

Guntersville Elementary School
&
Cherokee Elementary School

**OFFICIAL STUDENT
PARENT HANDBOOK**

2023-2024



GUNTERSVILLE

CITY SCHOOLS

BOARD MEMBERS

Whitney Mastin, President

Jim Beard, Vice President

Scott Langford

Laura Roberts

Bethany Etheridge

ADMINISTRATION

Jason Barnett

Superintendent

John Doyle

Guntersville Elementary Principal

Julie Ann McCulley

Cherokee Elementary Principal

Shannon Hampton

GES and CES Assistant Principal

4200 Highway 79 South

Guntersville, Alabama

35976

256-582-3159

Discrimination on the basis of sex, race, age, religious belief, disability, national origin, or ethnic group shall be prohibited in all educational programs and activities of the Guntersville City Schools.

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INTRODUCTION

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 Guntersville City Schools (GCS) 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 questions or concerns. 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 Guntersville City Schools Board of Education.

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 GCS 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

School	Address	Phone Number
Guntersville Elementary School	1800 Lusk Street Guntersville, AL 35976	256-582-3364
Cherokee Elementary School	3300 Highway 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. 431 Guntersville, AL 35976	256-582-2046
Central Office	4200 Highway 79 South Guntersville, AL 35976	256-582-3159

2023-2024 School Year Calendar

Guntersville City Schools | 2023-2024 CALENDAR

2-8
9

Employee PD Days
Students First Day

17
5

Student Days
Employee PD Days

AUGUST '23

S	M	T	W	Th	F	S
			1	2	3	4
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		

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
2
3
15
20
1

New Year's Day
Employee PD Days
Students Return
MLK Jr. Day
Student Days
Employee PD Days

04
15

Labor Day
Early Dismissal

20

Student Days

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

19
20

Presidents' Day
Student Days

6
9
9
10-13

End of Grading Period
Columbus Day
Flex Day
Fall Break

17
1

Student Days
Employee PD Days

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				

8
11
25-29
29
31

End of Grading Period
Employee PD Day
Spring Break
Good Friday
Easter Sunday

10
11
23

Veterans Day Observed
Veterans Day
Thanksgiving Day

16

Student Days

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	

26
22

E-Learning Day
Student Days

18
18
19-29

E-Learning Day
End of Grading Period
Christmas

12

Student Days

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
24
24
27
28-29

Mother's Day
Early Dismissal
End of Grading Period
Memorial Day
Flex 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	

18
2

Student Days
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

GENERAL INFORMATION

1.1. School Hours

The school building will not be open before 7:00 am at GES and 7:10 at CES. Please do not send your child to school before this time as no certified personnel are on duty.

GES-Students dropped off in car line between 7:00 & 7:30 will report to their respective commons or the lunchroom for breakfast. Class **begins at 7:30 am. Students are marked tardy after 7:35 a.m.** All students will be dismissed at 2:35.

CES-Students dropped off in the mornings at 7:10 report to the gym or the lunchroom for breakfast. Students may be dropped off between 7:10 and 7:45 am. Students are marked tardy after 7:45. All students will be dismissed at 2:40.

1.2. School Closings

The Superintendent will close schools when weather or other conditions are too hazardous for safe operation. Parents will be notified of emergencies via the Parent Notification System. News media will also be notified. When hazardous weather conditions are forecast, parents are responsible for deciding if their student(s) should be allowed to drive to school or if they should make alternative arrangements for their student's transportation. When the announcement is made, please look for Guntersville City Schools and not Marshall County Schools as those are not the same.

1.3. Extended Day

Parents are offered the extended day programs through our Community Education Program. Parents may choose to pay for students in kindergarten through 5th grade to enroll in the GCS Afterschool Program. The program operates Monday – Friday from after school until 5:30 p.m. For an application or more information please contact the Community Education Director at 256-582-3159.

1.4. Cafeteria

Students may eat breakfast free each morning and may purchase a hot meal for lunch.

1.5. School Visitors

For the protection of the students and the school employees, all schools have a closed campus policy. Parents and all persons visiting a school for any purpose are required to go to the school office immediately upon entering the building to report their presence and business.

1.6. Textbooks

Textbooks are furnished to students and will remain the property of GCS. Textbooks must be returned to the teacher at the end of the school year upon promotion or transfer. The parent or guardian shall be held liable for any loss or damage. The district may require restitution of damages where appropriate.

1.7. Counseling and Guidance Services

The counseling and guidance program is a comprehensive, developmental K-12 plan. The program components are personal/social development (learning to live), academic development (learning to learn), and career development (learning to earn a living). Counseling and guidance are essential services in the instructional program of all the schools. The services provided serve to ensure that students have the necessary skills to make wise decisions in the three program components. All elementary, middle, and high schools offer counseling and guidance services.

1.8. Due Process

Due process is accorded an individual when the body undertaking the proceeding against the individual adequately informs the accused of the charges, gives the accused the opportunity to challenge the testimony given, and permits the presentation of information on his/her own behalf. The concept of due process stipulates that all law will be equally enforced so that all people subject to the law will be given fair play.

1.9. Field Trips

According to GCS policy, a permission form must be signed by the parent or guardian and returned to school before a student is allowed to leave the school on a field trip.

Students who require special health procedures daily and/or emergency management of their specific health condition may not be excluded from participation in the field trip. Health Services will determine the appropriate staff based on the students' needs, Health Services staff availability, and legal necessity.

1.10. Parent Concerns

Parent concerns and problems which may arise from time to time should be resolved at the lowest possible level. In order to resolve concerns in the most appropriate fashion in the shortest period of time possible, each concern should start at the most immediate level of administration/supervision.

- Parents are encouraged to consult with the classroom teacher and/or guidance counselor to resolve school-related concerns about their children.
- A meeting with the school administrator may be arranged if the matter is not resolved at the teacher/counselor level. Concerns should be submitted in writing and should be specific in terms of action desired.
- If the matter is not resolved after utilizing the above steps, contact the appropriate department listed below regarding the concern:

Elementary Programs (P- 5)	256-582-3159
Transportation	256-582-6155
Special Education	256-582-4180

- If the parents feel no satisfactory solution has been reached, he/she may contact the Office of Superintendent at 582-3159.

1.11. School Resource Officers

The city of Guntersville and the GCS Board of Education have partnered together to build strong relations and a positive interaction between students, parents, teachers, and the community. As a part of this program, School Resource Officers (SROs) are assigned in elementary and secondary schools.

1.12. Student Harassment

It is the policy of GCS to maintain a learning and working environment that is free from harassment. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by another student through conduct or communication that is based on race, sex, religion, national origin, or disability. Students who violate this policy will be subject to disciplinary sanctions as outlined in the GCS Code of Student Conduct. **Please refer to Appendix A for further information.**

1.13. Reporting Abuse/Neglect

Any school employee having knowledge of known or suspected child abuse/neglect **shall immediately report the facts as known**, either in person or by phone, to the State of Alabama Department of Human Resources ([571-4120](tel:571-4120)) or the Guntersville Police Department ([571-7571](tel:571-7571)). The employee shall also notify the Office of the Superintendent, ([582-3159](tel:582-3159)).

1.14. Student Sexual Harassment

According to GCS policy, GCS maintains a learning and working environment free of sexual harassment. It shall be a violation of school policy for any GCS staff member or any GCS student to harass through conduct or communications of a sexual nature.

Such harassment is prohibited and will not be tolerated in school, during school hours, before or after school, while on school property, at school sponsored events, or while traveling on vehicles funded by the Department of Education and on other than school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morality, or welfare of the school community.

If you feel that you have been the victim of such behavior, please notify your teacher, counselor, or another staff member. If you feel uncomfortable making a report to a school staff member, you may contact the Title IX Coordinator/Director of Compliance at the Guntersville City Board of Education. You may also make a written report.

Your complaint will be investigated and the school will take appropriate action to eliminate the discrimination and/or harassment. Retaliation against anyone for filing a complaint or participating in an investigation of a complaint is prohibited. Any individual who engages retaliatory behavior (e.g., threats, intimidation) will be subject to immediate disciplinary action.

1.15 Student Fees, Donations, Fines, and Charges

Guntersville and Cherokee Elementary each request a \$25 classroom donation and a \$10 technology fee to be used for classroom supplies, materials and Chromebooks. These funds are used for common purchases such as planners, folders, notebooks, Chromebooks and Chromebook repairs as needed by school staff prior to and during the school year.

REGISTRATION INFORMATION

2.1 Proof of Residence

The parent shall provide Proof of Residence (a signed lease, deed, mortgage, or letter from the property manager) AND a utility or land line phone bill addressed to the parent or guardian at the address being established as residence. Contact the appropriate school regarding further information on proof of residence.

2.2 Birth Certificate

The parent is requested to provide an original proof of age. Birth certificates are preferred.

If a student has no such certificate, school personnel will contact the Office of Student Support Services to provide information to parents/guardians concerning submission of documentation. Please see Appendix E for additional information.

2.3 Certificate of Immunization

The parent shall provide an up-to-date Certificate of Immunization ("Blue Card") detailing proof of immunization or a Certificate of Exemption issued by the Alabama Department of Health. Immunization certificates are available from the Marshall County Health Department at 150 Judy Smith Drive in Guntersville (582-3174) and from local physicians or military clinics.

Required Vaccines for School/Daycare Attendance	
Name	Number of Doses
Diphtheria/Tetanus/Pertussis	5 doses (4 if the 4th dose was received after the 4th)
TDaP	1 dose at (booster) prior to entering 6th grade
Polio	4 doses (3 if the 3rd dose was received after the 4th)
Measles/Mumps/Rubella	2 doses of Measles, 1 dose of Mumps, and 1 dose of Rubella
Varicella	1 dose (kindergarten – 10th grade)
Pneumococcal Vaccine	4 doses up to age 14 months (preschool (ages 3 and 4))
Hib	4 doses up to age 5

2.4 Age Requirement for Enrollment

To enter kindergarten, students must be five (5) years old on or before September 1. To enter PreK, students must be four (4) years old on or before September 1.

2.5 Additional Information

For additional information, contact the Office of Student Support Services at 256-582-3159 or visit the GCS website at <http://www.guntersvilleboe.com/>

ATTENDANCE

3.1 Admissions and Attendance

3.1.1 Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law. Students of any age younger than 6 enrolled in school are expected to adhere to the Guntersville City Board of Education attendance policy. All laws regarding school attendance will be strictly enforced by the Guntersville City Board of Education. [Reference: Ala. Code §16-28-3 (1975)] The Guntersville City Board of Education expects all administrators and teachers to enforce attendance policies and procedures.

3.1.2 Admission to Schools

Admission to Schools

a. Resident Students – School-age children who reside within the municipal limits of the City of Guntersville, Alabama, may be admitted to Guntersville City Schools. For purposes of this policy, the residence of the student will be the residence of the custodial parent or legal guardian. If custody of the child is shared, alternating, or unclear, or if the child does not reside with a custodial parent or legal guardian, the domicile or actual physical residence of the child will control, except when there is evidence that the claimed residence of the child is not his actual residence, or that the claimed residence is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements.

Non-Resident Enrollment Policy

b. Non-resident Students – The Board may permit students who do not reside within the Guntersville City School District to attend schools within the school system. The Board has established criteria for admission of non-resident students, and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to and from school or homebound instruction outside of the municipal limits of the City of Guntersville.

b (i) POLICY AND PROCEDURES FOR NON-RESIDENT STUDENTS

Non-Resident Students are defined as any student who has a primary residence outside the Guntersville City limits. A student must maintain residency with a parent or appointed legal guardian.

Any student currently attending a Guntersville City school Pre-K through 12th grade is considered an “enrolled” student. Pre-K admission does not automatically guarantee Kindergarten admission if the student resides outside of the attendance zone. Out of district Pre-K students will have to apply to the enrollment committee for consideration for kindergarten admission during the scheduled kindergarten registration.

It is the sole responsibility of the parent/guardian to be aware of residency. Any attempt to circumvent residency policy by the student(s) or parent(s) may result in withdrawal of the student(s) from Guntersville City Schools.

NON-RESIDENT ENROLLMENT

- Approval for Non-Resident Students will follow Guntersville's Non-Resident Enrollment Tier Procedures.
- Non-Resident Students may apply for open enrollment until June 15.
- Kindergarten enrollment is held during spring registration and non-resident students may petition for enrollment during this time.
- Non-Resident Students must be approved for enrollment prior to making any deposits.
- Non-Resident students who withdraw from Guntersville City Schools may not re-enroll unless their residence is within the school district.
- Non-Resident enrolled students will need to complete a Non-Resident Tuition Contract and pay full amount no later than July 15.
- Non-resident students must pay tuition in full before paying for any extracurricular activities or other school related expenses.
- Guntersville City Schools will not accept a student who is under suspension or expulsion in another school system or who withdraws from another school system to avoid suspension or expulsion for enrollment. It is the responsibility of the enrollment applicant to provide any information pertaining to any outstanding or pending discipline.
- If an out of district student has one or more issues related to attendance, disciplinary infractions, and/or failing grades, the student may be withdrawn and must attend the school for which the student is zoned.
- If an out of district student is brought before the disciplinary review committee (DRC) for a Class III offense, the student will be subject to immediate withdrawal from GCS and referred to the district in which the student resides.
- Discrimination on the basis of sex, race, age, religious belief, disability, national origin, or ethnic group shall be prohibited in all educational programs and activities of Guntersville City Schools. Guntersville City Schools will comply with IDEA and Section 504 of the Rehabilitation Act of 1973.

NON-RESIDENT EXEMPTIONS

- Students accepted into the Pre-K Academy do not pay non-resident tuition, but are required to pay tuition established by the Office of School Readiness Programs.
- Students of current Guntersville City employees including certified personnel, instructional personnel, non-instructional personnel, non-certified, and contract personnel are not required to pay non-resident tuition.

RESIDENCY CHANGES

- Resident Students who move outside the Guntersville City limits during the school year are responsible for notifying the principal's office immediately when residency or guardianship changes. If a current student becomes a Non-Resident Student during the school year, full tuition is due immediately. No proration will be awarded. Any attempt to circumvent this policy by the student or parent may result in withdrawal of the student from Guntersville City Schools. If during the school year, it comes to the attention that guardianship has been misrepresented, in order to avoid tuition, and the child attending actually resides outside the city limits, tuition will become due immediately or the child will be withdrawn.

TRANSPORTATION

Transportation for non-resident students will be the sole responsibility of the parent/guardian. The Schools of Guntersville will not provide transportation for any non-resident student.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

Non-resident students may be eligible to participate in extracurricular activities per the rules and procedures set forth by the Alabama High School Athletic Association. Rules and procedures can be viewed at www.ahsaa.com

ANNUAL TUITION COSTS

Tuition rates for families who have at least one student enrolled in Guntersville City School as of 7/1/22.

- One student/household: \$300
- Two or more students/household currently enrolled: \$600
- Tuition must be paid or postmarked by July 15.
- Students will be withdrawn from Guntersville City Schools by August 1st if tuition is not paid.
- All deposits and payments are non-refundable.
- Non-payment of tuition, fees, late payment or returned check are grounds for withdrawal.
- Non-resident students must adhere to attendance policy, code of conduct, and make adequate academic progress to maintain grade advancement and/or earn credits necessary for graduation status.
- Tuition rates effective for families enrolling after or re-enrolling after withdrawal effective 7/1/22

- One student/household: \$500
 - Two students/household: Additional \$300
- Additional students/household: Additional \$100 per student
- Tuition must be paid or postmarked by July 15.
- Students will be withdrawn from Guntersville City Schools by August 1st if tuition is not paid.
- All deposits and payments are non-refundable.
- Non-payment of tuition, fees, late payment or returned check are grounds for withdrawal.
- Non-resident students must adhere to attendance policy, code of conduct, and make adequate academic progress to maintain grade advancement and/or earn credits necessary for graduation status.

NON-RESIDENT TIER PROCEDURES

TIER 1: Students who live with a parent or legal guardian in the Guntersville City limits.

- Students whose parent(s) are employees of Guntersville City Schools.
- Students who reside full-time with siblings who are currently enrolled in Guntersville City Schools.

Tier 1 Students will be admitted to Guntersville City Schools.

TIER 2:

- Students whose parent(s) graduated from Guntersville City Schools.
 - Students who reside part-time with siblings who are currently enrolled in Guntersville City Schools.
 - Part time is generally defined as living with an enrolled sibling for at least 50% of the time. However, admission will be considered on a case-by-case basis.
- Tier 2 Students may be admitted to Guntersville City Schools on a case-by-case basis if there is

adequate space. Other factors will also be considered such as attendance, grades, discipline, etc. Each enrollee will be considered by a joint committee of counselors and administrators. The enrollment committee will consider if the student is in good standing at the previous school.

TIER 3:

- Students whose parent(s) are city employees, business owners in Guntersville, paying property taxes or city sales tax.
- A newly established business within Guntersville city limits or a newly hired city employee will have thirty (30) days from the establishment of the business (Business License) or date of employment to apply for enrollment.

Tier 3 Students may be admitted to Guntersville City Schools on a case-by-case basis if there is adequate space. Other factors will also be considered such as attendance, grades, discipline, etc. Each enrollee will be considered by a joint committee of counselors and administrators. The enrollment committee will consider if the student is in good standing at the previous school. Any student admitted under the provision of a newly employed city employee or newly established business owner in Guntersville must submit payment for full tuition cost immediately and prior to their beginning school.

TIER 4:

- Students living outside the Guntersville City limits who meet none of the above criteria.

Tier 4 Students may be admitted to Guntersville City Schools on a case-by-case basis if there is adequate space. Other factors will also be considered such as attendance, grades, discipline, etc. The student must present a letter of good standing from the previous school. Each enrollee will be considered by a joint committee of counselors and administrators. The enrollment committee will consider if the student is in good standing at the previous school.

Admittance for TIER 2, 3, and 4 students will be decided on or before July 1st by the Enrollment Committee. No students who reside outside of the Guntersville City limits will be enrolled outside the open enrollment window.

Home School Enrollment The Guntersville City Board of Education will allow students who have been enrolled in a homeschool program to make an application for enrollment to Guntersville City Schools. Non- Resident students must apply for admission by June 15th. The Guntersville City Board of Education will maintain a screening process to include the approved universal screening tool utilized by each school and a review committee to determine the grade level and/or credits accumulated for the potential student. Students with special circumstances will be considered on an individual basis by the school and board of education administrators.

A student who withdraws from the Guntersville School District to homeschool may not re-enroll until the open enrollment period. (Last day of school year and until June 15).

The Guntersville City Board of Education will allow students who are enrolled in a homeschool program participate in athletics as is permitted by Alabama High School Athletic Association (AHSAA) guidelines. Homeschooled students planning to participate in Guntersville City Schools athletic programs must meet AHSAA guidelines as well as satisfy admission requirements for Guntersville City Schools. Policy Adoption: June 27, 2022

3.1.3 Class Assignment

- a. Class Assignment – Principals will assign students to classes in keeping with school accreditation standards and any procedures or criteria that may be established at the system or school level.

3.1.4 Absences and Excuses – Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency
- Death in immediate family
- Court subpoena
- Religious holidays
- Absences approved by the principal

Documentation supporting an excused absence must be submitted within 3 school days upon which time students will be allowed access to missed work. Notes will not be accepted after the 3rd day. Students will be allowed up to 5 days following their return to school to submit any missed work unless the student has extenuating circumstances and receives approval from their teacher(s).

Students can only use 4 home/parent notes per semester. Submission of a doctor's note is not an automatic excused absence. Excessive unexcused absences will result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation. The Guntersville City Board of Education will consider the following tardies:

§ Tardies are considered excused for the same reasons absences are excused. Each principal may impose disciplinary measures for excessive tardies.

§ A student who has accumulated 7 unexcused absences during their senior year, will not be allowed to walk in grad ceremonies, participate in extracurricular activities. Additionally, a student who has accumulated 7 unexcused absences will not be allowed to 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 AHSAA requirements for participation

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3.1.5 Truancy– Parents or guardians are required to ensure that students under their care, custody or control attend school regularly and on time. Habitual or excessive absences and/or tardies from school will require Board officials to refer the matter to juvenile authorities to include the initiation of truancy proceedings. Additionally, Board officials will report truancy issues to the Department of Motor Vehicles for consideration of a Driver's license suspension petition. Students residing outside of the Guntersville City Schools District with excessive absences or tardies will be subject to dismissal from the district.

STUDENT RIGHTS AND RESPONSIBILITIES

4.1 Expression – Student Publications

Students have the right to express their opinions verbally and symbolically as long as such expression does not infringe upon the rights of others. The use and display of oppressive signs, flags, and symbols by individual students are prohibited. The right of students to freely express themselves in the absence of a finding of substantial disruption has been firmly established by the courts.

Students are entitled to express in writing their personal opinions. Students who edit, publish, or distribute handwritten or printed material, including non-school sponsored newspapers, among their fellow students within the school, must assume responsibility for the content of such publications. Libelous statements and obscenity are prohibited in all publications. The distribution of written material will be limited to designated areas and time.

School officials have the authority to ensure that student expression is responsible and is not disruptive. The principal and student and student publication sponsor are responsible the content of all student publications. The principal has the final authority on all published content.

4.2 Religion

Students have the right to their own religious beliefs. The school must refrain from extending the mantle of public sanction or support to any particular religion.

4.3 Patriotism

GCS encourages patriotism. Students shall have the right to recite the pledge, sing the national anthem, salute a flag, or take part in patriotic ceremonies. If students object to such ceremonies, they shall remain quiet.

4.4 Assigned/Owned Possessions

Students and parents are responsible for all items assigned to them at the school level as well as any personal items which students have in their possession at school.

4.5 Dress Code Guidelines

State educational authorities and recent court decisions have determined that style of dress and hair should not disrupt classes, interfere with learning, prevent instruction, and should comply with state health and safety standards. GCS believes 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. Students will not wear any article of clothing or display any insignia or sign that shows disrespect for any person, creed, race, color, sex, or nationality. Parents/guardians are expected to monitor students' dress. The following is a list of dress guidelines that apply but are not limited to:

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).

- Clothing that displays antisocial, immoral or illegal behavior is not allowed. Any article of clothing, jewelry, or haircut depicting gangs, satanic, occult, violence, sex, drugs, alcohol, mutilation or language that could be considered obscene or vulgar will not be allowed.

- All shorts/skorts, skirts and dresses must be modest in length and should not be a distraction.
- Except for religious purposes, hats and head coverings may not be worn in school buildings.
- Sunglasses, gloves, bandanas, and house slippers may not be worn in school buildings.
- Bib overalls and/or suspenders must be snapped, hooked and/or buttoned and kept on shoulders. Belts must be buckled.
- Pants may not be oversized, too tight, or allowed to sag. Undergarments must not be exposed. Pant legs must be uniform length and may not drag on the floor.
- Revealing tops, spandex, or clinging garments are not permitted.

Any student in violation of the dress code will be required to change. Time missed from classes will be unexcused (students must make up work missed). Disregard for the dress code will lead to disciplinary action, in accordance with the GCS Official Student/Parent Handbook. Parents may inquire at the school site for more information.

The final decision regarding dress will rest with the building principal or his/her designee.

***Elementary principals are urged to use discretion according to student age and size.**

4.6 Weapons

No student may have known possession of a weapon or anything designed, made, 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, dagger, stiletto, any club, baton, blackjack, or metal knuckles.

No student may possess, discharge, and/or use 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; or any similar destructive device.

No student may have any instrument, which may resemble or give the appearance of being a knife, gun, or any lethal or dangerous weapon. The intent of this policy includes the possession of such knives, guns, or any lethal or dangerous weapons or instruments located in automobiles or any other place on school premises and at any school sponsored and/or related trips or activities away from school premises.

4.7 Smoking

Use and/or possession of tobacco products/electronic cigarettes is prohibited on all GCS property.

4.8 Student Records

4.8.1 Family Educational Rights and Privacy Act (FERPA)--- Annual Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Records or information maintained by a school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not student education records available for inspection, review, or challenge by the parent or eligible student.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may be a volunteer or person employed by the school as an administrator, supervisor, instructor, substitute, or support staff member (including health or medical staff, school bus drivers, clinic/health services volunteers, and certain law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, HCS Official Student-Parent Handbook (SS-M1-R1) Page 25 auditor, medical consultant, evaluator, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The school will additionally disclose or forward education records without consent to officials of another school district in which a student seeks or intends to enroll. Education records may also be disclosed in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a student or other persons.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202 4605

Directory Information

GCS may disclose appropriately designated "directory information" without written consent, unless you have advised GCS to the contrary. One purpose of directory information is to allow GCS to include this type of information from a student's education records in certain school publications.

Examples include but are not limited to:

- A playbill, showing your student's role in a drama or school production
- The annual yearbook
- Honor roll or other recognition lists
- School programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. If you do not want GCS to disclose directory information without your prior written consent, you must notify GCS in writing through your school office. GCS has designated the following information as directory information:

- Student's/parents' name
- Telephone listing/address
- Participation in officially recognized activities
- Email address
- Photograph
- Date of birth
- Telephone listing/address
- Awards/honors
- Grade level

4.9 No Student Fighting

This policy is designed to prevent and discourage students from getting into a physical altercation. Fighting is unacceptable for any reason and will not be tolerated. A fight is defined as a physical altercation occurring between two (2) or more students. The physical nature of a fight could include, but is not limited to, hitting, punching, poking, grabbing, pulling, tripping, kicking, and pinching, any student who engages in such action as defined above will be disciplined according to school system procedures and state and local laws. It will be left up to the administrator's discretion as to whether an individual's participation in a fight will be considered self-defense. If the administrator deems the actions as self-defense, then a lesser or no punishment may be issued to that participant.

4.10 Alcohol/Drug Use (Students)

Drug and Alcohol Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function. The Board reserves the right to test any student or school personnel who give reasonable suspicion of being under the influence while on Board property or while attending any Board sponsored or sanctioned event, program, activity or function. Refusal to provide a sample for drug testing is considered to be a positive result and is subject to the Discipline Review Committee.

[Reference: Ala. Code §16-1-24.1, 25-5-330 (1975)]

4.11 Bomb Threats

Any student found to have made a bomb threat or to have falsely reported such a threat related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

Any student who stands by and aids, abets, or assists another person to make a bomb threat or to falsely report such a threat related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

Any student, who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

4.12 Search and Seizure

Searches and general housekeeping inspection (with or without notice) of school property, including lockers, may be conducted by authorized school personnel. Any prohibited material discovered can be used against the student in school disciplinary proceedings.

Principals, including acting or assistant principals, security personnel, and/or principal designee may search or authorize a search of the property of any student, including vehicles, in their respective schools, but only based upon facts supporting reasonable suspicion to believe the student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health, and property, the student shall be invited to be present during the search which shall be witnessed by one other school official.

Items, which may be seized during a search and retained by school officials, are items in violation of school system policy, illegal items, and possessions reasonably determined to be a threat to a person's health and safety or security. Items, which are used to disrupt or interfere with the

educational process, may be temporarily removed from the student's possession.

Possession of any weapon, including knives, box cutters, tear gas, guns, and chemical weapons constitute grounds for expulsion as a Class III offense.

4.13 Physical Restraint and Seclusion for All Students

The GCS Board maintains a policy on the appropriate use of physical restraint for all students in those situations in which a student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions according to GCS board policy. Schools and programs that use physical restraints under the Board's policy must ensure that staff and faculty are trained in the appropriate use of physical restraint. Parental notification will be provided when physical restraint is used to restrain a student within a reasonable time not to exceed one school day from the use of restraint.

4.14 Unannounced Drug Detection Visits

It is the policy of the GCS Board of Education that law enforcement agencies are permitted to make periodic unannounced visits to any facility/building in the system for the purpose of detecting the presence of illegal drugs. Items found to be in violation of school system policy may constitute grounds for expulsion.

4.15 Student Medication

4.15.1. Medication Forms

Prescribed and/or over-the-counter (OTC) medication is administered only upon receipt of a correct, current, completed *School Medication Prescriber/Parent Authorization Form (PPA)*. This form is available in the school.

4.15.2. Delivery of Medication

All prescription medication must be in a current, pharmacy-labeled prescription container. All OTC medications must be in an unopened (sealed), manufacturer-labeled container and identified with the student's name written in permanent ink. The parent/guardian or parent-designated responsible adult (not the student) should deliver to school.

4.15.3. Acceptance of Medication

Both the parent/guardian or authorized adult and the medication assistant or licensed nurse will sign the back of the Medication Administration Daily Record (MAR) to verify amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those authorized for self-administration/self-carry.

4.15.4. Storage of Medication

All medications must be stored in the school office or nurse's office according to ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies.

4.15.5. Emergency Medication

A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the *School Medication Prescriber/Parent Authorization Form (PPA)* and after demonstration of proper administration to the nurse.

4.15.6. Expired Medication

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

4.15.7. End of each School Year

The parent/guardian or authorized adult must pick up all medications on or before the last day of classes or the medications will be destroyed.

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

4.16 Preventative Health Maintenance

Every student enrolled must have a current "Blue Card" (Alabama Certificate of Immunization) or authorized exemption on file at his or her school according to **Alabama Code Section 16-30-4**. Non-compliance may result in a delayed start date for the student.

Checking for head lice is not a routine nursing procedure. Students with live lice will be sent home and should be treated before returning to school the next day and again 7-10 days after initial treatment. It is recommended each family periodically check their child's head for nits and live lice. For more information, please visit the GCS website at <http://www.Guntersvilleboe.com> under Health Services department.

If your child is sick, please keep them home. We are committed to sending sick children home to decrease exposure to the rest of our students and keeping students not exhibiting contagious signs or symptoms in school learning.

Meningococcal vaccine (MCV4) is recommended for all children 11-12 years of age. Please refer to the following information (from <http://www.cdc.gov/meningitis/index.html>) regarding meningitis.

“Meningitis is a disease caused by the inflammation of the protective membranes covering the brain and spinal cord known as the meninges. The inflammation is usually caused by an infection of the fluid surrounding the brain and spinal cord. It may develop in response to a number of causes, usually bacteria or viruses, but meningitis can also be caused by physical injury, cancer or certain drugs.

The severity of illness and the treatment for meningitis differ depending on the cause. Thus, it is important to know the specific cause of meningitis.

Transmission Bacterial Meningitis: Bacterial meningitis is contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., kissing).

Transmission Viral Meningitis: Enteroviruses, the most common cause of viral meningitis, are most often spread from person to person through fecal contamination (which can occur when changing a diaper or using the toilet and not properly washing hands afterwards), but enteroviruses can also be spread via eye, nose, and mouth secretions (such as saliva, nasal mucus, or sputum), or blister fluid.”

Influenza “flu” vaccine is now recommended for all age groups. For more information, please refer to www.adph.org/immunization.

Effective hand washing is the most powerful weapon available to fight the transmission of most infections. Adequate nutrition, rest, and exercise are important in the fight against illness.

Wounds that may spread infection must be covered at all times while at school.

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.

4.17 Student Exclusion Due to Illness

Should a child develop any contagious signs or symptoms such as vomiting, diarrhea, fever (100 or higher), severe headache, severe stomach ache and cramps, severe sore throat, or cold and flu-like symptoms while at school, school personnel will contact the parent/guardian or authorized adult and request require that the child be taken home. If symptoms persist longer than two (2) days, consider taking your child to a physician.

See system wellness guide for positive Covid-19 cases and possible exposure to Covid-19.

In the absence of a medical diagnosis or a physician-signed clearance to return to school, students who are ill should be excluded for 24 hours after the last episode or until illness subsides according to the following guidelines:

Symptom	Recommended Exclusion Period
Fever (100 degrees or higher)	Until 24 hours after the last episode of fever without anti-fever medication
Diarrhea	Until 24 hours after the last episode of diarrhea
Skin rash with fever	Until 5 days after the onset of the rash and 24 hours after the last episode of fever without anti-fever
Skin rash without fever	Until 24 hours after the rash has faded
Vomiting	Until 24 hours after the last episode of vomiting

4.18 Electronic Devices/Cell Phones

The use of technology is a privilege, not a right. If a student is using a personally owned electronic device on school grounds, it is subject to the Technology Use Policy. Software will be used to block access to inappropriate materials, and students must be taught responsible use of technology. While using technology, students and staff must conduct themselves in a responsible, ethical, and polite manner. All users have certain privileges and rights. Users of technology must be aware that Gunterville City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. GCS is not responsible for lost or stolen personally owned electronic devices.

The GCS Board permits restricted and conditional access to and use of its technology resources, as well as personally owned devices, for instructional purposes only and not for personal use. Students may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally owned technology resources, including all electronic devices and storage media on its property. School officials may read, examine, or inspect the contents upon reasonable suspicion that the device contains evidence of a violation of GCS policy and the GCS Code of Student Conduct (**refer to Appendix A**), or other school rules.

CURRICULUM

According to GCS policy, elementary instruction is based upon the Alabama State Courses of Study and includes reading, English, spelling, writing, mathematics, science, social studies, fine arts, and physical education. For specific curriculum information, refer to the [Alabama State Courses of Study website](#).

5.1 Promotion, Placement, and Retention

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 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 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.

5.1.1 Response to Intervention (RTI) and Problem-Solving Team (PST)

Response to Intervention (RTI): RTI is a school based, problem solving approach to meet the needs of at-risk students in regular education classroom settings. Team members discuss issues related to 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 other individuals, as needed (i.e., Special education personnel). This team pools their expertise from many areas to help resolve many school and student issues. Using this collaborative approach, educators are given the opportunity to address concerns and find solutions. Through this team effort, referrals to programs outside the regular classroom can be significantly reduced. Educators can receive immediate support when confronting specific academic, social, and /or behavioral concerns regarding students. For further information, call Paige Raney at 256-582-3159

5.2 State Mandated Assessment Program (2022-2023)

The State Mandated Assessment Program for the school year 2022-2023 will include:

Grade(s)	Assessment
2 – 8	ACAP Summative Math/Reading
4	ACAP Summative Science
K-3	AMPLIFY m Class/DIBELS 8 th Edition
K-5	ACCESS for Limited English Proficient (LEP)

No student takes all the tests listed above nor is all day devoted to testing on the specified number of days.

The Alabama State Department of Education prescribed that a formative assessment be administered in all schools and school districts beginning in the 2012-13 school year. The formative assessment is relevant in assessing students and preparing them for Alabama's College- and Career-Ready Standards in Kindergarten through grade 12. GCS implements rigorous formative assessments which provide a clear roadmap for educators to make instructional decisions that allow for significant impacts on student growth and achievement by providing critical information throughout the learning process. In keeping with Department of Education policy, the superintendent and the Board provide a regime of formative assessment to ensure students are on track to meet grade level and college and career readiness goals. Of note, by way of reference to **Alabama Code Section 16-12-3**, "the superintendent is the chief executive officer of the city board of education charged with the power to see that the board's rules and regulations are carried into effect. The superintendent also has the power to explain the true meaning of the school laws and rules and regulations and to decide all controversies regarding the proper administration of the public schools. The superintendent and GCS Board of Education have all powers they consider necessary or proper to administer and manage the schools. Each individual power or authority need not be specifically prescribed.

There is currently no "Opting Out" option available according to Alabama law and the **Alabama Code Section 920-4-2-.01**. Should a student be absent on the day of testing, the absence will be correctly coded based on the definitions for excused and unexcused absences in accordance with **Alabama Code Sections 16-28-3, 16-28-13, 16-28-16, and 16-28-22**.

Computer-Based Assessments – All electronic devices, except computers being used by students taking computer-based tests, must be turned off before testing begins and remain off until timed testing ends for all students.

Possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. School personnel will collect such devices when students enter the testing room. If a student is observed in possession of or using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

5.3 GCS Mandated Assessment Program (2022-2023)

The GCS Mandated Assessment Program for the school year 2022-2023 may include, but not limited to: iReady, STAR Math, STAR Reading, and Benchmark assessments.

5.4 Internet

Access to the Internet has been made available to GCS students, teachers, and staff. The goal is to promote educational excellence in GCS by facilitating research, resource sharing, innovation, and

communication. The internet is to be used in support of research and education that is consistent with the educational objectives of GCS.

5.5 Make Up Work

- If a student is absent for a school sponsored trip or for an excused reason, the teacher will provide an opportunity for the student to make up missed assignments and/or tests. This opportunity will be provided within a two-week period following the absence of the student. The teacher cannot be expected to re-teach the lesson, but the student will receive a reasonable opportunity to learn missed lessons.
- Teachers are under no obligation to permit students who are absent for unexcused reasons to make up missed assignments; however, when the absence is apparently beyond the control of the pupil, the teacher may choose to provide an opportunity for the student to earn a grade for those days absent. This does not apply to absences due to suspension/expulsions.
- Students are allowed to make up missed assignments or tests for a period of suspension. A time line of two (2) weeks or the end of the nine (9) week grading period, whichever comes first, is allowed for make-up work, unless the end of the nine (9) week period coincides with the absence so closely that a hardship is created for the student.

5.6 Homebound

Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility, for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. Homebound instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions).

Homebound instruction is not intended to supplant school services and is by design temporary. While no specific number of days can be set due to the many complex situations that arise for students, instruction should take place in the school setting to the fullest extent possible. The student's inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychologist. Homebound Services are not a guarantee that the student will progress in the academic program.

5.7 Homework

Homework should be meaningful and reasonable. It should not be a substitute for teaching but should be reinforcement, a practical application, or enrichment of what has been taught.

Consideration should be given to the time involved in completing the assignment. Each school faculty should cooperatively develop a homework policy that follows the guidelines in the Alabama Courses of Study. The policy shall insure that students spend a reasonable amount of time outside the school doing homework. Students who are absent due to COVID-19 should follow the Temporary Remote academic plan and continue coursework virtually through Schools PLP.

5.8 Response to Intervention and Problem-Solving Teams

Response to Intervention (RTI) integrates core classroom instruction, assessment, and interventions within a multi-tiered system to maximize student achievement and reduce behavior problems. Through the implementation of RTI, schools identify and monitor students who are at-risk of failing courses. Schools use problem-solving and data-based decision making to provide research-based interventions to students who need additional assistance in core classes. Problem Solving Teams (PST) monitor student progress frequently and adjust the intensity of the intervention based on student results. These teams make high quality decisions to support all students, especially those at risk of failing to achieve state performance standards.

SPECIAL EDUCATION SERVICES

GCS provides a full range of services and educational support for identified exceptional students ages 3 to 21.

Autism	Hearing Impaired	Specific Learning Disabilities
Deaf-Blindness	Intellectual Disabilities	Speech/Language Impaired
Developmentally Delayed	Multiple Disabilities	Traumatic Brain Injury
Emotional Disturbance	Other Health Impaired	Visually Impaired
Gifted/Talented	Orthopedically Impaired	

All referrals, evaluations, and educational support are provided in accordance with the Individuals with Disabilities Education Act (IDEA), Alabama Act 106, Exceptional Children’s Act, and The Rehabilitation Act of 1973.

Information regarding classes or referral procedures may be obtained from the school principal or from the Special Education Office at 256-582-4180.

6.1 Section 504 Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 states that “no otherwise qualified individual with a disability shall be excluded from the participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

It is the responsibility of GCS to take reasonable steps to identify and evaluate students within the

intent of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 who need accommodations or special services or programs in order that such students may receive a free appropriate education. Additional due process rights may be afforded students who are identified under Section 504. Contact the school principal for information.

The GCS Section 504 Coordinator is located in the E. Dale Edwards Administration Building and may be reached at 582-4180.

6.2 Gifted/Talented

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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. To make a referral, contact the gifted education teacher at your child's school or the Director of Special Education at 256-582-4180.

7 SCHOOL BUSES/TRANSPORTATION

School bus conduct and discipline are parental and student responsibilities. Rules and safety regulations have been established for the benefit of all concerned. It is important that these rules be observed in order to ensure the safety of all student passengers. Parents are requested to ensure that their child(ren) fully understand(s) school bus rules and obey(s) them.

Students should be at their assigned bus stop on time and ready to enter the bus upon arrival. School buses operate on a strict schedule and will not wait for students who are late. When students miss their bus, parents are responsible for providing their child's transportation to school. Questions and/or concerns should be directed to the Transportation Coordinator at 256-582-6155.

7.1 General Eligibility Guidelines for School Bus Transportation

The general eligibility guidelines for school bus transportation are as follows:

- Students who reside within the city limits of Guntersville.
- GCS reserves the right to determine eligibility for school bus transportation.

Questions regarding eligibility for school bus transportation should be directed to Transportation Coordinator at 256-582-6155.

School Bus Rules of Conduct

- Follow all school rules as published in this handbook.
- Do not use profane or obscene language.
- Food and drink are not allowed.
- Do not litter.
- Possession or use of tobacco products/electronic cigarettes is not allowed.
- Do not damage the bus or equipment on the bus.
- You must remain in your seat.
- Keep your head, hands and feet inside of the bus.
- Do not fight, push, or shove.
- Do not tamper with bus equipment.
- Pets are not allowed on the bus.
- Do not bring flammable or other hazardous materials on the bus.
- The bus driver is authorized to assign seats.

7.2 Bus Discipline Procedures

Bus discipline will be handled by the school principal or the principal's designee.

Anytime throughout the school year, if a student is considered a threat to the safety of students and/or the safe operations of the bus, the student may be removed from the bus for the remainder of the school year.

7.4 Change in Transportation

Parents must send written consent to change their child's transportation. In the event a child is to ride a bus; the note should include the address at which the child is to be dropped off.

APPENDICES

APPENDIX A: GCS CODE OF STUDENT CONDUCT

Student Discipline Policy

CODE OF CONDUCT

Student Conduct-Code of Student 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]

Description of Behavior Expected of Students

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; (3) to refrain from discrimination or speech that expresses prejudice against any other student on the basis of a personal characteristic listed in this policy; and (4) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Code of Student Conduct

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 loading..

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.
- 2.24 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 K-5:

First Offense of any Class II Violation:

- Parental contact and in-school disciplinary actions.
- Out of school suspension not to exceed 3 days
- Severity of offense may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses of Class II Violations:

- In-school disciplinary actions or out-of-school suspension not to exceed (5) school days.
- Repeated offenses on more than two occasions may result in disciplinary actions as specified under Subsequent Offenses of Class III Violations.
- Saturday School (Grade 5 only with required parent attendance)

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 K-5:

- Out of school suspension up to 10 school days
- Recommendation to disciplinary committee
- Virtual learning placement by the Disciplinary Review Committee
- Saturday School (Grade 5 only with required parent attendance)
- Students who are “non-resident” are subject to immediate removal from the district to the

district of which they reside.

- Grade 5 only: Placement at the Guntersville Student Support Center (GSSC) by the Disciplinary Review Committee
- Expulsion hearing before the board of education

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 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.



APPENDIX B: Technology Use Policy

Guntersville City Schools Technology Use Policy

Purpose:

The purpose of the Guntersville City Schools (GCS) Technology Use Policy is to facilitate communications and collaboration between members of the Guntersville City Schools community, which includes both staff and students. Technology provides expanded educational opportunities through resource sharing, innovation, and communication.

Child Internet Protection Act/Neighborhood Child Internet Protection Policy:

CIPA:

In accordance with CIPA guidelines, Guntersville City Schools has implemented a “technology protection measure” – generally referred to as an Internet filter – to block access to visual depictions deemed “obscene,” “child pornography,” and/or “harmful to minors.”

NCIPA:

Guntersville City Schools also comply with the NCIPA provisions:

- “The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications” (i.e. instant messaging, social media, etc.)
- “Unauthorized access, including so-called ‘hacking,’ and other unlawful activities by minors online”
- “Measures designed to restrict minors’ access to material harmful to minors”

Applicability:

This policy applies to each member of the Guntersville City School System—whether at educational institutions or elsewhere—and refers to all information sources, whether individually controlled or shared, stand alone, or networked. The Guntersville City Board of Education shall remain the final authority on use of the Internet/Network and issuance of user accounts.

Technology policies will be reviewed annually. Students will be trained on these policies as it relates to CIPA and NCIPA. Parents will be responsible for reviewing policies and signing the agreement thereof.



Privileges and Rights:

The use of technology is a privilege, not a right. If a student is using a personally owned electronic device on school grounds, it is subject to the Technology Use Policy. Software will be used to block access to inappropriate materials, and students must be taught responsible use of technology. While using technology, students and staff must conduct themselves in a responsible, ethical, and polite manner. All users have certain privileges and rights. Users of technology must be aware that Guntersville City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

These rights include:

Privacy—If a user is believed to be in violation of the guidelines, a system administrator may review communications, data files, and any other electronic media to maintain system integrity and to ensure that students/staff are using the system responsibly. Students and staff should not have any reasonable expectations of privacy. Information and data contained on school owned equipment and/or cloud services, even if it is password protected, is subject to review. Guntersville City Schools cannot guarantee the privacy, security, or confidentiality, of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.

Safety—Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

Intellectual Freedom—Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.

Inappropriate Materials or Language—Profane, abusive, or impolite language (cyberbullying, sexting) should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior.

Equal Access—All users will be granted equal access to technology, unless disciplinary measures have been taken. No single user should monopolize the workstations.



Data Security:

All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures. Please refer to the Guntersville Data Governance Policy for further details.

Elementary School Students:

Students in grades K-2 have a limited access individual account. With parental permission, students in grades 2-5 may be granted an individual Internet/Network account. Teachers are obligated to directly supervise student use of technology.

Students will:

- a. Meet with a trained faculty member to review the Technology Use Policy (TUP) each year.
- b. Read and agree to follow the TUP (The student and parents' or guardians' signatures on the application form formalizes the agreement.)
- c. Successfully complete the student Internet safety training annually (including CIPA and NCIPA).
- d. Obtain the trainer's signature on the application form to indicate the student has completed the training program and is familiar with the TUP.

Secondary School Students:

With parental permission, students in grades 6-12 may be granted an individual Internet/Network account.

Students will:

- a. Meet with a trained faculty member to review the Technology Use Policy (TUP) each year.
- b. Read and agree to follow the TUP (The student and parents' or guardians' signatures on the application form formalizes the agreement.)
- c. Successfully complete the student Internet safety training annually (including CIPA and NCIPA).
- d. Obtain the trainer's signature on the application form to indicate the student has completed the training program and is familiar with the TUP.



Faculty and Staff:

A faculty or staff member will be granted an Internet/Network account when he/she reads and agrees to follow the Technology Use Policy. Each GCS employee will be required to have on file a signed copy of the TUP/Copyright Application. The employee will be responsible for the use of the account and for confidentiality of the password.

Training: Training programs will be provided for students and staff.



Guntersville City Schools Copyright Policy

Purpose:

The Guntersville City School Board recognizes and abides by the Federal Copyright Law of 1976. Legal References: P.L. 94 – 553. (U.S. Code, Title 17). In recognizing the importance of the Copyright Law of the United States the GCBOE hereby notifies all employees and students that a willful infringement of the law may result in disciplinary action.

The Guntersville City School System recognizes and abides by the Federal Copyright Law of 1976. Legal references: P.L. 94-553. (U.S. Code, Title 17).

Responsibilities:

- a. Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of “Fair Use” guidelines provided in the Copyright Act; otherwise, the individual responsible for use or reproduction may be liable for infringing the copyright under existing laws.
- b. Services that deny use of any copyrighted material due to End User License Agreement (EULA) may not be used within a “Fair Use” environment.
For example: Netflix specifically denies replaying of any of their content in a public setting. Grant of Limited License.
“Netflix grants you (which, for purposes of this License Agreement, shall include members of your immediate household for whom you will be responsible hereunder and users of the Netflix ready device with which you are accessing the Netflix service and for whom you will be responsible hereunder) a non-exclusive, limited, personal and nontransferable license, subject to and conditioned on your compliance with the restrictions set forth in this License Agreement, to install and use the Software, in object code form only, provided to you by or on behalf of Netflix in connection with your use of the Netflix service.”
- c. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not “borrow” icons, sounds, or graphics from other pages without documented permission. It is the student’s or employee’s responsibility to secure proper usage permission.
- d. Written permission to post student work on the Internet is obtained through the Guntersville City Schools Technology Usage Agreement.
- e. The school board will not provide legal support in such a case where the person has been notified that the potential infringement existed and the individual still has pursued utilizing the materials in such a manner as to result in infringement.



APPENDIX C: Personal Electronic Device/Signature

Purpose:

The purpose of the Guntersville City Schools Personal Electronic Device policy is to facilitate communications and collaboration between members of the Guntersville City Schools community, which includes both staff and students.

Applicability:

This policy applies to any approved Staff or Student electronic device while on Guntersville City Schools' campuses.

Liability:

Students bring personal electronic devices to school at their own risk. The Guntersville City Board of Education, its faculty and staff are not responsible for any damaged, destroyed, lost, missing, or stolen devices. If a student has a personal electronic 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.

Privileges and Rights:

The use of any approved electronic device by any staff and student is a privilege not a right. All Guntersville City School Board policies concerning Internet/Network, Data Governance, and local school procedures apply regardless if the device is registered.

Expectations for Devices:

- Students may only have 1 device registered on the school system's network.
- The device should only be used at appropriate times for appropriate activities.
- No device at any time should be used as a hotspot on school property.
- Student personal devices should ***not*** be shared by students at any time.
- Staff can share personal devices only if it has been configured for school use and complies with Data Governance Policies and Procedures.
- Devices with sound capabilities shouldn't disturb the classroom activities when not in use.
- It is the responsibility of ALL students to report any inappropriate use to the teacher.

Data Security:

All students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.

Guntersville City Schools is not responsible for any data lost on any personal device.

**Network Use:**

- Any approved electronic device can be registered on the GCS network. Signed agreements must be on file in the Media Specialist Office.
- The Guntersville City Schools Technology Use Policy applies to any device on the GCS campus.

Internet Use:

- Any approved electronic device can access the Internet through the devices cellular signal.
- Hotspot service may not be enabled at any time on the device.
- The Guntersville City Schools Technology Use Policy applies to any device on the GCS campus. The TUP also applies to any device using the devices cellular signal.

Penalties:

- Please refer to the local school procedure on Personal Electronic Devices

APPENDIX D: Allergy and Anaphylactic Awareness Policy

The Guntersville City School System recognizes the concern with severe life-threatening allergic reactions, especially with regard to food items. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

Pathophysiology and treatment:

Anaphylaxis can affect almost any part of the body and cause various symptoms. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

Medications used for treatment:

- Epinephrine
- Antihistamines

Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

Creating an Allergen-Safe School Environment:

The Guntersville City School System supports the three levels of prevention through its methods of creating an allergen-safe environment.

Level I - Primary Prevention: Education programs that address food allergies and anaphylaxis through both classroom and individual instruction for staff and students.

Level II- Secondary Prevention: Identification and management of chronic illness.

Level III- Tertiary Prevention: The development of a planned response to anaphylaxis-related emergencies in the school setting.

- Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis.
- Avoidance of exposure to allergens is the key to preventing a reaction.
- The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and parent/guardian work together to develop a management plan for the student.
- Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

Identifying the School Team

Guntersville City Schools will support the Anaphylaxis Preparedness Program by helping to monitor the medication supply for availability and by keeping it in a secure but accessible location. Support will also be provided to ensure that school staff are trained and retrained as deemed necessary. Currently Guntersville City Schools will secure student specific Epi pens and document the location of Epi pens in each student's Individualized Health Plan.

- Lead Nurse - Guntersville City Schools will consult with a physician who will serve as a medical director providing authorization for this program. The Lead Nurse will assist with program oversight and strive to meet practices offered through research on the topic of anaphylaxis, offering his/her guidance for the nursing protocols and prescriptive authority.
- School Nurse – School nurses will be the Anaphylaxis Preparedness Program site coordinator for each campus. Each school nurse will work with the principal to ensure staff are trained and retrained as deemed necessary. The school nurses will also

monitor the safety and security of the medication by checking the expiration date and inspecting the medication to see if any tampering has occurred. The school nurse will respond to emergencies when possible and continue to function in the role as school nurse with other duties.

- Teachers- Teachers will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication and the forms. Teachers will be offered training each year to recognize and respond to anaphylactic emergencies.

- Food Service Personnel- Food service personnel will be provided information each year on the school program, the sign and symptoms of anaphylaxis, the location of the medication, and the forms. The food service personnel will be offered training each year to recognize and respond to anaphylactic emergencies.

- Coaches, Athletic Directors, and After-School Volunteers – These people will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. Coaches will be offered training each year to recognize and respond to anaphylactic emergencies.

- Transportation Personnel- These people will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. Bus drivers will be offered training each year to recognize and respond to anaphylactic emergencies.

Action Steps for Anaphylaxis Management

- Providing necessary precautions and general training for all staff to include how to recognize symptoms of a severe allergic reaction, including anaphylaxis.
- Training by licensed registered professional nurses for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students.
- Creating Individual Health Care Plans (IHP), Emergency Care Plans (ECP), 504 Plans, or Individualized Educational Plans (IEP) as indicated.
- Having standing emergency medical protocols for nursing staff. Gunterville City Schools will follow emergency medical protocols as written in a student specific Parent Prescriber Authorization Form.
- Maintaining stock supplies of life-saving emergency medications, such as premeasured, auto injectable epinephrine (EpiPens) in all health offices for use in first time emergencies if state funding supports the purchase of said medication.
- Following specific legal documents duly executed in accordance with the regulations and laws with medical orders regarding the care of specific students with severe life-threatening conditions.
- Allowing self-directed students as assessed by the school nurse to carry life-saving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate life-saving medication is also maintained in the health office in the event the self-carrying student misplaces his/her medicines.
- Assuring appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

Responsibilities of Personnel

Section 1: School System Superintendent

- Provide leadership and designate school district resources to implement the school district's approach to managing severe allergies.
- Promote, disseminate and communicate anaphylaxis allergy-related policy to all school

staff, families, and the community.

- Ensure that each school has a team that is responsible for allergy management.
- Be familiar with federal and state laws, including regulations, and policies relevant to the obligations of schools to students with severe allergies, and make sure district policies and practices follow these laws.
- Support professional development on anaphylaxis for employees.

Section 2: School Administrators (Principal or Assistant Principals)

- Coordinate planning and implementation of a comprehensive Anaphylaxis Allergy Management and Prevention Plan for the school in conjunction with the school nurse and school improvement team.
- Communicate school district policy for managing severe allergies to all school staff, substitute teachers, classroom volunteers and families.
- Share information about students with severe allergies with all staff members who need to know, provided the exchange of information occurs in accordance with FERPA and any other federal and state laws that protect the confidentiality or privacy of student information.
- Support professional development on anaphylaxis for employees.

Section 3: School Nurse

- Take the lead in planning and implementing the school's Anaphylaxis Allergy Management Prevention Plan.
- Support partnerships among school staff and the parents and doctors (e.g., pediatricians or allergist) of students with severe allergies.
- Make sure that students with severe allergies are identified and share information with other staff who need to know in accordance with FERPA and any other federal and state laws that protect the confidentiality or privacy of student information.
- Develop an Individual/Emergency Care Plan for each student with a severe allergy and share with appropriate staff.
- Have the epinephrine kept in a secure place that trained staff can get to quickly and easily.
- Annually train staff how to administer an epinephrine auto-injector and recognize the signs and symptoms of food allergy reactions and anaphylaxis.
- Make sure that food service staff are aware of what actions must be taken as written in ECP if a food allergy emergency occurs in the cafeteria.
 - Make sure that staff plan for the needs of students with food/latex/insect allergies during class field trip and during other extracurricular activities.
- Work with other school staff and parents to create a safe environment for students with severe allergies.

Section 4: Lead Nurse

- Serve as a Lead Nurse on a consultation basis in the school system, supporting the coordinated approach to managing severe allergies and anaphylaxis.
- Support the use of epinephrine in the schools, and having prescriptive authority.
- Support partnerships among school staff, the parents and doctors (e.g., pediatricians or allergists) of students with severe allergies.
- Guide and support the allergy management practices of school nurses in accordance with the Nurse Practice Act and federal or state legislation.

Section 5: Food Service Staff

- Identify, with the assistance of the school nurse, students with severe allergies in a way

that does not compromise students' privacy or confidentiality rights.

- Make sure to have and understand dietary orders or the doctor's statement and other relevant medical information that is needed to make meal accommodations for students with food allergies.
- Follow policies and procedures to prevent allergic reactions and cross-contact of potential food allergens during food preparation and service.
- Manage food substitutions for students with food allergies.
- Complete annual training to help recognize the following:
 - o Signs and symptoms of allergic reactions and how they are communicated by students.
 - o How to read food labels and identify allergens.
 - o How to use an epinephrine auto-injector (if delegated and trained to do so).
 - o How to deal with emergencies in the school in ways that are consistent with a student's ECP.
 - o When and how to call EMS and parents.
 - o How FERPA, USDA, and other federal and state laws that protect the privacy and confidentiality of student information apply to students with food allergies and food allergy disabilities.
- Understand information provided by the school nurse on emergency care plan for managing students with severe allergies being transported to or from school.
- Understand and complete annual training to help you recognize the following:
 - o Signs and symptoms of severe allergy and how they are communicated by students.
 - o How to respond to a severe allergy emergency while transporting children to and from school.
 - o How to use an epinephrine auto-injector (if delegated and trained to do so).
 - o How to deal with emergencies in a way that is consistent with a student's ECP or transportation emergency protocol.
 - o FERPA, USDA, and other federal and state laws that protect the privacy or confidentiality of student information and other legal rights of students with severe allergies.
 - o Policies that prohibit discrimination and bullying against all students, including those with food/latex/insect allergies.

Section 7: Teachers and Other Unlicensed Personnel

- Receive emergency care plan from school nurse and understand the essential actions needed to be taken to help manage severe allergy reactions under your supervision, including when meals or snacks are served in the classroom, on field trips, or during extracurricular activities.
- Work with parents and the school nurse and other appropriate school personnel to determine if any classroom modifications are needed.
- Share information and responsibilities with substitute teachers and other adults who regularly help in the classroom (para educators, aides, instructional specialists) if permitted by the parents.
- Complete training to help you recognize and understand the following:
 - General strategies for reducing or preventing exposure to food allergens in the classroom, such as cleaning surfaces, using nonfood items for celebrations, and getting rid of nonfood items that contain food allergens (e.g., clay, paste).
 - Policies on bullying and discrimination against all students, including those with food allergies.

Section 6: Transportation Staff

- Signs and symptoms of severe allergies and how they are manifested in and

communicated by students.

- How to read food labels and identify allergens.
- How to use an epinephrine auto-injector (if delegated and trained to do so).
- How to respond to food allergy emergencies in ways that are consistent with a student's ECP, if appropriate; a Section 504 Plan; or IEP, if appropriate.
- When and how to call EMS and parents.

Alabama Legislative Session, Act 2014-405

APPENDIX E: ADMISSION TO SCHOOLS

Enrollment in Guntersville City Schools shall be in accordance with the following requirements:

1. Resident Students

To enter the Guntersville City Schools, one must contact the appropriate elementary, middle, or high school for each child to register. The child must live with the custodial parent(s) or court appointed guardian. Students must be five years old on or before September 1 to enter kindergarten; students six years old on or before December 31 are eligible to enter first grade.

2. Students Transferring from Another School or School System

Students transferring from school systems outside GCS or from private or parochial schools shall not be eligible for enrollment if they are under suspension or expulsion. Upon the clearance of the suspension or expulsion and eligibility for readmission to their former school, the student shall be eligible to enroll in GCS if other requirements of this policy are met.

3. Students Transferring from Another State

Students who move to Guntersville after having attended public schools in another state may be admitted to the grade certified by the school from which they are moving. (GCS respects the state laws of the 50 states in regard to the certified grade level of students entering GCS from out of state schools.)

4. Students Residing Outside the City Limits

GCS follow a board approved procedure for admission of out of district students based on availability of space and a tier selection process with final approval given by district enrollment committee.

5. Immunizations

According to **Alabama Code Sections 16d 3d 3 and 16d 3d 4**, up to date immunizations are required by state law for all students entering GCS.

6. Immigrant, Limited English Proficiency (LEP), Migrant, or Homeless Students

GCS seeks to provide students with immediate access to public education regardless of their immigrant, LEP, migrant, or homeless status as well as their inability to immediately produce required documents. School personnel will provide the proper assistance in obtaining documents. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate immigrant, LEP, migrant, or homeless students.

7. Students Transferring from Another State

Students who move to Guntersville after having attended public schools in another state may be admitted to the grade certified by the school from which they are moving. (GCS respects the state laws of the 50 states in regard to the certified grade level of students entering GCS from out of state schools.)

8. Students Residing Outside the City Limits

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APPENDIX F: Title I School, Parental Involvement Plan, and Highly Qualified Teacher Status

Guntersville and Cherokee Elementary School are Title I Schools. Because we have 40% of our students from low-income families, we are eligible to operate a School-wide Title program. We want to keep parents involved in and knowledgeable of our plans and achievement. A copy of the School Title Plan is available for checkout in the Parent Center and the media center. Throughout the year, notices will be sent giving more information. If at any time you have questions regarding this information, please contact your child's school for assistance.

"The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. This purpose can be accomplished by:

1. Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging state academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
2. Meeting the educational needs of low-achieving children in our nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
3. Closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and non-minority students, and between disadvantaged children and their more advantaged peers;
4. Holding schools, local educational agencies, and states accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
5. Distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
6. Improving and strengthening accountability, teaching, and learning by using state assessment systems designed to ensure that students are meeting challenging state academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;
7. Providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
8. Providing children an enriched and accelerated educational program, including the use of school-wide programs or additional services that increase the amount and quality of instructional time;
9. Promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
10. Significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
11. Coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
12. Affording parents substantial and meaningful opportunities to participate in the education of their children.

Building Teachers' and Parents' Capacity for Strong Parental Involvement

Each elementary school shall strive to build a strong relationship between our school, teachers, and parents. A plan of action to accomplish this goal has been developed.

(1) Guntersville and Cherokee Elementary shall provide training for parents to help them understand such topics as the state's academic content standards and State student academic achievement standards, state and local academic assessments, the requirements of Title I, and how to work with teachers to improve the achievement of their children.

- Orientation is held to inform parents of expectations and information needed to allow for a smooth start to the school year
- Open House will be conducted to inform parents of assessments and ways to help their children be successful
- Parent workshops will be held during the school year to address the above issues
- Teachers will meet with parents individually during the first semester of school to relay pertinent information

(2) Guntersville and Cherokee Elementary will strive to promote the understanding of teachers and the community of the importance of parent involvement.

- Professional Development in the form of workshops and book studies with parents and teachers will be used to promote positive, effective relationships between teachers and parents.
- Guntersville and Cherokee Elementary will also promote the attendance of faculty and parents to workshops promoting communication between school and community.
- Parents will also be invited to attend workshops, which will help them gain an understanding of the curriculum and instructional strategies being implemented in our school.

(3) Guntersville and Cherokee Elementary will coordinate and integrate parental involvement programs and activities with others programs when feasible and appropriate.

- Guntersville and Cherokee Elementary work closely with the Community Education program to promote parent involvement. The Community Education program holds family-oriented activities that involve the whole family participating at school functions
- The PTO also works hand in hand with our school staff to promote parent involvement
- The ELL program also promotes the involvement of our ELL parents

(4) Guntersville and Cherokee Elementary will support its parents by providing a school-based Parent Resource Center.

The above outline is an abbreviated form of our complete Parent Involvement Plan. Please feel free to view the complete plan on our school website or view the plan in our Media Center or Parent Resource Center.

Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important 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 as soon as possible:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. If the state licensing requirements have been waived for the teacher on a temporary basis;
3. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. If your child is receiving Title I services from paraprofessionals and, if so, his / her qualifications.

If you would like to request this information, please contact your child's school.

APPENDIX G: Environmental Protection

Environmental Protection

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 administrative 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 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.