**School wide/Classroom** ~ At Gulf Shores Elementary School, we have high expectations of all of our students. All students are responsible for their own behavior. • All students can respect the rights and property of others. • Students' behavior will not be allowed to interfere with the teaching/learning process.

**Hallways** ~ Walk quietly down the right side of the hall.

**Cafeteria** ~ Walk and talk quietly at all times. • Use good table manners. • Respect lunchroom personnel. • Clean up after yourself.

**Arrival/Dismissal** ~ Students are to be where they are supposed to be. Go directly to assigned area at arrival/dismissal in a safe and orderly way. Be respectful of teachers on duty and other students.

**Anti-bullying** ~ We will not bully others. • We will try to help students who are bullied. • We will try to include students who are left out. • If we know that somebody is being bullied, we will tell an adult at school or an adult at home. • Students should report bullying to the adult on duty right when it happens. What is bullying? • Bullying is repeated, unwanted, aggressive behavior that involves a real or perceived power imbalance.

**Field Trips and Extracurricular Events** ~ High expectations of GSES student behavior extends off campus when it is a school related event, such as a field trip or sports event. All students are responsible for their own behavior and must remember that their behavior reflects on all of us. All students should respect the rights and property of others and be courteous and kind at all times.

**School Wide Policies** ~ We feel that learning can best take place in an atmosphere free from disruptive behavior. Each student must learn to accept responsibility for his or her own behavior with the full awareness of the consequences. We solicit your assistance toward our goal so that each child has a successful experience each day. We ask that each student show respect for the property of others, no matter how small.

## DISCIPLINE

Violations are grouped into three classifications:

Class I -minor, Class II -intermediate, and Class III -major. School administrators will determine the classification, if any, after speaking with the student and school personnel. Students are entitled to due process. **The full student Code of Conduct outlines the offenses and disciplinary actions. Please refer to the Gulf Shores City Schools Code of Conduct found on [gsboe.org](http://gsboe.org).** Violations apply to student conduct on a school campus, at a school related event, while being transported by bus to or from school or school related events, or off-campus misconduct that has a direct effect on good order and general welfare of the school.

### **CLASSIFICATION OF VIOLATIONS AND SANCTIONS**

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Nonconformity to the rules is a violation of the Student Code of Conduct.

#### **Class I Violations**

1. Distraction of other students
2. Bullying, intimidation, harassment of student, minor and isolated incident
3. Tardiness
4. Non direct use of profane language or obscene gesture
5. Nonconformity to dress code
6. Disruption on a school bus, minor incident
7. Inappropriate public display of affection, minor incident
8. Unauthorized absence from class or school for part of a day
9. Refusal to complete class assignments
10. Unauthorized use of school or personal property
11. Littering on school property
12. Horseplay
13. Any violation which may be outlined in the Gulf Shores City Schools Code of Conduct



## **Class I Sanctions**

1. Conference with the student
2. Conference with the parent
3. Verbal warning, reprimand from administration
4. Loss of privileges
5. Bus suspension
6. Removal from class
7. Temporary or permanent detention before school, after school, or Saturday
8. In-school suspension
9. Referred to counselor
10. Referred to peer mediation
11. Restitution
12. Other sanctions as approved by the Board of Education and further outlined in GSCS Code of Conduct

## **Class II Violations**

1. Failure to follow directives from a school system staff member, moderate or serious or second incident
2. Disruption on the school bus, moderate or second incident
3. Vandalism/property damage
4. Theft of property
5. Gambling
6. Possession of stolen property, with the knowledge that it is stolen.
7. Sexual harassment
8. Threats/extortion
9. Trespassing
10. Direct use of profane language or obscene gesture directed toward another
11. Repeated direct or non-direct use of profane language or obscene gestures
12. Unauthorized absence from school for a day or more
13. Inappropriate public display of affection, repeated or significant

14. Inappropriate touching of another person
15. Possession of and/or use of matches or lighters
16. Possession, sale, and or use of a tobacco product, including vape related paraphernalia
17. Cheating and dishonesty
18. Lying or providing false information to an administrator
19. Bullying, intimidation, harassment a student, moderate or second incident
20. Repeated violations of class I offense
21. Violation of the Technology Acceptable Use, moderate or second incident
22. Any other offense or violations as further outlined in the GSCS Code of Conduct or in which the principal may reasonably determine to fall within this category after investigation in consideration of extenuating circumstances.

### **Class II Sanctions**

1. Assignment to the alternative school
2. Out of school suspension
3. Referral to an outside agency
4. Expulsion
5. Any sanctions included in Class I and other sanctions as approved by the Board of Education and further outlined in the Student Code of Conduct.

### **Class III Violations**

1. Arson
2. Robbery
3. Theft of property
4. Burglary of school property
5. Criminal mischief
6. Bomb threat
7. Sexual offense
8. Fighting

9. Inciting or participating in major disorder or disruption
10. Unjustified activation of fire alarm system or fire extinguisher
11. Assault on a person student, teacher, staff member, visitor, etc.
12. Possession of a weapon
13. Preparing, possessing, and organizing explosive device
14. Unlawful sale, purchase, furnishing are giving, or possession of illegal drugs or drug paraphernalia or alcoholic beverage
15. Accessing or changing information in school computers without authorization or for an appropriate purposes
16. Crimes as defined on the laws of the city, state of Alabama, or United States
17. Bullying, intimidation, harassment a student, severe or repeated
18. Repeated failure to follow directives from a school system staff member, severe
19. Repeated violations of Class I and/or II Offenses after directives and sanctions from school system staff
20. Violation of the Technology Acceptable Use, major/severe or repeated violations
21. Any other offense or violation as further outlined in the Student Code of Conduct or in which the principal may reasonably determine to fall within this category after investigation in consideration of extenuating circumstances.

### **Class III Sanctions**

Class III violations typically result in **suspension** or **expulsion**. Provided however, discipline may include any sanctions(s) included in Classes I and II and other sanctions as approved by the Board of Education and as further outlined in the GSCS Code of Conduct. Under circumstances where a student is expelled or is assigned to the Alternative School, the principal shall document all factors taken into consideration in expelling a student or referring them to the Alternative School.

## **GIFTED EDUCATION SERVICES**

Gulf Shores Elementary School offers a gifted educational program for students who perform at high levels. Academic or Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. For more information on gifted referral procedures and eligibility, please contact Dr. Stephanie Harrison at the GSCS Board of Education office, at 251-968-9873. Students who qualify for gifted educational services, according to state guidelines, will receive specialized services as written in the Gifted Educational Plan (GEP).

## **SPECIAL EDUCATION PROGRAMS**

Eligibility for special education and related services is based on a referral, diagnosis, and the state-wide placement process. To meet the needs of children with disabilities certified special education teachers and related service personnel provide services for these children. Anyone can make a referral for special education services regarding a particular student to the PST, or you may contact the Special Education Director, Mrs. Connie McNab, at 251-968-8719.

## **COMPUTERS AND NETWORK RESOURCES ACCEPTABLE USE POLICY**

Violations of the Acceptable Use Policy may cause access privileges to be limited or revoked or other disciplinary action may be taken against any user according to the school policy in GSCS Code of Conduct. In addition, school board disciplinary action and/or legal action may also be taken. The Acceptable Use Policy may be viewed in its entirety under the Policy Manual at [gsboe.org](http://gsboe.org).

## **WEBSITES**

We encourage all parents to visit our websites. GSES - [www.gsboe.org/gses](http://www.gsboe.org/gses) & GSBOE - [www.gsboe.org](http://www.gsboe.org). You will find a calendar of events, school activities, grade level course of study, and menus on the school website. Teachers will post weekly the following information weekly: unit objectives, spelling words, and general announcements. Some teachers may have an individual web page. You may also email teachers and administrators through the school website.

## **COMMUNICATIONS FOLDER**

Students will receive a Teacher/Parent communication folder. Please check the folder daily for important information about your child's progress.

## **CHILD NUTRITION PROGRAM**

Breakfast is available to any interested students, and is served from 7:20 - 7:45 (prior to the start of the school day). Lunch account money must be taken to the cafeteria before 7:50 (start of the school day). Money may also be put on your child's lunch account by credit card on-line through [www.myschoolbucks.com](http://www.myschoolbucks.com). Students who qualify for free lunches are issued a lunch credit automatically. In the event that a student forgets lunch money, two options are available. Option 1 - Students in grades K-3 will receive a hot lunch, and students in grades 4-5 will receive a cheese sandwich. Only two lunch charges are allowed for K-3 students. Option 2 - Parent may bring a late lunch clearly marked with the student's name and place it in the designated place in the cafeteria. Students can pick up their lunch from the designated place. The school will not be responsible for missing lunches. Lunches may not be dropped off in the front office. Restaurant lunches in commercial packaging are not allowed in the cafeteria. Birthday parties are not allowed in the cafeteria. Parents and guardians are allowed to eat lunch with their children. Please notify the homeroom teacher ahead of time to ensure there will be enough seating, and meals prepared. Please do not bring restaurant food or soft drinks. Meal prices: Student lunch \$3.00, Student Breakfast \$1.75, Visitor Lunch \$3.75.

**PARENT NOTIFICATION THAT GULF SHORES ELEMENTARY IS A TITLE I  
SCHOOLWIDE PROGRAM**

Title I is a federal program designed to help students. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a school-wide program. Title I school-wide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program. Some of the benefits we may offer students include: a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and many other educational resources.

## DISMISSAL

**Car riders:** At 2:50 the first bell will ring and students will begin to move to their designated holding stations for dismissal. Car riders will begin dismissal at 2:55. Parents in the car line need to remain in their cars, and have their numbered car rider tag visible until their student is loaded. Cell phone use is prohibited in the car line for safety purposes. In the event a parent does not have their numbered car rider tag, they will need to park and come inside to pick up their child. Numbered car rider tags may be obtained in the school office. Car riders should be picked up by 3:20. **Walkers:** Walkers will be dismissed after the first round of car riders is gone, at approximately 2:55.

**Buses:** Buses will begin departing from GSES by 3:00 with the last wave of busses leaving around 3:15. All bus riders should be dropped off at their home by 4:30.

### ▼ Gulf Shores Elementary School

