



# Guntersville High School

## Student Handbook

2023-2024

*Excellence in all we do!*

*The mission of Guntersville City Schools is to educate, develop, and empower all students to reach their unique potential and become citizens who enrich their communities.*

*The mission of Guntersville High School is to provide a comprehensive academic and extracurricular program in a safe environment to meet students' developmental needs and prepare graduates for further success.*

Dear Parents and Students,

Welcome to Guntersville High School for the 2023-2024 school year. Our family of highly qualified educators are dedicated to preparing every student for success in college and/or career. Our vision is “to be the model of excellence in academics, athletics, and the arts.” We are committed to meeting the daily challenges of increasing student achievement, while putting a focus on continuous improvement. Rest assured, GHS is a place where teachers, parents, and students care for each other and strive to build positive relationships that support academic and social growth.

Students, this handbook is a very valuable tool, one which will ensure your success academically as well as socially. Within the pages of this handbook, you will find information regarding our instructional program, as well as school and district policies about discipline, attendance, and general expectations. Please keep your handbook with you as a quick resource and remember that your teachers are always here to answer any questions you may have.

Parents, for you, the handbook is a very important communication tool, one we encourage you to use as we continue to be partners in the education of your child. Research shows that a major factor in ensuring a successful school experience for your child/children is a close partnership between the school and the home. We invite parents to become involved in a meaningful and positive way at our school. Please reference your student’s handbook often and feel free to contact us with information that may help us educate your child more effectively.

I am honored to serve as the principal of Guntersville High School. It is truly a privilege to be a part of a community where parents, teachers, and students work together to build positive relationships that support academic and social growth. I hope that you will join me in becoming active in our school’s functions and events. My door is always open, and I welcome your input. I look forward to working with you to help each student at Guntersville High School meet their goals and have a successful school year!

Remember...Guntersville High School is your school. Let’s make this the best year ever! Go Wildcats!!!

Sincerely,

A handwritten signature in black ink, appearing to read "Vohn D. Enloe", with a stylized flourish at the end.

Vohn D. Enloe, Principal

## **GUNTERSVILLE CITY SCHOOLS**

### Office of the Superintendent

Dr. Jason Barnett, Superintendent  
Ms. Amy Waldrop, Chief School Financial Officer  
Ms. Jennifer Williams, Chief Academic Officer  
Ms. Dawn Osborne, Chief Administrative Officer  
Mrs. Roseanne Mabrey, Director of CTE and Assessment  
Mr. Bo McRee, Transportation/Safety/Security  
Mr. Sean Holmes, Chief Technology Officer

### Board of Education

Mrs. Whitney Mastin, Chairman  
Mr. Jim Beard, Vice-Chairman  
Mr. Scott Langford  
Mrs. Laura Kappler Roberts  
Ms. Bethany Etheridge

### Contact Information

4200 Highway 79-S, Guntersville, AL 35976  
Phone: 256-582-4180

## **GUNTERSVILLE HIGH SCHOOL**

Dr. Vohn Enloe, Principal  
Ms. Lindsey Hornbuckle, Assistant Principal  
Mr. Shannon Cahill Jr., Athletic Director  
Ms. Chloe Hackney, 9<sup>th</sup> & 10<sup>th</sup> Grade Counselor  
Ms. Meghan King, 11<sup>th</sup> & 12<sup>th</sup> Grade Counselor  
Mrs. Jennifer Buttram, Bookkeeper  
Mrs. Haley Lybrand, Attendance Secretary  
Ms. Jan Lawson Cox, Office Secretary  
Officer Scott Quigley, School Resource Officer

### Contact Information

14227 U.S. Highway 431-S, Guntersville, AL 35976  
Phone: 256-582-2046 / Fax: 256-582-4742  
[www.guntersville-high.com](http://www.guntersville-high.com)

### **GUNTERSVILLE CITY SCHOOLS NON-DISCRIMINATION POLICY**

No person shall be denied employment, be excluded from participation in, be denied the benefits or subjected to discrimination in any program or activity, on the basis of sex, race, religion, belief, national origin, age, ethnic group, handicap, or disability. We provide equal access to the Boy Scouts and other designated youth groups. *In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.* Any inquiries regarding compliance with federal regulations may be directed to Dawn Osborne, Coordinator of Title VI, Title IX, and Americans with Disabilities, Guntersville City Board of Education, POB 129, Guntersville, AL 35976.

## Guntersville City Schools | 2023-2024 CALENDAR

2-8 Employee PD Days  
9 Students First Day

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 Student Days  
5 Employee PD Days

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Year's Day  
2 Employee PD Days  
3 Students Return  
15 MLK Jr. Day  
  
20 Student Days  
1 Employee PD Days

04 Labor Day  
15 Early Dismissal

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 Student Days

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 Presidents' Day  
  
20 Student Days

6 End of Grading Period  
9 Columbus Day  
9 Flex Day  
10-13 Fall Break

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Student Days  
1 Employee PD Days

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 End of Grading Period  
11 Employee PD Day  
25-29 Spring Break  
29 Good Friday  
31 Easter Sunday  
  
15 Student Days  
1 Employee PD Day

10 Veterans Day Observed  
11 Veterans Day  
23 Thanksgiving Day

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 Student Days

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

26 E-Learning Day  
  
22 Student Days

18 E-Learning Day  
18 End of Grading Period  
19-29 Christmas

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12 Student Days

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 Mother's Day  
24 Early Dismissal  
24 End of Grading Period  
27 Memorial Day  
28-29 Flex Days  
  
18 Student Days  
2 Employee PD Days

### Grading Periods

First Term Aug 9- Oct 6  
(42 Student Days)  
Second Term Oct 16- Dec 18  
(40 Student Days)  
Third Term Jan 3- Mar 8  
(46 Student Days)  
Fourth Term Mar 12- May 24  
(49 Student Days)

### Calendar Features

177 Instructional Days  
10 Teacher PD/Work Days  
One Week for Fall Break  
One Week for Thanksgiving  
Two Weeks Christmas Break  
One Week for Spring Break  
Students Dismissed by Memorial Day

### School Day

Teacher PD and Work Days

Vacation Days

Summer Vacation

E-Learning Day

FLEX/Teacher PD and Work Days

Early Dismissal

# **TABLE OF CONTENTS**

<b>Welcome/Directory</b>	<b>5</b>
<b>GHS Faculty and Staff</b>	<b>7</b>
<b>Bell Schedules</b>	<b>10</b>
<b>Safety and Security</b>	<b>13</b>
<b>Financials and Fees</b>	<b>15</b>
<b>CNP/Lunchroom</b>	<b>16</b>
<b>Standards for Dress/Behavior</b>	<b>17</b>
<b>Students in Good Standing</b>	<b>19</b>
<b>Medical Information</b>	<b>21</b>
<b>Media Center Information</b>	<b>23</b>
<b>Attendance Policies</b>	<b>24</b>
<b>Curriculum/Grading</b>	<b>27</b>
<b>Athletics and Extracurriculars</b>	<b>31</b>
<b>Code of Conduct</b>	<b>37</b>
<b>Student/Parent Services and Rights</b>	<b>49</b>
<b>Acknowledgement Form</b>	<b>55</b>

## **WELCOME TO GUNTERSVILLE CITY SCHOOLS**

Education is a partnership between the student, the parent, and the school - a partnership to provide quality education in a positive and supportive environment. For The Schools of Guntersville to be successful, your cooperation and support are needed. Parents, please take time to review and discuss the items in this handbook with your children enrolled in the school system. If you have questions regarding any item(s) at this time or as the year progresses, please contact the principal of your child's school. We want to work with you to resolve any question or concern. Our policies and procedures are written to benefit the students.

The purpose of this Student- Parent Handbook is to inform students and parents of applicable policies and procedures adopted by The Schools of Guntersville Board of Education.

### **NOTE TO PARENTS**

After you have reviewed this handbook, please detach, sign, and return the Acknowledgement on the last page of this Handbook. Your signature notifies the school that you have received, read, and discussed the handbook with your child. We look forward to a productive and rewarding year.

### **CODE OF ETHICS FOR EDUCATORS**

The Alabama Educator Code of Ethics defines the professional behavior of educators and serves as a guide to ethical conduct. Professional educators employed by The Schools of Guntersville Board of Education shall strive to follow the guidelines of the Alabama Educator Code of Ethics as published and amended by the State of Alabama Department of Education from time to time.

## **Guntersville City Schools Directory**

<b>School</b>	<b>Address</b>	<b>Phone Number</b>
Guntersville Elementary School	1800 Lusk Street Guntersville, AL 35976	256-582-3364
Cherokee Elementary School	3300 HWY 79 South Guntersville, AL 35976	256-582-3908
Guntersville Middle School	901 Sunset Drive Guntersville, AL 35976	256-582-5182
Guntersville High School	14227 U.S. Highway 431 Guntersville, AL 35976	256-582-2046
Central Office	4200 Highway 79 South Guntersville, AL 35976	256-582-3159

# **GUNTERSVILLE HIGH SCHOOL**

## **FACULTY AND STAFF**

### **Administration**

Enloe, Vohn D.	Principal
Hornbuckle, Lindsey	Assistant Principal

### **Faculty and Staff**

Anderson, Danna	CNP
Beasley, Catherine	English
Banther, Lisa	Special Education Aide
Bashaw, Chris	CTE / Manufacturing
Blanchard, Angie	Business / Marketing
Brazelton, Lee	Math
Breedwell, Amy	CNP
Brooks, Christie	Math
Brown, Sherry	Career Coach
Buttram, Jennifer	Bookkeeper
Cabrera, Tracey	Art
Cahill, Shannon	Biology
Canady, Chris	Social Science
Casey, Malorie	CNP Manager
Chaffin, Kenny	Drivers Ed
Chapman, Felicia	Custodian
Charles, Jennifer	Spanish
Chassay, Holly	Nurse
Cole, Ashlin	Special Education
Cox, Jan	Receptionist/Secretary



Dee, Nahanna	Math
Fredette, Victor	Custodian
Godwin, Alan	Custodian
Hackney, Chloe	9th/10th Counselor
Harbison, Amber	Work Based Learning Coordinator
Hart, Lori	Band Director
Havis, Tracey	CNP
Hill, Kenny	Biology
Hinkle, Sissy	Special Education
Howe, Tyler	Science
King, Meghan	11th/12th Counselor
Landers, Courtney	CNP
Landers, Dustin	Physical Education / ISS
Larson, Elishaba	Media Specialist
Lett, Brad	Business
Lybrand, Hailey	Attendance Secretary
Lybrand, Jacob	Special Education
Mitchell, Donna	CNP
Moss, Aron	English
Parmer, Tina	Math
Parsons, Gigi	Science
Petty, Andrew	Science
Petty, MiKayla	English
Pike, Andrew	Social Science
Quigley, Scott	School Resource Officer
Rains, Josiah	Choral Music / Theatre
Reed, Capper	Physical Education / Health
Reese, Lance	ISS
Reese, Melissa	Family and Consumer Science

Scofield, Dustin	Social Studies
Self, Brett	Physical Education
Shelton, Jordan	English
Shifflett, Kim	Bookkeeper
Smith, Casey	Agriscience
Stanford, Terrie	English
Thomas, Ryan	History
Tuggle, Gaylon	Math
Wherry, Reneice	Special Education Aide
White, Kate	STEM / Career Tech
Winkles, Jared	History
Young, Rebecca	Custodian

## **GHS BELL SCHEDULES**

<b>GHS BELL SCHEDULE</b>		
<b>Mondays, Tuesdays, &amp; Fridays</b>		
	<b>Start / End</b>	<b>Break</b>
<b>1<sup>st</sup> Period</b>	<b>7:55-8:45</b>	
<b>2<sup>nd</sup> Period</b>	<b>8:50-9:40</b>	<b>9:40-9:50</b>
<b>3<sup>rd</sup> Period</b>	<b>9:55-10:45</b>	
<b>4<sup>th</sup> Period</b>	<b>10:50-11:40</b>	
<b>5<sup>th</sup> Period</b>	<b>11:45-1:10</b>	
<b>1<sup>st</sup> Lunch</b>	<b>11:45-12:10</b>	
<b>2<sup>nd</sup> Lunch</b>	<b>12:15-12:40</b>	
<b>3<sup>rd</sup> Lunch</b>	<b>12:45-1:10</b>	
<b>6<sup>th</sup> Period</b>	<b>1:15-2:05</b>	
<b>7<sup>th</sup> Period</b>	<b>2:10-3:00</b>	
<b>Wednesday – Odd Periods</b>		
	<b>Start / End</b>	<b>Break</b>
<b>1<sup>st</sup> Period</b>	<b>7:55-9:15</b>	<b>9:15-9:25</b>
<b>3<sup>rd</sup> Period</b>	<b>9:30-10:50</b>	
<b>5<sup>th</sup> Period</b>	<b>10:55-12:45</b>	
<b>1<sup>st</sup> Lunch</b>	<b>11:20-11:45</b>	
<b>2<sup>nd</sup> Lunch</b>	<b>11:50-12:15</b>	
<b>3<sup>rd</sup> Lunch</b>	<b>12:20-12:45</b>	
<b>7<sup>th</sup> Period</b>	<b>12:50-2:10</b>	
<b>Thursday – Even Periods</b>		
	<b>Start / End</b>	<b>Break</b>
<b>2<sup>nd</sup> Period</b>	<b>7:55-9:15</b>	<b>9:15-9:25</b>
<b>AE Period</b>	<b>9:30-10:50</b>	
<b>4<sup>th</sup> Period</b>	<b>10:55-12:45</b>	
<b>1<sup>st</sup> Lunch</b>	<b>11:20-11:45</b>	
<b>2<sup>nd</sup> Lunch</b>	<b>11:50-12:15</b>	
<b>3<sup>rd</sup> Lunch</b>	<b>12:20-12:45</b>	
<b>6<sup>th</sup> Period</b>	<b>12:50-2:10</b>	

<b>Two Hour Delay (M - T - F)</b>	<b>Two Hour Delay (Wed/Thur)</b>	<b>Three Hour Delay (M - T - F)- no break</b>	<b>Three Hour Delay (Wed/Thur)- no break</b>
1st- 9:55-10:25 (30)		1st- 10:55-11:15 (20)	
2nd- 10:30- 11:00 (30)	1st/WIN- 9:55-10:40 (45)	2nd- 11:20-11:40 (20)	1st/WIN- 10:55-11:25 (30)
BREAK- 11:00-11:10 (10)	BREAK- 10:40-10:50 (10)	NO BREAK	NO BREAK
3rd- 11:15-11:45 (30)	3rd/2nd- 10:55-11:40 (45)	3rd- 11:45-1:10 (50)	3rd/2nd- 11:30-12:00 (30)
4th- 11:50-1:15 (50)	5th/4th- 11:45-1:25 (50)	1st Lunch-11:45-12:10	5th/4th- 12:05-1:30 (50)
1st Lunch- 11:50-12:15	1st Lunch- 12:00-12:25	2nd Lunch- 12:15-12:40	1st Lunch- 12:05-12:30
2nd Lunch- 12:20-12:45	2nd Lunch- 12:30-12:55	3rd Lunch- 12:45-1:10	2nd Lunch- 12:35-1:00
3rd Lunch- 12:50-1:15	3rd Lunch- 1:00-1:25	4th- 1:15-1:35 (20)	3rd Lunch- 1:05-1:30
5th- 1:20-1:50 (30)	7th/6th- 1:30-2:10 (40)	5th- 1:40-2:00 (20)	7th/6th- 1:35-2:10 (35)
6th- 1:55-2:25 (30)		6th- 2:05-2:25 (20)	
7th- 2:30-3:00 (30)		7th- 2:30-3:00 (30)	

<b>Modified Block</b> (Wed/Thur) all seven periods	<b>Activity Schedule</b> (M - T - F)	<b>Activity Schedule</b> (Wed/Thur)	<b>Early Release</b> (Homecoming/Weather)
1st- 7:55-8:35 (40)	1st- 7:55-8:40 (45)		<b>11:00- GHS Release Time</b>
2nd- 8:40-9:20 (40)	2nd- 8:45- 9:30 (45)	1st/WIN- 7:55-9:05 (70)	<b>Buses depart from GHS first</b>
BREAK- 9:20-9:30 (10)	BREAK- 9:30-9:40 (10)	BREAK- 9:05-9:15 (10)	<b>Lunch will be Grab-n-Go in class</b>
3rd- 9:35-10:15 (40)	3rd- 9:45-10:30 (45)	3rd/2nd- 9:20-10:35 (70)	
4th- 10:20-11:00 (40)	4th- 10:35-11:20 (45)	5th/4th- 10:40-12:25 (75)	<b>*Homecoming Pep Rally:</b>
5th- 11:05-12:30 (50)	5th- 11:25-12:50 (50)	1st Lunch- 11:00-11:25	<b>10:15-10:55</b>
1st Lunch- 11:05-11:30	1st Lunch- 11:25-11:50	2nd Lunch- 11:30-11:55	
2nd Lunch- 11:35-12:00	2nd Lunch- 11:55-12:20	3rd Lunch- 12:00-12:25	
3rd Lunch- 12:05-12:30	3rd Lunch- 12:25-12:50	7th/6th- 12:30-1:40 (70)	
6th- 12:35- 1:20 (45)	6th- 12:55-1:40 (45)		
7th- 1:25-2:10 (45)	7th- 1:45-2:25 (40)		
	Activity- 2:30- 3:00 (30)	Activity- 1:40-2:10 (30)	

# **SAFETY AND SECURITY**

## **I. COMMUNICATION SYSTEM:**

- Blackboard: Rapid Alert and Emergency Notification System

The Guntersville School System uses a rapid alert and emergency notification system via Blackboard to notify parents, employees, and others about school-related matters. It is the primary method for communicating information about school emergency situations, health-related matters, school closings and delays. This system can also be used to notify groups of changes to school, extra-curricular, and athletic activities. Please be sure that we have your current contact information on file at GHS because these notifications from Blackboard may be sent via phone call, email, and/or text message. GHS will also utilize social media platforms (ie- Facebook) to communicate as well. As always, contact our office at 256.582.2046.

## **II. SAFETY DRILLS & EXPECTATIONS:**

- Severe Weather Drills/Alarms

Severe weather drills are signaled by an announcement by the GHS Administration. These rules must be observed during drills and alarms:

- Remain quiet and walk as quickly as possible to designated severe weather locations- leaving belongings in the classroom.
- If there is no time to leave the room, students should get under desks or tables for protection.
- Teachers will call roll and report any missing students to GHS Administration.

- Severe Weather – School Closings

- In case of severe weather, the official announcement for school closings will be made known via the Blackboard Communication System. **\*Note that Guntersville City Schools is NOT the same as Marshall County Schools.**

- Fire Drills/Alarms

Fire Drills are signaled by an announcement by GHS Administration and the fire alarms sounding. Teachers and students are to “hesitate before they evacuate” and wait for the “go ahead” to evacuate if it is a drill. Each teacher will lead his/her class from the building to a designated exit and area away from the building . Once it is safe to return to the building, that information will be communicated with the faculty and staff by GHS Administration. The following rules must be observed during a drill/alarm:

- Remain quiet and walk as quickly as possible to designated area with your class/teacher- leaving belongings in the classroom.
- If you are between classes or in the restroom, exit the building and meet up with your class in the designated location.
- Close windows and doors before leaving.
- Teachers will call roll and report any missing students to GHS Administration.

- Lockdown Drills: Examples include building intruder, shooting, hostage situations, or unsafe situation nearby the campus

Lockdown Drills are signaled by an announcement by GHS Administration. The following rules must be observed during Lockdown:

- o Remain quiet at all times and teachers ensure that doors/windows are closed, locked and covered- account for all students and report to GHS Administration if any student is missing at the time of the Lockdown.
- o If a student is in the restroom, lock the door, remain there, stand on the toilet and be silent.
- o If a student is in the hallway, go to the nearest classroom or restroom, lock the door and be silent.
- o No one is allowed to move about the classroom or building until an announcement from GHS Administration is made- regardless if the bell rings or fire alarm sounds.
- Evacuation Drills: Examples include a bomb threat, an explosion, a gas leak

### III. **CAMPUS GUESTS:**

- All visitors on Guntersville High School's campus must register in the Main Office. Visitors will then be escorted or directed to their destination. Student guests are not permitted on campus without prior approval of the administration.

### IV. **BUILDING ACCESS:**

- The gym entrance will be open at 7:20 am until the late bell of 7:55am. Other than the Main Office entrance, this is the **ONLY** entrance for students. After the 7:55am bell, students must enter from the Main Office entrance. **Students are not permitted to enter through F-Hall.**
- Students will be housed in the gymnasium between the times of 7:20-7:50. At 7:50, students will be released to go to their first class for that day's schedule. The restroom that is available during that time will be in the gym closest to the main building. A student in any other part of the building in the morning, without written permission, is considered out of an assigned area and will be addressed as such.

### V. **STUDENT PARKING:**

- In an effort to increase safety of our students and staff, students must have a valid Alabama Driver's License and proof of insurance registered with our front office along with a completed parking application with payment of \$20 to receive parking tag and parking privileges. Parking lots will be checked to ensure the car has a proper car tag and is parked in the proper parking space.
- A \$20 fine will be issued for a vehicle that is parked without a parking tag, and a student will not be allowed to park on campus until the fine is paid. If the student does not already have a parking tag, the \$20 fine will cover the cost of the tag and designated parking spot.
- Disciplinary action may be taken by Administration when a student does not observe the 15 mph speed limit, incorrectly parked, not displaying a current permit, reckless or inappropriate driving, or any other unsafe operation of a vehicle- all which may result in the loss of campus driving privileges. Driving to school is a privilege and abuse of that privilege will not be tolerated.
- If someone is parked in your purchased space, park in an undesignated space behind the football field bleachers and come to the main office to inform an Administrator.

## **FINANCIALS AND FEES**

Agriscience	\$30 per year
Anatomy	\$10 per year
AP US History - AMSCO Book	\$20 for the book
Art, Advanced	\$55 per year
Art, General Studio	\$40 per year
AP Classes	\$97 for each AP test*
Band	\$100 per year
Banking (includes FBLA club dues)	\$25 per year
Biology, pre-AP & AP	\$10 per year
Chemistry, pre-AP & AP	\$10 per year
Choir (all classes-except “show”)	\$25 per year
Choir (Show)	\$50 per year
Driver’s Education	\$25 per year
Engineering	\$20 per year
Printing Fee (collected in English classes)	\$10 per year
Event Planning	\$30 per year
Family & Consumer Science	\$30 per year
Food Innovations	\$30 per year
Health Science	\$25 per year
Health Science Internship	\$25 per year + clinical fees (i.e., scrubs, liability insurance)
Intro to Biotechnology	\$10 per year
Marketing (includes DECA Club membership)	\$25 per year
Spanish	\$10 per year
Theater	\$25 per year
Technology Use Fee	\$50 per year

All students are required to pay for classroom supplies for the courses listed above. Students who do not pay outstanding debts will not be allowed to attend school-sponsored field trips or participate in school-sponsored extracurricular activities. Seniors will not be allowed to participate in the graduation ceremony until all money owed has been paid.

## **CLUB FEES**

Anchor-	\$21	HOSA-	\$30	Spanish-	\$5
Art-	\$15	Interact-	\$10	TSA-	\$18
Earth-	\$15	Jr. Civitans-	\$15		
FBLA-	\$15	Leo-	\$15		
FCA-	\$0	SADD-	\$0		
FFA-	\$20	Scholars Bowl-	\$20		



## CNP/LUNCHROOM

All things new this school year.....TITAN FAMILY PORTAL.... [www.linqconnect.com](http://www.linqconnect.com) is the website to access on-line payments, online meal application, and to view menus! Links are posted on the Guntersville City Schools website under the Child Nutrition department tab.

Beginning July 1, 2023, LinqConnect will be available to all Guntersville City Schools parents/guardians to apply for free/reduced eligibility, set up their NEW account for on-line student account access for making payments (mySchoolBucks accounts are no longer active), checking student account balances, and setting spending limits.

All student account balances from MySchoolBucks have been pulled over into TITAN. Moving forward, all payments will be made through [www.linqconnect.com](http://www.linqconnect.com). We encourage ALL families to apply for eligibility using the Family Portal link at [www.linqconnect.com](http://www.linqconnect.com). The eligibility status from last year will carry over until September 19, 2023.

Breakfast is FREE TO ALL STUDENTS again this school year. Lunch is \$2.75 per student. Visitor meal price is \$2.75 for breakfast and \$3.50 for lunch.

### Meal Pricing:

Meal:	Student Cost:	Visitor Cost:
Breakfast	<b><u>FREE</u></b>	<b><u>2.75</u></b>
Lunch	<b><u>2.75</u></b>	<b><u>3.50</u></b>

# **STANDARDS FOR DRESS AND BEHAVIOR**

## **I. DRESS CODE:**

State educational authorities and recent court decisions have determined that style of dress and hair should not disrupt classes, interfere with learning or prevent instruction, and should comply with state health and safety standards. Gunterville City Schools believe that requiring neatness, cleanliness, and appropriateness in clothing encourages an atmosphere conducive to learning, work, and discipline. Students are required to dress in a way that is appropriate for school.

Parents/guardians are expected to monitor students' dress. We expect our students to present a modest appearance and as such they must wear the following appropriate pieces of clothing:

- Tops must cover the abdomen, back, shoulders and cleavage at all times- sitting, standing, walking or any movement.
- All tops must have a three-inch sleeve and cannot display or refer to alcoholic beverages, tobacco products, illegal substances, profanity, sexual innuendos, or racially or religiously inflammatory language.
- Layering is acceptable as long as the outer wear meets the criteria above and remains on throughout the day. Unacceptable items include, but are not limited to, items with a low neckline, crop tops, see through material or items that acknowledge other secondary schools.
- Bottom wear is to be of appropriate length: the bottom of the garment should not be more than three inches above the knee (approximately fingertip length). Holes in bottom wear should not be higher than this fingertip guideline.
- Skin-tight items such as leggings or tights are to be covered by bottom wear of appropriate length as stated above or tops that cover to that same length outlined for bottom wear.
- Underwear of any kind is not to be seen or shown due to sagging, necklines, etc.
- Items such as sleepwear, loungewear, blankets, and houseshoes are not conducive to the learning environment and do not meet the standard of dress.
- No attire that is considered disruptive or that presents a health or safety risk will be allowed (e.g., costumes, hats/caps/bandannas, sunglasses, and jewelry that can be used as a weapon, etc.).

**Note: Any piece of clothing that exposes parts of the body in an immodest way or is determined to interfere with the lawful mission of the school will be deemed a dress code violation. Dress code may be altered with advanced notification by the teacher based on daily learning activities with administrative approval.**

**In matters of opinion, the judgment of GHS and GCS administration will prevail.**

**Students in violation of the dress code who require to have time away from class-that time will be *unexcused*.** Disregard for the dress code will lead to disciplinary action according to the Gunterville City Schools' Code of Conduct.

## **II. Expected Behavior – School**

- Throughout the School and in Class

- o Students will be required to place their cell phone(s) in the designated area at the beginning of each class period.
- o Behavior should be in good taste, and students should always use good manners.
- o Public displays of affection, such as kissing and embracing, are not permitted.
- o Students should not run or congregate in the corridors.
- o Students must have a pass to be in the halls or leave their classes, including the lunchroom. Students are to NOT have their phones when using a pass to leave the classroom.
- o Food and drink are not allowed outside of the cafeteria except during the designated break time.
- o All of the above behaviors are subject to disciplinary action if not properly followed per our “Student in Good Standing” policy.
- Restrooms
  - o Students may visit the restroom between classes and before and after school. Each classroom has a designated restroom assigned by administration- noted by the color-coded passes. Students are to leave their cell phones in the classroom when using a pass for the restroom. If a student is in the hallway without a pass, out of the assigned area of the restroom pass or has his/her cell phone going to the restroom or from the restroom with the restroom pass, he/she is subject to disciplinary action per the code of conduct.

### **III. Expected Behavior – Bus**

- Transportation on public school buses should be considered a privilege. Students should behave appropriately. To be assigned to a regular bus route, students must live inside the city limits. Any exceptions require a bus pass approved by the principal or principal designee at the school. Students may be written up for the following infractions, and may lose their bus privileges and “good standing” status:
  - o Improper boarding/departing of bus
  - o Failure to remain seated
  - o Refusing to obey driver
  - o Fighting/pushing/tripping
  - o Hanging out of window
  - o Throwing objects in or out of the bus
  - o Bringing objects aboard that might injure someone or that are objectionable
  - o Lighting matches/smoking on bus
  - o Spitting and littering
  - o Unnecessary noise and use of vulgar language
  - o Tampering with bus equipment
  - o Rude, discourteous, and annoying conduct
  - o Destruction of property and other behavior related to safety, well-being, and respect for others
  - o Any other disruptive behavior or disciplinary infraction determined by the bus driver and/or administration

# **STUDENTS IN GOOD STANDING**

## **Purpose**

To encourage a student who finds it difficult to follow rules, procedures, or timelines to change and/or improve in all aspects of his/her life. To give a student an opportunity to define his/her purpose and reasons for pursuing an education, recommit his/her effort for learning, and make the connections between good habits and future success.

## **Philosophy**

Guntersville High School recognizes that a student needs advice, counseling, and encouragement to set realistic educational goals and may also need incentives to change. GHS is committed to providing these opportunities to build character, values, and self-confidence for every student who genuinely wants to improve his/her situation.

The student must realize that success ultimately occurs as a result of making the right choices and good decisions, developing cooperative and positive relationships with others, and focusing on obtaining purposeful and meaningful goals.

## **Loss of Good Standing Status**

Every student begins with his/her Good Standing intact. The student's loss of Good Standing occurs when his/her actions or behaviors fall into three main categories:

1. Discipline
  - a. Suspended - Out of School
  - b. Assigned In-School Suspension (ISS)
  - c. Assigned to the Alternative School
2. Punctuality/Attendance
  - a. Accumulated five (5) or more unexcused absences in a school year
  - b. Accumulates five (5) or more unexcused tardies in a semester
    - i. Unexcused Tardy = Arriving to school anytime after 7:55
  - c. Skipping of any kind
3. Outstanding Debt
  - a. Owes GHS money or anything of monetary value

## **Privileges Denied as a Result of Loss of Good Standing Status**

- Parking on campus
- Checking out of school without a parent/guardian physically coming to the office to check the student out
- All athletic/extracurricular/Club participation and attendance to events including, but not limited to, Field Trips, Pep Rallies, Senior Activities, Prom, etc. (Note: Good Standing Status must be regained by February 28th in order to attend Prom)

- A Senior who accumulates seven (7) unexcused absences will not be allowed to walk in the graduation ceremony per the Board Approved Student Handbook.
- School-wide elections and honors such as, but not limited to, class office, club or organization office, class favorite, team captain, Homecoming court, student of the month, etc...
- The student may not be allowed to leave the classroom during the instructional period without an escort. This will be determined by the administrative committee.
- Upon the accumulation of 10 Consecutive or 15 Unexcused Absences, a letter WILL be sent to the Alabama Department of Motor Vehicles stating that you are not a student in good standing and they WILL revoke your driver's license.

### **Procedure to Regain Good Standing**

It is the student's responsibility to take the initiative to secure and fulfill the requirements of this opportunity. The student will meet with an administrative committee who will outline specific requirements, set the conditions and standards for success, and determine if the student has met the requirements in order for privileges to be reinstated. Requirements will be assigned on a case by case basis with considerations given to the category in which the negative actions or behavior falls and the severity of said actions and behaviors. A student with school debt and an otherwise outstanding history of behavior will not be treated the same as a student with a history of misbehavior. The minimum requirements for reinstatement in each category are:

1. Discipline / Punctuality / Attendance
  - a. Complete the Student in Good Standing Contract and acquire parent signature
  - b. Complete Student Self-Assessment and generate an Individual Mission Statement
    - i. A Plan of Action will be discussed to attain goals
    - ii. Specific Requirements / Time frame to regain Good Standing will be outlined
    - iii. Progress will be monitored
2. Outstanding Debt
  - a. Before losing Good Standing, a deadline will be established to clear the debt
    - i. Parent signature is required
  - b. If the deadline passes without the clearance of debt, the student will lose Good Standing
  - c. Good Standing will be regained immediately upon the clearance of debt

\*Should a student continue to make wrong choices and poor decisions and/or display contrary behavior, denial of privileges will be extended to at least double the original time to be determined by the Administrative Committee (this includes breaking the Good Standing Contract by participating in a denied activity).

\*If a student loses Good Standing in May or fails to regain his/his Good Standing before school ends, he/she will begin the next school year without Good Standing for a minimum of three (3) weeks. The process to regain, as stated above, will start over.

# **MEDICAL/INSURANCE/IMMUNIZATIONS**

## **Medications at School**

- **Dispensing Medication**

The medication form will be used by all school systems throughout the State of Alabama. For your convenience the medication form is located on the web site [www.guntersvilleboe.com](http://www.guntersvilleboe.com). (It can be found on the website under “Information, Guntersville City Schools Administrative Forms-Medication Forms.”) Please remember to take the medication form with you when your child may be prescribed medication.

Medications should be taken before or after school when possible. There are teachers/staff trained as certified medication assistants at each school. The certified medication assistant or the school nurse will assist your child with his/her prescribed medication. Medication to be given at school must have: 1) parent authorization; 2) a healthcare provider order; 3) a pharmacy label.

- **Parent Responsibilities**

1. Parents must deliver medication to the school. Medication will not be accepted by the student.
2. Current emergency telephone numbers must be available to permit school personnel to contact the parent in case of emergency.
3. A medication form must be completed by the parent and doctor for each medication to be given at school.
4. Parents must provide the school with a new signed statement if medication orders change during the school year.
5. Parents must provide school with medication that has a pharmacy label. If the medication will be provided for two weeks or longer the parent should request two containers from the pharmacist with one labeled for school use. It is recommended that no more than a 6 week school day supply of prescribed medication be stored at school.
6. Controlled Substances: This includes medications that alter mood or behavior such as those medications used to treat ADHD, ADD, and depression. All medication must be delivered and picked up from school by the parent.
7. Two employees (or the parent and a school employee) will document the number of tablets or capsules delivered by the parent to the school.

- **Over-the-Counter (OTC) Medications**

The school does not stock (OTC) medicines such as Tylenol and antibiotic ointment for students. OTC medications must be provided by the parent in the original container with specific instructions as to when and why such medicines are necessary. The child's name should be written clearly on the bottle. Do not bring out-of-date or expired medication or bottles that contain more than 50 tablets. When possible, students should take medication before or after school.

## **Self-Administration of Medication**

Self-administration means the student is able to consume, inject, instill, or apply prescription medication in the manner directed by the licensed prescriber, without additional assistance or ok direction. Self-administration of medication may be permitted when indicated by the

licensed prescriber on the order/authorization form. The prescriber and the parent/guardian agree that self-administration is appropriate. The consent must also be signed by the parent/guardian. Note that under "Parent Authorization" parents must sign both lines of consent, even if the child will be self-administering medication. All medication, except inhalers used for asthma or emergency medications, will be kept in a designated area at school. The prescriber will indicate specific needs on the medication authorization form.

It is the responsibility of the parent to pick up any remaining medication and carry it home. This should be done on the last day the student will attend school. All medication left at school will be disposed of on the last day of school.

### **Illness at School**

A student's health problem(s) should be noted on his/her registration forms. If a student becomes ill at school, he/she should either report the illness to the teacher in charge so that appropriate action can be taken, or report to the office immediately upon becoming ill. Students are not to stay in restrooms when ill. The school will not assume the expense for an injury received at school or during participation in a school activity. School insurance is available to all students at a very nominal rate, and all students are encouraged to take this coverage. Expenses incurred by injury not covered by school insurance will be the responsibility of the parents or guardians.

### **Immunization Requirements**

All students entering public or private school in Alabama are required to present an up-to-date Alabama Certificate of Immunization (blue slip), an Alabama Certificate of Religious Exemption, or an Alabama Certificate of Medical Exemption before attending school at any grade level. All blue slips must contain the dates of administered vaccines and an expiration date. Students will not be allowed to begin the first day of school, receive a schedule, or be picked up by the school bus without a current Alabama Certificate of Immunization, an Alabama Certificate of Religious Exemption, or an Alabama Certificate of Medical Exemption on file. These should be delivered to the school counselor or nurse.

### **Insurance**

School accident insurance is available to all students. Forms are available in the GHS office. Student athletes and cheerleaders may sign a waiver of coverage if they have comparable insurance. Proof of coverage must be on file with the school prior to the first practice.

# **MEDIA CENTER PROCEDURES**

The GHS Media Center is open from 7:30A.M. to 3:10P.M., and is intended for reading, studying, technology support and maker space use. The Media Center will operate on a flexible schedule with scheduled class visits to assure the best quality time for all grade levels. **Food and drink are not permitted in the Media Center.**

Each member of the faculty and each student are encouraged to utilize the Media Center as often as needed. During class hours, students must have a pass from their teacher to use the Media Center, Multipurpose Room, and/or Maker Space. Students must sign in at the circulation desk upon arrival, present their pass, state the reason for use, and sign out when they leave.

Books may be checked out for two weeks at a time and renewed at the circulation desk. Books are considered late after two weeks and charged 5¢ per day until returned. If a book is lost or damaged, the following fees apply: hardback books - \$20.00; paperback books - \$10.00. Students are not allowed to check out another book until all fines are paid. Students who have paid their English fees may print black and white copies for free and color copies for 25¢.

## **Personal Property**

Personal possessions including but not limited to money, clothing, cell phones, and jewelry are the student's responsibility.

## **Student Publications**

Any school-related publication must be approved by the principal before it can be published, including but not limited to posts on social media or any public platform. Inappropriate and unauthorized posts may constitute a violation of the Code of Conduct and result in disciplinary action.

## **Textbooks and School-Issued Materials**

Student textbooks are owned by the state and furnished to the students. Lost or damaged textbooks and/or school-issued materials must be paid for before the student can be issued replacement books(s)/materials for the next school year. Diplomas and/or transcripts will not be issued until all school-issued materials are clear. This also applies to students who withdraw and/or transfer from GHS.



# ATTENDANCE POLICIES

For attendance questions, contact Ms. Roseanne Mabrey, Attendance Supervisor, at 256-582-4180.

Overview of State Attendance Laws: Compulsory attendance – Title 16, Chapter 28 of the Code of Alabama (2001 Replacement) addresses compulsory attendance law for Alabama school boards. This chapter places a burden on parents to assure that their school-age children are enrolled in a school, whether it is public, private, or a church school. Section 16-28-3 Code of Alabama requires every child between the ages of 7 and 17 to be in attendance at a public, private or church school, or be instructed by a competent private tutor. Section 16-28-1 Code of Alabama makes parents accountable for their child's attendance in one of the educational environments listed above, with enforcement duty lying with the local board of education and the juvenile court system. Section 16-28-12 Code of Alabama places criminal liability on parents for failing to assure that their child is in school. Section 16-28-8 Code of Alabama states that students must be in attendance one-half of the instructional day to be counted and reported as present.

## TARDY PROCEDURES

- Students are responsible for getting to school and to classes on time.
- Students who arrive at school after 7:55 AM are considered tardy to school.
- Students who arrive *after* 8:20 AM (M,T,F) or 8:35 AM (half of a class period on W,Th) will be considered absent for the first period.
- After the third unexcused tardy to school in a grading period, the parent/guardian may have to come to the GHS office with the student to sign in their child and meet with administration.
- Students who drive to school and are excessively tardy to school may lose their driving privileges.
- After three unexcused tardies to class, the fourth unexcused tardy equates to an unexcused absence for that class.
- Teachers are required to shut their door when the late bell rings; therefore, if a student is tardy/late to a class must come to the front office for a pass to class (excused or unexcused) to be allowed to enter their next class period.

## CHECK-IN/CHECK-OUT PROCEDURES

- Students **must come to the office** to sign out on the computer whenever they check in or out of school.
- Check-ins and check-outs are counted as absences from the missed classes. **Parents must provide written doctor or home notes for check-ins/outs in order for the absence to be counted as excused.**
- Home notes used for check-ins and check-outs count toward the four (4) allowed per semester.
- Parents may check out their children in person or by sending a written note, or email. Parent notes and emails must be **submitted by 9:00 am** on the day of the student's checkout. All written correspondence will be verified using the phone numbers provided in PowerSchool for the student's parent/guardian or emergency contacts. If verification cannot take place

due to incorrect contact information, students will not be allowed to check out. Phone calls will not be accepted for checkouts. **After 9:00 am, all checkouts must be done IN PERSON if a note/email has not been submitted by the 9:00 am deadline for that day.**

## **ABSENCES AND EXCUSES**

**It is the responsibility of the student to turn in a written excuse from a doctor or parent for each absence, whether the student missed a full day or part of a day.** Excuses are due within **three** days of the absence. For school purposes, excuses will **not** be accepted after **three days**. Excused absences include:

- **Parent Notes** - Each parent note may only cover one day of an absence. For example, a parent note excusing two days of absence will count as two parent notes. A doctor's note is required for absences of three or more days. **Each student is allowed four notes from a parent/guardian per semester. This applies to full-day absences as well as absences from individual class periods.** Written notes submitted for check-outs may be used as a "home" note; however, the note must specifically state the intent of it to excuse the absence from school.
- **School Participation Absences**  
Students who miss school because of participation in official school-sponsored activities will be allowed to make up missed work. If possible, students should get their assignments before leaving, and should be prepared for tests, class assignments, etc. on the day they return to school. The activity and length of absence will determine the time-frame for making up work.
- **College Absences**  
Seniors at Guntersville High School will be allowed one college day visit and counted as an excused school activity (a signed document from a staff member at the school which was visited) within three days of returning from their visit. Students that desire more than one day must request permission from an administrator, and it may also be excused if the proper documentation is turned in within the three days.
- **Religious Absences**  
A student is excused for religious holidays when a parent/guardian provides a written request for the student to be absent for this purpose. Religious absences will be excused and will not be counted toward excessive absences. Students will be allowed to make up work during these absences.

## **MAKE-UP WORK**

### **Make-up Work (for *EXCUSED* absences only)**

*Students are responsible for contacting their teacher(s) regarding work that was missed during an **excused** absence and they are required to request the assignment(s) missed. The time required for completion of make-up work should not exceed five school days following the students return to school unless the student has extenuating circumstances and receives permission from the teacher(s) and administration.*

- Students should contact their teachers by email when absent from school in order to obtain missed assignments. Students with excused absences may make up their work at their teacher's discretion.

- Students who are absent and return to an exam, quiz or assessment on material not introduced while absent, are required to still take the exam, quiz or assessment.

## **TRUANCY PREVENTION**

- Truancy Definition  
When a student is absent, they **must submit an excuse to the office** from the parent or doctor in order for their absence to be excused. Whether the student was absent a full day or part of a day, an excuse is **required**. If the student does not present an excuse to the office **within three days of the absence**, the absence will be **unexcused**. **For school purposes, excuses will not be accepted after three days**. Seven unexcused absences during a school year constitute a student being truant for the purpose of filing a petition with the court.
- Early Warning Truancy Prevention Program
  - After the **second** unexcused absence, a letter will be sent to the parent notifying them of the date the student received an unexcused absence.
  - After the **fourth** unexcused absence, a Pre-Early Warning letter/meeting takes place.
  - After the **fifth** unexcused absence, the parent and student must go to Juvenile Court for the Early Warning Truancy Prevention Program. Attendance at court is mandatory unless arrangements with the court are made beforehand. Failure to appear at court will result in the filing of a complaint for truancy against the student and/or guardian.
  - After the **seventh** unexcused absence, a complaint against the student and/or guardian will be filed, and the parent/guardian will be required to go to court.
- Excessive Absences and Loss of Driver's License  
According to Code of Alabama 16-28-40, a student who has accumulated ten or more consecutive or fifteen cumulative unexcused absences during a single semester may lose their driver's license unless they meet one or more of the exclusionary conditions.
- School-Sponsored Events – Students with more than four days of unexcused absences may not be allowed to participate in school-sponsored trips that involve loss of instructional time.
- Suspension Absences  
While suspended, a student may not attend any school functions involving Guntersville High School students, nor may they be on school property.
- Monitoring Attendance in PowerSchool
  - Students and parents/guardians may access grades, attendance, and other information in PowerSchool at any time of the day by following these instructions:
  - Go to the Guntersville High School website, [www.guntersville-high.com](http://www.guntersville-high.com),
  - On the left of the page, click on *Parent Resources* and then PowerSchool
  - Enter the student's information
  - The PowerSchool link allows you to check attendance records, grades, and schedules.
- A student who has accumulated 7 unexcused absences during their senior year will not be allowed to walk in graduation ceremonies or participate in extracurricular activities.
- The Guntersville City Board of Education will require a contract to be signed by parents and students after 4 unexcused absences outlining further consequences.
- Students with excessive absences will be considered to not meet AHSA requirements for participation.

# **CURRICULUM AND GRADING**

## **Report Cards**

Report cards are issued at the end of each nine-week grading period. Grades are based on the following grading system:

- A: 100 – 90
- B: 89 – 80
- C: 79 – 70
- D: 69 – 60
- F: 59 – 0

## **Semester Grades**

Semester grades are recorded on students' permanent folders. These grades are determined by doubling each of the two nine-week grades, adding the semester exam grade, and dividing the total by five. Grades for students who exempt their semester exams are determined by adding the two nine-week grades and dividing the total by two.

## **Semester Exam Exemption Policy**

- In order to stress the importance of academics, semester exams are mandatory for all students, allowing for one exemption per semester. In order to obtain that one exemption per semester, the following criteria must be met:
  - No more than 4 excused absences with an "A" average for the class.
  - No more than 3 excused absences with a "B" average for the class.
  - No more than 2 excused absences with a "C" average for the class.
  - Anyone with an unexcused absence is required to take all semester exams.

## **GHS Promotion Policy**

6 Carnegie units required for promotion from 9<sup>th</sup> to 10<sup>th</sup> grade  
13 Carnegie units required for promotion from 10<sup>th</sup> to 11<sup>th</sup> grade  
19 Carnegie units required for promotion from 11<sup>th</sup> to 12<sup>th</sup> grade  
26 Carnegie units required to graduate

## **Guidelines for Determining Grade Point Average (GPA)**

All grades for schools other than Guntersville High School will be accepted and figured in GPA and ranking. Courses must be documented as advanced, pre-advanced placement, or advanced placement in order to receive weighting for standard GPA. Credit received for each course must also be indicated. Correspondence courses and summer school grades will count in GPA. No weighting will be added unless circumstances require administrative review. Permanent class rank, which appears on school transcripts, will be based strictly on numeric GPA (not standard GPA) without consideration of diploma type.

## **Transfer of Letter Grades to Numeric Grades**

If a student transfers to GHS with letter grades listed on their transcript, the following numeric grades assigned to the credit award by the previous school:

A+ = 97.5 - 100; A = 93 - 96.5; A- = 90 - 92.5  
B+ = 87.5 - 100; B = 83 - 86.5; B- = 80 - 82.5  
C+ = 77.5 - 100; C = 73 - 76.5; C- = 70 - 72.5 D = 59.5 - 69 F = 59.4 - 0

## **Credit Recovery**

The Guntersville City School Board in accordance with the guidelines of the Alabama Dept of Education will offer students the opportunity to make up lost credits through a method called Credit Recovery (CR). \* See Guidance for further information.

## **Early Graduation**

Any high school student who completes the number of credits and other exit standards required by both The State of Alabama and the Guntersville City Board of Education prior to completing eight (8) semesters of high school work may petition the Superintendent and Board of Education to graduate early. The intent of this provision is to provide an opportunity for the student to improve his/her educational or vocational future by graduating with less than eight semesters of attendance in grades

nine through twelve. Students with unusual and unique circumstances who would benefit from early graduation will be considered on an individual basis by the school and board of education administrators. \* See Guidance for further information.

## Diploma Requirements

### ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12	4
Mathematics	Geometry, Algebra I, and Algebra II w/ Trig or Algebra II, and elective math option.	4 (must be earned at GHS)
Science	Biology and a physical science.	4
Social Studies	World History, U.S. History x 2, and Government/Economics (w/Career Prep B embedded credit).	4
Physical Education	LIFE (Personal Fitness)	1
Health Education	Health Education	0.5
Business Technology Applications	(w/ Career Prep A embedded credit)	1
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	3
Electives		4.5
Total Credits Required for Graduation		26
Passing Score on Alabama Civics Exam		
Completion of FAFSA (Free Application for Federal Student Aid)		
*Beginning with the Class of 2026, all students will be required to earn a CRI (College/Career Readiness Indicator)		

### ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS

#### Essential Life Skills Pathway

(For Students Who Take 4 or more Essential Life Skills courses)

AREA OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11 and 12, or English Essentials 9, 10, 11, & 12	4
Mathematics	Algebra I, Geometry, & Algebra II with Trig or Algebra II, or their equivalent (must be earned at GHS), or Algebraic Essentials A & B	4
Science	Biology and a physical science, or Life Skills Science I, II, III, & IV	4
Social Studies	World History, U. S. History x 2, and Government/Economics, or World History for Living, U. S. History for Living	4
Physical Education	LIFE (personal fitness)	1
Health Education	Health Education	0.5
Business Technology Applications	(w/ Career Prep A embedded credit)	1
CTE	CTE two courses in sequence	2
	Workforce Essentials or Transition Services II	1
CTE	Work-Based Learning and/or Life Skills Occupational Preparation	1
Electives		1.5
Total Credits Required for Graduation		24

## Guntersville High School Seal of Academic Distinction

The GHS Diploma *Seal of Academic Distinction* is given to students receiving the Alabama High School Diploma who have completed the following **advanced academic curriculum requirements**:

- Freshman and Sophomore years: Must complete a minimum of 3 Pre-AP courses during the course of these two years combined
- Junior and Senior years: Must complete a minimum of 3 AP and/or dual enrollment courses during the course of these two years combined
- Math must include Algebra II with Trigonometry
- Foreign Language: Must complete 2 units of the same foreign language

## Top Ten Academic Students, Valedictorian, Salutatorian

To be recognized as Valedictorian, Salutatorian, or Top Ten of Advanced Academic Diploma Students as a senior, a student must have attended GHS since the beginning of their junior year, and must be on track to complete all graduation requirements for the advanced academic curriculum. (A requirement for a student may be waived ONLY if scheduling prohibits the student from taking a required course.)

Valedictorian, Salutatorian, and Top Ten Advanced Academic Seniors will be determined at the end of seven semesters. Rank numeric GPA will be cumulative and weighted. Any student who does not complete the advanced academic curriculum requirements will not be eligible to be recognized as Valedictorian, Salutatorian, Top Ten Academic Students, or National Honor Society. Class Marshals will be calculated at the end of the first semester for ninth, tenth, and eleventh grade students. These calculations will be cumulative. To be recognized as a Class Marshal, students must complete the advanced curriculum requirements. All courses will receive .5 credits per semester with the following exceptions: Work-based Learning (two or more periods based on documented work hours), will receive 1.0 credit per semester; office aides and library aides will not receive any course credit.

**\*Beginning with the Class of 2028**, GHS will transition from a Top Ten recognition to an Honors Distinction for those Advanced Academic Curriculum students who reach various levels of academic achievement. GHS will still recognize the Valedictorian and Salutatorian, but all other additional honors will be comprised of the following:

- |                   |                       |                   |
|-------------------|-----------------------|-------------------|
| ● Summa Cum Laude | (with highest honors) | 4.0000 and higher |
| ● Magna Cum Laude | (with high honors)    | 3.7500 to 3.9999  |
| ● Cum Laude       | (with honors)         | 3.5000 to 3.7499  |

Students who earn a “D” or an “F” in any high school course will not be eligible to receive academic honors. A student’s final cumulative weighted grade point average calculated to at least the fourth decimal place, including grades earned for repeated courses, will be used to determine class rank.

## National Honor Society (NHS) Requirements

To be eligible for membership in the Guntersville High School National Honor Society chapter, a student must have been in attendance at Guntersville High School for a period equal to the equivalent of one semester. Candidates must have taken the advanced academic curriculum course requirements throughout their freshman, sophomore and junior years. Students must be junior class members to be eligible for induction. Eligibility requirements include:

<i>Scholarship</i>	<i>Character</i>
<ul style="list-style-type: none"><li>● 90% or higher grade point average, five semesters</li><li>● Advanced academic curriculum</li></ul>	<ul style="list-style-type: none"><li>● No record of violating school discipline regulations (excluding initial warnings for cell phone and dress code violations.)</li><li>● No documentation of cheating</li><li>● No record of criminal offenses within the community</li><li>● Willingness to assist classmates, faculty members, etc.</li><li>● Faculty recommendations</li></ul>
<i>Service/Leadership</i>	
<ul style="list-style-type: none"><li>● Active membership in six school-related groups or activities, and/or approved community activities</li><li>● Faculty recommendations</li></ul>	

**To maintain membership, NHS members must continue to uphold the standards required for induction into the National Honor Society.**

## GHS AMBASSADORS

Beginning with the 2024-2025 school year, Guntersville High School will no longer have “GHS Class Marshalls” as decided by the “Top Ten” rankings. The GHS Ambassadors will be selected by a faculty committee from all student applicants at each grade level who apply. Criteria will include grades, attendance, discipline record, and school/community service.

# **ATHLETICS AND EXTRACURRICULARS**

## **Eligibility Guidelines for Athletes**

### **Extracurricular Activity Participation--Academics First**

#### **A. Definitions**

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

#### **B. Eligibility Requirements**

1. Students entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six subjects that total six Carnegie units of credit, including four credits from the four core subjects composed of English, science, social studies and mathematics with a composite numerical average of 70. Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five subjects with a composite numerical average of 70 with all other rules applying the same for the first time are eligible. (A semester, as defined by the local board of education- adopted school year calendar, is defined as one-half of a school year.)
2. Physical Education may count as only one unit per year.
3. No more than 2 Carnegie units may be earned during summer school. If a unit or subject is repeated in summer school, the higher numerical grade for the unit or subject may be used to compute the composite grade average.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year because they failed to meet the requirements outlined in 2 (b) 1. (above) may regain their eligibility at the end of the first semester by meeting the requirements of eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five school days after the beginning of the succeeding semester.
5. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
6. Each eligible student entering grades 10-12 must have a minimum composite numerical average of 70 and a minimum of six Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
7. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
8. Any student who earns more than four credits in the core curriculum in any year or who accumulates more than the required four per year may be exempt from earning the four core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight core credits over any two-year span, including summer school.



### **Physical Examination Requirements – Athletics, Cheerleading, Band, and other Extracurricular Activities**

The Guntersville City Schools Board of Education recognizes the value of an athletic program and a marching band program to both individuals and the school system. The Board will make reasonable efforts to maintain a high quality program that emphasizes personal development and integrity of individual participants. The Board recognizes that student participation in athletics, cheerleading, and the marching band is voluntary, and hereby decrees that all participants shall adhere to policies established by the superintendent, the principal, the athletic director, the band director, and the coaches.

Prior to opening practice, each student participant in cheerleading, athletics, and marching band shall purchase student accident insurance as approved by the school or provide an insurance waiver that will be provided by the school. Proof of purchase shall be recorded by the coach and band director, and submitted to the school secretary and/or the athletic director for his examination and filing. Student athletes or band members whose parents have other accident insurance coverage equivalent to or greater than the coverage provided by the insurance accident policy may request a waiver of the school accident insurance requirement. Proof of such coverage is required. Prior to opening practice, each student participant in athletics, cheerleading, and marching band shall undergo a physical examination by a licensed physician as a prerequisite to participating.

### **Student Drug Testing Procedures & Provisions**

Guntersville City Schools has adopted the following procedures, provisions, and penalties to assure that all students have access to a drug and alcohol free environment. These procedures, provisions, and penalties include students who participate in extracurricular activities, Career Technical courses/programs, student drivers or those participating in Drivers Education, and those students who present cause for reasonable suspicion of being under the influence of, possession, transfer, use, or sale drugs/alcohol or of any substance purported to be a controlled substance. This is to assure that students participating in extracurricular activities (including but not limited to sports teams, cheerleading, choir, social organizations, and clubs) are, at all times while under the care of the school system, completely free from the effects of alcohol and/or the presence of other prohibited substances. ***Extracurricular activities are defined as any school or school related activity which is not required as a part of a student's mandated basic educational curriculum.*** Similarly, Guntersville City Schools has adopted the following procedures, provisions, and penalties to assure that students exercising driving privileges or participating in Drivers Education are, at all times while under the care of the school system, completely free from the effects of alcohol and/or the presence of other prohibited substances.

All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, and/or having prohibited substances, abusing prescription drugs or any other mind-altering or intoxicating substances, or having any prohibited substance in their system while at practice, participating in events or otherwise while under the care of the school system. All students are prohibited from using, possessing, distributing, manufacturing, and/or having prohibited substances, abusing prescription drugs or any other mind-altering or

intoxicating substances, or having any prohibited substance in their system while exercising driving privileges.

**No student will be permitted to drive on campus or participate in extracurricular activities until the consent form is turned in to the school office which will be kept on file.**

**Procedures:** The Board will conduct random unannounced screening of students subject to this policy through an independent drug testing agency. The drug testing agency will provide computerized random sample lists to the school system's employee responsible for coordinating drug tests ("Drug Testing Coordinator") upon arrival. The list of students in the random pool will be updated periodically by the school. Students will be required to report to the designated collection site for testing as soon as possible after receiving notification of their selection.

The Board may require students to undergo alcohol and/or drug screening through a drug testing agency prior to their participation in extracurricular activities or exercising driving privileges.

The Board will conduct alcohol and/or drug testing through a drug testing agency whenever the Board has knowledge of circumstances which provide reasonable suspicion to believe that the student has used alcohol or another prohibited substance or has otherwise violated this policy.

The Board will consider a refusal for alcohol and/or drug testing as a positive test. The student will be subject to established consequences for violations.

**Substances Tested For:** Students may be randomly tested for any prohibited substances including, but not limited to amphetamines, cannabinoids, cocaine and opiates and other substances, such as but not limited to steroids, barbiturates and benzodiazepines without advance notice as part of tests performed by the Board. Such tests will be coordinated with the school system's Drug Testing Coordinator.

**Prescription Drugs:** The Board prohibits the misuse of prescribed or over-the-counter medications and requires all students using prescribed drugs or over-the-counter medications to notify their coach/athletic director/faculty sponsor if these medications may affect their performance or ability to drive (i.e., causing drowsiness, etc.).

**Levels for Drug Testing:** The Board reserves the right to require students participating in extracurricular activities or exercising driving privileges to go through three (3) possible levels of drug testing.

1. Pre-Participation Testing – Drug testing may be required for students as a condition to participating in extracurricular activities or exercising parking privileges.
2. Reasonable Suspicion – Students will be submitted to drug testing whenever the Board has a knowledge of circumstances which provide reasonable suspicion to believe that the student has used alcohol or another prohibited substance, or has otherwise violated the extracurricular and driving Privilege Substance Abuse Policy.

3. All students participating in extracurricular activities or exercising driving privileges will be subject to random, unannounced drug testing at any time while present at school or participating in extracurricular activities.

**Testing Procedure:** The Board reserves the right to utilize oral/saliva and/or urinalysis testing procedures.

**Collection Sites:** The Board will designate local collection sites at each school where individuals may provide specimens.

**Collection Procedures:** For oral/saliva tests, a saliva sample will be collected by a monitor from the drug testing agency.

If a student has a positive oral/saliva test, he or she will be required to provide a urine sample for all subsequent tests under this policy. The drug testing agency representative and a school or district administrator will supervise the sample by remaining in the room adjacent to the restroom. Samples that do not meet the drug testing agency minimum standards for volume or temperature will be required to give a new sample.

The drug testing agency and its laboratory will develop and maintain a documented procedure for shipping and assessing specimens.

For reasonable suspicion screenings, the Drug Testing Coordinator will contact the drug screening agency to send a representative to the school for the screening. In the event that the drug screening agency is not available to come on site, the student's parent/guardian will be contacted to inform them that the SRO and school administrator or his designee will transport the student to the Board contracted drug screening agency location OR the parent can without delay transport the student to the Board contracted drug screening agency location.

**Request for Retest:** Where a positive saliva specimen has been collected, a student may request a follow-up urinalysis test within 72 hours of notification of the final test result. Requests for a follow-up test must be submitted in writing to a designated "Medical Review Officer," associated with the Board approved drug testing agency and who shall be a licensed physician with knowledge of substance abuse disorders. The student will be required to pay the associated costs of a follow-up test in advance.

**Release of Test Results:** All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its student drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

**Evaluations and Return of Result to the Board:** The drug testing agency will follow their protocol for evaluation of results which may include the laboratory transmitting by fax, mail or sending an electronic message, but not orally, the results of all tests to the Medical Review

Officer. The Medical Review Officer will be responsible for reviewing positive tests that require a medical review as requested by the Drug Testing Coordinator. Upon confirmation and review of a positive test, the Medical Review Officer shall notify the student and the student's parent/legal guardian and give them an opportunity to discuss the results, including, but not limited to, whether or not the student was taking a prescribed controlled substance. Any unreasonable delay by the student and/or the student's parent/legal guardian could be viewed as a waiver of this meeting. After the meeting with the student and/or student's parent/legal guardian or if reasonable attempts to reach the student and/or the student's parent/legal guardian are not successful, the Medical Review Officer will notify the Drug Testing Coordinator of the student's name and test results. The Drug Testing Coordinator will then report the finding to the school principal who will then schedule a conference with the student and the student's parent/legal guardian and the Guntersville City Schools Discipline Review Committee to discuss the positive test results and appropriate consequences, interventions, and support.

The drug testing agency will follow their confidential protocol for sharing drug screening results with the Drug Testing Coordinator who will then report the finding to the school principal who will then schedule a conference with the student and the student's parent/legal guardian and the Guntersville City Schools Discipline Review Committee to discuss the positive test results and appropriate consequences, interventions, and support.

**Testing Records:** The drug testing agency and Drug Testing Coordinator will each maintain individual student test results for one year. Students' test results, and all information pertaining thereto, will be maintained separately from the student's educational files maintained by the Board.

**Consequences for Violations from Random Screenings:** For violations of this policy, the following penalties, which may be cumulative from Grade 6 through Grade 12, shall be administered by the Guntersville City Schools Discipline Review Committee :

**First Violation**

Upon the first violation, the student will be assigned to the Guntersville Student Support Center and suspended from all extracurricular activities, CTE activities, and/or the ability to exercise driving privileges for thirty (30) school days and may return to such activities upon proof of and a negative drug test. Also, the student will be subject to routine drug testing during the remainder of the school year to maintain "drug-free" status.

**Second Violation**

Upon the second violation, the student will be assigned to the Guntersville Student Support Center and suspended from all extracurricular activities, CTE activities, and/or the ability to exercise driving privileges for one (1) calendar year. Also, the student will be subject to routine drug testing during the remainder of the school year to maintain "drug-free" status.

**Third Violation:**

Upon the third violation, the student will be assigned to the Guntersville Student Support Center and suspended from all extracurricular activities, CTE activities, and/or the ability to exercise driving privileges for the remainder of his or her high school experience. Also, the student will be subject to routine drug testing during the remainder of the school year to maintain "drug-free" status.

Refusals for alcohol and/or drug testing will result in immediate removal of the extracurricular activities and driving privileges revoked.

**Consequences for Violations from Reasonable Suspicion Screenings:**

**The student will be referred to the Guntersville City Schools Discipline Review Committee for administration of discipline in accordance with the Student Code of Conduct.**

# **CODE OF CONDUCT**

The Superintendent will prepare and present to the Board for adoption and periodic revision a Code of Student Conduct (“CSC”), with input from teachers, school personnel, students, parents and guardians, and other members of the education community and, as appropriate, the community at large. The CSC will comprehensively describe the rules and standards of conduct and discipline that will be maintained and enforced within Guntersville City Schools. The CSC will set forth the specific grounds for disciplinary action, the penalties, sanctions, or consequences that may be imposed for a violation of the CSC, the methods and procedures by which violations of the CSC will be determined, and any appeal or review procedures that are available to students. The CSC will incorporate applicable statutory and regulatory requirements, and the hearing and appeal procedures specified in the CSC will conform to applicable statutory and constitutional standards and requirements. The CSC may be incorporated in a student handbook and will be made available to all teachers, school personnel, students, parents, and guardians at the beginning of each school year. The CSC will be deemed an extension of Board policy and will have the force and effect thereof.

[Reference: Ala. Code §§16-28-12, 16-28A-1 to 3 (1975); Ala. Admin. Code 290-3-1-.02, 290-8-9-.09]

## **STUDENT DISCIPLINE**

The Guntersville City Board of Education requires that all students enrolled in the city schools conduct themselves in a manner that facilitates the educational process. To ensure that the educational process in the schools is not disrupted because of misbehavior on the part of enrolled students, the Board of Education has established specific classifications of misbehaviors and the appropriate disciplinary actions to deal with these violations of student conduct. Violations are grouped into three classes – Minor, Intermediate, and Major. This code of conduct prescribes that certain disciplinary actions may be taken in response to student behavior. The following descriptions provide general explanations of how discipline may be applied. However, the following is not exhaustive, and will not limit the discretion of administrators regarding offenses and the results in discipline.

NO STUDENT SHALL BE PUNISHED FOR ANY SUSPECTED VIOLATION WITHOUT BEING GIVEN AN OPPORTUNITY TO ADMIT OR DENY THE CHARGE(S).

## **CLASS I – MINOR OFFENSES**

1.01 Excessive distraction of other students – Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.

1.02 Participation in non-school approved organizations – Any on-campus activities of secret societies or non-affiliated school clubs or organizations

1.03 Minor intimidation of another student – The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such violence is imminent.

1.04 Gambling – Any participation in games of chance for money and/or other things of value.

1.05 Tardiness – Reporting late to school or class.

1.06 Non-directed use of profane or obscene language (verbal, written, or any gesture).

1.07 Dress Code Violation

1.08 Minor disruption on a school bus.

1.09 Inappropriate display of affection, including, but not limited to, embracing and kissing.

1.10 Unauthorized absence from class (~~cutting~~ skipping class).

1.11 Failure to properly display current student permit decal on vehicle.

1.12 Continued refusal to complete class assignments.

1.13 Failure to follow instructions – examples: failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.

1.14 Unauthorized use of school or personal property.

1.15 Littering of school property.

1.16 Any other minor violation that the principal reasonably determines to fall in this category.

## **DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS:**

### Grades K-12:

#### First Offense of any Class I Violation:

- Student conference
- Parental contact
- In-school suspension
- Detention-(Before School, after school, lunch)
- Any other appropriate disciplinary action defined by the school principal • Severity of offense under Class I violations may warrant disciplinary action as outlined under subsequent offenses.

#### Subsequent Offenses of Class I Violations:

- Parental contact and in-school disciplinary actions or suspension not to exceed 3 school days.
- Repeated offenses on more than two occasions may result in disciplinary action as specified under Subsequent Offenses of Class II Violations.

## **CLASS II – INTERMEDIATE OFFENSES**

2.01 Intentionally providing false information to an employee of Guntersville City Board of Education including, but not limited to, giving false student information data, forgery of school notes, grades, signatures (teachers' or parents') and concealment of information directly relating to school business.

2.02 Defiance directed toward an employee of the Guntersville City Board of Education or person(s) acting in an official capacity – Any verbal or non-verbal refusal to comply with a reasonable direction or order of a Guntersville City Board of Education employee or person(s) acting in an official capacity.

2.03 Fighting – Any physical confrontation between two or more individuals in which physical contact is made with harmful intent.

2.04 Inciting or participating in student disorder.

2.05 Vandalism – Intentional and deliberate action resulting in damages to public, real, or personal property of another.

2.06 Stealing - Theft – The intentional, unlawful taking and/or carrying away of public, real, or personal property having a value in the judgment of the principal of less than \$100 belonging to or in the lawful possession or custody of another.

2.07 Possession of stolen property.

2.08 Trespassing – Willfully entering or remaining in any structure, conveyance, or



property without being authorized, licensed, or invited; OR is warned by an authorized person to depart and refuses to do so (Unauthorized presence – Entering or remaining on public school property or attending any school related activity while under suspension.)

2.09 Possessing and/or igniting fireworks or firecrackers.

2.10 Inadvertent possession of a simple pocket knife, mace, or pepper mace that is not used in a threatening manner, nor with a suggestion of threat, and is not openly displayed and with no intent to be armed and with no participation in violence while in possession.

2.11 No student may have any instrument, which gives the appearance of a gun or knife.

2.12 Written or verbal propositions to engage in sexual acts.

2.13 Use of profane or obscene manifestations (verbal, written, gesture) toward another person.

2.14 Unauthorized absence from school (skipping, truancy).

2.15 Leaving school grounds or assigned location without permission.

2.16 Disruption of the educational process caused by the wearing of obscene, secret society, or fraternity/sorority (non-affiliated school clubs) apparel.

2.17 Possession of paraphernalia or equipment commonly used to consume a controlled Substance

2.18 Visible possession of electronic devices during the school day, electronic devices are permitted only in classrooms with teacher approval. Students may only have one electronic device registered on the GCBOE network.

2.19 Unjustified activation of fire alarm or fire extinguishers.

2.20 Unsafe/unlicensed driving on school property or other violations of the school parking and driving rules.

2.21 Intentional, unlawful participation in gambling activities.

2.22 Possession or use of a laser pointer.

2.23 An intentional verbal attack upon any individual which does not result in bodily harm.

2.45 Sexual harassment – Unwelcome touching, or other unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person’s body, or other unwelcome oral, written, or physical conduct of a sexual nature when made by a student directed to another student or staff member constitutes sexual harassment.

2.25 Possession of tobacco and vaping products – Any and all tobacco related products possessed by a student on school premises or during any school sponsored activity or trip. Possession of matches or lighters.

2.26 Use of tobacco and vaping products at/in all campus facilities.

2.27 Improper display or discussion of private body parts, bodily functions or sexual acts not related to a Class III offense.

2.28 Cheating – The use or attempted use of any deceptive or dishonest method of improving a grade or altering a record.

2.29 Failure to comply with the Medication Policy and Procedure.

2.30 Harassment – A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored event whether written, electronic, verbal, or physical acts that are perceived as motivated by race, sex, religion, national origin or disability.

2.31 Any other intermediate violation that the principal reasonably determines to fall in this category.

## **DISCIPLINARY ACTIONS FOR CLASS II VIOLATIONS:**

### **Grades 6-12:**

#### **First Offense of any Class II Violation**

- In-school suspension
- Out of school suspension not to exceed 5 school days. Severity of offense may warrant disciplinary actions as outlined under Subsequent Offenses.
- Saturday School (Grades 6-8 includes required parent attendance)
- Detention- (Before School, after school, lunch)

#### **Subsequent Offenses of Class II Violations:**

- In school suspension
- Placement in Guntersville Student Support Center (GSSC)
- Out-of-School Suspension not to exceed (7) school days.
- Repeated offenses on more than two occasions may result in disciplinary actions as specified under Subsequent Offenses of Class III Violations.
- In addition, the school system may require restitution of property and damages

where appropriate.

**CLASS III – MAJOR OFFENSES:** (NOTE: The violation of a Class III offense may result in expulsion from the school system. The commission of the following offenses may constitute violation of criminal laws established by the State of Alabama.)

### 3.01 Drugs/Alcohol

- Possession, transfer, use, under the influence of, or sale of drugs/alcohol or of any substance purported to be a controlled substance on Board property or while attending any Board sponsored or sanctioned event, program, activity or function. This includes drug paraphernalia that would be considered a criminal offense according to the Alabama state law and “fake drugs” that are bought, sold, used, or otherwise in the possession of students with the clear pretense of being an illegal drug.
- Repeat offenders for possession, transfer, use, or sale of drugs.
- Refusal to provide a sample for drug testing for a random screening or reasonable suspicion is considered to be a positive result

3.02 Any student on school premises, in a school-owned or leased vehicle, or during any school sponsored trip or activity before, during, or after school hours who possesses, uses, or dispenses drugs (i.e alcohol, marijuana, stimulants, depressants, hallucinogens, or opiates) or controlled substances may receive a hearing before the disciplinary This includes drug paraphernalia that would be considered a criminal offense according to the Alabama state law and “fake drugs” that are bought, sold, used, or otherwise in the possession of students with the clear pretense of being an illegal drug.

3.03 Arson – The willful and malicious burning of any real/personal property.

3.04 Threats or Attempted Extortion – Verbally or by a written or printed communication, maliciously threatening an injury to the person, property, or reputation of another or with intent to extort money, property or any pecuniary advantage whatsoever, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against the individual’s will. Which may include the intentional, unlawful threat by word or act to do violence to an individual, coupled with an apparent ability to do so, and committing an act which creates a well-formed fear in the individual that violence is imminent.

3.05. Assault – Actually and intentionally pushing or striking another individual (student or adult) against the will of the other, causing physical injury.

3.06. Stealing – Theft – Counterfeiting – The intentional, unlawful taking and/or carrying away of public, real, or personal property having a value of \$100 or more. Possession or transfer of counterfeit money regardless of denomination of bill.

3.07. Burglary of school property – Breaking and entering into a structure or conveyance

without justification or excuse during the hours the premises are closed to the public.

3.08. Criminal mischief – Willful and malicious injury or damages in excess of \$100 to public, real, or personal property belonging to another.

3.09. Possession, Discharge and/or Use of Firearms – Any firearm which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive device.

3.10. Possession of weapon(s) – Knowingly in possession of a weapon or anything designed, made or adapted or used for the purpose of inflicting death or serious physical injury. Such weapons include, but are not limited to, BB gun, pellet gun, air rifle, starter gun; switchblade knife, box cutter, sword, or dagger; any club, baton, blackjack, chains, or metal knuckles.

3.11 Bomb threat – Any such communication(s) concerning school board property which has the effect of interrupting the educational environment.

3.12. Explosives – Preparing, possessing or igniting on Guntersville City Board of Education property explosives likely to cause serious bodily injury or property damage.

3.13. Sexual acts – Acts of sexual nature including, but not limited to, battery, intercourse, oral sex, attempted rape, rape, or other indecent acts.

3.14. Robbery – The taking of money or other property from the person or custody of another by force, violence, assault, or instilling fear.

3.15. Profane or Obscene Manifestations- Continued use, after warning, of profane or obscene manifestations (verbal, written, gesture) to any employee of Guntersville Board of Education or person (s) on official business.

3.16. Inciting or participating in student disorder – Leading, encouraging or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

3.17. Unjustified activation of a fire alarm system or fire extinguishers which results in injury to participants/others or disruption of school activities.

3.18. Extortion – Completion of a threat, either by the victim complying with the demands or the carrying out of the threat against the victim.

3.19. Threats to School Personnel – The intentional threat by word or act, whether communicated in person, writing, by telephone, electronic device, or any other means to do violence to teachers or other school personnel or their personal property.

3.20. Discharge or use of mace or pepper spray.

3.21. UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:

- a. Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
- b. Computer tampering which causes a major disruption in the educational or administrative process. Students must also pay restitution for the cost of repairs.
- c. Distribution of restricted computer passwords.
- d. Introduction of unauthorized software into computer systems which causes or has potential to cause harm to the systems electronic network or equipment.
- e. Violation of the Internet Usage Agreement found in the adopted student handbook.

3.22 Harassment – Repeated offenses of harassment – A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored event whether written, electronic, verbal, or physical acts that are perceived as motivated by race, sex, religion, national origin, or disability.

3.23 Possession and/or distribution of pornographic material.

3.24 Any other major violation that the principal reasonably determines to fall into this category.

### **DISCIPLINARY ACTIONS FOR CLASS III VIOLATIONS:**

#### Grades 6-12:

- Out of school suspension up to 10 school days
- Recommendation to disciplinary committee
- Virtual learning placement
- Placement at the Guntersville Student Support Center (GSSC) by Disciplinary Review Committee
- Saturday School (Grades 6-8 includes required parent attendance)
- Students who are “non-resident” are subject to immediate removal from the district to the district of which they reside.

- Expulsion hearing before the board of education

In addition, the Guntersville City Schools Board of Education may require restitution of property and damages where appropriate.

### **Due Process**

Each student will be afforded due process when the procedures outlined in the Student Code of Conduct are implemented. Principals of each school site will familiarize school personnel with the procedures and provide each faculty member with a copy of this policy. This Code of Conduct has been published with the following concepts in mind:

- Each school will create a positive school climate which incorporates positive behavioral interventions and supports..
- School rules should be clearly stated and related to the school's educational purposes.
- School rules should be fair and specific enough for students to understand what they can and cannot do.
- School rules will be consistently implemented.
- Students, parents and guardians should be informed of the rules affecting behavior and discipline.
- When disciplinary actions are involved, school personnel and students should comply with the required procedures.
- Any student who has been identified as being eligible for the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the 1973 Vocational Rehabilitation Act is subject to the provisions of the code of conduct and may be suspended or expelled. However, all procedural safeguards identified within specific laws will be followed as required.

## **STUDENT DISCIPLINARY CONSEQUENCES/PROCEDURES**

### **Promotion and Retention**

Promotion and retention of students shall be in accordance with minimum state standards, which in addition to the student's achievement shall also take into account the student's emotional and social development.

Students meeting or exceeding minimum academic state standards shall be promoted unless compelling evidence is provided to, and approved by, the child's classroom teacher and the Child's Study Team that retention is in the best interests of the student.

Students who have not met the minimum academic state standards, may be promoted or retained based upon a determination of what is in the specific child's best interest. A determination for retention shall be made jointly by the child's teacher(s) and the Child's Study Team after discussion with the parents/guardians. Students who lack minimum competency in a course but who are

promoted to the next grade, will be provided remediation opportunities. These opportunities can include, but are not limited to, interventions during the summer months, tiered instruction, and other interventions and supports to promote academic success.

Students in grades 9-12 must pass each course taken in order to receive credit.

### **Suspension of Students with Disabilities**

A student with disabilities may not be suspended out of school for more than ten (10) days or otherwise be subject to a change of placement without a Manifestation Determination Hearing. Any more time in suspension would result in a change in placement, which requires IEP Committee action. Only an IEP Committee may change a student with disabilities placement. A student with disabilities who is suspended will be permitted to complete work or tests missed during the suspension.

### **Educational Services Following Mental Health Treatment Involving Threats or Self-Harm**

When a student receives inpatient or outpatient mental health treatment resulting from harming or threatening to harm others or resulting from self-harm or threats of self-harm, the Board has the discretion, subject to applicable federal and state laws, to place the student in an alternative educational setting, including but not limited to alternative school or homebound services, until the mental health provider evaluates the student, finds that the student is not a threat to other students or staff, and notifies the Board of that fact.

## **POLICIES AND NOTIFICATIONS**

### **Procedures for Personal Devices**

Possession/Use of Personal Electronic Devices: Students bring electronic devices to school **at their own risk**. The Guntersville City Board of Education, Guntersville High School, its faculty and staff are not responsible for any damaged, destroyed, lost, missing, or stolen devices. If a student has a device and it is damaged, destroyed, lost, or stolen, school officials are not required to investigate the incident, nor will the school system have any financial responsibility for the device charges.

Access to GHS Wi-Fi: Students will not be allowed to access the school's network on a personal device (cell phone, tablet, laptop, gaming devices, etc.) other than an approved Chromebook. Additionally, data and content on a personal device will not be actively monitored by the school and will be the responsibility of the student and parent/guardian. Please refer to the GHS Approved Chromebook Procedure.

Cell Phones Procedure: During the school day, cell phones are permitted **only** during lunch. Failure to comply with this policy will be considered defiance of authority, and the student will be subject to disciplinary action by the administration.

The principal or his/her designee may approve the use of electronic devices on school campus under circumstances in which the use of the device does disrupt academic school operations. Principals or their designees will have the authority to restrict or deny the use of devices by any student due to misuse, abuse, or failure to abide by school rules regarding the use of such devices.

Unauthorized Use of Wireless Communication during School Hours: Personal wireless communication devices must be turned off during school hours with the exception of the student's lunch period. A device may be

confiscated if it is visible, if it rings, or if it is being used **in any way** without authorization. Infractions include, but are not limited to, pictures/video taken without permission and social media posts which may constitute a Class II offense. ***Use of a device after the teacher has specifically collected the devices for instructional/testing purposes constitutes defiance of authority for not complying with the teacher's instructions and will be treated as such rather than a "1st offense - Warning."*** Only a parent/legal guardian may retrieve confiscated devices after school hours. Students who do not follow policy will be referred to administration for insubordination, and the following disciplinary actions will occur:

#### **1st Offense – Warning**

- The teacher will confiscate the device and deliver it to an administrator. A documented warning will be given to the student.
- Parent or guardian must pick up the device at the end of the school day.
- Parent must come to the school and sign a notification of subsequent consequences.

#### **2nd Offense – Discipline Referral**

- The teacher will confiscate the device and deliver it to an administrator.
- Parent or guardian must pick up the device at the end of the school day.
- Student will be placed in in-school suspension for one day.

#### **3rd Offense – Discipline Referral**

- The teacher will confiscate the device and deliver it to an administrator.
- Parent/guardian must pick up the device at the end of the school day.
- Student will be placed in-school suspension for three days.

#### **Subsequent Offenses – Discipline Referral**

- The teacher will confiscate the device and deliver it to an administrator.
- The electronic device will be returned at the principal's discretion.
- Student will be suspended up to nine days and/or placed in in-school suspension for an unspecified period of time.

**\*All of these offenses and consequences are subject to the principal's discretion.**

## **Sexual Harassment**

The Guntersville City School District will maintain learning and working environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass a student through conduct or communications of a sexual nature or for students to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when: submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education; used as a basis for academic decisions affecting that individual; such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance; or, such conduct has the effect of creating an intimidating, hostile or offensive academic or professional environment.

Sexual harassment may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or well-being.

Any student who alleges sexual harassment by any staff member or student in the District may notify the principal &/or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future status, grades or work assignments.



The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All charges of harassment against a staff member in the District shall be submitted to the superintendent and/or the assistant superintendent/complaint officer. Substantiated charges shall subject such staff members to disciplinary action, including possible discharge. A substantiated charge against a student shall subject that student to disciplinary action including possible suspension or expulsion consistent with the Student Code of Conduct.

## **Grievance Procedures**

If you believe that you have been discriminated against on the basis of race, sex, national origin, age, ethnic group, religion, or handicap, you may make a claim that your rights have been denied. A claim or grievance may be filed with the Title IX Coordinator, in all areas stated above except handicap or disability (a claim in these areas should be filed with Dawn Osborne: 256-582-3159). You will be asked to write down the actions, policies, or practices which you believe are discriminatory. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is an agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is no agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C., at the same time you file the grievance during or after the grievance process or without using the grievance process at all. If you file your Title IX complaint with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination. In preparing your grievance, you should give thought to the following:

1. The exact nature of the grievance - how you believe you may have been discriminated against and any persons you believe may be responsible.
2. The date, time, and place of the grievance.
3. The name of witnesses or persons who have knowledge about the grievance.
4. Any available written documentation or evidence that is relevant to the grievance.
5. The actions that could be taken to correct the grievance.

# **STUDENT/PARENT SERVICES AND RIGHTS**

## **Special Services**

*For more information, contact: Dawn Osborne, Special Services Coordinator: 256-582-4180*

Multi-Tiered Student Services (MTSS): MTSS is a school-based, problem solving approach to meet the needs of at-risk students in regular education classroom settings. Team members discuss issues about specific individual needs of students and teachers, and offer teachers assistance in resolving problems. The team is composed of regular program teachers, administrators, counselors, and others (i.e., special education personnel) as needed who pool their expertise from many areas to resolve school and student issues. This collaborative approach gives educators the opportunity to address concerns and find solutions, and significantly reduces referrals to programs outside the regular classroom. Educators get immediate support when confronting academic, social, &/or behavioral concerns regarding students.

Gifted Services: Gifted students are those who perform at, or who have demonstrated the potential to perform at, high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, or any other individuals with knowledge of the student's abilities may refer a student. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Section 504: Section 504 is an act which prohibits discrimination against persons with a disability in any program that receives federal financial assistance. Guntersville City Schools recognizes its responsibility to avoid discrimination in policies and practices with regard to its students and personnel. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the Guntersville City School system. Under this act, Guntersville City Schools has specific responsibilities, including the responsibility to identify, evaluate, and, if a child is determined eligible under Section 504, to afford access to appropriate educational services.

Special Education: Children with disabilities are entitled to free, appropriate public education throughout their school years. The law provides the opportunity for each child ages 3 – 21 with a disability to receive free appropriate public education. This includes individualized instruction and related services. It also provides protection of rights such as impartial due process hearings to resolve disputes, confidential records, the right to be educated in the regular education program to the fullest extent possible, and the right to a surrogate parent if the child is without a parent or guardian. Parents/guardians of children requiring special education services that are 0 – 21 years of age may contact Dawn Osborne.

## Parental Notification of Liabilities and Criminal Penalties

It's the Law! The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct (Act 94-782) Each parent/guardian or other persons having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100.00 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794) A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) The school principal shall notify appropriate law enforcement officials when a person violates local board, of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, or physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Act 87-610 Drugs at School LRS87-439:3/30/87 By Senator Holmes: Prescribing certain additional penalties for any person convicted of an unlawful sale of a controlled substance on the campus or within a certain radius of the campus boundaries of any private or public school, college, university or other educational institution in this state.

### Be it enacted by the State of Alabama:

- *Section 1.* In addition to any penalties heretofore or hereafter provided by law for any person convicted of an unlawful sale of a controlled substance, there is hereby imposed a penalty of five years incarceration in a state corrections facility with no provisions for probation if the site of such unlawful sale was on the campus or within a one-mile radius of the campus boundaries of any public or private school, college, university or other educational institution in the state.
- *Section 2.* The provisions of this act are severable. If any part of the act is declared invalid or unconstitutional, such declaration shall not affect the part which remains.
- *Section 3.* All laws or parts of the laws which conflict with this act are hereby repealed.
- *Section 4.* This act shall become effective immediately upon its passage and approval by

the Governor, or upon its otherwise becoming a law.

Weapons in Schools (Act 94-817) No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy club, blackjack, bludgeon, or metal knuckles.)

Vandalism (Act 94-819) The parents, guardians, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/Driver's License (Act 94-820) Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school or a public school bus shall be denied issuance of a driver's permit/license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit of license. If a person over age 14 possesses a driver's license on the date of conviction the license will be suspended for 180 days.

Drop-Out/Driver's License (Act 93-820 which amended Act 93-368 as codified in §16-28-40, Ala. Code, 1975) The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who are enrolled in a GED program; are enrolled in a secondary school; are participating in an approved job training program; are gainfully employed; are a parent of a minor or unborn child; or are the sole source of transportation for the parent.

## **Student Rights**

- The schools must provide all students a chance to earn an education. This means free admission to the schools, and the right to attend school until the age of twenty-one, or graduation. All students must attend school until age 17.
- No student can be prevented from participation in any program solely because of his/her race, ethnic origin, sex or handicap.
- Students have the right to equal education opportunity without interference from others.
- Students have the opportunity to exercise the rights and freedoms guaranteed by the U.S. Constitution.

## **Annual Parent Notice: Right to Request Teacher Qualifications**

As part of the *No Child Left Behind* Act of 2001, we will provide you with information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following:

- If the teacher has met state requirements for the grade level/subjects in which the teacher is providing instruction;
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived;

- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate;
- If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.
- If you would like to receive this information, please contact Guntersville High School.

## **Protection of Pupil Rights Amendment (PPRA) Notice to Parents**

Dear Parent/Guardian,

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incrimination or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or distribute the information to others.
3. *Inspect*, upon request and before administration or use:
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

When a student turns 18, or is an emancipated minor under State law, the parents' rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of any such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. This covers the following activities and surveys:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded by the U.S. Department of Education; and
- Any non-emergency, invasive physical exam or screening as described above.

To file a complaint regarding alleged failures by the district to comply with the requirements of PPRA, contact Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-5901.

## **Asbestos/Environmental Protection Policy**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. During the fall of 2018, accredited asbestos inspectors performed these re-inspections. An accredited management planner reviewed the results of the re-inspections and recommended actions we should take to safely manage asbestos material in our buildings. EPA also requires a six-month surveillance of any asbestos-containing building materials (ACBM), which is conducted during the months of April and October.

All asbestos materials in the schools are in good condition and we will continue to manage them in place, as recommended by the accredited management planner. Copies of these management plans and re-inspection results are on file at the central office of the Guntersville City Board of Education central office, and in the office of the principal of each of the Guntersville City Schools. These plans are available upon request for inspection by the public, including parents, teachers, and other school employees or their representatives. The request must be in writing and the plan(s) shall be made available within five working days.

## **Important Information on Meningococcal Disease and Vaccine**

*What is meningococcal disease?* Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children ages 2 – 18 years old in the United States.

*How do you catch the disease?* Bacteria that cause meningococcal disease are very common. The disease is most common in children and people with medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through the exchange with an infected person of respiratory droplets or saliva by kissing, coughing, sneezing, or sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood system. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

*What are the symptoms of the disease?* Fever; headache; stiff neck; red rash; drowsiness; nausea; vomiting.

*Meningococcal vaccine: Who should get the vaccine, and when should they get it?* MCV4, or the meningococcal vaccine, is recommended for all children ages 11 and 12, and for unvaccinated adolescents at 15 years of age. High school seniors should also consider obtaining the vaccine prior to entering college, especially if they plan to live in a dormitory. For more information, consult your physician or the health department, or go to [www.adph.org/immunization](http://www.adph.org/immunization).

## **ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, enrolled

(Student Name – please print)

in \_\_\_\_\_ School

(School Name – please print)

and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have received, read, and discussed the *Guntersville High School Student Handbook* and the *Guntersville City Board of Education Code of Conduct Student Conduct*.

(signed) \_\_\_\_\_

(signed) \_\_\_\_\_

(signed) \_\_\_\_\_

Date: \_\_\_\_\_

**A signed Acknowledgement Form is required for each student assuring the school that the Student Handbook and Code of Conduct have been digitally received, read, and discussed with your child at home. We look forward to having a productive and rewarding school year by being the model of excellence in academics, athletics and the arts at Guntersville High School.**