

# Guntersville Middle School



## Handbook 2024 - 2025



The mission of Guntersville City Schools is to provide an effective, comprehensive educational program which will motivate and challenge all students to reach maximum potential as adult citizens in our society.

Dear Guardians and Students,

As we embark on another exciting school year, I want to extend a warm welcome to our new and returning families. Our school community is dedicated to creating a nurturing environment where every student can thrive academically, socially, and emotionally.

Your partnership is crucial to student success. We encourage you to stay engaged with our school community through regular communication, attending school events, and participating in guardian-teacher conferences. Your support at home, combined with our efforts at school, will ensure that ALL students reach their full potential. Please do not hesitate to reach out to our faculty or staff with any questions or concerns you may have.

Students, we are thrilled to have you with us this year! Our goal is to provide you with the tools and opportunities to learn, grow, and succeed. Remember that every challenge is an opportunity to learn something new. Embrace your studies with curiosity and enthusiasm, and don't be afraid to ask for help when you need it. We believe in you and are here to support you every step of the way.

Together, we will make this school year a rewarding and memorable experience for everyone. Let's work together to create a positive and productive environment where every student feels valued and empowered to achieve their best.

Thank you for your continued support and commitment to our school community.

Warm regards,

A handwritten signature in black ink, reading "Kortney Johnson". The signature is fluid and cursive, with the first name "Kortney" and last name "Johnson" clearly visible.

Kortney C. Johnson, Principal

**Office of the Superintendent**

P.O. Box 129 4200 HWY 79 S.

Guntersville, AL 35976

Phone: 256-582-3159

www.guntersvilleboe.com

**Dr. Jason Barnett**, Superintendent

**Ms. Amy Waldrop**, Chief Financial School Officer

**Ms. Jennifer Williams**, Chief Academic Officer

**Ms. Dawn Osborne**, Chief Administrative Officer

**Mr. Sean Holmes**, Chief Technology Officer

**Ms. Roseanne Mabrey**, CTE and Assessment Director

**Mr. Bo McRee**, Transportation and School Safety Director

**Mr. Jeff Mims**, Maintenance and Facilities Director

**Mr. John Davis Rollings**, Communications and Community Relations Director

**Board of Education**

Mrs. Whitney Mastin, President

Mr. Scott Langford, Vice-President

Mrs. Laura Kappler-Roberts

Mrs. Bethany Etheridge

Mrs. Tara Payton

**School**

Guntersville Middle School

901 Sunset Drive Guntersville,

AL 35976 Phone:

256-582-5182

Fax: 256-582-3047

www.guntersville-middle.com

**Office of the Principal**

**Ms. Kortney Johnson**, Principal

**Ms. Calley Kutner**, School Guidance Counselor

**Ms. Jessica Bodine**, Bookkeeper

**Nurse Brooke Rutland**, Lead School Nurse

**Ms. Lauren Thompson**, Assistant Principal

**Ms. Genie Williams**, Mental Health Specialist

**Ms. Julie Moultrie**, Receptionist/Attendance

**Officer Tim Nugent**, School Resource Officer

**GUNTERSVILLE CITY SCHOOLS NON-DISCRIMINATION POLICY**

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

## 2024-2025 GCBOE Calendar

Board Approved  
December 11, 2023

### Guntersville City Schools | 2024-2025 CALENDAR

1-6  
7

Employee PD Days  
Students First Day

18  
4

Student Days  
Employee PD Days

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '25

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-2  
3  
6  
20

New Year's  
FLEX Day  
Employee PD Day  
M.L. King Jr. Day

78  
2

Student Days  
Employee PD Days

02

Labor Day

20

Student Days

SEPTEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17

Presidents' Day

19  
0

Student Days  
Employee PD Days

4  
14  
21-25

End of Grading Period  
Columbus Day/PD Day  
Fall Break

17  
1

Student Days  
Employee PD Days

OCTOBER '24

S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13  
14  
24-28

End of Grading Period  
Employee PD Day  
Spring Break

15  
7

Student Days  
Employee PD Days

11  
25-29  
28

Veterans Day  
Thanksgiving Vacation  
Thanksgiving Day

15

Student Days

NOVEMBER '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL '25

S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18

E- Learning Day

22

Student Days

23  
23  
24-31

E-Learning Day  
End of Grading Period  
Christmas

NOTE: GHS DECEMBER  
STUDENT CALENDAR COULD  
BE REVISED DUE TO MOVING  
INTO NEW GHS

16

Student Days

DECEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY '25

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16  
23  
23  
26  
27-28

GHS Graduation  
Early Dismissal  
End of Grading Period  
Memorial Day  
Flex Days

17  
2

Student Days  
Employee PD Days

Grading Periods

First Term Aug 7- Oct 4  
(42 Student Days)  
Second Term Oct 7- Dec 23  
(44 Student Days)  
Third Term Jan 7- Mar 13  
(46 Student Days)  
Fourth Term Mar 17- May 23  
(45 Student Days)

Calendar Features

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

School Day

Teacher PD and Work Days  
Holiday/Vacation Days  
Summer Vacation  
E-Learning Day  
FLEX/Teacher PD and Work Days  
Early Dismissal

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## **Welcome to Guntersville City Schools**

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

The purpose of this Student Handbook is to inform students and Guardians of applicable policies and procedures adopted by the Guntersville City School Board of Education.

### **NOTE TO GUARDIANS**

**After you have reviewed this handbook, you will be asked to acknowledge your review and acceptance of the policy at the time of online enrollment or re-enrollment. This acceptance/acknowledgement will be digitally signed.**

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

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

## **Guntersville City Schools Directory**

<b>School</b>	<b>Address</b>	<b>Phone Number</b>
Guntersville Elementary School	1800 Lusk Street Guntersville, AL 35976	256-582-3364
Cherokee Elementary School	3300 Highway South Guntersville, AL 35976	256-582-3908
Guntersville Middle School	901 Sunset Drive Guntersville, AL 35976	256-582-5182
Guntersville High School	14227 U.S. Highway 431 Guntersville, AL 35976	256-582-2046
Guntersville City Schools Student Support Center	801 Sunset Drive Guntersville, AL 35976	256-505-9440
Central Office	4200 Highway 79 South Guntersville, AL 35976	256-582-3159



# GUNTERSVILLE CITY SCHOOLS

EXCELLENCE IN ALL WE DO

## **GUNTERSVILLE MIDDLE SCHOOL VISION**

The Guntersville Middle School family is dedicated to preparing every student for success in high school and beyond. We are committed to meeting the daily challenges of increasing student achievement, while putting a focus on continuous improvement. GMS is a place where teachers, guardians, and students care for each other and strive to build positive relationships that support academic and social growth.

## **GUNTERSVILLE MIDDLE SCHOOL MISSION STATEMENT**

The mission of Guntersville Middle School is to establish a school culture where students and teachers expect excellence in teaching and learning.

The mission is based on five guiding values:

1. TRUST - depending on the commitment of yourself and others
2. REASON - understanding and reflecting on your actions with justification
3. DISCIPLINE - acting with purpose and perseverance consistently
4. TEAMWORK - the ability to work together to achieve goals
5. RESPECT - considerate of how our behavior and words affects others



## **Guntersville Middle School Faculty and Staff**

### **Administration**

Johnson, Kortney	Principal
Thompson, Lauren	Assistant Principal

### **Faculty and Staff**

Banks, Jasmine	CNP
Beasley, Ana	Agriscience
Bodine, Jessica	Secretary/Bookkeeper
Blackerby, Sherri	CNP
Bradshaw, Natalie	Reading
Campbell, Blake	Math
Case, Brittany	ISS
Croley, Celeste	English Language Arts
Daniel, Clayton	Science
Davis, Tucker	STEM
Frias, Vivi	Social Studies
Green, Sue	Custodian
Hart, Lori	Band
Hinkle, Reid	Science
Johnson, Emily	Media Specialist
Kitchens, Jennifer	Physical Education
Kutner, Calley	Counselor
Light, Jessica	Band/MTSS Lab
Lybrand, Jake	Special Education
Miller, Kayla	Art
Miller, Matt	Math
Milligan, April	Custodian
Mims, Samantha	CNP Manager

Minshew, Marlee	EL Instructional Aide/ACCESS Facilitator
Moore, Rebecca	CNP
Morris, Bridget	Special Education
Morton, Patrick	Social Studies
Moultrie, Julie	Receptionist/Attendance Secretary
Nugent, Tim	School Resource Officer
Oliver, Jessica	EL
Power, Angelina	English Language Arts
Rains, Josiah	Choir
Rutland, Brooke	School Nurse
Scott, Alan	Custodian
Shelton, Brandon	Physical Education
Stancil, Leisa	CNP
Sterling, Valerie	CNP
Teall, Jennifer	Social Studies
Thomason, Haley	English Language Arts
Thompson, Amanda	Math
Williams, Genie	Mental Health Specialist
Willoughby, Rachael	Science

## 1. GENERAL INFORMATION

### 1.1. Arrival and Dismissal Procedures (APPENDIX A: GMS Bell Schedules)

- (a) **Arrival** - The school building will open promptly at **7:10 a.m.** on any regular school day. Guardians are PROHIBITED from leaving their student **unsupervised** before 7:10 a.m. Homeroom begins at 7:15 a.m. Students are marked tardy at 7:38 a.m. All students **MUST** arrive at school with a guardian by car or through GCBOE bus transportation. **Students are not allowed to bike or walk TO campus.** Guardians must use the GMS car line at the rear of the school building if they are transporting students by car. Prior to 7:40 AM, guardians are PROHIBITED from using the **front entrance** of the building for student drop-off. All busses unload at the front entrance for arrival. If a student arrives AFTER 7:40 a.m. it is recommended that a guardian accompany the student into the office for a student check-in.
- (b) **Dismissal** - School is dismissed at 2:48 p.m. on all regular school days. All students must be transported by car or by GCBOE bus transportation at dismissal daily. **Students are not allowed to bike or walk FROM campus.** 6th grade car riders must be picked up in the 6th grade car line on the east side of the school building nearest Riley Road. 7th and 8th grade car riders must be picked up in the 7th/8th grade car line at the back entrance to the school. **Any 7th/8th grader with a 6th grade sibling, MUST report to the 6th grade car line.** There will be no exceptions.

### 1.2. Community Education

Our Community Education Program operates Monday-Friday 3:00-5:30. For more information contact Julia Covington, Community Education Director at 256-582-3159.

### 1.3. Cafeteria

For the 2024-2025 school year, students will be provided with a meal free of charge for breakfast **if students select all components** required by the CNP program. Please refer to [guntersvilleboe.com](http://guntersvilleboe.com) for more information under Departments>Child Nutrition Program.

#### **1.4. School Visitors**

For the safety and protection of the students and the school employees, **all Guntersville City schools have a closed campus policy.** Guardians and all persons visiting the school for any purpose are required to enter through the main office immediately to report their presence and business. Visitors will be required to register in the main office by presenting/scanning a valid government issued ID. Based upon approval, they will be issued a visitor's badge. During school hours, the only entrance and exit point of the school will be the main front entrance. Guests will remain in the "airlock" area until the staff member responsible for their visit lets them in the school. **SCHEDULING VISITS TO THE SCHOOL VIA THE APPROPRIATE SCHOOL OFFICIAL IS HIGHLY ENCOURAGED.**

#### **1.5. Textbooks**

Student textbooks are owned by the state and furnished to the students. Textbooks lost or damaged must be paid for before the student can be issued a replacement book or any books for the subsequent year.

#### **1.6. Counseling and Guidance Services**

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

#### **1.7. Field Trips / Dance Permission / Eligibility**

Eligibility to Attend School Dances and/or Field Trip:

- No more than three OSS days during the semester of the event
- No excessive absences (five or more unexcused absences)

#### **1.8. Guardian Concerns**

Guardian concerns and problems which may arise from time to time should be resolved in the most appropriate fashion in the shortest period of time possible. Each concern should start at

the most immediate level of supervision/administration.

- Guardians are encouraged to consult with the classroom teacher and/or guidance counselor to resolve school-related concerns about their children. **Appointments to meet with teachers or counselors must be scheduled in advance.** Guardians must call the GMS Receptionist and/or GMS School Counselor to schedule appointments with teachers or administrators.
- If the matter is not resolved at the teacher/counselor level, guardians are asked to set up an appointment with the appropriate administrator. This appointment with an administrator **must be scheduled in advance.** You may schedule an appointment via a phone call or email to the GMS Receptionist.
- Guntersville Middle School is committed to treating faculty, staff, students and guardians with respect and professionalism. When any visitor to Guntersville Middle School does not treat others in a respectful and professional manner they will be asked to leave and escorted out of the building by our school resource officer. Examples of visitor behavior that will not be tolerated are:
  - Cursing
  - Yelling
  - Threats
  - Hostile accusations toward our reception/front desk staff. Please remember we have students who serve as office aides. Hostility in the front office area will not be tolerated.
  - Any visitor who does not abide by these accusations may be banned from attendance at any Guntersville City Schools Property.
- If the matter is not resolved after utilizing the above steps, please contact the Guntersville City Schools Board of Education at 256-582-3159

### **1.9. School Resource Officers**

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

### **1.10. Student Harassment**

It is the policy of Guntersville City Schools to maintain a learning and working environment free from harassment. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by another student through conduct or communication that is based on race, sex, religion, national origin, or disability.

Students who violate this policy will be subject to disciplinary sanctions as outlined in Guntersville City Schools Code of Student Conduct. Please refer to APPENDIX B for further Code of Conduct information. See APPENDIX I for a copy of the Guntersville City Schools Harassment Complaint Form.

### **1.11. Student Sexual Harassment**

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

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

If you feel that you have been the victim of such behavior, please notify your teacher, counselor, or another staff member. If you feel uncomfortable making a report to a school staff member, you may contact Dawn Osborne, Chief Administrative Officer, Guntersville City Schools Board of Education, 4200 AL Hwy 79 S, Guntersville, AL 35976, 256-582-3159 (augustaosborne@gcboe.net). You may also make a written report. (See APPENDIX I)

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

### 1.12. Reporting Abuse/ Neglect

All school employees are mandatory reporters (mandatory reporter means that it is against the law for a school employee with knowledge of child abuse / neglect to **not** report). Any school employee having knowledge of known or suspected child abuse/neglect **shall immediately report** the facts as known, either in person or by phone, to the State of Alabama Department of Human Resources (256-582-7100) or the Guntersville Police Department (256-571-7571). The employee shall also notify the Office of the Superintendent, (256-582-3159).

### 1.13. Transitions to and From Class/Hall Passes

- Students must move with a purpose to the assigned location at the assigned time.
- Students should not congregate in the halls as this causes traffic jams and safety issues.
- Students must have a pass from their current teacher if they are in the hallways during class time.
- Students are not to be in halls without a pass.

### 1.14. Restrooms

Students may visit restrooms between classes and before and after school. Students are offered over 10 opportunities per day to use the restroom outside of instructional minutes.

- Except for emergencies or students with active healthcare plans, students will not be given restroom passes during class.
- Water is the **ONLY** food or drink allowed in the classroom unless otherwise required due to student need and nurse approved.
- Loitering in the restroom constitutes truancy from class.
- When ill, students should report to the office with a Nurse's Pass from their appropriate supervision, not stay in the restrooms. Failure to do so constitutes truancy.
- Students who wish to call home because of an illness **must see the school nurse first**. The nurse will make the call home.

### **1.15. Assembly Programs**

- Students are expected to follow the directions of their supervising adult at all times.
- Students are to report directly to their assigned seating area.
- Students are to be respectful; failure to do so can result in disciplinary action.

### **1.16. Media Center Procedures**

Students are welcome to the Media Center. The Media Center is the hub of the school and has many things to offer. Students can check out books, use the Chromebooks, read, make-up work, etc. The Media Center is there for student use; however, please adhere to the following guidelines:

- Students must have a hallway pass when visiting the Media Center.
- Once students enter the Media Center, they must sign in using the Chromebook at the circulation desk. Students should sign out when leaving as well.
- Students are permitted to check out no more than two books at a time.
- Books may be checked out for two weeks and/or renewed by returning them to the desk and then checking them back out.
- Students need to stamp the due date slip in the front or back of the book.
- Overdue fines are \$.05 per day (not to exceed the price of the book).
- The process of checking out books or returning them is very important and the responsibility of each student. Not checking out or returning a book properly causes problems for the Media Center, Media Specialist, and other students.

In order to replace lost or damaged books, the following fees will be charged:

- Hardback book \$20.00
- Paperback book \$10.00; Students may not get another book if their fees exceed \$1.00 or until all fees are paid.

Students may check-out a Chromebook to be used in the school building ONLY. To check-out a Chromebook, students must choose a computer from the cart, take the computer to the circulation desk, and hand it to the Media Specialist to be checked out. When a student



finishes using the Chromebook, the computer has to be checked back in at the circulation desk by the Media Specialist. It is the student's responsibility to return the computer to the Chromebook cart in the correct numerical order. Students are responsible for the computer while in their care and should handle it with care. Any damage incurred to the computer while in a student's care will be handled through the bookkeeping office.

### **1.17. Student Publications**

Any school related publication must be approved by the principal before distribution.

### **1.18. Bus Conduct**

Transportation on public school buses is a privilege, meaning, school bus privileges can be revoked at any time as a consequence of student behavior. **In the interest of student safety, appropriate school bus-behavior is mandatory.** In order to be assigned to a regular bus route, you must live inside the city limits. Any exceptions require a bus pass approved by the principal or principal's designee at the school. The bus is an extension of the school day. All behavior rules in the Student Code of Conduct apply also while riding the school bus.

- Students should stay seated.
- Students should not damage the bus.
- Students should not shout or use vulgar language.
- Students should keep hands and feet inside the bus and to themselves.
- Students should treat drivers with respect.

Students may be written up for the following infractions:

- Improper boarding/departing procedures
- Bringing objects aboard of injurious or objectionable nature
- Failure to remain seated
- Refusing to obey driver
- Fighting/pushing/tripping
- Hanging out of window in any way
- Throwing objects in or out of the bus
- Lighting matches/smoking or vaping on bus

- Spitting/littering
- Discourteous or rude noise.
- Destruction of property and any other behavior which disregards the safety, well-being and respect for others.

### **1.19. Fees/Donations/Contributions**

Technology Usage Fee (all grades).....	50.00 per year
Art .....	30.00 per year
Band.....	30.00 per year
STEM .....	30.00 per year
Choir.....	30.00 per year
Agriculture.....	30.00 per year

\*Please make all checks payable to Guntersville Middle School

### **1.20. Personal Property**

Personal possessions, such as money, clothing, jewelry, etc., are the responsibility of the individual student. These items should be kept in the student's personal possession at all times. **GMS is not responsible for lost, stolen, or damaged personal possessions.**

### **1.21. Insurance**

School accident insurance is available to all students. Forms are available in the school office.

**Student-Athletes and Cheerleaders:** Guardians of student-athletes and cheerleaders will be allowed to sign a waiver of coverage, provided they have comparable insurance. Proof of coverage must be on file with school prior to first practice.

### **1.22. Medical Information**

#### **1.22.1. Immunization Requirements**

All students entering public or private school in Alabama are required to present an up-to-date Alabama Certificate of Immunization (Blue Slip), an Alabama Certificate of Religious Exemption, or an Alabama Certificate of Medical Exemption before attending school at any grade level. All Blue Slips must contain the dates of

administered vaccines and an expiration date.

Students will not be allowed to begin the first day of school, receive a schedule, or be picked up by the school bus without a current Alabama Certificate of Immunization (Blue Slip), an Alabama Certificate of Religious Exemption, or an Alabama Certificate of Medical Exemption on file. These should be delivered to the school counselor or nurse.

### **1.22.2. Dispensing Medication**

The Medication form will be used by all School Systems throughout the State of Alabama. For your convenience the medication form is located on the web site [www.guntersvilleboe.com](http://www.guntersvilleboe.com) or can be obtained from the school nurse. (It can be found on the web site under information, Guntersville City Schools Administrative Forms; you will then see Medication forms.) Please remember to take the medication form with you to the doctor when your child may be prescribed medication.

Medications should be taken before or after school when possible. There are teachers/staff trained as certified medication assistants at each school. The certified medication assistant or the school nurse will assist your child with his/her prescribed medication. Medication to be given at school must have:

- Guardian authorization
- A healthcare provider order
- A pharmacy label

### **1.22.3. Guardian's Responsibilities**

- **Guardian must deliver medication to the school. Medication will not be accepted by the student.**
- Current emergency telephone numbers must be available to permit school personnel to contact the guardian in case of emergency.
- A medication form must be completed by the guardian and doctor for each prescription medication to be given at school. Over The Counter (OTC) medication only requires a medication form with a guardian signature.
- Guardians must provide the school with a new-signed statement if medication orders change during the school year.
- Guardians must provide schools with medication that has a pharmacy label. If

the medication will be provided for two weeks or longer the guardian should request two containers from the pharmacist with one labeled for school use. It is recommended that no more than a 6 week school day supply of prescribed medication be stored at school.

- Controlled Substances: This includes medications that alter mood or behavior, such as those medications used to treat ADHD, ADD, and depression. All medication must be delivered and picked up from school by the guardian.
- Two employees (or the guardian and a school employee) will document the number of tablets or capsules delivered by the guardian to the school.

#### **1.22.4. Over The Counter Medications**

The school does not stock (OTC) medicines, such as Tylenol and antibiotic ointment for students or staff. Over the Counter Medications must be provided by the guardian in the original container with specific instructions as to when and why such medicines may be necessary. The child's name should be written clearly on the bottle. Do not bring medication that is out of date or expired or a bottle that contains more than 50 tablets. It is recommended that children take medication before or after school.

#### **1.22.5. Self Administration of Medication**

Self administration means - the student is able to consume, inject, instill, or apply prescription medication in the manner directed by the licensed prescriber, without additional assistance or direction. Self administration of medication may be permitted when indicated by the licensed prescriber on the order/authorization form. The prescriber and the guardian must agree that self administration is appropriate. The consent must also be signed by the guardian. Note under "Parent Authorization" guardians must sign both lines of consent, even if the child will be self administering medication.

All medication, except inhalers used for asthma or emergency medications, will be kept in a designated area at school. The prescriber will indicate specific needs on the medication authorization form.

#### **1.22.6. End Of School Year Medication Pick Up**

At the end of the school year, it is the responsibility of the Guardian to pick up any remaining medication and carry it home. This should be done on the last day the

student will attend school. All medication left at school will be disposed of on the last day of school.

## **2. REGISTRATION INFORMATION (As of July 1, 2022 all new enrollees will provide all information below in-person at the Guntersville City Schools Board of Education Central Office)**

### **2.1. Proof of Residence**

The guardian shall provide Proof of Residence (a signed lease, deed, mortgage, or letter from the property manager) AND a utility bill or landline phone bill addressed to the custodial guardian at the address being established as residence.

### **2.2. Birth Certificate**

The guardian is requested to provide an original proof of age. Birth certificates are preferred. If a student has no such certificate, school personnel will contact the Office of Student Support Services to provide information to guardians concerning submission of documentation.

### **2.3. Certificate of Immunization**

The guardian shall provide an up to date Certificate of Immunization (Blue Card) detailing proof of immunization or a Certificate of Exemption issued by the Alabama Department of Health. Immunization certificates are available from the Marshall County Health Department at 150 Judy Smith Drive in Guntersville (256-582-3174) and from local physicians or military clinics.

### **2.4. Additional Information**

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

## **3. ATTENDANCE**

### **3.1. Overview of State Attendance Laws**

Guntersville City Schools, in conjunction with the other school systems in Marshall County and the Juvenile Probation Office, are making efforts to reduce absences and tardiness. The compulsory laws of Alabama places the burden on guardians to assure that their school age children are in attendance at local schools. Section 16-28-12, Code of Alabama, places criminal liability on custodial guardians for failing to assure that their child is in school.

The school accepts the responsibility to educate your child. It is a guardian's responsibility to see that their children attend school. If your child is in school, we all win. We want to do everything possible to educate your child. Compulsory Attendance-Title 16, Chapter 28 of Code of Alabama (2001 Replacement) addresses compulsory attendance law for Alabama school boards. This chapter is crafted to place a burden on guardians to assure that their school age children are enrolled in a school, whether it is public, private or a church school.

- Section 16-28-3 Code of Alabama requires every child between the ages of 7 and 17 to be in attendance at a public school, a private school, a church school, or be instructed by a competent private tutor.
- Section 16-28-4 Code of Alabama requires students to reach age 5 by September 1st for admission to kindergarten and age 6 by September 1st for admission to first grade.
- Section 16-28-1 Code of Alabama makes guardians accountable for their child's attendance in one of the educational environments listed above, with enforcement duty lying with the local board of education and the juvenile court system.
- Section 16-28-12 Code of Alabama places criminal liability on guardians for failing to assure that their child is in school.
- Section 16-28-8 Code of Alabama "Students must be in attendance one half of the instructional day to be counted and reported as present."

### **3.2. Absences Regarding Illness**

A student's health problem(s) should be noted on his/her registration forms. If a student becomes ill at school, he/she should report his/her sickness to the teacher in charge so that appropriate action can be taken or reported to the office immediately upon becoming ill. Students are not to stay in restrooms when ill.

The school will not assume the expense for an injury received at school or during participation in a school activity. School insurance is available to all students at a very nominal rate, and all students are encouraged to take this coverage. Expenses incurred by

injury not covered by school insurance will be the responsibility of the guardians.

### **3.3. Tardiness** (applies to individual class meetings; period-by-period)

- Middle school guardians are responsible for getting students to school on time. Homeroom instruction, begins at 7:35 a.m. Students are considered tardy at 7:38 a.m. to Homeroom. Refer to APPENDIX A for each class period start time.
- Students are responsible for getting to each class period on time. Refer to APPENDIX A for each class period start times.
- When a student is tardy to class, it will be recorded by the class teacher. When a student is tardy two or more times (cumulatively - not by class) in a week, they will be given detention by an administrator. Excessive tardiness to class will result in further disciplinary action by GMS administration.

### **3.4. Check-In/Check-out Procedures**

- Students must come to the office to get a pass whenever they check in. When a student checks in or checks out, he/she is counted as absent from the missed classes. **Guardians must send a doctor or a home note for check-in/check-outs in order for the absence to be counted as excused.**
- Home notes used for check-ins and check-outs count toward the 4 allowed per semester.
- Guardians (or approved school pick-up contacts) are the only adults allowed to check out students. **Check-outs must be in-person.** Students will not be allowed to check-out with a written note.
- Student check-outs must be completed prior to the last 30 minutes of the school day. This is to decrease the amount of traffic in and out of the school and increase the security of the school during transition.

### **3.5. Truancy and Truancy Procedures**

A guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three days following return to school. A failure to furnish such explanations shall be evidence of the child being truant each day he is absent. The child shall also be deemed

truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court.

### **3.5.1. Early Warning Truancy Prevention Program**

The following procedures will be implemented for the Early Warning Truancy Prevention Program in Guntersville City Schools.

1. First and second unexcused absence: Notification by the local school (Telephone).
2. Third unexcused absence: Notification by the local school (letter from school).
3. Fourth unexcused absence (Communication with school administrator / attendance contract signed)
4. **Early Warning Court:** No earlier than the fifth unexcused absence, a guardian conference is required with an attendance officer of the court. If a guardian fails to attend this conference, a petition/complaint will be filed against the guardian in court for non-compliance of the attendance code. [State of Alabama (1975), 16-28-12(c)]
5. **Truancy Court:** No earlier than the seventh unexcused absence, but within ten school days, a complaint/petition against a child and/or a guardian is filed with the court.

### **3.5.2. Excessive Absences**

- Any student who accumulates more than seven unexcused absences per year may be referred for administrative committee action, which can result in a student not being promoted to the next grade level.
- Any student who accumulates more than seven unexcused absences per year will not be allowed to participate in extracurricular activities at GCS.
- After the accumulation of four home notes per semester, the student shall be required to furnish a doctor's verification for any further absences attributed to illness.
- After an administrative committee review, if a student is subject to retention for excessive absences, the student and/or guardian will have five



days to appeal to a designated appeal committee and ultimately to the Guntersville City Schools Board of Education.

### **3.6. Excuses**

- It is the responsibility of the student to bring a dated and signed written excuse from a doctor or home, within three days, for each absence and present it to the appropriate office personnel. It is recommended that guardians email excuses, whether home or doctor, to the attendance officer at their student's school.
- Each student is allowed four home notes (PE - written verification from guardian) per semester. Each home note (PE) constitutes an excuse for one single day absence, or less if utilized for a check-in/check-out. The four home notes per semester can ONLY be utilized per semester; they may not be carried over.

### **3.7. Make-Up Work (EXCUSED ABSENCES ONLY)**

Teachers provide students who have been absent for excused reasons an opportunity to make up missed assignments and tests. Teachers are not required to re-teach the lesson missed. STUDENTS WHO ARE ABSENT FOR EXCUSED REASONS ARE RESPONSIBLE FOR MAKING ARRANGEMENTS WITH THE TEACHER for make-up work immediately upon their return to school (request for make-up work should not exceed two days after the student returns to school). Students should be given a reasonable opportunity to learn lessons missed due to excused absences. Generally, the time required for completion of make-up work should not exceed five school days. The maximum time allowed may be extended by the teacher or the GMS administration in cases of extreme hardship.

- Students should make every effort to gather missed work from the teacher or fellow classmates.
- Students/guardians who request work from teachers should notify the guidance office by 9:00 AM in order to pick up the work by 2:30 PM.
- Extenuating circumstances will be considered and reviewed by faculty members and/or the Principal.
- Guardians and students can check teachers' websites or students' Learning Management Systems (LMS) for assignments.

### **3.8. School Participation Absences**

Students who are away from school because of participation in official school sponsored

activities shall be marked present (FT or SA) and allowed to make up missed work. If feasible, such students should get assignments prior to leaving and should be prepared for tests, class assignments, etc. **on the day of their return to school.** The activity and length of time out of school will be factors in the allowable time frame for make-up work.

### **3.9. Out of School Suspension**

Pursuant to policy 6.19 Student Suspension of Gunterville City Schools Board of Education Policy Manual, “In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspensions will be counted as excused absences (OSS). Make up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.” If feasible, suspended students should get assignments prior to leaving and should be prepared for tests, class assignments, etc. on the day of their return to school. The activity and length of time out of school will be factors in the allowable time frame for make-up work. **Out of School Suspended students may not attend any school functions or be on school property during the time of their suspension.**

### **3.10. Religious Absences**

A student absence for religious observations may be considered for an excused absence when the student’s guardian communicates in writing a request for consideration. When this procedure is followed, the student’s absences may be excused and shall not be counted toward the excessive absence clause of this policy (AA or PE). Students shall be allowed to make up work missed during such absences.

## **4. STUDENT RIGHTS AND RESPONSIBILITIES**

#### **4.1. Student Rights**

- The schools must provide all students a chance to earn an education. This means free admission to the zoned schools and the right to attend school until the age of 21 or graduation. All students must attend school until the age of 17.
- No student can be prevented from participation in any program solely because of his/her race, ethnic origin, sex, or handicap.
- Students have the right to equal education opportunity without interference from others.
- Students will have the opportunity to exercise the rights and freedoms guaranteed by the U.S. Constitution.

#### **4.2. Assigned/Owned Possessions**

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

#### **4.3. Student Dress Policy**

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

**The following are considered unacceptable in the school setting (this list is not all inclusive):**

- No attire that is considered disruptive or that presents a health or safety risk will be allowed (e.g., hats/caps/bandannas, sunglasses, costumes, and/or jewelry that can be used as a weapon).
- Clothing containing images and/or references to alcohol, tobacco, illegal substances, lewd, indecent, sexually suggestive/obscene, gang related, violent, inflammatory or threatening content.
- Pajama pants, house shoes/slippers
- Skirts/shorts/dresses below the natural waistline and shorter than mid-thigh (front and back of legs)

- Pants/leggings exposing skin above mid thigh
- Biker shorts
- Tops/Blouses/Shirts
  - Less than 2 inch wide straps
  - Expose student midriff (front, side or back) when arms are fully extended above the head
  - Hemlines shorter than the hemline of the pant/short/skirt with arms down

*\*PE and other extracurricular activities may have exceptions in the student dress policy. Should this be the case, the Administration Team and/or PE Department will communicate to guardians, students, and/or faculty in a timely manner.*

It is Guntersville Middle School's expectation that as a part of the GMS Guardian-School Compact, guardians will partner with GMS Faculty to ensure the adherence of the Student Dress Policy. Guardians can support the policy by monitoring their student(s) dress prior to sending/bringing students to school for learning. Any student in violation of the dress code will be required to change and/or call home for clothing that adheres to the student dress policy.

Safety and learning are priorities at Guntersville Middle School. Administrators, faculty, and staff want to make sure students are safe and comfortable to be ready to learn at high levels. Any disregard for the dress code will lead to disciplinary action according to the Guntersville City Schools' Code of Conduct. The principal / designee has the final decision regarding dress.

#### **4.4. Student Records**

##### **4.4.1. Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that received federal funds.

FERPA gives guardians certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the guardian's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, guardians and eligible students have the following rights:

- To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. Please contact Calley Kutner in the GMS counselor's office at (256) 582-5182 or calleykutner@gcboe.net. You will be notified of the place and time the record(s) may be available for review.
- To request that a school correct records believed to be inaccurate or misleading, the request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the guardian or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions of school officials in the education record, or the child's special education determination. Please contact Calley Kutner in the GMS counselor's office at (256) 582-5182 or calleykutner@gcboe.net to request an amendment to your child's record.
- To control the disclosure of their child's personally identifiable information from their education record, guardians may request that the school, with certain exceptions, obtain guardian written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a guardian or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
- To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

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

#### **4.4.2. Student Privacy Rights**

During the school year your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often, stories about what is happening at school will feature students. We also might want to use your child's name or may get a great photograph or videotape of your child that we'd like to use in a school district publication or presentation.

The Family Education Rights and Privacy Act (FERPA) permits school districts to release "Directory Information" to certain people or institutions, such as the news media, unless the child's guardian requests that such information not be released. "Directory Information" includes the following:

- Student name, address and phone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Publishing student names in the school newsletters or other publications

Guntersville City Schools will not release student information for commercial or other purposes. The purpose of release will always be related to the conduct of school business. A guardian release form will be a part of the registration packet. If you have any questions, please contact the school office at (256) 582-5182.

#### **4.5. Protection Of Pupil Rights Amendment (PPRA) Annual Notice To Guardians**

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

- Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

- Political affiliations or beliefs of the student or student's guardians
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers
- Religious practices, affiliations or beliefs of the student or guardians
- Income, other than is required by law to determine program eligibility
- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  - Protected information surveys of students
  - Instruments used to collect personal information from students for any of the above marketing , sales or other distribution purposes
  - Instructional material used as part of the educational curriculum

When a student reaches the age of 18 or is an emancipated minor under State law, the guardian's rights transfer to the student. The district has adopted policies, in consultation with guardians, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Guardians will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform guardians at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the guardian to opt his/her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, guardians will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Guardians will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered

under this requirement:

- collection, disclosure or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey non funded by the U.S. Department of Education; and
- any non-emergency, invasive physical examination or screening as described above

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

#### **4.6. Right To Request Teacher Qualification Annual Guardian Notice**

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide guardians with important information about this law and their child's education.

Guardians have the right to request information regarding the professional qualifications of their child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate;
- if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact GMS at (256)



582-5182.

#### **4.7. Electronic Devices/Cell Phones**

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

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

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

At Guntersville Middle School, cell phones and other electronic devices (including air pods and headphones) are to be turned off and stored away out of sight for the entire school day. The only exception will be when administration, faculty, or staff has provided approval for the use of electronic devices. Otherwise, if the cell phone or electronic device is seen or heard, then the student is in violation of the GMS Electronic Device Policy and the following disciplinary actions will be taken:

##### 1st Cell Phone/Electronic Device Violation

Phone/electronic device taken up by teacher and given to an administrator. Student is called to the office and given a **documented warning**. The phone is returned to the student at the end of the school day.

##### 2nd Cell Phone/Electronic Device Violation

Phone/electronic device taken up by teacher and given to an administrator. The student is called to the office and assigned **detention**. Parents contacted by an administrator.

### 3rd Cell Phone/Electronic Device Violation

Phone/electronic device taken up by teacher and given to an administrator. The student is called to the office. The student will receive further discipline including, but not limited to, Saturday School, In School Service, or Out of School Suspension. Parents contacted by an administrator. Phone held until parents can come to the school to pick it up.

## **4.8 Physical Restraint and Seclusion for All Students**

The Guntersville City School Board maintains a policy on the appropriate use of physical restraint for students. In situations that a student may be deemed in immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions the appropriate restraint by a trained personnel may be implemented. Schools and programs that use physical restraints under GCS Board policy must ensure that the staff and faculty are trained in the appropriate use of physical restraint. Guardian notification will be provided when physical restraint is used to restrain a student within a reasonable time not to exceed one school day from the use of the restraint.

## **4.9 Unannounced Drug Detection Visits**

Guntersville School Board policy permits certified agencies to make periodic unannounced visits to any facility/building in the system for the purpose of detecting the presence of illegal drugs. Students, and their belongings, may be susceptible to reasonable suspicion searches as a result of possible drug detections. Items found to be in violation of school system policy will be addressed through GCS Student Code of Conduct and may constitute grounds for student expulsion.

# **5. SAFETY AND SECURITY**

## **5.1. Communication System**

The Guntersville School System uses a rapid alert and emergency notification system via Blackboard to notify guardians, employees, and others about school-related matters. It is the

primary method for communicating information about school emergency situations, health-related matters, school closings and delays. This system can also be used to notify groups to school, extra-curricular, and athletic activities changes. Please be sure that we have your current contact information in PowerSchool as these notifications from Blackboard may be sent via phone call, email, and/or text message. GMS will also utilize social media platforms (ie- Facebook) to communicate as well. Please be sure to contact the GMS Receptionist as soon as possible when there are changes to guardian and/or student contact information during the school year.

## **5.2. Severe Weather - SCHOOL CLOSINGS**

The Superintendent will close schools when weather or other conditions are too hazardous for safe operation. Guardians will be notified of emergencies via the Guardian Notification System. News media will also be notified. When the announcement is made, please look for Guntersville City Schools and not Marshall County Schools as those are not the same.

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

### **5.3.1. Severe Weather Drills/Alarms**

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

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

### **5.3.2. Fire Drills/Alarms**

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

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

### **5.3.3. Lockdown Drills**

Examples of needs for school lockdown include building intruder, shooting, hostage situations, or unsafe situation nearby the campus. Lockdown Drills are signaled by an announcement by GMS Administration. The following rules must be observed during Lockdown:

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

### **5.3.4. Evacuation Drills**

Examples for a school need to evacuate include a bomb threat, an explosion, or a gas leak. When the fire alarm sounds, an administrator will make a PA announcement that it is safe to exit the building and to follow designated routes. Each teacher will lead the class from the building through a designated exit. A signal will be given by an administrator as the all-clear sign to return to the building.

The following rules must be observed during a fire drill:

- Be quiet.
- Walk as swiftly as possible.

- Leave without taking the time to collect personal belongings.
- Leave by the nearest exit, in the event you are not in your scheduled class when the bell rings.
- Teachers will call roll and report any missing students to the principal.

## 6. CHILD NUTRITION

The Child Nutrition Program of the Guntersville City Schools, in cooperation with the State Department of Education and The Department of Agriculture, participates in the Statewide Procurement Program which allows us to purchase and provide the highest quality foods for our students. By doing so, we are required to comply with state laws regulating the meal components that are offered to the students. We are an Offer vs. Serve school system which allows the students to choose from the five food groups served daily. **In order to offer the low meal cost, each student is required to choose three out of the five food components at each meal.** If other additional selections are made or requirements are not met, that student will pay for his/her items as a la carte items which are priced and sold as individual units. This could be a cost prohibitive situation for a student/family; therefore, we strongly encourage each student to cooperate by selecting the appropriate meal components at the time of meal service.

If you have any questions pertaining to the Child Nutrition Policies or Guidelines, please contact Julia Covington, CNP Director at (256) 582-3159.

### 6.1. Policies and Procedures

- No student may charge more than two reimbursable meals at any time. If your child charges one meal, a letter will be sent home that day as a warning that your child's account is overdrawn.
- No outside purchased food may be brought into any lunchroom/dining center to be served to a student or adult visitor.
- No adult visitor may charge a meal.
- Once money is deposited into a student's account, the student may not withdraw a portion of it unless they withdraw from school or graduate. Balances at the end of the year will carry forward to the next school year.
- Check cashing is not allowed.

- Charging of a la carte items is not allowed at any school.
- Lunch prices:
  - Full Price Lunch \$2.75
  - Reduced Lunch \$ .40
  - Universal Free Breakfast
  - Visitor Meal -
    - Adult: Breakfast - \$3.25; Lunch - \$4.75
    - Child: Breakfast - \$3.10; Lunch - \$3.55
- Student meal cards are issued to each student at the beginning of the school year. Students are required to use their meal card or memorize their student ID# for check out during meal service. Replacement cards are \$3.00.

## **6.2. Lunch Accounts**

- Money is kept in an account for every student and the proper amount is deducted each day when the student makes a purchase. For convenience, guardians may pay into the meal account weekly, or monthly. Guardians may make payments directly to the school or on-line.
- Linqconnect.com is an online service provided to electronically make payments into your child's account. Simply go to [www.linqconnect.com](http://www.linqconnect.com) to enroll. Once your account is established, you can check balances and fund the account anytime. You can also set spending limits and track transactions.

## **6.3. Lunch Account Information**

Checks written for prepaid lunch accounts are to be deposited - in their entirety - into the student's account. Cashiers WILL NOT to deposit a portion of the check and give the student cash for the difference.

# **7. ACADEMIC GUIDELINES**

## **7.1. Promotion - Retention Policy**

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

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

Students who have not met the minimum academic state standards, may be promoted or retained based upon a determination of what is in the specific child's best interest. A determination for retention shall be made jointly by the child's teacher(s) and the GMS MTSS team after discussion with the guardian(s). Students who lack minimum competency in a course but who are promoted to the next grade, will be provided remediation opportunities. These opportunities can include, but are not limited to, interventions during the summer months, tiered instruction, and other interventions and supports to promote academic success. Students in grades 9-12 must pass each course taken in order to receive credit.

## **7.2. Report Cards**

Grades are recorded by nine-week sessions and distributed according to the numerical grading system below:

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

## **7.3. Jr. BETA Club**

The purpose of this organization shall be the promotion of scholarship, leadership, and good citizenship at Guntersville Middle School.

The membership of this organization shall be made up from among the students with an A or B semester average in all subjects who, because of their worthy character, good mentality, credible achievement, and commendable attitude, have been approved for membership by the administration of Guntersville Middle School; provided, of course, that these students meet the requirements as set in the By-Laws of the national BETA organization.

## **7.4. Schedule Change Criteria and Procedures**

Student changes in schedules are very disruptive to student learning, structure, and accurate grade reporting. Therefore, Guntersville Middle School limits student schedule changes at the semester and only with certain required criteria for accepted schedule changes. Priority is given to schedule changes for the following reason in descending order: (1) Immediate Safety Concern; (2) Academic/MTSS Need; (3) Extracurricular/CTE need. ALL CHANGES MUST BE APPROVED BY THE GMS ADMINISTRATION TEAM.

#### Timeline for GMS Schedule Changes

Start of School	Requests due August 7-14, 2024	Effective Monday, August 19, 2024
Mid-Year	Request due January 7-14, 2025	Effective Friday, January 17, 2025

#### Procedure for GMS Schedule Changes

Safety Concern/Academic/MTSS/Extracurricular
1. Guardians Concern/Complaint Process/Head Coach/Director Request Initiated and Documented
2. Complete the Schedule Change Request Google Form and Submit
3. Student/Guardian/GMS Admin Conference
4. Approval/Rejection of Schedule Change Documented and Communicated

### **7.5. Semester Grading Procedures/Nine Week Grading Procedures**

All courses at GMS are either semester courses or full year courses. The grading periods at GMS will be nine weeks in duration. Students will be given ample evaluation opportunities during the course of the 9-week periods. Student's grades at each grading period is an evaluation of student progress at that point in the course - NOT A FINAL GRADE. Students will receive a grade at the end of each semester (F1 or F2). If a course is a full-year course, the final grade is not calculated until the end of the school year (Y1).



### **7.5.1. Cumulative Exams**

Students are expected to participate in and complete all assessments and activities provided by the course instructor. The following cumulative assessments will be given as follows:

- Semester 1: Dec. 16-20, 2024 - ELA/Reading and Math
- Semester 2: May 19-22, 2025 - Science and Social Studies

### **7.6. Cell Phone/Digital Device In A Testing Setting**

The possession of digital devices (including but not limited to cell phones, smart watches, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated.

Additional disciplinary action may be taken by the LEA.

## **8. SPECIAL EDUCATION**

Children with disabilities are entitled to have a free appropriate public education throughout their school years. This means that special education and related services are available to meet the unique needs of the child and will be specially designed for that child.

The law provides the opportunity for each child, ages 3-21, with a disability to receive a free appropriate public education. This includes individualized instruction and related services. It also provides protection of rights such as impartial due process hearings to resolve disputes, confidential records, the right to be educated in the regular education program to the fullest extent possible, and the right to a surrogate guardian if the child is without a guardian.

If you know of a child from age birth to 21 years who may be in the need of Special

Education services, call Dawn Osborne, Special Services Office at 256-582-3159.

Promotion-retention will be determined by the Individualized Education Program (IEP) of special education students.

### **8.1. Gifted Services**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata and in all areas of human endeavor. Teachers, counselors, administrators, guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all 2nd grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the counselor at the individual child's school.

### **8.2. 504 Act**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill its obligation under Section 504, Guntersville City Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in Guntersville City Schools. Guntersville City Schools have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined eligible under Section 504, to afford access to appropriate educational services. If there are questions, please contact Dawn Osborne, Section 504 Coordinator, 256-582-3159 or the school counselor, 256-582-5182.

## **9. ELIGIBILITY GUIDELINES**

### **EXTRACURRICULAR ACTIVITY PARTICIPATION – ACADEMICS FIRST**

## **9.1 Definitions**

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

## **9.2 Eligibility Requirements**

- Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar.)
- Physical Education may count as only one (1) unit per year.
- No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.
- An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
- Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

## **9.3. Physical Examination Requirements For Participation in Athletics and**

## **Cheerleading**

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

The Board of Education recognizes the value of an athletic program and marching band program both to individuals and to the school system.

For this reason, the Board will make reasonable efforts to maintain a high quality program that emphasizes personal development and integrity of individual participants. **The Board recognizes that student participation in athletics, cheerleading, and the marching band is voluntary and hereby decrees that all participants shall adhere to policies established by the superintendent, the principal, the athletic director, the band director, and the coaches.**

Prior to opening practice, each student participant in cheerleading, athletics and the marching band shall purchase student accident insurance as approved by the school or provide an insurance waiver that will be provided by the school. Proof of purchase shall be recorded by the coach and band director and submitted to the school secretary and/or the athletic director for his examination and filing.

In addition, prior to opening practice, each student participant in athletics, cheerleading, and the marching band (beginning with the 2006-07 school year) shall undergo a physical examination by a licensed physician as a prerequisite to participating.

## **9.4. Random Drug Testing and Substance Abuse Policy**

### **Student Competitive Extracurricular Activity - Substance Abuse Policy**

In order to promote the safety and welfare of students who participate in competitive extracurricular activities, to ensure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and

illegal drugs or controlled substances, the Board reserves the right to require any student who participates in extracurricular competitive programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

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

Guntersville City Schools has adopted the following procedures, provisions, and penalties to assure that all students have access to a drug and alcohol free environment. These procedures, provisions, and penalties include students who participate in extracurricular activities, Career Technical courses/programs, student drivers or those participating in Drivers Education, and those students who present cause for reasonable suspicion of being under the influence of, possession, transfer, use, or sale drugs/alcohol or of any substance purported to be a controlled substance. This is to assure that students participating in extracurricular activities (including but not limited to sports teams, cheerleading, choir, social organizations, and clubs) are, at all times while under the care of the school system, completely free from the effects of alcohol and/or the presence of other prohibited substances. Extracurricular activities are defined as any school or school related activity which is not required as a part of a student's mandated basic educational curriculum. Similarly, Guntersville City Schools has adopted the following procedures, provisions, and penalties to assure that students exercising driving privileges or participating in Drivers Education are, at all times while under the care of the school system, completely free from the effects of alcohol and/or the presence of other prohibited substances. All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, and/or having prohibited substances, abusing prescription drugs or any other mind-altering or intoxicating substances, or having any prohibited substance in their system while at practice, participating in events or otherwise while under the care of the school system. All students are prohibited from using, possessing, distributing, manufacturing, and/or having prohibited substances, abusing prescription drugs or any other mind-altering or intoxicating substances, or having any prohibited substance in their system while exercising driving privileges. No student will be permitted to drive on campus or participate in extracurricular

activities until the consent form is turned in to the school office which will be kept on file.

**Procedures:** The Board will conduct random unannounced screening of students subject to this policy through an independent drug testing agency. The drug testing agency will provide computerized random sample lists to the school system's employee responsible for coordinating drug tests ("Drug Testing Coordinator") upon arrival. The list of students in the random pool will be updated periodically by the school. Students will be required to report to the designated collection site for testing as soon as possible after receiving notification of their selection. The Board may require students to undergo alcohol and/or drug screening through a drug testing agency prior to their participation in extracurricular activities or exercising driving privileges. The Board will conduct alcohol and/or drug testing through a drug testing agency whenever the Board has knowledge of circumstances which provide reasonable suspicion to believe that the student has used alcohol or another prohibited substance or has otherwise violated this policy. The Board will consider a refusal for alcohol and/or drug testing as a positive test. The student will be subject to established consequences for violations.

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

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

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

1. **Pre-Participation Testing** – Drug testing may be required for students as a condition to participating in extracurricular activities or exercising parking privileges.
2. **Reasonable Suspicion** – Students will be submitted to drug testing whenever the Board has a knowledge of circumstances which provide

reasonable suspicion to believe that the student has used alcohol or another prohibited substance, or has otherwise violated the extracurricular and driving Privilege Substance Abuse Policy.

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

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

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

**Collection Procedures:** For oral/saliva tests, a saliva sample will be collected by a monitor from the drug testing agency. If a student has a positive oral/saliva test, he or she will be required to provide a urine sample for all subsequent tests under this policy. The drug testing agency representative and a school or district administrator will supervise the sample by remaining in the room adjacent to the restroom. Samples that do not meet the drug testing agency minimum standards for volume or temperature will be required to give a new sample. The drug testing agency and its laboratory will develop and maintain a documented procedure for shipping and assessing specimens. For reasonable suspicion screenings, the Drug Testing Coordinator will contact the drug screening agency to send a representative to the school for the screening. In the event that the drug screening agency is not available to come on site, the student's guardian will be contacted to inform them that the SRO and school administrator or his designee will transport the student to the Board contracted drug screening agency location OR the guardian can without delay transport the student to the Board contracted drug screening agency location.

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

**Release of Test Results:** All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its student drug testing program are confidential communications and may not be used

or received in evidence, obtained in discovery or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

**Evaluations and Return of Result to the Board:** The drug testing agency will follow their protocol for evaluation of results which may include the laboratory transmitting by fax, mail or sending an electronic message, but not orally, the results of all tests to the Medical Review Officer. The Medical Review Officer will be responsible for reviewing positive tests that require a medical review as requested by the Drug Testing Coordinator. Upon confirmation and review of a positive test, the Medical Review Officer shall notify the student and the student's legal guardian and give them an opportunity to discuss the results, including, but not limited to, whether or not the student was taking a prescribed controlled substance. Any unreasonable delay by the student and/or the student's legal guardian could be viewed as a waiver of this meeting. After the meeting with the student and/or student's legal guardian or if reasonable attempts to reach the student and/or the student's legal guardian are not successful, the Medical Review Officer will notify the Drug Testing Coordinator of the student's name and test results. The Drug Testing Coordinator will then report the finding to the school principal who will then schedule a conference with the student and the student's legal guardian and the Guntersville City Schools Discipline Review Committee to discuss the positive test results and appropriate consequences, interventions, and support. The drug testing agency will follow their confidential protocol for sharing drug screening results with the Drug Testing Coordinator who will then report the finding to the school principal who will then schedule a conference with the student and the student's legal guardian and the Guntersville City Schools Discipline Review Committee to discuss the positive test results and appropriate consequences, interventions, and support.

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

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

**First Violation:**

Upon the first violation, the student will be assigned to the Guntersville Student Support Center and suspended from all extracurricular activities, CTE activities, and/or the ability to exercise driving privileges for thirty (30)



school days and may return to such activities upon proof of and a negative drug test. Also, the student will be subject to routine drug testing during the remainder of the school year to maintain drug-free status.

**Second Violation:**

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

**Third Violation:**

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

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

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

## APPENDIX A

### GMS Bell Schedule

#### MONDAY, TUESDAY, THURSDAY BELL SCHEDULE

No Advisory

PERIOD	BEGIN BELL	END BELL	MINUTES
HR	7:35	7:45	10
1	7:48	8:40	52
2A	8:43 A Break 8:43-8:58	9:52 Class 8:55-9:47	52+15 Break
2B	8:43 Class 9:00-9:52	9:52 B Break 9:37-9:52	52+15 Break
3	9:55	10:47	52
4	10:50	11:42	52
5	11:45	12:57	52 + 20 Lunch
Lunch Schedule	A Lunch 11:50-12:10	B Lunch 12:13-12:33	C Lunch 12:37-12:57
6	1:01	1:53	52
7	1:56	2:48	52

#### WEDNESDAY AND FRIDAY BELL SCHEDULE

Advisory

PERIOD	BEGIN BELL	END BELL	MINUTES
HR	7:35	7:45	10
1	7:48	8:33	45
2	8:36	9:21	45
Advisory	9:24	10:26	47 + 15 Break
Break Schedule	A Break (6th) 9:24-9:39	B Break (7th) 9:45-10:00	C Break (8th) 10:11-10:26
3	10:29	11:14	45
4	11:17	12:02	45
5	12:05	1:12	45 + 20 Lunch
Lunch Schedule	A Lunch 12:08-12:28	B Lunch 12:30-12:50	C Lunch 12:52-1:12
6	1:15	2:00	45
7	2:03	2:48	45

## **APPENDIX B**

### **Code of Student Conduct Guntersville City Board of Education**

#### **Code of Student Conduct**

##### **STUDENT DISCIPLINE**

The Guntersville City Board of Education requires that all students enrolled in the city schools conduct themselves in a manner that facilitates the educational process. To ensure that the educational process in the schools is not disrupted because of misbehavior on the part of enrolled students, the Board of Education has established specific classifications of misbehaviors and the appropriate disciplinary actions to deal with these violations of student conduct.

Violations are grouped into three classes – Minor, Intermediate, and Major. This code of conduct prescribes that certain disciplinary actions may be taken in response to student behavior. The following descriptions provide general explanations of how discipline may be applied. However, the following is not exhaustive, and will not limit the discretion of administrators regarding offenses and the results in discipline.

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

##### **CLASS I – MINOR OFFENSES**

- 1.01 Excessive distraction of other students – Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- 1.02 Participation in non-school approved organizations – Any on-campus activities of secret societies or non-affiliated school clubs or organizations.
- 1.03 Minor intimidation of another student – The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such violence is imminent.
- 1.04 Gambling – Any participation in games of chance for money and/or other things of value.
- 1.05 Tardiness – Reporting late to school or class.

- 1.06 Non-directed use of profane or obscene language (verbal, written, or any gesture).
- 1.07 Dress Code Violation
- 1.08 Minor disruption on a school bus.
- 1.09 Inappropriate display of affection, including, but not limited to, embracing and kissing.
- 1.10 Unauthorized absence from class (skipping class).
- 1.11 Failure to properly display current student permit decal on vehicle.
- 1.12 Continued refusal to complete class assignments.
- 1.13 Failure to follow instructions – examples: failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.
- 1.14 Unauthorized use of school or personal property.
- 1.15 Littering of school property.
- 1.16 Any other minor violation that the principal reasonably determines to fall in this category.

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

### **Grades K-12:**

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

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

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

- Guardian contact and in-school disciplinary actions or suspension not to exceed 3 school days.

- Repeated offenses on more than two occasions may result in disciplinary action as specified under Subsequent Offenses of Class II Violations.

## **CLASS II – INTERMEDIATE OFFENSES**

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

2.02 Defiance directed toward an employee of the Guntersville City Board of Education or person(s) acting in an official capacity – Any verbal or non-verbal

refusal to comply with a reasonable direction or order of a Guntersville City Board of Education employee or person(s) acting in an official capacity.

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

2.04 Inciting or participating in student disorder.

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

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

2.07 Possession of stolen property.

2.08 Threats or Attempted Extortion – Verbally or by a written or printed communication, maliciously threatening an injury to the person, property, or reputation of another or with intent to extort money, property or any pecuniary advantage whatsoever, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against the individual's will. NOTE: Completion of the threat, either by the victim complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.

2.09 Trespassing – Willfully entering or remaining in any structure,

2.10 Possessing and/or igniting fireworks or firecrackers.

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

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

2.13 Touching of another person in a sexual manner.

2.14 Written or verbal propositions to engage in sexual acts.

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

- 2.16 Possession of pornographic material.
- 2.17 Unauthorized absence from school (skipping, truancy).
- 2.18 Leaving school grounds or assigned location without permission.
- 2.19 Disruption of the educational process caused by the wearing of obscene, secret society, or fraternity/sorority (non-affiliated school clubs) apparel.
- 2.20 Possession of paraphernalia or equipment commonly used to consume a controlled substance.
- 2.21 Use or visible possession of electronic devices during the school day, electronic devices are permitted only in classrooms with teacher approval. Students may only have one electronic device registered on the GCBOE network.
- 2.22 Unjustified activation of fire alarm or fire extinguishers.
- 2.23 Unsafe/unlicensed driving on school property or other violations of the school parking and driving rules.
- 2.24 Intentional, unlawful participation in gambling activities.
- 2.25 Possession or use of a laser pointer.

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

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

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

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

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

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

2.32 Failure to comply with the Medication Policy and Procedure.

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

2.34 Bullying- Bullying, violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions. The perpetrator will be subject to more significant disciplinary consequences and intensive interventions if the



perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race;
- The student's sex or gender;
- The student's religion;
- The student's national origin; or
- The student's disability,

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

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

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

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

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

- In school suspension
- Placement in Off Campus Intervention (OCI) Program
- Out-of-School Suspension not to exceed (7) school days.
- Repeated offenses on more than two occasions may result in disciplinary actions as specified under Subsequent Offenses of Class III Violations.
- In addition, the school system may require restitution of property and damages where appropriate.

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

3.01 Drugs/Alcohol- Possession, transfer, use, or sale of drugs/alcohol or of a substance purported to be a controlled substance;

- Repeat offenders for possession, transfer, use, or sale of drugs.

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

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

3.04 Threats – The intentional, unlawful threat by word or act to do violence to an individual, coupled with an apparent ability to do so, and committing an act which creates a well-formed fear in the individual that violence is imminent. (Must have all 3 components.)

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

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

3.07 Burglary of school property – Breaking and entering into a structure or conveyance without justification or excuse during the hours the premises are closed to the public.

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

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

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

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

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

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

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

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

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

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

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

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

3.20 Discharge or use of mace or pepper spray.

3.21 Unauthorized use of a computer or computer system which result in, but not limited to, the following:

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

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

3.24 Bullying- Bullying, violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions. The perpetrator will be subject to more significant disciplinary consequences and intensive interventions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race;
- The student's sex or gender;
- The student's religion;
- The student's national origin; or
- The student's disability,

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

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

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

- Out of school suspension up to 10 school days
- Virtual learning placement
- Placement in Off Campus Intervention (OCI) Program
- Recommendation to disciplinary committee
- Expulsion hearing before the board of education

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

### **Code of Student Conduct**

#### **GUNTERSVILLE CITY BOARD OF EDUCATION**

#### **STUDENT DISCIPLINARY CONSEQUENCES/PROCEDURES**

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

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

##### **Knowledge of and implementation of Board Policy and Student Code of Conduct**

Principals of each school site will familiarize school personnel with the procedures and provide each faculty member with a copy of this policy. This Code of Conduct has been published with the following concepts in mind:

- School rules should be clearly stated and related to the school's educational purposes.
- School rules should be fair and specific enough for students to understand what they can and cannot do.
- Students and guardians should be informed of the rules affecting behavior and discipline.

- When disciplinary actions are involved, school personnel and students should comply with the required procedures.
- Any student who has been identified as being eligible for the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the 1973 Vocational Rehabilitation Act is subject to the provisions of the code of conduct and may be suspended or expelled. However, all procedural safeguards identified within specific laws will be followed as required.

## **APPENDIX C**

### **GUNTERSVILLE CITY SCHOOLS INTERNET AND COMPUTER SYSTEMS ACCEPTABLE USE POLICY**

Purpose: The purpose of the Guntersville City Schools (GCS) Internet and Computer Systems is to facilitate communications and collaboration between members of the Guntersville City Schools community, which includes both staff and students. The Network is to provide expanded educational opportunities through resource sharing, innovation, and communication.

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

*NCIPA*: Guntersville City Schools also comply with the NCIPA provisions:

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

Applicability

:

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

All student applications must be reviewed each academic year. Students may not maintain accounts upon graduation from high school.

## Privileges and Rights:

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

***Privacy***—If a user is believed to be in violation of the guidelines, a system administrator may review communications, data files, and any other electronic media to maintain system integrity and to insure that students/teachers are using the system responsibly. GCS cannot guarantee the privacy, security, or confidentiality, of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.

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

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

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

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

## Data Security:



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

#### Secondary School Students:

With guardian permission, students in grades 6-12 may be granted an Internet/Network account good for one year at the applicable school after satisfying these requirements:

- Meet with a trained faculty member to review the Internet/Network Acceptable Use Policy (AUP) each year.
- Read and agree to follow the Internet/Network AUP (The student and guardians' signatures on the application form formalizes the agreement.)
- Successfully complete the student-training program when initial application for an account is made.
- Obtain the trainer's signature on the application form to indicate the student has completed the training program and is familiar with the Internet/Network AUP.

#### Faculty and Staff:

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

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

#### Internet Use:

- All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- Teachers should screen all Internet resources before projecting them in the Classroom.
- Internet activity can and will be monitored, along with other aspects of technology Usage.
- Internet access for all users is filtered through one central point by URL (web address) and by IP address and may be filtered by keyword.

- URLs (web addresses) and IP addresses may be added to or related from the filtered list by the Technology Director.
- Staff members may request to review filtered categories. Users requesting sites For blocking or unblocking, must list specific URLs.
- Successful or unsuccessful attempts to bypass the Internet filter by using proxies Or other resources are a violation of this policy.

#### Email:

- Personal use of email is permitted as long as it does not violate GCS policy and/or adversely affect others or the speed of the network.
- Use of GCS email accounts for harassing or threatening is strictly prohibited.
- GCS email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- When employing email, all users are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Users must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.
- Users required to maintain email(s) for more than 365 days should print said emails and file or store electronically in a different format.

#### Web Publishing:

- The Guntersville City Schools' web site is limited to usage associated with activities of Guntersville City Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- Links from pages housed on the Guntersville City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- Student pictures or other personally identifiable information can be used in accordance with the signed Media Release form and in accordance with FERPA Guidelines.
- Student posting of personally identifying information of any kind on the Guntersville City Schools website or linking to personal information from the Guntersville City Schools website is prohibited. Personally identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc.

- Individual students may be identified by full name unless permission to do so is denied by the guardian in writing on the Media Release form. Full names may only be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- Infringement of copyright laws, obscene, harassing, or threatening materials on web sites are against the law and are subject to prosecution.

## RULES:

Use of the Internet/Network includes the following responsibilities:

- DO NOT use another user's account.
- YOU WILL BE held accountable for your actions. Exemplary behavior is expected from all users at all times.
- DO notify an adult immediately if you encounter materials that violate the school code of conduct.
- Use of a proxy server or website is strictly prohibited.
- DO NOT use an electronic device (examples include but are not limited to computer, smartphone, iPad, iPod,) to hurt, harass, attack, or harm other people or their work (cyberbullying and/or sexting).
- DO NOT share your password with another person. You are responsible for all Material that is found in your personal drive.
- DO NOT use the Internet/Network to damage the computer or network in any way.
- DO NOT use the Internet/Network for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
- DO NOT install software or download unauthorized files, games, programs, or other electronic media on GCS equipment.
- DO NOT violate copyright laws. Unauthorized copying or transferring of Copyrighted materials is prohibited.
- DO NOT view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures via technology resources. Access to pornography and sexually permissive materials is prohibited. Materials that violate the school dress code will be considered in this category (cyberbullying and/or sexting)

- DO NOT reveal the personal address or phone number of you or anyone else.
- DO NOT introduce or spread computer viruses.
- DO NOT use the GCS Internet/Network for commercial purposes.
- DO NOT use the GCS Internet/Network for advertisement of any nature or political lobbying.
- Individuals must not attempt to modify technology resources, utilities, and Configurations, and/or change the restrictions associated with his/her account or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.

Penalties:

Conduct in conflict with the responsibilities outlined in this document will result in the loss of Internet/Network privileges. Disciplinary actions shall be consistent with the student handbook and school board policies. The Information Technology Director or Principal may close or suspend an account at any time deemed necessary.

### ***1st Offense***

- Verbal warning by the local school administration
- Training provided to educate the student about the offense.
- Training form will be signed by the student as proof of completion. ***2nd***

### ***Offense***

- 2nd verbal warning by the local school administration and referral written.
- Training provided to educate the student about the offense.
- Training materials will be signed by both the student and the guardian.
- Student account will be disabled until the training form has been signed and returned.

### ***3rd Offense***

- 3rd verbal warning by the local school administration and referral written.
- Training provided to educate the student about the offense.
- Training materials will be signed by both the student and the guardian.
- Student account will be disabled until the training form has been signed and returned.
- Student account remains disabled for an additional 5 days after the training form has been returned.

### ***4th Offense***

- 4th Verbal warning by the local school Administration and referral written
- Training provided to educate the student about the offense.
- Training materials will be signed by both the student and the guardian.
- Student account will be disabled until the training form has been signed and returned.
- Student account remains disabled for an additional 30 days after the training materials has been returned.

### ***5th Offense***

- Infraction will be classified as a Class II offense. Violations of Class II offenses can result in guardian contact, corporal punishment, detention, alternative school assignment, and/or suspension or expulsion. The severity of the case will determine the action taken.

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution.

E-Mail and Internet usage will be monitored for students, faculty, and staff. The Network/Internet is provided for school related business ONLY.

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

## **GUNTERSVILLE CITY SCHOOLS COPYRIGHT POLICY**

### **Purpose:**

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

### **Responsibilities:**

- Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of “Fair Use” guidelines provided in the Copyright Act; otherwise, the individual responsible for use or reproduction may be liable for infringing the copyright under existing laws.

- Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not “borrow” icons, sounds, or graphics from other pages without documented permission. It is the student’s or employee’s responsibility to secure proper usage permission.
- Written permission to post student work on the internet is obtained through the Guntersville City Schools Technology Usage Agreement.
- The school board will not provide legal support in such a case where the person has been notified that the potential infringement existed and the individual still has pursued utilizing the materials in such a manner as to result in infringement.

## **APPENDIX D**

### **GCS PERSONAL ELECTRONIC DEVICE POLICY**

#### **Purpose:**

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

#### **Devices Allowed:**

iPods, Kindles, Smartphones, iPads, Nooks, Laptops, Netbooks, Tablets Or any other locally approved device.

#### **Applicability:**

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

#### **Liability:**

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

#### **Privileges and Rights:**

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

#### **Expectations for Devices:**

- Students may only have 1 device registered on the school system's network.

- The device should only be used at appropriate times for appropriate activities.
- Personal devices should not be shared by students at any time.
- Devices with sound capabilities shouldn't disturb the classroom activities when not in use.
- It is the responsibility of ALL students to report any inappropriate use to the teacher.

#### Data Security:

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

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

#### Network Use:

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

#### Internet Use:

- Any approved electronic device can access the internet thru the devices cellular signal.
- Hotspot service may not be enabled at any time on the device.
- The Guntersville City Schools Internet/Computer Systems Acceptable Use Policy applies to any device on the GCS campus. The AUP also applies to any device using the device's cellular signal.

#### Penalties:

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



## **APPENDIX E**

### **Allergy and Anaphylactic Awareness Policy**

In an effort to direct and support clear, consistent, and effective practices for managing the risk of food allergies and response to food allergy emergencies and to make our schools (including the After School Programs and system sponsored Summer Programs) as safe as reasonably possible, the Guntersville City Schools Board of Education sets forth the following Allergy Awareness and Anaphylactic Policy. In addition to the guidelines of this Policy, district-level leadership as well as staff and community support are essential for the success of school-level food allergy management.

The Allergy Awareness and Anaphylactic Policy shall include the following:

Strategies that reduce the risk of exposure to anaphylactic causative agents in the classroom and common school areas will be enforced. The Guntersville City School System supports the three levels of prevention through its methods of creating an allergen-safe environment.

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

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

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

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

A Communication Plan for dissemination of information on life-threatening allergies to guardians,

students and employees. This plan shall include but not limited to school websites, acknowledgement forms, Schoolcast options, newspaper and public radio announcements.

Regular and ongoing training on dealing with life threatening allergies for all employees, staff and others who are in direct contact with students to be provided by the Nursing Staff of GCS.

A requirement that the school nursing staff develops an Individual Healthcare Plan for each student who has a life threatening allergy and maintains a file of current treatment options. The nursing staff will also be responsible for disseminating the pertinent information of the IHC to the appropriate teacher/staff for the well being and safety of the student.

A requirement that the guardian of a student with a diagnosed allergen shall provide the prescribed medication along with the physician's medication order to the school nurse.

A requirement that the school Principal ensure that, upon registration, or guardians and students provide a Signature of Acknowledgement of the Allergy Awareness and Anaphylactic Policy.

A requirement that the Principal ensure that each faculty and staff member provide a Signature of Acknowledgement of the Allergy Awareness and Anaphylactic Policy.

## **APPENDIX F**

### **TITLE I INFORMATION**

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

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

- ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, guardians, and administrators can measure progress against common expectations for student academic achievement;
- meeting the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
- closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and non minority students, and between disadvantaged children and their more advantaged peers;
- holding schools, local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
- distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
- improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State

academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;

- providing greater decision making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
- providing children an enriched and accelerated educational program, including the use of school wide programs or additional services that increase the amount and quality of instructional time;
- promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
- significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
- coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
- Affording guardians substantial and meaningful opportunities to participate in the education of their children.

## **APPENDIX G**

### **ENVIRONMENTAL PROTECTION**

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

The EPA requires us to perform re-inspections of the asbestos materials every three years. During the summer of 2012, accredited asbestos inspectors performed these re-inspections. An accredited management planner reviewed the results of the re-inspections and recommended actions we should take to safely manage asbestos material in our buildings. EPA also requires a six-month surveillance of any asbestos-containing building materials (ACBM), which is conducted during the months of April and October.

All asbestos materials in the schools are in good condition and we will continue to manage them in place, as recommended by the accredited management planner.

Copies of these Management Plans and re-inspection results are on file at the Central Office of the Gunterville City Board of Education and in the office of the Principal of each of the city schools. These plans are available, upon request, for inspection by the public, including guardians, teachers, and other school employees or their representatives. The request must be in writing and the plan(s) will be made available within five working days.

## **APPENDIX H**

### **MENINGOCOCCAL DISEASE AND VACCINE**

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

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

**What are the symptoms of the disease?** Fever - Headache - Stiff neck - Red rash  
- Drowsiness - Nausea and Vomiting

*Meningococcal vaccine:* Who should get the vaccine and when? MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

## **APPENDIX I**

### **HARASSMENT COMPLAINT FORM**

Harassment definitions and clarifications can be found on the GCBOE Board Policies at the GCBOE website.

You may refer to the following policies:

- GCBOE Policy 5.15
- GCBOE Policy 6.11
- GCBOE Policy 6.25

Refer to the GCBOE website or to any school principal for a Harassment Complaint Form.

## APPENDIX J

### Positive Behavior Intervention and Support (PBIS) Reactive Plan







