

Gulf Shores Elementary School

Educate-Inspire-Empower



2024-2025 Parent/Student Handbook

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Principal

Dr. Alicia Early

Assistant Principals

Courtney Creel

Rebecca Grogan

Instructional Support

Molly Sparkman

Dear Parents and Students,

I am so excited to be starting this year with each of you at Gulf Shores Elementary School! Whether you are new to our school or have been here for years, we are looking forward to an amazing year of building community and learning from each other, so we can be better than our best. Within this document, you will find information regarding school procedures and behavioral expectations. Although this document may not contain all pertinent information, it should help guide and answer questions you may have.

Our goal as educators is to develop the whole child. In doing this, we understand that we have a duty to ensure students receive the best education possible, understand what is expected of them, and that our school and classrooms foster community and leadership so that we can fully engage our students and have them take ownership of their learning. We want students to want to be at school, see the value they bring to the school, and to make the most of their time while they are with us so that they can become productive members of the community one day. Our staff consists of amazing individuals, who are committed to our students. I have no doubt that with our dedicated staff and your support, this will be a stellar year for our students as they persevere, progress, and grow into their best self.

We know that an integral part of a child's success at school, is the partnership between the parent and school. Your participation in your child's education is essential to him/her meeting their full potential. Some ways to be involved and included are having open communication with your child's teacher and making sure your child knows that you are supportive of what is being done in the classroom with academics and behavior, making sure your child is rested and ready to learn each day, and when possible, attend school events.

It is our responsibility to keep a safe, positive, and encouraging environment for all students and staff at Gulf Shores Elementary. When you come to the school, you will notice that the outside doors will be locked. In order to gain access, you will need to show a picture id, identify yourself and who your child is, and let the front office know what the purpose of your visit is. All visitors must sign in and receive a sticker, which must be worn at all times while on campus. If you do not get a sticker and are seen walking the halls by a staff member, you will be escorted back to the front office.

If you have questions or concerns that are not found in the handbook during the school year, feel free to contact your child's teacher for guidance. We know that with open communication and a clear direction, your child will have a successful year.

Dr. Alicia Early
Principal



FREE AND APPROPRIATE PUBLIC EDUCATION

The Gulf Shores City Schools Board of Education guarantees the right to a free appropriate education for all school age persons regardless of handicap. The school system will arrange and provide for free evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services. Parents may contact the Office of Special Services Coordinator, Gulf Shores City Schools Board of Education, (251) 968-9873, for further information and/or to refer their child for an evaluation.

TITLE 1 PROGRAM

Title I is a federal program designed to help students in our nation's schools. In accordance with *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

RIGHT-TO-KNOW

In accordance with the Title I program and *Every Student Succeed Act (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child's level of achievement on any state academic assessments.

MISSION STATEMENT

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

STRATEGIC PLAN

At Gulf Shores Elementary School, we will:

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

GSES PTSO

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

- **President:** Lindsey Palamara
- **Vice President:** Georgia Kelley
- **Treasurer:** Leah Meador and Kaitlyn Eberly
- **Secretary:** Alison Ferrell
- **Volunteer Coordinator:** Robin Riddell Jones
- **Community Liaison:** Natasha Bautista
- **Parliamentarian:** Kathy Malca
- **Social Media Representatives:** Amanda Dickey and Michelle Harrod
- **Members at Large:** Meredith Harris, Crystal Merron, Lauren Bodenhamer, Lauren Baas, Hannah Barnett, Amanda Hancock

EQUAL EDUCATIONAL OPPORTUNITIES

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

PARENT RESPONSIBILITIES

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

Expectations:

- Parents must always check in with the front office. Parents are not to visit classrooms without consent from administration.
- When on campus, at school-sponsored functions, or on school field trips, parents must follow all school rules.
- Parents will dress in a manner that reflects school pride.
- Gulf Shores Elementary School is a smoke-free campus. Smoking is not permitted in any school building, on school grounds, or on school field trips. E-Cigarettes are not allowed on campus.
- Students should arrive at school on time.
- Review daily lessons/assignments with students.

PROCEDURES FOR APPOINTMENTS

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

ENROLLMENT REQUIREMENTS

Students entering Pre-kindergarten must be four (4) years old on or before September 1st. Students entering kindergarten must be five (5) years old on or before September 1st. Boys and girls entering grade one must be six (6) years of age on or before December 31. This extends the timeframe from the current date of on or before September 1 for first grade only.

Students enrolling in Gulf Shores Elementary School for the first time must present the following documents:

- A certified birth certificate
- A current immunization form. Only students presenting a Certificate of Medical Exemption, or a Certificate of Religious Exemption are excused from this requirement.
- Three (3) proofs of residency. One having to do with the mortgage or lease. The other two need to be current utilities. Or one utility bill and something from the government or a pay stub is acceptable.

The following items are also required:

- A recent report card or withdrawal form from last school attended
- A copy of guardianship papers, if applicable.

WITHDRAWAL PROCEDURES

Advanced notice should be given to the school before students are withdrawn. Textbooks, library books, lunch payments, etc., must be cleared before students transfer to another school.

STUDENT RECORDS

Gulf Shores City Schools shall adhere to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records.

ATTENDANCE PROCEDURES

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

ABSENCES

Students may not exceed (9) unexcused absences per year. If a student misses more than half of the school day, a full absence will be accumulated. A student and the student's parent or guardian shall be given written notice when a student's unexcused absences exceed four (4) days. The student could be retained if unexcused absences exceed nine (9) unexcused days per year. State law stipulates that absences are to be classified into two categories - excused and unexcused. Parents are allowed to excuse 9 absences through a simple note from home. On the first day following an absence from school, the student must bring a written note from the parent or guardian or a physician note explaining the reason for the absence. Our computer system automatically records an absence as unexcused. The parent or physician note allows the registrar to change the absence to be excused. There is no maximum allowed number of physicians excuses for absences. Parents have three days to email, fax, or send a statement with an explanation of the reason for the absence and the date of the absence.

Absences may be **excused** for the following permissible reasons:

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

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

TRUANCY

TRUANCY VIOLATIONS

- **First To Fourth Unexcused Absence:**
- **Fifth Unexcused Absence:**
- **Seventh Unexcused Absence:**
- **Eighth Unexcused Absence:**
- **Tenth Unexcused Absence:**

RELATED SANCTIONS

- Warning: parent notified of truancy by letter from the school.
- District-level certified letter
- Early warning program at city court-certified letter mailed to parent (school admin will attend)
- May result in home visit by district personnel
- Formal truancy petition filed

***Optional intervention steps such as meetings with or visits by GSES administration may occur intermittently along this timeline.**

TARDY

It is essential for the orderly start of the school day that each student is on time. School begins promptly at 7:50 a.m. Students are expected to be in their classrooms at that time. Students who ride the bus will be on time for school each day. School day ends at 2:50 p.m. and buses pull out by 3:05 p.m.

CHECK-INS/CHECK-OUTS

Students who are not in class at 7:50 a.m. are considered tardy and must enter the building through the front office entrance. A parent/guardian must accompany tardy students to the school office to check in if arriving after 7:50 a.m.

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

MAKE-UP WORK

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

SCHOOL NURSE

Screening programs include vision and hearing screening in grades kindergarten and second and scoliosis screening is provided in grades 5-9 (ages 11-14), as mandated by state law. Various health education programs are provided annually. Special emphasis is given to "hand washing" and "cough and sneeze etiquette" programs. Individualized Health Care Plans and/or Emergency Action Health Care Plans are developed for all students with chronic health care conditions. In order for a student to receive prescription medication at school, the parent/guardian and physician must sign the ALSDE School Medication Parent/Prescriber Authorization

form granting permission to the School Nurse to administer the medication. The delegating registered school nurse must evaluate and approve all over-the-counter medicines and parent instructions. The parent or guardian shall deliver all medication to the school nurse in the original container with clear, current instructions. Should you have questions or concerns regarding this information, please contact our school nurse, Patty Sansom, at 251-968-7375. The school nurse will provide treatment of minor injuries. She will be sending out more information to parents periodically throughout the school year.

SICK DAY EXCLUSIONS

As a parent, there are times when you are unsure whether your child should attend school and when to seek medical care. All students will be evaluated on a case-by-case basis by the school nurse. The decision to send your child home will be made on an individual basis based on the school nurse's professional judgement. The goal is to keep your child safe and healthy.

ADDRESS/TELEPHONE CHANGES

Changes in your home address or phone number should be reported to the GSES school office (251-968-7375). Any cell phone number change, email address change, or change in your place of employment or employment phone number should also be reported to the school office so that we will be able to reach you in the event of an emergency. Also update contact information or numbers. At Gulf Shores Elementary School, we cannot release a child to any person who is not on the child's contact information in PowerSchool. Also, all persons who will be picking up a child will be required to show his or her Driver's License or ID before entering the building and/or picking up the child. This is essential also in the event of an early dismissal from school.

CANCELLATION - EARLY DISMISSAL - LATE OPENINGS

School may be cancelled or dismissed early due to weather or other emergency conditions. Students and parents are expected to plan for this possibility and discuss what to do and where to go in this type of situation. The decision to cancel school, open late, or dismiss early will be determined by the school superintendent. We will take whatever measures are necessary to maintain everyone's safety. In that effort, we request that parents help us keep the school lines free by monitoring other sources of information about closings, so that we can make and receive contact from our Board of Education, civil service agencies, etc. A rapid communication system and/or parent email will be activated by the principal or superintendent to notify parents. Please listen and watch for announcements regarding Gulf Shores City Schools. Parents are also encouraged to monitor media outlets such as television and radio stations for announcements. The Gulf Shores City Schools website is frequently updated with important changes. When parents arrive after the superintendent has closed school, normal dismissal rules apply. As always, if the superintendent has not dismissed school, regular checkout procedures apply. See check in/check out procedures. It is very important that you keep us updated of any changes in the contact information and phone numbers so that you will be contacted in the event of a change. If school is dismissed early, travel conditions may deteriorate to the point where it is not safe for students to walk home or make it difficult for parents to come get their child from school. If the situation is judged to be too dangerous, students will be held at school. Staff members will remain at school to ensure the safety of the children. If there is any doubt about safety, we will err on the side of caution and hold the students at school. If administration decides the situation is safe enough, everyday walkers may be released on a case-by-case basis with administrative approval.

CHANGE OF AFTERNOON PLANS

Routines are essential for a safe and timely dismissal. Last minute changes can cause confusion. Establish a consistent dismissal routine with your children. When students know that they always go home a specific way, they are less likely to get confused and more likely to get home safely and on time. If arrangements for your normal afternoon pick-up change, please notify your child's teacher by note or email prior to the day of the change. PLEASE DO NOT CALL THE OFFICE WITH CHANGE OF AFTERNOON PLANS, UNLESS IT IS A TRUE EMERGENCY! These messages are difficult (at times impossible) to get to teachers and students. For safety reasons, the office or the teachers cannot take the word of a student that plans have changed. Unless the front office is officially notified, students will be directed to follow regular procedure. Bus notes: Due to limited room on our buses, students may not ride home with a classmate on the bus (if it is not the same bus he or she usually rides). If there is a family emergency or hardship and your child needs to change transportation plans, please contact Dr. Alicia Early, Principal, Mrs. Courtney Creel, Assistant Principal, or Mrs. Rebecca Grogan, Assistant Principal, for prior approval.

COMMUNICATION

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

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

Coastal Connection, our parent bulletin, is one of the most important communications sent home by Gulf Shores Elementary School. Please read this bulletin carefully. It contains announcements of meetings, dates of important events, change of dismissal times, and announcements concerning the school. As a general rule, bulletins are sent home once per month. *Coastal Connection* will also be posted on our school website and Facebook page.

DRESS CODE

Gulf Shores City Schools in collaboration with the Gulf Shores parents, students, and employees have created the following dress code. Students are expected to dress with respect toward self, family, school, and community using reasonable standards of cleanliness and decency throughout various situations. All students must follow the dress code while attending school, riding buses to and from school, and participating in school functions, unless otherwise indicated by the principal. Final dress code interpretation is at the discretion of the administration.

GSES DRESS CODE

Tops:

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

Pants:

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

Shorts:

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

Dresses & Skirts:

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

Shoes:

- Must be always worn and fastened properly.
- No bedroom slippers.
- Closed toe shoes should be worn for safety.

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 or classes. Students are expected to adhere to these requirements as directed by the teacher.

DRESS CODE VIOLATIONS

DRESS CODE VIOLATIONS

- **First Offense:**
- **Second-Third Offense:**
- **Fourth Offense:**
- **Fifth Offense:**
- **Sixth Offense:**
- **Seventh Offense:**

RELATED SANCTION

- Warning. Change clothes. If not possible assigned to OCS for day. Parent notified.
- Break detention. Change clothes. If not possible, assigned OCS for day. Parent notified.
- Meet w/counselor. Change clothes. Parent notified of meeting. Invited to attend.
- 1 day OCS. Change clothes. Parent notified.
- 2 days OCS. Change clothes. Parent notified.
- 1 day OSS. Parent notified.

GSES CELL PHONE POLICY

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

CELL PHONE POLICY VIOLATIONS

VIOLATIONS

- **First Offense:**
- **Second Offense:**
- **Third Offense:**
- **Fourth Offense:**

RELATED SANCTIONS

- teacher will take cell phone & take to office with referral slip. parent or guardian will be called to pick up phone that day. student receives warning.
- same procedure. phone kept for 5 days before parent or guardian may pick it up. student assigned 1 day OCS.
- same procedure. parents pick up phone. student cell phone privileges revoked for the school year. student assigned 2 days OCS.
- same procedure. parents pick up phone. student assigned 3 days OSS; cell phone privileges revoked for school year.

This is a progressive discipline policy.

ELECTRONIC DEVICE POLICY

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

Electronic devices shall be subject to search in accordance with applicable state and federal law. Electronic devices will be receipted and surrendered to law enforcement personnel upon request of law enforcement.

STUDENT DIGITAL DEVICE POLICY (STATE TESTING)

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.

FORGOTTEN ITEMS

During school hours, student items may be dropped off in the office; however, the student will not be notified until there is a break in instructional time. This encourages student responsibility and diminished disrupted class time. While we do understand this presents certain issues when homework, lunches, books, etc. are left at home. Please understand this policy is in place for the benefit of all students and teachers as we keep our school day running smoothly.

HOMEWORK

Homework is an important part of your child's education. Assignments can be located in the communication folder, planner, and *Canvas*. Commitment to homework practice oftentimes can make the difference in whether a student is academically successful or not. To encourage responsibility, students are expected to take the communicator and/or planner home each afternoon. Classrooms will not be unlocked for students after school to retrieve homework assignments.

The following procedures have been established for students to continue to build their reading and mathematical skills while at home.

- Students should read: Grades K-1: 15 minutes per day; Grades 2-3: 20 minutes per day; Grades 4-5: 30 minutes per day.
- Students should practice math facts daily.
- At times, it may be necessary for parts of or complete projects to be done at home versus school.

LOST AND FOUND ITEMS

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

PHYSICAL EDUCATION

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

REPORT CARDS

Report cards are sent home every nine weeks. Our report card is designed to present, as nearly as possible, an accurate picture of how your child is progressing. Report cards are sent home with the student for first, second, and third quarter. Fourth quarter report cards will be sent home with students on the last day of school. Anyone not present that day will have to have their report card picked up in the front office.

SPIRIT NIGHT AND SPECIAL SNACKS

Family Spirit nights are held during the school year, and Gulf Shores Elementary receives proceeds from these events. Pizza snack is a special snack sold monthly. Students must turn their money in the day before. Cost is \$2.00 a slice. Parents may pay online for pizza for the entire school year. Students will receive their pizza in the afternoon on the pizza snack day. No refunds are given for absent students. Birthday ice cream can also be purchased for \$28.00 to celebrate birthdays at school. These events are optional. We appreciate your support.

FIELD TRIPS

Students participating in school-sponsored field trips must return written permission forms from parent or guardian along with the designated fee by the deadline indicated. Siblings, or other relatives, are not allowed to accompany parents who act as chaperones on field trips. All students and chaperones will travel to and from the field trip location via a school or commercial bus unless prior approval is granted by administration. **Guidelines for chaperones may be found below.** Please note that excessive discipline issues may keep a child from attending a field trip.

CHAPERONE GUIDELINES

The following statements are rules regarding chaperones on field trips. Our emphasis is on the safety and well-being of each student. Anyone who does not follow these rules may not be allowed to go on future trips with their children.

- Chaperones are to adhere to Gulf Shores City Schools' policy for drug free, smoke free, and weapon free campuses. A field trip is an extension of the school campus.
- Chaperones, other than parents or guardians, must be 21 years of age.

- Chaperones may not bring younger children along with them. This interferes with the ability to chaperone the students.
- Chaperones are urged to use their cell phone minimally as this can distract from chaperone duties. Please use cell phones only for emergencies. It distracts everyone from the purpose of the trip.
- Chaperones must have a cleared background check prior to the field trip for long distance field trips.

Field trips are designed and planned for school age children in a particular class or group. Adults (other than the chaperones) or children outside that class or group may not participate.

- **Discipline:** If a student is misbehaving and you have asked them to stop, please inform the classroom teacher. Please do not take disciplinary actions on your own.
- **Chaperone Attire:** Chaperones should be appropriately dressed in casual and comfortable attire for the trip. Inappropriate attire would include bikini tops, short shorts, or any revealing attire. Remember to dress to reflect pride in yourself, your child and our school.
- **Chaperone Language:** Chaperones are expected to refrain from inappropriate language, topics, or discussion of other students.

EXTENDED-DAY PROGRAM

The Extended-Day Program operates from 3:00 p.m. to 5:30 p.m. Monday-Friday, except on school holidays.

TELEPHONE

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

VISITORS

We welcome visitors to our school! For the safety of the students, all visitors must go directly to the office to secure a visitor's pass. Classes must not be interrupted. For the first day only, parents may escort Pre-K and kindergarten students to their room. Parents may not eat with their children in the cafeteria until after Labor Day. This is subject to change as needed.

VOLUNTEERS

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

- All volunteers need to enter and leave the building through the front entrance, sign in and sign out at the office counter, and wear their badge when in the building.
- Please visit only your volunteer areas when in the building.
- Please use the adult restrooms.
- Please follow afternoon pick up procedures. Do not pick up your student from the classroom.
- Please park in designated parking spaces, never blocking car or bus lines or loading zones.

- Background checks must be completed for any volunteer who will have access to any child without others being always present.

EMERGENCY DRILLS

Fire, severe weather, and lockdown drills are practiced regularly. In the case of severe weather, students will be dismissed once administrators receive information that the situation is safe.

SCHOOL SAFETY

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

iPad AND TEXTBOOKS

An iPad and textbooks are issued to the students. The student or parent has the responsibility of paying for lost or damaged books, iPads, and/or chargers. The fees for intentional damage are \$100.00 for first occurrence and \$250.00 for subsequent occurrences.

CODE OF CONDUCT

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

ANTI-BULLYING

- We will try to help students who are bullied and 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.
- Upon completion of a due process investigation, any student(s) found to be guilty of bullying other student(s) will be placed on an anti-bullying contract requiring student, parent, and administrator signatures.

FIELD TRIPS AND EXTRACURRICULAR EVENTS

High expectations of GSES student behavior extend 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 always be courteous and kind.

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.

BEHAVIORAL EXPECTATIONS

In order to promote a safe and orderly environment on the campus of Gulf Shores Elementary School, all students must adhere to specific expectations established by staff and faculty. Students are expected to:

HALL/SIDEWALK

- L-Leave hands and feet to yourself
- E-Everyone is quiet
- A-All walking in a straight line on the right side of the halls
- D-Don't touch the walls

ASSEMBLIES

- L-Listen and be respectful
- E-Everyone follows the directions
- A-All hands and feet to self and bottoms on the floor
- D-Don't get up or leave until directed to do so by an adult

CAFETERIA

- L-Leave it clean
- E-Everyone seated until clean-up/dismissal
- A-All hands and feet to self
- D-Don't play, just eat

BATHROOM EXPECTATIONS

- L-Leave it neat and clean
- E-Everyone is quiet
- A-After finished, flush and wash your hands
- D-Don't play

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

Teachers will determine their own classroom rules. However, as a school, GSES uses a Multi-Tiered System of Supports (MTSS) and will follow the guiding principles of Positive Behavior Interventions and Supports (PBIS) as a schoolwide approach to behavior management and discipline. PBIS uses increasing levels of support for students. This is similar to other tiered approaches like response to intervention (RTI).

GSES PBIS Guiding Principles:

- Our students can learn behavior expectations for different situations.
- We will teach expected behaviors through explicit instruction, with opportunities for students to practice behavior and get feedback.
- Stepping in early can prevent more serious behavior problems.
- Each student is different, so we need to give many kinds of behavior support.
- How we teach behavior should be based on research and science.
- Tracking our students' behavior progress is important.
- We will gather and use data to make decisions about behavior interventions.
- Our staff members will be consistent in how they encourage expected behavior and discourage misbehavior.

GSES will utilize three tiers of PBIS support:

- **Tier 1: Universal, schoolwide system for everyone.** All students at the GSES will learn basic behavior expectations, like respect and kindness. Our staff will recognize and praise students for good behavior. Small rewards, like tokens or prizes, may be used to recognize kids. Positive Office Referrals will be used.
- **Tier 2: Extra, targeted support for struggling students.** Some kids have a harder time with behavior expectations. GSES will give these kids evidence-based interventions and instruction.
- **Tier 3: Intensive support for individual students.** Our third tier of PBIS is the most intensive. It's for students who need individualized support and services because of ongoing behavioral concerns.

DISCIPLINE

Violations are grouped into three classifications:

- **Class I** –minor
- **Class II** –intermediate
- **Class III** -major

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

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

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

CLASS I

CLASS I VIOLATIONS

- Distraction of other students
- Bullying, intimidation, harassment of student, minor or isolated incident
- Tardiness
- Non-direct use of profane language or obscene gesture
- Non-conformity to dress code
- Unauthorized use of school or personal property
- Disruption on a school bus, minor incident
- Inappropriate public display of affection, minor incident
- Unauthorized absence from class or school for part of a day
- Horseplay
- Littering on school property
- Any violation which may be outlined in the GSCS code of conduct

CLASS I SANCTIONS

- Conference with student
- Conference with family members
- Verbal warning, reprimand
- Loss of privileges
- Bus suspension
- Removal from class
- Temporary or permanent detention before or after school or Saturday
- In-school (on-campus) suspension
- Referred to counselor
- Referred to peer mediation
- Restitution
- Other sanctions as approved by the board of education & further outlined in the GSCS Code of Conduct

CLASS II

CLASS II VIOLATIONS

- Failure to follow directives, moderate, serious, or 2nd incident
- Disruption on school bus, moderate or 2nd incident
- Vandalism or property damage
- Sexual harassment
- Trespassing
- Theft of property
- Gambling
- Possession of stolen property with knowledge that it is stolen
- Direct use of profane language or obscene gesture toward another
- Threats or extortion
- Repeated direct or non-direct use of profane language or obscene gesture
- Inappropriate touching of another person
- Unauthorized absence from school for a day or more
- Possession of &/or use of matches or lighters
- Possession, sale, &/or use of tobacco product including vape related paraphernalia

CLASS II SANCTIONS

- Assignment to alternative school
- Out of school suspension
- Expulsion
- Referral to outside agency
- Any sanctions included in class I & other sanctions as approved by the board of education & further outlined in the GSCS code of conduct

- Cheating and dishonesty
- Lying or providing false information to an administrator
- Bullying, intimidation, harassment of student, moderate or 2nd incident
- Repeated violations of class i offense
- Violation of technology acceptable use, moderate or 2nd incident
- Any other offense or violations as further outlined in the GSCS code of conduct or in which the principal may reasonably determine to fall within this category after investigation and consideration of extenuating circumstances.

CLASS III

***CLASS III SANCTIONS-CLASS III VIOLATIONS TYPICALLY RESULT IN SUSPENSION OR EXPULSION.**

CLASS III VIOLATIONS

- Arson
- Robbery
- Theft of property
- Burglary of school property
- Criminal mischief
- Bomb Threat
- Sexual offense
- Fighting
- Inciting/participating in major disorder or disruption
- Unjustified activation of fire alarm system/fire extinguisher
- Assault on a student, teacher, staff member, visitor, etc.
- Preparing, possessing, or organizing explosive device
- Unlawful sale, purchase, furnishing, giving, or possession of illegal drugs or drug paraphernalia or alcoholic beverage
- Accessing or changing information on school computers without authorization for appropriate purposes
- Crimes as defined by the laws of the city, state, or united states
- Bullying, intimidation, harassment of a student, severe or repeated
- Repeated failure to follow directives from a school system staff member, severe
- Repeated violations of class i or ii offenses after directives & sanctions from school system staff
- Violation of technology acceptable use, major/severe/repeated violations

CLASS III SANCTIONS

- Discipline may include any sanction(s) included in class I and II & other sanctions as approved by the board of education & as further outlined in the GSCS code of conduct.
- If a student is expelled or assigned to the alternative school, the principal shall document all factors taken into consideration in expelling a student or referring him/her to the alternative school.

- Any other offense or violation as further outlined in the student code of conduct or in which the principal may reasonably determine to fall within this category after investigation and consideration of extenuating circumstances.

GIFTED EDUCATION SERVICES

Gulf Shores Elementary School offers a gifted educational program for students who perform at high levels. Academic or intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. For more information on gifted referral process and eligibility, please contact Mrs. Sonya Price at 251-968-8719. Students who qualify for gifted educational services, according to state guidelines, will receive specialized services as written in the Gifted Educational Plan (GEP).

SPECIAL EDUCATION PROGRAMS

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

COMPUTERS/ NETWORK ACCEPTABLE USE POLICY

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

WEBSITES

We encourage all parents to visit our websites. GSES - www.gsboe.org/gses & GSBOE - www.gsboe.org. You will find a calendar of events, school activities, grade level course of study, and menus on the school website. Teachers will post information weekly on *Canvas*. You may also email teachers and administrators through the school website.

CLASSROOM RECORDINGS

Instruction in classrooms might be recorded or streamed live. Any recordings will be available to students enrolled in the class. This is intended to supplement the classroom experience. Students are expected to follow appropriate school system and campus-wide policies and maintain the security of passwords used to access classroom recordings. Live streaming and recordings may not be captured or reproduced, shared with those not in the class, or uploaded to other online environments. If the teacher, or an administrator plan to use any recordings, beyond the classroom environment, students identifiable in the recordings will either be de-identified or will be notified prior to in order to obtain proper consent prior to such use.

CHILD NUTRITION PROGRAM

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

Meal prices: **Student meal prices are: \$3.00 for lunch (\$.40 for reduced price) and \$1.75 for breakfast (\$.30 for reduced price).** Visitor Lunch \$3.75.

DISMISSAL

Car Riders:

At 2:45 the first bell will ring, and students will prepare for dismissal. Walkers and Car riders will begin dismissal at 2:50. Parents in the car line need to remain in their cars and have their numbered car rider tag visible until their student is loaded. Cell phone use is prohibited in the car line for safety purposes. In the event a parent does not have their numbered car rider tag, they will need to park and come inside to pick up their child. Numbered car rider tags may be obtained in the school office. Car riders should be picked up by 3:15.

Buses: Buses will begin loading at 2:55. All bus riders should be dropped off at their designated stop by 4:30. Below is a map of bus and traffic flow at GSES.



TRANSPORTATION

Gulf Shores Elementary School maintains a policy of ensuring student safety by requiring a one-way home. Changes in transportation should not be made after 12:00 noon and will require a hand-written note from the parent/guardian. Parents should avoid making frequent changes in how a student departs from school. Only extenuating circumstances will be acknowledged. Consistency in transportation methods is expected.

If you are a parent of a Pre-K student, your child's teacher will discuss, and review drop off and pick-up procedures with you. Transportation forms need to be completed at Meet the Teacher if in attendance.

CAR TRANSPORTATION

An important and difficult responsibility of school personnel is safely loading and unloading students. Please be patient and cooperative during arrival and departure times. Please use the designated area for all car riders. Students will be directed to load and unload by school personnel. Please use this designated area only for car riders. All students being dropped off must go through the car line. Students may not be dropped off at the front entrance. Transportation forms should be completed for each student on the first day of attendance. If transportation changes are necessary, teachers should be notified in writing; otherwise, students will be transported as originally stated on the form. Students will receive an official car rider decal prior to or the first week of school. The car rider decal will need to be placed in the front windshield of the parent's automobile and will identify the student at the pick-up area. If you do not have your car rider decal, you will need to *report to* the front office to pick up your child with proper identification. This is for the safety of all children here at Gulf Shores Elementary School. The car rider doors will open at 7:20 a.m. and close at 7:50 a.m.

EXPECTATIONS OF CAR RIDERS

- L-Listen to the adults for directions
- E-Everyone is respectful and sits in their area
- A-All are sitting quietly with hands and feet to self
- D-Drinks, food, and toys not allowed while waiting

It will take us a few weeks at the beginning of the school year to work out the kinks. After that, all students should be picked up by 3:15.

BUS TRANSPORTATION

Students are to remember that buses are like classrooms and that the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. Students may be prohibited from riding the bus for excessive misbehavior.

Written permission from the parent is required for a student to ride a bus that is not assigned to him/her and that note should be sent directly to the front office. The student must have an administrator's approval prior to boarding the bus. Only in extenuating services will this be allowed as all students should be picked up and dropped off at their 911 addresses.

Students transported by Gulf Shores City Schools Board of Education buses are always under jurisdiction of school officials. Proper conduct while on buses is required in order that the safety and welfare of others will not be endangered. Riding the school bus is a privilege, not a right. Students with unacceptable behavior may be

suspended from riding the bus, or from school, by administration. In the event of suspension, parents will be responsible for transporting students to and from school.

While being transported to or from school, students will:

1. Properly behave at the bus stop.
2. Keep hands /head inside bus
3. Obey the driver.
4. Remain seated at all times while on the bus.
5. Use acceptable language and/or gestures.
6. Not throw objects or debris on the bus or from the bus.

EXPECTATIONS OF BUS LINE STUDENTS

Students will walk in an orderly manner to bus lines and will:

L-Listen to the adults for directions

E-Everyone is respectful and sits in their area

A-All are sitting quietly with hands and feet to self

D-Drinks, food, and toys not allowed while waiting

STUDENT SAFE BUS RULES

Student safety and discipline on a school bus is everybody's business. Bus drivers must maintain good discipline and set reasonable expectations for proper conduct on the bus. Before the first day of school and each day as necessary, all parents/guardians should explain to their students the following guidelines.

1. Students will be picked-up and dropped-off at their residence or designated bus stop only.
2. Be at the bus stop at least 5 minutes prior to the designated time.
3. Once students arrive at the stop, they are expected to act in an appropriate manner.
4. Be courteous to fellow students and the bus driver. (Do not annoy other students.)
5. No food, gum, candy, or drinking on the bus. (Drinking water is the only exception.)
6. Horseplay, threats, and fighting are not permitted on or around the bus or at the bus stops.
7. Remain properly seated, do not change seats, and keep head and hands inside the bus.
Students are expected to face forward and remain inside their seat while on the bus.
8. Talk only in a normal voice (no yelling) and do not use profane or obscene language.
9. Remain silent when approaching and crossing railroads.
10. Dangerous items such as: glass, vapes, e-cigarettes, weapons, or any tobacco products are not allowed.
11. Do not damage or vandalize the bus; you will be billed for any damage to the bus.
12. Do not tamper with any of the equipment on the bus, especially emergency exits.
13. Do not litter on the bus. Do not throw objects inside or outside the bus.
14. Do not leave the bus except at your regular stop or as directed by a school official in an emergency situation.
15. Books, packages, coats, band instruments, cell phones, and other items should not be left on the bus, in the aisles, or in the driver compartment.
16. Students are not allowed to transport prescription or non-prescription medications on the bus and must comply with all GSCS BOE policies dealing with any and all medications.
17. Using mirrors, lasers, flash cameras, or any other light or reflective devices in a manner that may interfere with the driver's ability to operate the bus is prohibited.