



GULF SHORES

MIDDLE SCHOOL

450 E. 15th AVE
Gulf Shores, Alabama 36542
251-968-8719

School Day: 7:50 - 3:00

STUDENTS HANDBOOK

2023-2024

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450 E 15TH AVE
GULF SHORES, AL 36542
251-968-8719

ADMINISTRATION

Dr. Tim Webb
Principal
twebb@gsboe.org

Brittney Reeves
Assistant Principal
breeves@gsboe.org

Ram Talantis
Assistant Principal
rtalantis@gsboe.org

COMMUNICATION

Website: www.gsboe.org/GSMS
Facebook: www.facebook.com/GulfShoresMS
Instagram: www.instagram.com/GulfShoresMS
Twitter: www.twitter.com/GulfShoresMS

Contact for website: Joey McAleer, jmcaleer@gsboe.org

Contact for social media: Kristin Weaver, kweaver@gsboe.org

GULF SHORES MIDDLE SCHOOL MISSION STATEMENT

At Gulf Shores Middle School, our mission is to foster a limitless learning environment that fuels knowledge acquisition and ignites a deep curiosity about the world around us.



Dear Parents and Students,

Welcome to an exciting new school year! We are thrilled to have each and every one of you as part of our Gulf Shores family. As we embark on this journey together, we want you to know that we are here to support you, nurture your growth, and help you discover your unique place in the world.

At GSMS, we believe that every student is special and has something incredible to offer. Our passion lies in helping each student find their niche, that special place where they feel empowered, inspired, and motivated. We want to create an environment where you can explore your interests, discover new talents, and develop your passions in life.

Academic growth is a vital part of our mission. We are committed to providing you with a stimulating and challenging educational experience that encourages critical thinking, creativity, and problem-solving skills. Our dedicated teachers are here to guide and inspire you on this journey, ensuring that you have the tools and knowledge necessary to succeed academically.

But remember, education is not just about textbooks and tests. It's about the whole person, and we want to support your personal growth too. We believe in fostering a positive and inclusive school culture where everyone feels valued, respected, and supported. Whether you're interested in sports, arts, music, science, or any other pursuit, we encourage you to explore your passions and join our diverse range of clubs, teams, and activities.

As we look ahead to the coming school year, we are excited about the possibilities it holds. We are confident that with your determination and our unwavering support, we will create an incredible year filled with new experiences, friendships, and achievements.

Remember, we are always here for you. Whether you need academic guidance, emotional support, or simply someone to talk to, our doors are open. Don't hesitate to reach out to any of our staff members whenever you need assistance or have a question.

Wishing you a fantastic school year full of growth, exploration, and success!

Sincerely,

Dr. Tim Webb
GSMS Principal

Ms. Brittney Reeves
GSMS Assistant Principal

Mr. Ram Talantis
GSMS Assistant Principal

Dr. Matt Akin
GSCS Superintendent

Dr. Stephanie Harrison
GSCS Assistant Superintendent



DISTRICT CALENDAR

August 2023

Su	M	Tu	W	Th	F	Sa
		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		



GULF SHORES
CITY SCHOOLS

2023-2024 School Calendar

300 East 16th Avenue Gulf Shores, AL 36542

251-968-9873 • 180 Student Days

August 8, 2023 to May 24, 2024

January 2024

Su	M	Tu	W	Th	F	Sa
	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			

September 2023

Su	M	Tu	W	Th	F	Sa
					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

February 2024

Su	M	Tu	W	Th	F	Sa
				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		

October 2023

Su	M	Tu	W	Th	F	Sa
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				

March 2024

Su	M	Tu	W	Th	F	Sa
					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						

November 2023

Su	M	Tu	W	Th	F	Sa
			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		

April 2024

Su	M	Tu	W	Th	F	Sa
	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				

December 2023

Su	M	Tu	W	Th	F	Sa
					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						

May 2024

Su	M	Tu	W	Th	F	Sa
			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	

2023	
August 2-7	PD/Teacher Work Day
August 7	Institute Day
August 8	First Day of School
September 4	Labor Day
October 12	Early Dismissal
October 13	Holiday
October 16	E-Learning Day
November 10	Veteran's Day
November 20-24	Thanksgiving Holiday
December 15	Early Dismissal
December 18-29	Winter Break

2024	
January 1-2	Winter Break
January 3	PD/Teacher Work Day
January 4	Students Return
January 15	MLK Birthday
February 12-13	Mardi Gras Holiday
February 14	E-Learning Day
March 8	Early Dismissal
March 25-29	Spring Break
May 24	Last Day of School/Early Dismissal
May 27	Memorial Day

Color Key	
PD/Teacher Work Day	
Institute Day	
First Day of School/Students Return	
Holiday - No Classes	
Early Dismissal	
E-Learning Day	
Last Day of School/Early Dismissal	

Quarter Dates	
First Quarter	8/8/23 - 10/12/2023
Second Quarter	10/16/2023 - 12/15/2023
Third Quarter	1/4/2024 - 3/8/2024
Fourth Quarter	3/11/2024 - 5/24/2024

Progress Report Dates	9/8/2023, 11/9/2023, 2/9/2024, 4/19/2024
Report Card Dates	10/20/2023, 1/5/2024, 3/15/2024, 5/24/2024



FREE AND APPROPRIATE PUBLIC EDUCATION

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

EQUAL EDUCATIONAL OPPORTUNITIES

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

BEHAVIOR EXPECTATIONS

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

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

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

Hallways - Walk quietly down the right side of the hall. During class changes, move through the halls in a counter-clockwise direction only.



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

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

PARENT RESPONSIBILITY

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

PARENT EXPECTATIONS

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



STUDENT RIGHTS

Students' rights are:

- To be informed of Gulf Shores Middle School's rules and policies.
- Retain privacy of personal possession unless school personnel have a reasonable suspicion to believe the student possesses an item which is prohibited by the law or local board of education policy.
- Expect a conducive learning environment.

STUDENT RESPONSIBILITY

The student's responsibility is to follow the school rules set forth in this handbook and the Gulf Shores City School's Code of Conduct. All students are expected to follow staff member's direction, arrive to school on time, be prepared to learn and participate in class. Most students never have any problem if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed must, therefore, be left to the discretion of school officials. Repeated offenses may result in additional corrective actions. The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment.

POLICIES AND PROCEDURES

ATHLETIC EVENTS

School athletic events serve as an extension of our school community, and it is crucial for all attendees to abide by school rules during these events. Students must adhere to the same behavioral expectations and guidelines that apply within the school premises. Failure to comply with these rules at athletic events may result in disciplinary action from the school, removal from the event, or being prohibited from attending future events. Additionally, students who have received a disciplinary referral during the school year may face the consequence of losing the privilege to attend athletic events. It is important for all students to understand the impact their behavior can have on their participation in these events and to contribute to a positive and respectful atmosphere for everyone involved.

ATTENDANCE POLICY

Parents are required to explain all absences in writing within 3 days of the student's absence. An excused absence permits work to be made up and are as follows:



1. Student Illness
2. Inclement weather (as announced by the Superintendent)
3. Legal Quarantine
4. Death in the immediate family
5. Absence to observe traditional religious holidays, when verified by the student's religious leader or minister.

Students are allowed 4 parent notes for sickness per semester. All other absences will require a doctor's excuse.

BLENDED LEARNING

Parents of students completing courses both on campus and online and responsible for ensuring their child is on campus and present for all on campus classes and monitoring school communication regarding special events and changes in the regular bell schedule.

BREAK

Students are allocated one break per school day, during which it is mandatory for them to report to the designated break area. The break area offers seating and standing options for students to comfortably spend their break. Additionally, students are permitted to engage in recreational activities on the field during this time. Snacks that meet smart snack guidelines are available for purchase from the canteen, allowing students to enjoy a refreshment during their break. For students who need to use the restroom, facilities are conveniently located near the cafeteria. It is important to note that during break, students are strictly prohibited from accessing any areas of the school other than those specifically designated for break time.

BUS CONDUCT

While the Board offers, as needed, a system of student transportation, it also requires parents of students to accept responsibility for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Students must obey all instructions given by the driver and all school and Board policies while riding the bus. Students cannot leave the bus except at their regular stop without written permission from a parent and an administrator. Only at the time that a child boards the bus does he/she become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the end of the school day. When a child does not conduct himself properly on a bus, the bus driver will write a referral or bring him/her to the building principal, who may inform the parents of the misconduct and behavior. The principal or his designee will also discipline students as deemed appropriate. **A child who becomes a serious disciplinary problem on the school bus may have his transportation privileges suspended or terminated.** In such cases, the parents of the child involved will become responsible for transporting their child to and from school.



CAFETERIA

Good manners and cleanliness are required of all. Running to get in the lunch line is not appropriate; students must wait their turn without pushing, breaking line, or passing others. Students will be responsible for purchasing all food items obtained in the cafeteria. After eating, students must pick up plates and other trash and return them to the designated trash containers.

CANVAS

Canvas is our Learning Management System that will be implemented across the campus. Assignments, grades, and communication for parents and students will be housed on this platform. Each student will have a login and parents will be enrolled as an observer with their own unique login.

CELL PHONE (& ALL PERSONAL TECHNOLOGY) POLICY

At Gulf Shores Middle School, we recognize the importance of communication and collaboration in today's world. While we provide devices for students to be productive in the classroom, we also understand the need to establish guidelines to ensure a focused learning environment. To maintain a positive academic atmosphere and reduce unnecessary distractions, the school enforces the following cell phone and personal technology (*including earbuds, headphones, smart watches, etc.*) policy:

1. Cell phones and all personal technology shall be TURNED OFF when entering the school campus.
2. Cell phones and all personal technology shall be kept in a student's backpack and not in clothing pockets.
3. Cell phones and all personal technology are not allowed to be used in classrooms, the library, common areas, or restrooms.
4. Cell phones and all personal technology can be turned back on at the end of the school bell and used to communicate directly with parents or friends assisting in transportation.
5. Cell phones and all personal technology are not allowed to be used during transition times or between classes.
6. If a student needs to make an emergency call during the day, they must come to the office.

If students violate the school's cell phone and personal technology policy, the following consequences may occur:

1. First Offense: The phone or technology device will be confiscated by a staff member. The student can retrieve their phone or device from the office after 3:00 pm. The student must review the device policy with an administrator prior to picking up the device. An office referral will be written for documentation.



2. Second Offense: The student can retrieve their phone or technology device from the office after 3:00 pm, and parent notification will be made by office staff. An office referral will be written for documentation.
3. Third Offense: A parent or guardian must pick up the phone or technology device in the office. The parent will be provided a copy of the policy upon pickup.
4. Fourth Offense: One-day on-campus-school suspension (OCS) for repeated policy infractions. A parent or guardian must meet with an administrator prior to picking up the phone or technology device in the office.
5. Fifth Offense: Two-day on-campus-school suspension (OCS) for repeated policy infractions. A parent or guardian must pick up the phone or technology device in the office.
6. Sixth Offense: Out-of-school suspension for repeated policy infractions. A parent or guardian must pick up the phone or technology device in the office.

Additional Offenses: Each additional infraction will result in an out-of-school suspension. Students may be placed on a remedial discipline plan with a daily check-in/check-out expectation.

Note: Technology offenses are cumulative per student, not per device or type of device. The school is not responsible for lost, stolen, or damaged cell phones and cannot assist in searching for lost devices.

The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension. Please be aware that this policy is subject to review and modification as necessary to reflect changing circumstances and technological advancements.

CHECK-IN AND CHECK-OUT PROCEDURES

Excessive absences from school and/or classes have a direct negative impact on the academic success of our students. In a continued effort to minimize the number of absences students accumulate, late arrivals and early dismissals are strongly discouraged. Every effort should be exercised to keep the student in school for the entire day. Excessive check-ins or outs may result in additional measures being taken.

All check-ins and check-outs will be done through the office. Students will not be admitted to class without an admission slip and must present it the following day to teachers whose classes were missed. Students who check-in late will report to OCS until it is time for class change in an effort not to disrupt learning in the classroom for other students. A parent/guardian or adult



designated for pickup in Powerschool must come to the front office with a photo ID in order to check out a student. Students can have a maximum of 3 check in and 3 check out parent notes per semester to be excused.

Only an excused check-in or check-out slip will permit classwork to be made up. In all other cases, students will receive a zero for missed work. Students will not be penalized for missing class while on a school-sponsored activity and will be allowed to make up work missed and will be counted present in class. Should a student become ill at school, every effort will be made to contact the parent/guardian. A student who becomes ill at school must report to the nurse's office.

COURSE CHANGE PROCEDURE

Due to the complexity of the master schedule and our ongoing efforts to accommodate the best possible educational environment, schedule changes will not be permitted except for academic misplacements.

DANCES

School dances at Gulf Shores Middle School are exclusively for enrolled students and do not allow outside dates or attendees. Parents/guardians are not permitted to attend unless they are on the dance committee and have received prior approval from an administrator. It is essential for students to adhere to all school rules during the dance, including the dress code and respectful behavior towards staff and peers. Students who have received a disciplinary referral during the school year may face the consequence of losing the privilege to attend the dance. Please be aware that these guidelines are subject to change, and the administration reserves the right to enforce additional measures or restrictions as necessary to maintain a safe and enjoyable environment for all attendees.

DROPPING OFF ITEMS

During school hours, parents/guardians may drop off items their child has forgotten in the office. However, it's important to note that students will only be notified about these items during the afternoon announcements. This policy is designed to promote student responsibility and minimize disruptions to class time. We acknowledge that this may present challenges when important items such as homework, lunches, books, and so on are left at home. Nevertheless, please understand that this policy is in place to ensure the well-being of all students and teachers, and to maintain a smooth and uninterrupted school day.

EARLY WARNING

The Alabama Compulsory School Attendance Law (Sec. 16-28-3) requires children between the ages of six and seventeen to enroll and attend school. Alabama Code Section 16-28-12 was



amended to require any parent/guardian who enrolls a student in school will be responsible for the child's attendance and conduct.

Schools will follow the following protocol when absences occur:

1. First Truancy/Unexcused Absence
 - a. Warning: Parent/Guardian will be notified via automated phone call informing them reminding them to bring in an excuse.
2. Second Truancy/Unexcused Absence
 - a. Written Notification – Letter with legal notice of State of Alabama truancy laws and notifying them of future actions if truant.
3. Seventh Truancy/Unexcused Absence
 - a. Early Warning Program at City Court – Certified Letter mailed to parent.
4. Tenth Truancy/Unexcused Absence
 - a. Formal truancy petition filed.

eHALLPASS

To ensure student safety and accountability, it is mandatory for all students to obtain an eHallpass before leaving the classroom for any reason. The eHallpass system can be accessed through Clever on the student's iPad. Each student is allowed to generate one pass per day. If additional passes are required, they must be initiated by the teachers. Teachers have the ability to generate passes for students based on their needs. When a student is reporting to another teacher or staff member, the teacher or staff member will record the student's arrival and departure times. The implementation of eHallpass serves as a crucial safety measure, enabling continuous tracking of student whereabouts. By utilizing this system, we ensure that students can be located at all times, promoting a secure and organized learning environment.

EXAMS

Mid-term and Final examinations will be given to students during the last weeks of the second and fourth quarters. Exams should be taken in each class and will be 5% of the student's semester average. Students must take the exam on the designated day scheduled for each course. Exams will not be given early without prior approval from an administrator.

FEES AND CHECKS

All fees should be paid within the two weeks of receiving a fee statement.

All worthless checks returned to our account are processed by Envision Payment Solutions and must be cleared with their office. The GSMS office is unable to accept payment for any NSF check. If your check is returned, it may be re-presented electronically. Service charges and processing fees of \$30.00, as permitted by state law, will be debited from the same checking



account by paper draft or electronically, at the option of Envision Payment Solutions. Checks will not be cashed in the school office.

GIFTED EDUCATION

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

HONOR/INTEGRITY CODE

It is important to maintain academic honesty and integrity in each class. Academic honesty includes but is not limited to giving or receiving information from other students, copying and pasting from the internet, producing and submitting work that originated by someone or someplace other than himself/herself. Violations are subject to consequence and informing the National Junior Honor Society. Some teachers may require students to sign an Honor Code.

CONSEQUENCES:

- 1st Offense: Parental notification by teacher. Teacher will conference with the student about academic dishonesty. The student will redo the assignment/assessment within 48 hours. The teacher will follow the guidelines in the class syllabus when awarding a grade to the assignment. The student will accept responsibility in a letter of apology to the teacher that must be submitted with the reattempted assignment/assessment. The student will receive a discipline referral for documentation.
- 2nd Offense: Parental notification by teacher. The student will receive a 0% on the assignment/assessment on which they cheated. The student will accept responsibility in a letter of apology to the teacher. The student will receive a discipline referral for documentation.
- 3rd Offense - Teacher will conference with the parent and student about academic dishonesty. The student will receive a 0% on the assignment/assessment on which they cheated. The student will accept responsibility in a letter of apology to the teacher. The student will be removed from any honor societies and/or class office for the remainder of the school year. The student will receive a discipline referral for documentation.
- 4th Offense - Parental notification by administrator. The student will receive a 0% on the assignment/assessment on which they cheated. The student will accept responsibility in a



letter of apology to the teacher. The student will meet with an administrator and sign a behavioral contract, effective for the remainder of the school year, which outlines the next level of consequences should the student violate the Honor Code again. The student will receive a discipline referral and serve a one day OCS for cheating.

- Further consequences for each offense will be determined in a case-by-case manner by the administrator – dependent on the disruption to the academic process and the student's needs and history of academic honesty violations. The goal in every situation is to ensure that the student is learning from his/her mistakes in an effort to maintain an environment that fosters growth and academic integrity.

iPADS

Each student will be provided with an iPad and one charger by the school, which must be brought to school every day. It is important to note that both the iPad and charger are the property of the school and may be collected and retained as necessary. The iPads are intended for educational purposes only and should be used accordingly. Students found using their devices for non-educational purposes will face appropriate consequences for their actions. It is essential that students recognize the educational value of the iPad and use it responsibly to enhance their learning experience while respecting the guidelines set forth by the school. Additionally, it is the responsibility of each student to return both the iPad and charger to the school at the end of the school year or when the student withdraws from the school. Failure to return these items may result in financial obligations. In the event that a student loses or breaks the charger, they will be required to pay a fee to cover the cost of a replacement. We encourage students to handle their iPads and chargers with care, as any damages or losses may incur charges that will need to be settled.

LIBRARY

The library is available for students from 7:20 – 3:00 every day. Students are encouraged to visit the library but are expected to maintain high standards of conduct that result in an atmosphere conducive to study. The library is an attractive area that has been provided for your work and pleasure. Please help maintain the library by keeping your area clean. Food and drinks are not permitted in the library. Place all discarded materials in the trash cans and return any books, magazines, and newspapers to their proper place. If entering the library during class time, the student must have an eHallpass from his/her teacher.

LOST & FOUND

Items not claimed before the Winter Holidays and at the end of the school year will be donated to charity. We strongly encourage students and parents to check the lost and found area for any lost belongings. To facilitate the identification and return of items, it is highly recommended to label all clothing with the student's name. In the unfortunate event that an item is lost, we urge



students to check the lost and found immediately. Additionally, we kindly request parents to remind their children to promptly report any lost items to the designated area.

LUNCH

Child Nutrition and Wellness guidelines require schools to offer well-balanced lunches to students in prekindergarten through twelfth grade. All parents/guardians should fill out the application for free and reduced lunches. If a student qualifies, Gulf Shores Middle School will respond accordingly with the USDA and State Department of Education policies. See the school website for current meal prices.

MAKEUP WORK

Makeup work/tests will be administered to students whose absences were due to reasons coded as “excused” according to policy. Students will have a maximum 3 days upon return to school to complete makeup work. It is the student’s responsibility to see the teacher to discuss arrangements for makeup tests. If a student has an excused absence prior to a test, the student should be given time to get materials missed before taking the test.

MEDICATIONS

The goal of the school regarding administration of medication is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. In regard to both over the counter and prescription medication, students are prohibited from having either on his/her person.

- **Parent’s Responsibility** - The parent/guardian and physician must sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization form granting permission for a child to receive prescription medication at school. The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container (which includes student’s name, prescriber’s name, name of medication, strength, dosage, time interval, route, and date of drug’s discontinuation when applicable). Medications will only be accepted in the original container. Medications received in a zip lock bag or not in the original container will not be given and parents will be contacted to pick up medication. The parent/guardian must provide the school with a new, signed prescriber/ parent authorization form at the beginning of each school year and/or before any prescription medication can be given at school. This consent form authorizes school personnel to assist students with medication. If the medication order is changed during the school year (e.g., change in dosage), an additional prescriber authorization/order is necessary. The parent/guardian or the parent designated responsible adult must deliver all medication to the school nurse or other school personnel as designated by the principal. The parent/guardian shall pick up the student's unused medication (when the medicine is completed, out of date, or at the end of the



school year). The school nurse or designated school personnel will destroy medications not picked up by the parent/guardian in a timely manner. The parent/guardian shall provide nonprescription medication in an original, unopened, sealed container of the drug, identifying the medication and the entire manufacturer's labeling plus the student's name (written legibly on the container). Please provide medication, such as Tylenol, in the smallest container available.

- **Student's Responsibility** - Students must not deliver medications to the school. Students must have a signed order/authorization from a licensed prescriber and signed parent/guardian permission to self-medicate and carry medications on their person (i.e., EpiPen, asthma inhalers, insulin). Students who have met the criteria to self-medicate will be able to identify and select the appropriate medication, know the frequency and purpose of the medication ordered, and follow the school's self-administration procedures (e.g., safety and security precautions, proper labeling). Students will notify their teacher/nurse at the onset of any distress or allergic reaction.
- **Nurse's Responsibility** - Screening programs include vision and hearing screening in grades kindergarten and second and scoliosis screening is provided in grades 5-9 (ages 11-14), as mandated by state law. Various health education programs are provided annually. Special emphasis is given to "hand washing" and "cough and sneeze etiquette" programs. Individualized Health Care Plans and/or Emergency Action Health Care Plans are developed for all students with chronic health care conditions. In order for a student to receive prescription medication at school, the parent/guardian and physician must sign the ALSDE School Medication Parent/Prescriber Authorization form granting permission to the School Nurse to administer the medication. The delegating registered school nurse must evaluate and approve all over-the-counter medicines and parent instructions. The parent or guardian shall deliver all medication to the school nurse in the original container with clear, current instructions. Should you have questions or concerns regarding this information, please contact our school nurse. The school nurse will provide treatment of minor injuries. If your child has or develops a temperature of 100 F or higher, or complains of vomiting and/or diarrhea, you will be contacted to pick up your child from school. Please evaluate your child's complaints before sending him/her to school. Children need to stay at home when they are sick.

OCS (ON CAMPUS SUSPENSION)

The Gulf Shores Board of Education shall maintain an on-campus suspension program as necessary to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

OCS PROCEDURES:

1. The student will be given class-related assignments by regular classroom teachers and expected to complete the assignments.



2. An assigned period of days will be given to the student. The student will not be counted absent from class while in OCS. The student will be able to make up any work missed in his regular classes.
3. OCS can be extended if assignments are not completed. Makeup work missed during the extension of OCS is not allowed.
4. Lunch will be scheduled at times when OCS students will be unable to associate with other students.
5. While in OCS, a student will be allowed to participate in any extracurricular activities.
6. Students assigned to OCS will not be allowed to attend any assemblies, pep rallies, or other special programs that are held on the school campus during the school day except with administrative permission.
7. Teachers may send tests for the student to take during OCS or allow the student to make up tests upon return to class at the end of OCS.

OCS RULES:

- The student must report to OCS with all materials.
- If a student is absent, sick, or checks out, OCS time will be made up.
- OCS students may not talk, must stay in their seats, and be occupied at all times. If a student finishes all assignments, the OCS instructor has permission to assign additional work.
- Students will not be allowed to leave the room to attend class or for any other reason unless authorized by an administrator.
- Any student written up by the OCS instructor for being disruptive or displaying inappropriate behavior will be disciplined as determined by the administration.
- Students may not have their phones while in OCS.

PARENT TEACHER CONFERENCES

Parents are invited and encouraged to visit the school; however, visits during the school day must be cleared with an administrator prior to arrival. Parent-teacher conferences are very important in improving the learning atmosphere. Conferences with teachers must be scheduled before or after school or during the teacher's planning period. Parents are reminded that teachers cannot be called from class on the spur of the moment to discuss a student's status. Conferences are to be scheduled with the individual teacher via email or phone call.

POWERSCHOOL / PARENT PORTAL

Parents and students should utilize *PowerSchool* to view student's grades, attendance, discipline, schedule, and demographics.



REPORT CARDS

Report cards will be sent home with the student at the end of first, second, and third quarter. Report cards will be mailed home at the end of fourth quarter.

SICK DAY

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others in the school settings. The decision to send your child home should he/she become sick at school will be made on an individual basis based on the school nurse's professional judgment. Recommended exclusion varies by the disease or infectious agent. Reference the Alabama Department of Public Health Centers for Disease Control and Prevention for a list of symptoms that mean your child must be excluded from the school setting until symptoms improve; or a health care provider has determined that the child can return to the educational setting.

SPECIAL EDUCATION

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

TARDIES

Students are expected to arrive at their respective schools no later than the beginning of the school day and must be punctual for all classes throughout the day. The official start time for classes is promptly at 7:50. Teachers will take attendance and adhere to the code of conduct accordingly. Students who do not arrive to class before 7:50 are required to check in at the front office and will be marked as a late check-in. Tardiness during the school day will be documented in Powerschool, with students receiving a tardy designation for each occurrence. Students accumulating excessive tardies will be subject to an office referral and administrative discipline. It is important to note that tardies are tracked on an individual student basis, rather than by individual classes.

TRANSPORTATION

To ensure a safe and organized dismissal process, students who will be car riders must be dropped off and picked up exclusively in the designated car rider loop at the front of the school. It is not permitted for students to walk to be picked up on the sidewalk or anywhere else on the school grounds. For students who are bus riders, they will be dropped off in the mornings and picked up in the afternoon at the designated bus loop located behind the school. It is important to note that students are not allowed to ride home with other students on the bus under any



circumstances, and no passes are given for this purpose. Students who walk or ride a bike to and from school will be dismissed at the same time as all other students. Bike-riding students may secure their bicycles to the provided bike rack located outside the school but are not allowed to bring their bikes inside the building. These procedures are implemented to prioritize student safety and maintain an orderly dismissal process.

Establishing a consistent dismissal routine is crucial for ensuring the safety and punctuality of students. Last-minute changes can lead to confusion and potential risks. We encourage parents to establish a reliable routine with their children, where they know the specific way they will go home each day. This helps minimize confusion and promotes a safer and more efficient dismissal process. However, if there is a need to change the usual afternoon pick-up arrangements, we kindly request parents to inform their child's teacher in advance through a note or email. It is important to note that calling the office should be reserved for true emergencies only, as relaying messages to teachers and students can be challenging or even impossible. For safety reasons, the office and teachers cannot rely solely on a student's word regarding changes in plans. Unless the front office is officially notified, students will be directed to follow the regular dismissal procedure. By adhering to these guidelines, we can ensure a smooth and secure dismissal experience for all students.

VISITORS

Visitors must obtain permission from an administrator to be in the building or on school property and should follow these procedures:

- Sign in with the main office giving name, time, and destination.
- Wear a visitor's badge at all times on the campus.
- Upon completion of the visit, return the badge to the office and sign out.

Student Visitors - Students from other schools will not be permitted to visit. Gulf Shores Middle School students may not visit other schools during school hours except for school-sponsored events. Pupils who are in violation of this are subject to disciplinary action and may be considered trespassing.

Unauthorized Visitors - Unauthorized persons on school property are trespassers and shall be subject to legal prosecution. This includes students who are on suspensions or have been expelled.



ACAP

**Alabama State Department of Education Digital Device Policy for the Alabama
Comprehensive Assessment Program (ACAP) Testing**

Each local education agency (LEA) shall have in place a School Test Security Plan for each school that includes a digital device collection plan for both school personnel and students who will participate in the ACAP. This collection shall take place prior to entering the testing room for both school personnel and students.

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the Digital Device Exception Request form.

LEAs shall make all school personnel and students participating in the ACAP, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

STUDENT POLICY: Students shall not possess any digital device within the testing room when participating in ACAP testing. **The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test.** The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in **possession** of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.**



ATHLETICS & CLUBS

At GSMS, we offer a wide range of clubs, organizations, and sports teams to provide our students with diverse opportunities for engagement. In addition to our sports offerings, which include Cross Country, Volleyball, Basketball, Football, Track, Soccer, HS Wrestling, HS Golf, HS Softball, HS Baseball, HS Tennis, and HS Swimming, we have various clubs such as Builder's Club, FCA, Scholars Bowl, SGA, Peer Helpers, Newspaper, Yearbook, and Christian Club. Please note that additional clubs may be established throughout the school year.

For extracurricular activities, we have the HS Marching Band, Greenpower racing team, and HS fishing club. It is important for students to maintain certain GPAs and meet behavior requirements in order to continue participating in clubs, sports, and extracurricular activities. The specific requirements will be provided by the respective sponsors or coaches.

Please visit our school website for a comprehensive list of sports and clubs, as well as contact information for the sponsors and coaches. It is important to note that participation in sports is limited to students in grades 7 and 8. We encourage our students to explore these opportunities and get involved in the vibrant extracurricular life at GSMS.



DRESS CODE

GSCS Expected Dress for All Students

Gulf Shores City Schools in collaboration with the Gulf Shores parents, students, and employees have created the following dress code for Gulf Shores Elementary, Gulf Shores Middle, and Gulf Shores High Schools. The process was thoughtful, intentional, and focused on ensuring an updated dress code.

Gulf Shores City Schools recognize the importance of student appearance, including the need to partner with parents/guardians in maintaining a positive learning environment that is free of distraction due to clothing and/or accessories. Students are expected to dress with respect toward self, family, school, and community using reasonable standards of cleanliness and decency throughout various situations. All students must follow the dress code while attending school, riding buses to and from school, and participating in school functions, unless otherwise indicated by the principal. Final dress code interpretation is at the discretion of the administration.

GSCS requires that students follow the following clothing and/or accessories guidelines:

Tops:

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

Pants:

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

Shorts:

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

Dresses & Skirts:

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

Shoes:

- Must be worn at all times and fastened properly.
- No bedroom slippers.
- Classes may require certain shoes. Example: P.E., Chemistry.
- **Elementary Students:** Tennis shoes or totally enclosed shoes are required for the school day.

Accessories:

- Hats, caps, sweatbands or other head covering will not be worn in the school building (religious and themed dress-up day are exceptions). Headbands are allowed but not as head covering.

Students may have specific attire required for certain field trips, classes or labs. Students are expected to adhere to these requirements as directed by the teacher.

Progressive Disciplinary Action for Dress Code Violations:

- 1st Offense -Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, the student spends the day in OCS. Parents must be notified that dress code policy has been violated.
- 2nd - 3rd Offenses - Break detention and the student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options are available, the student spends the day in OCS. Parents must be notified of break detention placement.



- 4th Offense - Meeting with a counselor to discuss violations, appropriate clothing, and needs. Students change clothes using available clothes at school or call parents/guardians to bring a change of clothes. Parents must be notified of meeting with the counselor and invited to attend the meeting.
- 5th Offense - 1 Day OCS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parents must be notified of OCS placement.
- 6th Offense - 2 Days OCS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parents must be notified of OCS placement.
- 7th+ Offenses - 1 Day suspension. Parents must be notified of suspension.

STUDENT DISCIPLINE

When students fail to adhere to the district guidelines for behavior, appropriate consequences will be imposed, commensurate with the nature of the infraction. In the event of a classroom infraction or disobedience, the teacher will initially reach out to the parent/guardian to address the issue. However, for subsequent infractions, a discipline referral will be completed by the teacher, and the matter will be handled by school administrators. The majority of students never encounter any issues when they consistently make the right choices. However, there are inevitably a few individuals who commit acts that cannot be overlooked. It is impractical to compile an exhaustive list of every possible action that disrupts the orderly educational process, which is vital for effective learning. Therefore, the disposition of unlisted incidents is left to the discretion of school officials. Repeated offenses may result in additional corrective measures, and the administration reserves the right to adjust consequences when deemed necessary. Our ultimate goal is to ensure a safe and fair learning environment for all students, and we strive to achieve this through a collaborative approach involving parents/guardians and in the best interest of all students.

In cases where previous consequences have not proven effective or the behavior warrants it, an Alternative School is available on the GSHS campus. Students placed in alternative placement will continue to receive a quality education. A meeting with parents and completion of intake forms will be conducted upon the recommendation for alternative placement.

TECHNOLOGY USE AND GUIDELINES

The use of personal communication devices by students is prohibited during the school day and while on campus. Personal communication devices include but are not limited to cell phones, email devices, smart tablets, earbuds, AirPods, and other electronic communication devices. Gulf



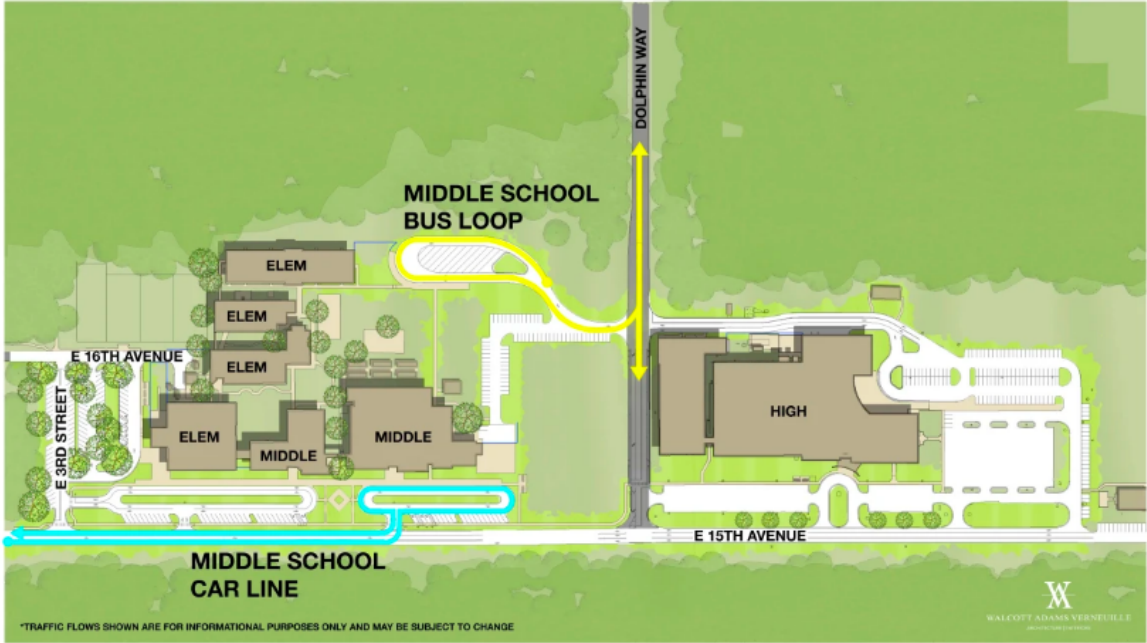
Shores Middle School and the Board assume no responsibility for the theft, loss, or damage to any device. Authorized personnel may approve usage during medical emergencies, natural disasters, or before/after school hours. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Students are not permitted to have personal devices connected to the school's internet.

The possession of a digital device (including but not limited to cell phones, tablets, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, 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. Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.



TRAFFIC FLOW



Middle School Traffic Flow

