



***GULF SHORES***  
***MIDDLE SCHOOL***

**2020 - 2021**

**STUDENT HANDBOOK**

450 E 15th Ave

Gulf Shores, Alabama 36542

(251) 968-8719

# **Gulf Shores Middle School Handbook 2020-2021**

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Dear Students and Parents,

Welcome to Gulf Shores Middle School! We are pleased to present to you the GSMS Parent and Student Handbook. The information in this book will be a valuable resource. Please read the handbook carefully with your child and use it as a reference during the school year. The desire of our faculty is to work closely with parents and students to ensure fairness, understanding, and cooperation. This will help us achieve our mission which is to help students reach their potential. We are here to help you, and we hope that you will not hesitate to let us know if we can help you in any way. We look forward to working with each of you. Thank you for choosing to be a part of GSMS!

Sincerely,

**GSMS Principal**

Mr. Kyle McCartney

**GSMS Assistant Principal**

Mrs. Kim Earley

**Superintendent GSCS**

Dr. Matt Akin

**Assistant Superintendent GSCS**

Dr. Stephanie Harrison

## **GULF SHORES MIDDLE SCHOOL MISSION STATEMENT**

*The mission of Gulf Shores Middle School is to ensure learning without limits by pursuing knowledge and igniting curiosity about our world.*

### **OUR THEME FOR 2020-2021**

*Together*

*We are*

*Bolder, Braver, Stronger*

***#GSMSTogether***

### **GSMS' 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. GSMS students are savvy and in tune to their place in the world.

## GSMS PTSO

On behalf of the Gulf Shores Middle 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 GSMS the best it can be! We will be communicating throughout the school year about opportunities for parents to help. Please keep an eye out for announcements via our Gulf Shores City Schools Facebook page and at <http://gsboe.org/schools>.

Sincerely,

Karen Harmon, PTSO PRESIDENT

[kjharmon2304@gmail.com](mailto:kjharmon2304@gmail.com)

Janel Robertson, Vice President

[janelrobertson@aol.com](mailto:janelrobertson@aol.com)

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[kray413@gmail.com](mailto:kray413@gmail.com)

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Ginny Gilbert, Member at Large

[ginnycateringdirector@gmail.com](mailto:ginnycateringdirector@gmail.com)

Linda Lyons, Member at Large

[lmjllyons61@gmail.com](mailto:lmjllyons61@gmail.com)

## **CLUBS AND SPORTS**

At GSMS, we have numerous opportunities for our students to experience different clubs and organizations. Besides sports, GSMS offers clubs such as Builder's Club, FCA, FCCLA, Scholars Bowl, SGA, Peer Helpers, Newspaper, Yearbook, and Christian Club. Other clubs may be created throughout the school year. Sports include Cross Country, Volleyball, Basketball, Football, Track, Soccer, HS Wrestling, HS Golf, HS Softball, HS Baseball, HS Tennis and HS Swimming. Extracurricular activities include HS Marching Band, Greenpower racing team, and HS fishing club. Students are expected to maintain certain GPAs and behavior requirements to continue participation in clubs, sports, and extracurricular activities. The sponsor or coach will provide these requirements. Only students in grades 7 and 8 are eligible to participate in sports.

## **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 251-968-8719. You may find teacher email addresses on our website under the teacher directory.



## **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 7:55 until 3:02. Students may be dropped off no earlier than 7:15 AM. When students arrive on campus, they are to go to the Gym or if they are eating breakfast, to our cafeteria, which starts serving at 7:30. Students who are not inside their classroom at 7:55 will be marked TARDY. Parents are notified if a student has been tardy five or more times within one semester. If a student arrives at school after 7:55, or checks in during class time, he or she will spend the remaining class time in our OCS classroom. This action diminishes classroom interruptions.

## **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.

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. Students having excessive absences or tardies will be disciplined appropriately.

- 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

### **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 GSMS school office (251-968-8719). 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 Middle 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 the administration decides the situation is safe enough, everyday walkers may be released on a case-by-case basis with administrative approval.

### **CHECK INS**

A parent/guardian must come into the school office to check in your child when he/she is tardy (after 7:55 AM). The student will either spend the remainder of the class period in OCS, or take the sign-in slip to their teacher after the parent/guardian has signed them in. Parents do not go with their child to the classroom, as this disrupts the classroom instruction.

### **CHECK OUTS**

Parents must go to the office and sign the correct form to check out their child. Inform office personnel that the student is being checked out and who their classroom teacher is. Office personnel will request a picture identification of the parent/guardian prior to checking out the child. Office personnel will contact the classroom teacher and request the student come to the office. The parent should meet the student in the office. Office personnel can not call a student prior to the arrival of the parent/guardian. Please do not call ahead and ask the front office to call your child to the office before you arrive, because classroom instructional is too important.

### **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 Mrs. Kim Earley, the assistant principal, or Mr. Kyle McCartney, the 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, Mr. Kyle McCartney sends out weekly, frequent emails to parents and guardians. Mr. McCartney and Mrs. Earley are always available if you ever have an issue or question. The office number is 251-978-8719.

Kyle McCartney [kmccartney@gulfshorescityschools.org](mailto:kmccartney@gulfshorescityschools.org)

Kim Earley [kearley@gulfshorescityschools.org](mailto:kearley@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.

## **GSMS 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 clothing 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 are 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 dresses/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 days 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, students spend the 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.

## **GSMS CELL PHONE POLICY**

Revised July 2019

1. Students may bring cellphones to school, but are discouraged to do so.
2. Cell Phones must be TURNED OFF while on campus. (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. Harris 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. Students may possess a cell phone or other personal, wireless communication device on school property, however, the use of such devices during the school day is limited to uses expressly permitted by the supervising teacher or administrator. 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 afternoon announcements. 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.

## **AFTER SCHOOL DISMISSAL**

For safety and security reasons, students will not be permitted to go back to the classroom after dismissal to retrieve textbooks, homework, band instruments, jackets, electronic devices, etc. The building is kept secure in the evenings so that these items can be retrieved the next morning.

## **HOMEWORK**

Homework is an extension of the classroom assignment. The purpose of homework assignments are: 1. To complete assignments not finished in class. 2. To make up work missed due to excused absences or illnesses. 3. To enrich various experiences through related home activities. 4. To reinforce various skills that have been taught and provide practice and application. 5. To stimulate initiative, self-direction, independence, and responsibility. Parents, check your child's assignment book and teacher webpage daily for assignment information.

## **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 and PE uniform are 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.

## **SNACKS**

Students may buy a snack from our canteen at break time. They may also bring a snack from home. Please do not send carbonated beverages for snack time.

## **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**

All parents and visitors must report to the main office when they arrive. The front door is the only door that should be used for access during the school day. You will be “buzzed in” to the school. All other doors are locked. All visitors must bring a valid driver’s license when visiting the school, which will be checked when you arrive.

## **VOLUNTEERS**

We encourage parent/guardian participation in our classrooms. You will have the opportunity to sign up for a variety of volunteer opportunities throughout the year. Our PTSO will help organize volunteers for a variety of reasons. You may help with bulletin

boards, in the media center, with special projects and fundraisers, reading aloud to children, to name just a few.

### **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.

### **IPADS AND TEXTBOOKS**

iPads 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 iPad/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 Middle 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 the 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 GSMS 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 AND THE CODE OF CONDUCT**

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 has 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 or 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.

## **SCHOOL NURSE**

### **MEDICATIONS, HEALTH SERVICES, COMMUNICABLE DISEASES**

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, Mrs. Jill Morgan, at 251-968-8719.

The school nurse will provide treatment of minor injuries. If your child has or develops a temperature of 100F or higher, or complains of vomiting and/or diarrhea, you will be contacted to pick up your child from school. Please evaluate your child’s complaints before sending him/her to school. Children need to stay at home when they are sick or have a temperature of 100F or higher. When Head Lice are found on a student, the parents are notified and asked to take their child home. The student and the parents are responsible for proper treatment of the lice. The student may return to school after the

school nurse has determined that the student is lice free. Nurse Jill Morgan will be sending out more information to parents periodically throughout the school year.

### **GIFTED EDUCATION SERVICES**

Gulf Shores Middle 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).

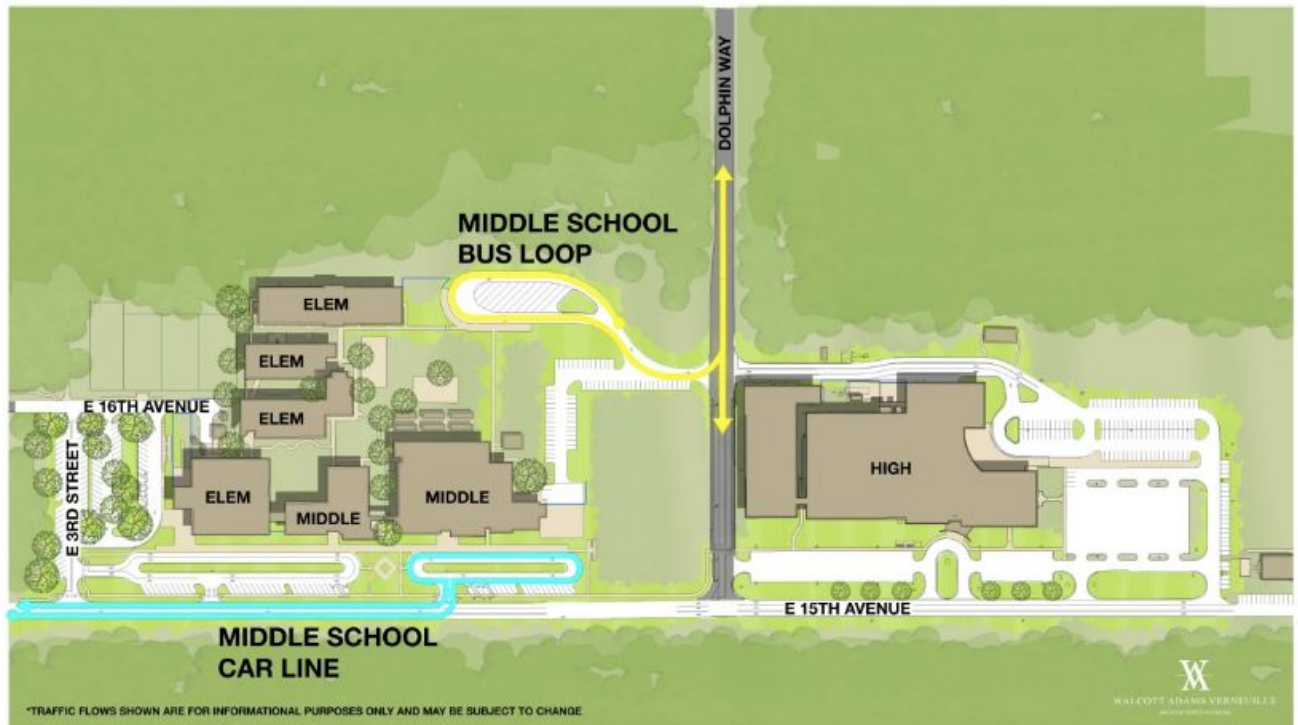
### **SPECIAL EDUCATION PROGRAMS**

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).

# GULF SHORES MIDDLE SCHOOL TRAFFIC FLOW PLAN



## Middle School Traffic Flow

## COVID-19 SAFETY PROCEDURES

### PERSONAL PROTECTIVE EQUIPMENT

#### HAND SANITIZER

Hand sanitizer will be available in each room and throughout the hallways. Soap will be available in all bathrooms.

#### MASK

Masks are encouraged for both students and staff. They are not required and will not be provided by the school.

### INSTRUCTION

#### BLENDED LEARNING

On-campus instruction will be available to all GSMS students through a blended learning model to assist in facilitating the needs of all students. Blended learning means face-to-face, in-class instruction will take place and be supported by our Learning Management System (or online classroom), Canvas that can be accessed at home if a student is unable to be at school. All GSMS teachers will keep their Canvas class updated daily with all assignments (bell rings, classroom, homework, assessments, ETC), ability to submit assignments online, and instruction.

#### SUPPLIES

All students must have his/her own supplies. Supplies can not be borrowed or shared. Students will have access to bottle filling stations, but not water fountains. Students are encouraged to bring refillable water bottles. Any class where supply sharing is unavoidable (art supplies or band music stands) will have the shared supplies sanitized several times throughout the day.

## TRANSPORTATION

### SCHOOL BUS

School buses will operate running normal routes while doing our best to keep students socially distant when possible.

### CARLINE

Carline is strongly encouraged whenever possible to assist in providing socially distanced transportation opportunities.

## ARRIVAL

Student temperatures will not be checked upon arrival each day. All parents/guardians must ensure his/her child is healthy enough to report to campus each day.

7:15 am - 7:35 am

Students arriving during this time will report to the gym. Students must remain at a minimum of three bleacher seats away from all other students and skip rows in between students. If spacing becomes limited, teachers on duty will begin seating students in rows on the gym floor with appropriate spacing.

7:35 am - 7:50 am

Students will be released to their homeroom during this time and remain there until school begins.

### BREAKFAST

Any student wanting breakfast must report to the cafeteria immediately upon arrival using either the bus entrance door (by the band room) or the front entrance door by the cafeteria. No student will be permitted to leave the gym or homeroom to go to the cafeteria for breakfast.

Students must sit on one side of the table facing east (toward the high school) with at least three seats in between each student. Once a student is finished with breakfast,

he/she will remain in the cafeteria until time to report to the homeroom. All meals will be “grab and go” in containers.

## STUDENT MOVEMENT

### HALLWAYS

All students must walk on the right side of the hallway towards their next destination (similar to roadway traffic). Students are encouraged to practice social distancing as often as possible and leave space in between themselves and classmates.

### BATHROOMS

Using our eHallpass system, no more than 2 students will be out to a single bathroom or location at any one time. Students are encouraged to practice social distancing as often as possible and leave space in between themselves and classmates.

### CLASSROOMS

All students will sit facing the same direction in each classroom. Seating will be spaced as much as possible. No face-to-face group work will take place.

## BREAK / LUNCH

### BREAK

Break will be held in third-period classes. Students will not leave the classroom unless following the bathroom movement plan. Snacks will be brought around to classrooms for sale.

### LUNCH

Students will be spread out for lunch in the cafeteria, courtyard, or outdoor break area. Students will remain with their fifth period teacher during lunch and sit where the teacher instructs his/her class to sit. In the cafeteria, students must sit on one side of the table facing east (toward the high school) with at least three seats in between each student. All meals will be “grab and go.” Students may pick up a meal in the cafeteria then proceed to the area designated by his/her teacher. Students are encouraged to

practice social distancing as often as possible and leave space in between themselves and classmates.

## PHYSICAL EDUCATION CLASSES

### LOCKER ROOMS

Students will not dress out for PE. Locker rooms will not be used. All students must have athletic shoes on during PE class.

### CLASS LOCATION

PE will take place in either the gym or the GSMS practice field. Girls PE and Boys PE will occupy different locations each day following attendance. Students are encouraged to practice social distancing as often as possible and leave space in between themselves and classmates.

## DISMISSAL

2:50 pm - 3:05 pm

Students will be dismissed by grade level in five minute increments. All students will follow hallway movement guidance (walking on the right-hand side) and leave using the nearest exit to report to buses or carline.

## ASSEMBLIES/GATHERINGS/FIELD TRIPS

### ASSEMBLIES/GATHERINGS

No assemblies or gatherings will be held during the school day at this time.

### FIELD TRIPS

No field trips will be held at this time. This will be re-evaluated as the school year progresses. No field trips will be planned for any part of the school year until this ban is lifted.



## ATHLETICS

### PRACTICE

Athletic practices will be held in the same manner as summer workouts. Only athletes are allowed at practices.

### GAMES

Games will be held following all social distancing guidelines. Hand sanitizer will be provided at all events. Masks are encouraged.

## AFTER SCHOOL CARE

After school care will be provided. Registration is open. All after school activities will follow the same guidelines and social distancing practices as the school day. Students are encouraged to practice social distancing as often as possible and leave space in between themselves and classmates.

## IN THE EVENT OF ILLNESS

If your child tests positive for COVID-19, please contact the school nurse or administrator as soon as possible.

If any student presents with COVID-19 symptoms during the school day, he/she will be quarantined until the parent arrives.