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**Gadsden City Board of Education**

**1026 Chestnut Street**

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**Tony Reddick**……………………………………..Superintendent

**Dr. David Asbury**...…Director of Technology/Human Resources

**Keith Blackwell**………………..….Director of School Operations

**Marcia Farabee**…………...Director of Curriculum and Instruction

**Joel Gulledge**..Director of School Improvement and Accountability

**Sharon Maness**…..………………..Director of Special Education

**Johnnie Parker**…...Testing Coordinator/Child Nutrition Program

**Dr. Donna Smoots**…………………..Director of Student Services

**Hector Baeza……**…..……Title I/Elementary School Coordinator

Members of the Board: **Adrienne Reed, Nathan Carter, Mark Dayton, Mike Haney, Z. Andre’ Huff, Nancy Stewart, and Allen Millican**

***GENERAL INFORMATION***

**Gadsden Middle School**

**612 Tracy Street**

**Gadsden, Alabama 35901**

**(256) 547-6341**

**Fax (256) 547-6323**

[**http://gms.gcs.k12.al.us**](http://gms.gcs.k12.al.us)

Chance Goodwin…………………………………………Principal

Ray Peoples……….…………………………..Assistant Principal

Rachel Hyatt………………………………...Guidance Counselor

Melissa Hughes...…………………………………….Bookkeeper

Beth Boatner…………………………………………….Secretary

The policies and procedures in this handbook are the results of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

 The ultimate purpose is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate in our varied activities and this find those things within your school, which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

**MISSION STATEMENT**

 Our mission is to provide an environment that fosters intellectual, social, emotional, and physical growth for all students through appropriate curricula, programs, personnel, instructional strategies, and physical facilities in order to promote their success in a global, multicultural society.

**EQUAL EDUCATION**

**OPPORTUNITY STATEMENT**

 It shall be the policy of the Gadsden City Board of Education that the school district shall provide, on a nondiscriminatory basis, educational opportunities for children. No person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

**NON-DISCRIMINATION POLICY**

 In no cases shall admission policies reflect overt or inadvertent discrimination based on race, color, creed, sex, religion, or national origin.

It is the policy of the Gadsden City School System to provide, on a nondiscriminatory basis, educational opportunities for children. No person shall be denied the benefits of any educational program or activity on the basis of race, color, disability, creed, national origin, age, or sex.

**GADSDEN CITY SCHOOLS**

**COVID-19 GUIDANCE, SAFETY, AND WELLNESS PROCEDURES**

Due to the continued presence of COVID-19 we ask you as parents/guardians to do your part in helping mitigate students contracting the virus, and hopefully reducing the spread as we begin the 2021-2022 school year. The following guidelines should be considered.

-We encourage you to speak to your student’s primary care physician about returning to school if they have a pre-existing condition that would make them susceptible to COVID-19.

-Provide appropriate contact information and make plans to ensure someone can check out your student if needed.

-Monitor your students health conditions prior to the school day and assess them for any symptoms. Students with an elevated temperature greater than 100.4 and/or exhibiting symptoms should stay home.

-Only have students bring essential items to school. Items taken to school should be sanitized as often as possible.

-Notify school administration immediately if your student has tested positive for Covid-19.

-Masks will be optional. This policy can be amended as new information is released.

We ask that parents/guardians understand that access to school buildings will be limited. Attending lunch with students or classroom visits will not be allowed. Check-out procedures **may** include students being sent to the front door once proper identification of an adult has been made. Check-in **may** include the student being sent in the front door to an awaiting staff member once proper identification of an adult has been made.

PLEASE REFER TO THE LINK BELOW FOR DETAILED PLANS FOR SCHOOL RE-OPENING.

<http://www.gcs.k12.al.us/wp-content/uploads/sites/106/2020/06/Gadsden-City-Schools-Presentation-for-the-Reopening-Plan.pdf>

Enrollment of homeless, migrant, immigrant, and limited English proficient children shall not be denied due to any barriers: birth certificate, school records, transcripts, immunization, and proof of residence, transportation, unaccompanied: no guardian.

**BELL SCHEDULE**

Bell to enter building, lockers, restroom 7:50-8:00

Announcements 8:00-8:07

1st Period 8:07-8:59

2nd Period 9:03-9:55

3rd Period 9:59-10:51

4th Period 10:55-11:47

5th Period 11:51-1:08

6th Period 1:12-2:04

7th Period 2:08-3:00

**TIGER TIME SCHEDULE**

TUESDAY MORNING SCHEDULE (2nd & 4th Tuesdays)

1st Period 8:00-8:30

2nd Period 8:34-9:17

3rd Period 9:21-10:04

Regular Afternoon Schedule

**LUNCH SCHEDULE**

6th Grade 11:00-11:30

7th Grade 11:55-12:30

8th Grade 12:30-1:08

**AFTERNOON DISMISSAL**

We will be following the diagram on the last page of the handbook in the afternoon for student pickup. ***NOTE: During the hour of 2:30-3:30 pm, Tracy Street will be ONE WAY only. You must enter via Randall Street.*** You will also see there are designated pick zones for each grade level. The zones are as follows:

 6th grade: On Tracy Street in front of the marquee (sign)

 7th grade: On Park Street, beside the Fine Arts wing.

 8th grade: On Tracy Street, directly in front of school between the entrance and exit of the circular driveway.

**CHECKING OUT AND LEAVING CAMPUS**

When checking out of school for an appointment, the parent or guardian should come to the check-out desk and request that the student be checked out. The person checking out the student must show proper ID. The check in/out personnel will call the teacher to request a student be sent to check out. The student should remain in class until called. **Allow at least 10 minutes for your child to meet the parent at the check out desk. The student must leave campus with either a parent or guardian, or designee of the parent,** and then only after officially signing out on the check-out/check-in list. If the student returns to school later the same day, the parent or guardian must come into the building and sign the student back in. If a parent desires a child to walk to a nearby appointment, or to leave school with anyone other than his or her parents, **written** permission must be given. (This includes neighbors, older brothers and sisters, other parents, etc.) When a student becomes ill during school and wants to check out to go home, he must first get a pass from his teacher to go to the school nurse. The nurse will then call the student’s parent or guardian so that they can come and pick up their child.

**GADSDEN CITY ORDINANCE NO. 01379 BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GADSDEN, ALABAMA, AS FOLLOWS:**

Section 1. It shall be unlawful for any person to enter upon the premises or grounds of any school, including any parking area incident thereto within the city, during the normal hours of operation of such school without first having obtained written permission to do so from the principal, or a person in the administrative office of that school designated by the principal to give such permission.

Section 2. Available in the office.

Section 3. A violation of Section 1 of this ordinance shall be considered a trespass upon school property and shall be punished by a fine not exceeding Five hundred dollars or imprisonment in the city jail for a time not exceeding six months or both.

**VISITORS**

No visitors are allowed on campus or in the building without obtaining permission and registering in the main office. All visitors must wear a visitor’s badge.

**LOCKERS**

Classroom lockers are available for student use for $15.00 per school year. Students are cautioned against telling their combinations to each other or they cannot expect their property to be safe. Each student is responsible for keeping his/her locker clean both inside and outside. **STUDENTS ARE NOT TO SHARE LOCKERS.** The school retains control of all student lockers and the school reserves the right to open and search any student locker without notice to the student and/or without the consent of the student. Students do not go to lockers except at designated times. Get books, paper, pencils, and other materials needed at these times including PE clothes. Books and materials may be taken to gym during PE but do not take valuables. This policy has been put in place to better prepare you for the challenges of school and life. This will eliminate the need to talk in the halls and to insure that all students get to class on time.

**LOCKER TIMES:**

Before Homeroom: (Get books for 1st & 2nd periods)

After 2nd Period: (Get books for 3rd & 4th periods)

After 4th Period: (Get books for 5th, 6th & 7th periods)

**GO TO LOCKER AFTER SCHOOL TO GET MATERIALS FOR**

**HOMEWORK.**

**THE SCHOOL RETAINS JOINT CONTROL OF ALL STUDENT LOCKERS, AND THE SCHOOL RESERVES THE RIGHT TO OPEN AND SEARCH ANY STUDENT LOCKERS WITHOUT THE CONSENT OF THE STUDENT.**

 **Note: Book bags, purses, or other large bags may be searched upon entering the building.**

**VALUABLES**

Throughout the year there are periodic concerns regarding missing money and valuables. Each student is issued a school locker where personal belongings are to be kept. Locker combinations should be kept private. Many of the problems occur because students give this information freely to peers. Valuables should be stored in lockers. We recommend that students DO NOT bring large sums of money or any valuables to school. IF IT IS VALUABLE, LEAVE IT AT HOME.

**EMERGENCY CLOSING PROCEDURES**

Information concerning cancellation of the school day will be announced on the following radio and TV stations: WAAX, WGAD, WQEN, WMGJ, WKXX, Channels 6, 13 and 33/40. This information will be given to the media by 6:30 a.m. Students and parents should refrain from calling the stations in order to keep the lines open for official calls. Gadsden City Schools will use the SchoolCast Rapid Notification System. Login information should be picked up in the front office of your school.

**EMERGENCY DRILLS**

       Gadsden City Schools requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or “code red” drills as described in the school and system safety plans.

       A fire drill shall require complete evacuation of the building (once each month). A Code Red (lockdown) for safety and security emergencies is to be scheduled during the first six weeks of each semester. Additional lockdown drills, fire drills, and weather drills may be scheduled at any time to complete the requirement of one drill per month.

       Training for faculty and staff on procedures for all emergency drills as well as information in the school safety plan shall be conducted at least annually.

       The principal shall report the dates of annual safety training as well as dates of all safety drills in the manner prescribed by the State Department of Education and the Superintendent. Failure of a principal to conduct and report safety drills and training according to prescribed rules shall result in appropriate disciplinary action and recorded on Virtual Alabama.

**TORNADO AND FIRE DRILLS**

 Tornado and fire drills are held regularly to develop safety practices that will help students move quickly and in an orderly manner to predestinated safety areas during an emergency. The procedures for fire and tornado drills will be posted in each classroom. Teachers will review these procedures with the students during the course of the year.

**CLASSROOM DELIVERIES**

Classes will not be interrupted to deliver items to students except in emergency situations. It is the responsibility of each student to bring necessary money, keys, and supplies to school each day.

**ELEVATOR**

The elevator is to use only with permission of the administration. Students should see Mr. Gulledge or Mr. Peoples for permission.

**DANCE RULES**

Dances are for Gadsden Middle School students only. If a GMS student wishes to bring a student from another middle school, he or she must have prior permission. A dance slip must be signed by the parent before consideration. The administration has the right to deny any student into a dance. Please arrange pick-up 15 minutes before dismissal.

**RETURNED CHECKS**

The Gadsden City Board of Education has an agreement with Envision for the collection of all returned checks issued to all locations. The will require the following on all checks:

• Full name

• Street Address

• Home Phone Number

If your check is returned, it will be automatically forwarded by the Gadsden City Board of Education’s Bank to Envision. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently $30.00. This fee is subject to change as allowed by law. If you do not properly respond to Envision, or Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees could also be deducted from the same account.

**TELEPHONE**

Students are not to use the telephone or to receive telephone calls unless it is an emergency and the emergency is stated. Under no circumstances are telephones to be used without permission of the adult in charge.

**STUDENT VEHICLES**

Upon arrival to school, students will be required to park any vehicle ridden to school. Bicycles and motorbikes must be parked in the designated area and left until school is dismissed. No student is to touch any vehicle from the time it is parked upon arrival until leaving school at the end of the day. Any vehicle requiring a license must be registered with the assistant principal. Prior to driving the vehicle to school, a valid license must be presented when the vehicle is registered.

**MEDIA CENTER**

All students are urged, and at times will be required, to use the Media Center. Use of these facilities requires responsible behavior on the part of the student. Misbehavior in the Media Center, failure to return books or failure to pay for lost books will result in disciplinary action and termination of checkout privileges. All lost books must be paid for before grades can be released.

1. Books are checked out and returned within a two-week period.
2. There is a limit of one book per student at any time.
3. Students must be quiet and well behaved while in the media center.
4. Each student and each teacher is responsible for materials check out.
5. Reference books are not to be taken from the media center.

***ATTENDANCE***

**COMPULSORY ATTENDANCE**

The Gadsden City Board of Education shall enroll in school all students residing within the school district between the ages of six and seventeen years, not otherwise receiving instruction in a private school, church school, or being taught by a private tutor in accordance with state law. An accurate record of attendance for each pupil shall be maintained by the classroom or homeroom teacher or other designated person. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education. It is the policy of the Gadsden City Board of Education that students in grades 9-12 must register and begin attending classes no later than ten (10) days from the beginning of the semester in order to receive Carnegie unit’s credit for that semester.

**STUDENT ATTENDANCE POLICY**

It is the belief of the Gadsden City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course requirements.

It is the responsibility of parents/guardians and students to maintain regular and punctual student attendance at school. Administrators and teachers will make every effort to encourage regular attendance by students and solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities which are excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such nonattendance.

**Excused Absences**- Parent(s)/guardian(s) must provide a written explanation of the reason(s) for each absence within two school days after each absence (or consecutive absences). If the written explanation is not provided within the two-day period, the absences will be coded unexcused. A student must be in attendance one-half day to be counted present. Absences will be excused for the following reasons:

1. Personal illness without doctor’s excuse, with parent/guardian excuse.
2. Personal illness with a doctor’s statement.
3. Death in the immediate family.
4. Weather preventing attendance (would endanger student’s health).
5. Legal requirements, such as subpoena or other required court appearance.
6. Prior permission by the principal at the request of parent or guardian.
7. Legal quarantine

**Unexcused Absences-** Any absence(s) not classified as excused absence(s) will be coded unexcused.

The Gadsden City School System recognizes that daily instruction in classes is imperative to student success either in traditional or, more importantly, block scheduling. Our goal is to provide meaningful instruction for every student every day during each term. In order to complete that goal, to assist students in their personal educational growth, and to help them develop personal responsibilities toward their own success, the school counselors, administrators, and secretaries will call a parent/guardian when students are absent beginning with the second absence. By ensuring that students have the opportunity to meet attendance requirements, we can ensure that maximum learning takes place.

I. ISS (In-school suspension)

1. For the purposes of this policy, ISS is **not** considered as a class absence.
2. If ISS is not available, detention or Saturday school could be used when deemed appropriate by the administration.

II. ABSENCES OVER TEN DAYS- A parent conference is required.

1. A letter will be sent to a parent/guardian after a high school student has missed a class ten (10) unexcused times during a term; fifteen (15) unexcused days for a middle school student.
2. Any class periods that are missed more than ten (10) unexcused times for a high school student during a semester (or more than fifteen (15) unexcused times per semester for a middle school student) may result in the student failing to receive credit for that course. A grade of F/A (failure due to absences) will be issued to the student for the course in such cases.
3. Class work missed during unexcused absences may not be made up. An Out of School Suspension is an unexcused absence and may not be made up unless the school principal creates opportunities after school hours to earn partial credit for missed assignments.
4. Students will have the opportunity to make up assignments with an excused absence. However, the teacher has the option to require that tests and exams be administered during a separate, teacher monitored session which must be scheduled through the respective teacher. Students may have three days to turn in missed assignments (Could be longer if approved by principal).

III. PHILOSOPHICAL BASIS

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by student facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

**Student Responsibilities Are**:

To take advantage of educational opportunities by attending all classes daily and punctually.

To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.

To promptly request make-up assignments for each excused absence and to complete these assignments within a reasonable length of time or a zero (0) will be issued for the assignment(s).

**Student Rights**:

To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.

To make up class work with a specified length of time when there is an excused absence.

Principal: Evaluation of student absences may be appealed to the school principal.

**TRUANCY/ABSENTISM**

 Truancy is the habitual and unlawful absence from school. In accordance with Alabama School Law the parent or legal guardian is responsible for requiring any student under his control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School law and State Board of Education rules and regulations. Provided a student under seventeen (17) years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

**EARLY WARNING TRUANCY PREVENTION PROGRAM**

**TRUANCY DEFINITION**

 A parent, 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 (3) days following return to school. A failure to furnish such explanation 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 (7) unexcused absences within a school year constitute being truant for the purpose of filing a petition with the Court.** The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. **FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)**
	1. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
	2. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. **NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)**
	1. The parents, guardian, or person having control of the child shall: (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
	2. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
	3. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition **against the parent under *Code of Alabama* (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.**
3. **NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)** file complaint/petition against the child and/or parent/guardian, **if appropriate.**
4. **CHILD UNDER PROBATION**
	1. The school attendance officer should be notified **by the juvenile probation officer** of all children in the school system under probation supervision by the juvenile court as **consistent with state statue,** *Code of Alabama* (1975) § 12-15-100 and 105.
	2. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

**MORNING TARDIES**

 Gadsden City Schools strives to maintain an orderly environment for students’ education. Students that arrive late not only miss valuable class time, but also interrupt the educational setting of the classroom.

 Students who are tardy to school must check in with the designated personnel for a pass. Tardies to class will be handled by each school. Tardies will be coded excused or unexcused. The designated administration will assign penalties as follows:

Middle Schools:

Fifth – Seventh Tardies: Parent Notification/phone call/referral

 with the parent signature

Eighth Tardy: Home referral – the parent must come to

 school

Tenth Tardy or more: Will be ISS or OSS

A student is considered tardy after the tardy bell. Parent signatures may be required, or documentation from (doctor, dentist, court, etc.).

**CLASSROOM TARDY**

Students should be in their room before the tardy bell rings. The teacher must indicate each tardy in the grade book and also have the student sign and write in the time on the class tardy sheet. *Any student more than five minutes late to class without an excuse will be written up as ‘skipping’ and disciplined accordingly.* The designated administration will assign penalties as follows:

1st-3rd Tardy: Warning

4th Tardy: Discipline referral; Parent contact.

5th-beyond: Discipline referral; Detention, ISS, or OSS.

 This will be at the administrator’s discretion.

**Class Tardy count will start over at the beginning of the 2nd semester.**

**WITHDRAWALS**

The parent of a student who is transferring to another school must notify the school counselor who will initiate appropriate withdrawal forms. All personal belongings must be removed from the locker, textbooks turned in, library books turned in, and all financial obligations paid before the student is officially withdrawn.

***TECHNOLOGY***

**Policy Regarding the Legal and Ethical Use of Technology**

**Resources, Electronic Mail, and the Internet**

**INTRODUCTION**

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of Gadsden City Schools to provide all students and employees with the opportunities to access a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the instructional goals of the Gadsden City Schools.

Thus, it is the intention of the Gadsden City Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts.

 Additionally, it is implied that all students and employees of the Gadsden City Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. Gadsden City School technologies may not be utilized for personal gain.

**POLICY STATEMENT**

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the Gadsden City Schools.

Individuals may only use accounts, files, software, and computer resources that are assigned to those individuals under their password.

Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Gadsden City Schools.

Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement.

According to the license agreement, a backup copy of all purchased software programs should be made and, thus, become the working copy.

All original copies of software programs, including those purchased with departmental funds, and hardware will be stored in a secure place. For security and insurance purposes, access to original software shall be limited to the building principal and/or his designee. System wide software will be housed at the Board of Education.

If a single copy of a given software program is purchased, it may only be used in one computer at a time. Multiple loading or downloading the contents of one disk into multiple computers, (1987 Statement on Software Copyright) is NOT allowed. Individuals are not authorized to make copies of any software or data without the knowledge of the building principal and/or his designee. Any questions about copyright provisions should be directed to the System Technology Coordinator.

Illegal copies of software may not be created or used on school equipment, including any school-wide bulletin board services.

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal or the System Technology Coordinator.

Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.

Students and employees of the Gadsden City Schools must not attempt to modify technology resources, utilities and/or configurations, or change the restrictions associated with their accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

Network access shall not be used to affect individual computers or the network in any of the above ways.

The Principal of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

The legal and ethical practices of software and hardware usage will be taught to all students and employees in the system (i.e. during computer lab orientation; during faculty meetings, etc.).

This policy will be prominently displayed in all rooms throughout the system that contain one or more computers

All Gadsden City Schools technology resources, regardless of purchase date or location, are subject to this policy.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System Technology Coordinator. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to: (1) loss of access; (2) additional disciplinary action to be determined at the individual school in line with the Code of Student Conduct for the Gadsden City Schools or other board policy; and (3) legal action, when applicable.

**ELECTRONIC MAIL**

The Gadsden City School System provides access to electronic mail for many of its employees and some student classes. That access is for their use in any educational and instructional business that they may conduct. Staff personal use of electronic mail is permitted as long as it does not violate Gadsden City Schools policy or adversely affect others. All contents and usage of electronic mail shall be the property of the Gadsden City School System.

**INTERNET**

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of the Gadsden City Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula. The Gadsden City Schools have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. We believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Internet access is provided to allow students to conduct research and to communicate with others. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing the written permission of parents. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.

To maintain system integrity and to insure that the system is being used responsibly, the Gadsden City Schools reserve the right to review files and network communications. Users should not expect that files stored on the Gadsden City Schools servers will always be private.

All home pages (starting point for a group or individual directory of Internet sites and/or other information) will be reviewed by the System Technology Coordinator for approval before being publicly posted.

Students will be allowed to conduct independent research and communicate on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared.

Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner.

The following are not permitted on any Gadsden City Schools Network or the Internet:

1. Sending, displaying, or downloading offensive messages or pictures

2. Using obscene language

3. Harassing, insulting, or attacking others

4. Damaging computers, computer systems, or computer networks (this includes changing workstation and printer configurations)

5. Violating copyright laws

6. Using other user passwords

7. Trespassing in other user files, folders, or work, or

8. Intentionally wasting limited resources.

9. Plagiarizing.

**INTERNET SAFETY**

* 1. Students are not to access inappropriate matter on the Internet and World Wide Web.
	2. Students are not to use school system equipment or resources to electronically communicate with individuals for non-instructional purposes. This includes e-mail correspondence, chat rooms, instant/real time messenger services, or any other form of electronic direct communication. Such contacts may only be made with the approval and supervision of school system personnel and be conducted solely for instructional purposes.
	3. Students are prohibited from participating in any unauthorized access (‘hacking’) of computer systems or any other unlawful technological activities.
	4. Students and school system employees are prohibited from the unauthorized electronic disclosure of personal student information such as name, home address, phone number, age, or race.
	5. The Gadsden City Schools have taken filtering and supervisory precautions to restrict intentional or accidental access to inappropriate sites on the Internet.

Ref: TITLE XVII—Children’s Internet Protection Act.

***ACADEMIC INFORMATION***

**PROGRAM OF STUDIES**

All students are required to take the following subjects:

1. Language 4. Science

2. Reading 5. Social Studies

3. Math 6. Physical Education

All students, except those with a serious reading or math deficiency are required to take an elective from the list below. Students with a reading or math deficiency are required to take competency remediation classes instead of an elective.

* 1. Art - Students must furnish supplies and pay fee of $20.00 per year.
	2. Band - Students must furnish instruments and pay fee of $20.00 per year.
	3. Family and Consumer Science - $20.00 per year
	4. Strings - Students must furnish instruments and pay fee of $20.00 per year.
	5. Computer - $20.00 per year
	6. Locker Fee - $15.00

**GRADES**

**Philosophical Basis:**

An academic grade should reflect the teacher’s most objective assessment of the student’s academic achievement. Academic grades will not be used as a means of maintaining order in a classroom.

**Student Responsibilities are:**

To become informed of the method of grade determination in each class.

 To maintain a level of academic performance equal to ability, and to make every effort to improve performance upon notification of unsatisfactory progress.

 To present reports of academic performance to parents/guardians.

**Student Rights are:**

To receive the grading criteria at the beginning of each year or course.

 To receive periodic progress reports.

**GRADING SYSTEM**

A=90-100 🞟 B=80-89 🞟 C=70-79 🞟 D=60-69 🞟 F=59 and below

**GUIDELINES FOR PROMOTION/RETENTION**

**GRADES 6-8**

The promotion/retention policy has been developed for the purpose of complying with the Alabama State Law. In keeping with this law, a student will be promoted to the next grade level when the student has completed existing course work and acquired skills and competencies determined by the following standards:

I. CORE ACADEMIC CURRICULUM

Students should demonstrate mastery of all core academic subjects (Language, Reading, Math, Science, and Social Studies). Indicators of mastery include the following:

* + 1. Obtaining a minimum passing grade (60%) in the teacher evaluation for each C.A.C. course.
		2. Achieving at a minimum of the 25th percentile nationally on the state administered standardized exam in each C.A.C. area.
		3. Passing the locally developed system C.A.C. subject exam. The semester exam at the end of the 2nd nine weeks will be averaged in as 1/5th of that nine weeks’ grade average. The final exam will be averaged in as 1/5th of the 4th nine weeks’ grade average.

II. TEACHER EVALUATION

Failure to obtain a passing grade (60%) in two subjects may be cause for retention at present grade level.

If a student fails two subjects, one subject may be taken during summer school and the other subject may be made up in place of the elective during the next school term. Therefore, both classes can be made up within one year’s time without the student being retained. If a student does not attend summer school, the student will be retained since 2 credits could not be made up during the school year alone.

**GRADUATION**

All 8th grade students must pass **all** 7 classes in order to march in the graduation exercises. The Promotion and Retention Board Policy will be in effect for all students not participating in graduation exercises.

**Pre-AP Curriculum**

Gadsden City Middle Schools are dedicated to provide the students with the best educational opportunities. We feel that it is important to ensure that the students are ready for the rigors of high school. Therefore, Gadsden City Middle Schools offer a Pre-AP curriculum for Advanced Students. The Pre-AP curriculum will be designed after the AP curriculum at Gadsden City High School. The middle school teachers will work with the high school teachers in developing a challenging curriculum which will prepare the students who will be taking AP classes. The administrations will look at student’s grades, test scores, and teacher recommendations to determine who needs to be in the Pre-AP curriculum. This is in line with the AP curriculum at the high school. If you have any questions, please feel free to call the school. By offering the Pre-AP curriculum at the middle school level, the student success rate at the high school will only improve.

**GRADE REPORTS**

Progress reports will be sent home on the following dates:

 1st Nine Week: September 15th

 2nd Nine Week: November 10th

 3rd Nine Week: February 9th

 4th Nine Week: April 20th

Report Cards will be sent home on the following dates:

 1st Nine Week: October 14th

 2nd Nine Week: January 6th

 3rd Nine Week: March 17th

 4th Nine Week: May 26th

**PARENT/TEACHER CONFERENCES**

Conferences should be scheduled through the counselor’s office. Each party will be given a twenty-four-hour notice in regard to the time of the conference. Conference times are 7:40-7:55 or 3:00-3:15 or during the teacher’s planning period.

**STUDENT RECORDS**

All student records are confidential and will be shown only to the teachers and parents involved. Parents who would like to see their child’s permanent record or review his/her standardized test performance may do so by making an appointment with the counselor.

**TEXTBOOKS**

All basic texts are lent to students for their use during the school year. Each student is responsible for all textbooks issued to him or her, and parents will be required to pay for lost or damaged books. Additional books will not be issued until payment is made. Grades will be held until all accounts are clear.

**ACADEMIC HONESTY**

Cheating is a Class II offense (2.14). Any proven acts of cheating on the 1st offense will result in a zero on the assignment followed by a parent conference. Subsequent offenses will result in the same as well as following the guidelines from the Student Handbook and the Code of Conduct.

**PLAGIARISM**

**Definition:** To steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.(n.d.) Retrieved Dec. 15, 2005, from Merriam-Webster Online Dictionary Website: http://www.m-w.com/cgi-bin/dictionary?book=Dictionary&va=plagiarized.

Plagiarism is expressly prohibited by students and staff of the Gadsden City Schools. (Class II Disciplinary Action Follows)

***STUDENT CONDUCT***

**Cell Phone/Electronic Device Policy**

        The inappropriate or disruptive use of personal, wireless communications devices by students is prohibited on school grounds or while students are being transported on a school bus.

        Personal, wireless communication devices include, but are not limited to:  cellular telephones, pocket pagers, email devices, “walkie-talkies”, or any other electronic communication device.

        Inappropriate or disruptive use will include but not be limited to:  making unauthorized video recordings at school, cheating or plagiarizing, bullying or hazing of others, disruption of the learning environment, viewing of pornographic, vulgar, or inappropriate content, posting of derogatory content on social media sites, or the taking of unsolicited or unwelcome photographs of students, staff, or facilities.

        Students may not use their cell phone during class without permission of the classroom teacher and/or in accordance with the Gadsden City Schools Bring Your Own Device (BYOD) policy.  Devices should not be visible or in use in common areas such as hallways or restrooms unless directed by staff.  Local school administration will determine the acceptability of device use in the school cafeteria.

        Principals or their designees will also have the authority to further restrict or deny the use of personal wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices.  School officials reserve the right to examine or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules.

        Violation of this policy by a student may result in seizure of the cellular phone and its retention by the Principals, or their designees for up to 10 school days.

        **The Board assumes no responsibility for theft, loss, or damage to any personal wireless device.**

**Disciplinary Action**

**First Offense:** Classroom warning (device could be taken).

**Second Offense:** Classroom level punishment (at the discretion of the teacher – i.e. device taken for rest of period, detention, etc.).

**Third Offense:** Device taken – Violation to be entered into discipline record (referral).  Parent must come to school for conference with administration and to pick up device.  **Discipline could include ISS (In-School Suspension) or OSS (Out of School Suspension)**

**Fourth Offense:** Device taken – Violation to be entered into discipline record (referral).  **Discipline could include OSS (Out of School Suspension) to be determined by administration.**

**Failure to submit the electronic device when asked by any school board employee will result in a Class II disciplinary infraction for defiance.**

**Disciplinary action for inappropriate or disruptive use will be based on the specific act of misconduct in accordance with the code of conduct guidelines.**

**DRESS CODE**

The board recognizes that dress and grooming affect the behavior of students and that there are sanitation and safety factors directly related to proper dress and grooming. The manner in which a student dresses for school each day is primarily the responsibility of the student and his or her parents. However, when a student’s style of dress or appearance presents a danger, causes an interruption of the instructional program, or violates the dress code he or she will be denied class admission until the condition is corrected. Therefore, the Board establishes the following expectations for student dress and appearance in order that school administrators, teachers, and parents will have clear dress and grooming guidelines to ensure that rules and discipline can be enforced consistently.

Specific Dress Regulation:

1. Good personal hygiene is to be observed at all items. Proper undergarments and shoes are mandatory. (House slippers are not suitable.)
2. Head apparel such as hats, toboggans, and bandanas will not be worn inside buildings. Any other head apparel that causes a distraction to the school environment will not be allowed.
3. Nose, lip, or other body piercing that cause a distraction to the school environment will not be allowed.
4. Sunglasses and colored shades will not be worn inside buildings.
5. No see-through, backless, or strapless shirts; no spaghetti strap or muscle shirts; no midriff or tube tops will be allowed. Tops made from spandex, mesh, or fishnet will not be allowed. Sport bras or any undergarment should not be visible at any time.
6. Any pants/skirts/dresses, etc. that cause a distraction to the school environment will not be allowed. Pants with holes in inappropriate places will not be allowed. No underwear should be visible at any time.
7. NO SAGGING PANTS. All shirts must be within the area of the hipline (waistline) and belts must be worn.
8. All shorts, skirts, skorts, or dresses must come to or extend below the tips of the fingers. Tight fitting garments (stretch pants, leggings, etc.) must be accompanied by a shirt that extends below the fingertips.
9. Clothing must not contain any writing, drawing, labels, or decals, which could be offensive to others. No clothing will be allowed that displays antisocial, immoral or illegal behavior nor should clothing promote products which students may not legally buy, such as alcohol, tobacco, or illegal drugs.
10. All oversized jackets or coats made for outdoor wear such as starter jackets, overcoats, etc. must be placed in the locker first thing in the morning. With the instructor’s permission, lightweight jackets and sweaters will be allowed in class.
11. In addition to articles previously mentioned: accessories, backpacks (must be clear or mesh and left in the locker upon arrival), notebooks, patches, haircuts must not display or promote racial/ethnic slurs/symbols; gangs, satanic, or occult affiliations; violence or mutilation, vulgar, subversive or sexually suggestive language; or products such as alcohol, tobacco, and illegal drugs.
12. Any student’s appearance that causes a disruption to the school climate will not be allowed in school.
13. Cheerleaders and dance team members will be allowed to wear uniforms with opaque tights on game days. It is believed that such a practice will help foster school spirit, as well as make others aware of athletic events.
14. Hair should be kept in an appropriate manner conducive to the education environment.

The Principal has the authority to add or delete any of the above regulations as emergency problems or concerns arise. Final decision of appropriate dress is determined by principal.

Evaluations of dress not covered by the fourteen (14) specific regulations will be done on an individual basis through a referral to a counselor or principal. School “Dress Up” days are provided for in the regular calendar of activities during the year on a planned basis. The use of school time for initiation days by groups or organizations not sponsored by the school is prohibited.

**FAILURE TO COMPLY WITH DRESS CODE WILL RESULT IN:**

**Middle School** **High School**

**First Offense First Offense**

Student warning Warning or home referral

**Second Offense Second Offense**

Parent Conference One day (1) ISS

**Third Offense** **Third Offense and Beyond**

Home Referral One (1) to three (3) days OSS

**Fourth Offense**

Three (3) days of In-School Suspension (ISS)

**Fifth Offense and Beyond**

One (1) day of Out of School Suspension (OSS)

**The next infraction will result in In-School Suspension (ISS) or Out-of-School Suspension (OSS) and parent will be required to bring the child back to school and meet with an administrator the day following the last day of ISS or OSS.**

**BUS POLICY**

Safety is a system priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students, contingent upon the exhibition of proper behavior. Each student and their parent/guardian is responsible for the behavior of the student before, after & while on school provided transportation.

A student’s privilege to ride the school bus or in school provided transportation may be suspended or revoked. The system does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

Parents/guardians are also responsible for their child’s behavior while they are at their designated bus stop.

Discipline will be determined based on the severity of the offense and could range from a warning to riding privileges being revoked.

When suspended, the student is not allowed to ride any school system bus during the specific time period of the suspension.

**FIGHTING**

The Gadsden City Board of Education realizes the need to ensure the safety of students and school personnel. Fighting is defined as any physical conflict between two or more individuals.

Disciplinary Action

First Offense:

3 days out-of-school suspension

Second Offense:

5 days out-of-school suspension

Third Offense:

3 days out-of-school suspension

Alternative school placement for 25 days or expulsion

**GANG ACTIVITY**

The presence or visibility of gangs and gang-like activities, as well as any group actions that are disruptive to the learning environment or that place the school, students, or staff at risk is not allowed. Gadsden Middle School prohibits the presence of gangs, gang-like activities, or other undesirable groups that by their nature interfere with and/or disrupt school, and school activities. In order to administer this policy, no students on or about school property or at a school activity shall engage in the following:

1. Wear, possess, use, or display any clothing, colors, jewelry, piercing, or symbols, etc., which indicate membership or affiliation with a gang.
2. Communicate, either verbally or non-verbally (gestures, handshakes, slogans, drawings, markings, etc.) membership in or affiliation with a gang.
3. Soliciting others for membership in any gang.

Any student found in violation is subject to suspension, alternative school, or expulsion.

**HARASSMENT OF STUDENT BY ANOTHER STUDENT**

Harassment of students by other students will not be tolerated at Gadsden Middle School. According to the Gadsden City Schools Code of Conduct, the first offense will involve an in-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.

For subsequent offenses, in-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignment before or after school, in-school suspension, corporal punishment, or suspension at the discretion of the principal or his designated person(s). Harassment of students at Gadsden Middle School may result in the filing of a police report. Special circumstances may warrant a recommendation to the School Board hearing officer for an alternative educational program apart from the normal setting.

Examples of harassment are to: badger, irritate, pester, rag another student, crack on another student, annoy, aggravate, provoke, worry, horseplay, playing or pushing. If you keep your hands to yourself, and your mouth closed, chances are you will not get in trouble.

**SEARCH AND SEIZURE**

**PERSONAL SEARCHES**

Periodic of personal effects may occur without notice to promote and insure school safety. A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex with an adult witness present, when feasible.

**SECONDARY ALTERNATIVE PROGRAM**

1. The Gadsden City Alternative Program will have complete authority over students and classroom instruction during student placement. Students must comply with all alternative school rules and guidelines. These rules will be reviewed with students and parents during the student’s initial intake meeting.
2. Students must follow all rules/policies of the Gadsden City Board of Education.
3. Students are not permitted to drive to school during alternative placement. Arrangements must be made by the parent/guardian.
4. Students are not permitted to bring cell phones to school while completing alternative placement.
5. Students not complying with the above will be subject to immediate out-of-school suspension, extra days/time added, or expulsion.
6. All students are to report by 7:45 a.m. with all books and materials (pen, pencil, paper, etc.). Teachers are not responsible for student materials or books. Alternative school instructors will provide daily instruction and assignments to students in each core subject area.
7. Students are responsible for completing all assignments during alternative school placement.
8. If a student is tardy or absent from school, the front office staff must be notified by a parent before 8:00 a.m. In case of an emergency causing tardiness or absence, the school administration will judge whether or not time missed will need to be made up.
9. A doctor’s excuse is required for any illness preventing the student from attending. Two unexcused absences will result in a report to the attendance officer. Absences beyond five days for high school and ten days for middle school may result in being dropped from the roll.
10. Students cannot attend extra-curricular or regular school functions (without written prior approval from the home school principal in special cases only). Students should not be on any school campus for any reason (without prior written approval from the home school principal).
11. Students will remain at the alternative school for a minimum of (25) days.
12. Possession, selling, or use of an illegal substance will result in a minimum of forty-five (45) days at alternative school for first offense. Second offense or selling of illegal substances may result in expulsion.

 The alternative school committee will review the records of the student (attendance, behavior, grades, prior offense, etc.) to determine if a student is eligible to return to the home school.

 **CHEWING GUM/FOOD**

Students should not have food of any kind (candy, potato chips, etc.) at school unless it is part of their lunch and then it must be kept in the student’s locker until the student goes to lunch class. Chewing gum is never allowed. Students who are chewing gum or eating food, or who are distributing food or gum, or who have such food in their hands will be disciplined.

**HALLS**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time MUST have passes signed by the appropriate teachers. Students should be courteous at all times and keep to the right when moving in the halls. **RUNNING AND SHOUTING IN THE HALLS IS NEVER PERMITTED**.

***LUNCHROOM RULES AND PROCDURES***

Lunches and breakfast will be served in the cafeteria. Students who qualify for free lunches must have their parents or guardians complete the forms and return them to the school for verification before a lunch is received. Student behavior in the lunchroom should be based on courtesy and cleanliness.

1. Students are to sit at assigned tables.
2. Students will take care that their tables are left in clean and proper order.
3. No student is to leave the lunchroom without written permission from the assigned lunch teacher.
4. Students are to report to the lunchroom and leave the lunchroom with their assigned teacher.
5. No student is allowed to break line and no student is to allow other students to break line.
6. Food is not to be taken from the lunchroom.

Breakfast Prices: Students $1.00, Visitors $2.00

Lunch Prices: Students $3.25, Teachers $4.00, Visitors $4.00

Breakfast is served from 7:15 until 7:40. No one will be served after 7:40. Students cannot charge food in the lunchroom.

***EXTRA CURRICULUAR ACTIVITIES***

Students may participate in various extracurricular activities (clubs, organizations, teams, etc.,) which may require personal financial commitments (fees, travel) and does not always guarantee (active) participation.  This type of participation as a member is strictly voluntary but members must adhere to all rules, attendance, and behavior requirements.

**SGA ELECTIONS**

Students planning to run for Student Government Office must

have a minimum of a “B” average in all subjects, with no “F”. They should be eager to work for the improvement of Gadsden Middle School, to promote good understanding between the faculty and the student body, to demonstrate trustworthy, positive leadership, to promote school, to encourage high standards of excellence, and to work to improve the atmosphere and surroundings at Gadsden Middle School.

The following guidelines have been established for the Student Council Campaign and Election:

* 1. Pick up an application from the SGA Sponsor at a predetermined date.
	2. Complete the application and submit it to the SGA Sponsor.
	3. Applications will be checked and approved for eligibility and students will be notified that they have officially been approved on the ballet before campaigning can begin.
	4. Posters and campaign materials may not be circulated before the beginning date of the campaign. Limit number of posters to five (5). ONE BANNER EQUALS ONE POSTER. Only brick walls can be used to display these posters. If in doubt, please ask.
	5. All campaign materials should be neat and attractive, must be positive in approach and should not interfere with normal student movement through the halls. NO STICKERS MAY BE USED!!!!
	6. All campaign materials must be taken down and stored or disposed of by 8:00A.M. on the day of the election.
	7. Voting will be done in homerooms. Only 6th and 7th grade students will be voting
	8. A predetermined date will be used if a run-off election is needed.

*NO GUM, CANDY, STICKERS OR FAVORS MAY BE GIVEN TO STUDENTS.*

**TIGER AMBASSADORS**

 **What are Tiger Ambassadors?**

 The Tiger Ambassadors are a group of students selected to serve as official ambassadors of Gadsden Middle School. They proudly represent GMS, the Gadsden City Board of Education and the entire system-wide student body. Tiger Ambassadors ensure an extra measure of hospitality at Gadsden Middle School, making visitors feel they have experienced a truly exceptional place. The students will provide a warm reception for guests and communicate a better understanding of all aspects of the school and the City of Gadsden. The organization’s primary purpose is to assist GMS, the Gadsden City Board of Education, and the City of Gadsden during functions held on the campus or in other locations. Their duties also include appearances at our elementary and high schools, PTSO meetings, and a variety of city and community events. An important responsibility of the Tiger Ambassadors is to host tours of GMS for prospective students, families, and distinguished guests. This program is based on Gadsden City High School’s Titan Ambassadors.

 **How can I become a member of the Tiger Ambassadors?**

 Members are selected based on their merit and character through a 2-part application and interview process held each spring. They must demonstrate qualities such as dependability (truthfulness and sense of responsibility), service (cooperation and courtesy), and leadership (self-control and commitment). Students must have and maintain a B average in all core curriculum classes. Only students who are currently 7th grade students in Gadsden Middle School may apply.

***MEDICAL INFORMATION***

**IMPORTANT INFORMATION ON MENINGOCOCCAL**

**DISEASE AND VACCINE**

*What is meningococcal disease?*

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

*How do you catch the disease?*

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman 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 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 blood stream 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.

**FILE:  JGFHA**

**ANAPHYLAXIS PREPAREDNESS PROGRAM POLICY**

 It is the policy of the Gadsden City School System that the Anaphylaxis Preparedness Program be implemented as part of the school health services.  The program shall incorporate three levels of preparedness:

* + - 1. Primary Prevention:  Education programs that address food allergies and anaphylaxis through both classroom and individual instruction for staff and students.
			2. Secondary Prevention:  Identification and management of chronic illness which could lead to anaphylaxis.
			3. Tertiary Prevention:  The development of a planned response to anaphylaxis-related emergency in the school setting.

Each school campus, in collaboration with a supervising physician, shall develop and maintain a protocol for emergency response that shall include a supply of premeasured auto-injectable epinephrine to treat a life threatening allergic reactions.  *Gadsden City School System will stock epinephrine on our campuses provided the funds are available.*

*References:  Code of Alabama 16-1-48(D), Alabama Legislative Act 2014-405*

**ADOPTED:  4/10/2018**

**MEDICATION AT SCHOOL**

**Medication Forms**

Prescribed and/or over-the-counter (OTC) medication is administered only upon receipt of a correct, current, completed *School Medication Prescriber/Parent Authorization Form (PPA*). The prescribing physician must fill out the prescriber authorization section and sign the PPA for prescription medication to be given at school. This form is available in the nurse’s office or on the school’s website under nurse section. Please ensure that the PPA matches the pharmacy label.

**Delivery of Medication**

All prescription medication must be in a current, pharmacy-labeled prescription container. All OTC medications must be in an unopened (sealed), manufacturer-labeled container and identified with the student’s name written in permanent ink. **The parent/guardian or parent-designated responsible adult (not the student) should deliver to school nurse**. No expired medication will be accepted.

**Acceptance of Medication**

Both the parent/guardian or authorized adult and the licensed nurse or medication assistant will sign the back of the Medication Administration Daily Record (MAR) to verify amount received or retrieved. **Students must not deliver or** **carry any type of medication to and from school except those authorized for self-administration/self-carry (inhalers, epi-pens, and insulin are allowed for self -carry/self- administration with current PPA on file with nurse**).

**Storage of Medication**

All medications must be stored in the nurse’s office according to ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies. Per ABN guidelines, Gadsden City Schools do not stock over the counter medications (Tylenol, Ibuprofen, Hydrocortisone, etc.) for student or staff use. First aid supplies including calamine lotion, antibacterial ointment, saline wound wash, and eye wash may be maintained in the school nurse office.

**Emergency Medication**

A student may carry his/her emergency medication (insulin, glucagon, epi-pen, or rescue inhaler) with proper authorization on the *School Medication Prescriber/Parent Authorization Form (PPA)* and after demonstration of proper administration to the nurse.

**Expired Medication**

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

**End of each School Year**

The parent/guardian or authorized adult (not the student) must pick up all medications on or before the last day of classes or the medications will be destroyed. Medication cannot be kept at the school between the end of the regular school year and the start of the next school year.

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

**ALABAMA CERTIFICATE OF IMMUNIZATION**

Every student enrolled must have and maintain a current Alabama Certificate of Immunization or an authorized exemption on file at the school according to **Alabama Code Section 16-30-4**. Non-compliance may result in a delayed start date for the student.

**POLICY/PROCEDURE FOR PEDICULISIS CAPTITIS (HEAD LICE)**

Purpose: To define the steps that will be taken by Gadsden City Schools’ staff in the event of a suspected case of head lice.

Rationale: The goal of Gadsden City Schools’ Health Services is to keep students in the classroom as long as medically safe. As head lice are not at a risk for carrying communicable disease; are primarily spread through direct head to head contact, and can only live less than a day off a host, the subsequent steps will be followed:

1. Students suspected of having head lice will be sent to the school nurse/designee for evaluation. Mass screenings are no longer recommended.
2. A parent/guardian will be contacted and a lice information sheet will be sent home with any student found to have nits. FOCUS WILL BE ON THE REMOVAL OF NITS TO BREAK THE LIFE CYCLE, PREVENTING OUTBREAKS.
3. The principal will be advised of any student found with live head lice. It will be at the principal’s discretion whether the student with live head lice may remain at school until the end of the school day.
4. Students with live head lice must be treated and be of free of lice/nits before returning to school. Nits may persist after treatment, but successful treatment should kill crawling lice.
5. The process of a student returning to school after live head lice are found will be:
6. A parent/guardian must accompany student to school.
7. The school nurse/designee will check the students head before student can return to class.
8. If no lice/nits are found; the student may stay at school.
9. If lice are found; the parent/guardian will take the student home. A student will not be allowed to stay at school with live head lice.
10. If nits are found, it will be at the principal’s discretion whether the student may remain at school.
11. Students are excused the first two (2) days for treatment of lice for the first incident only. All subsequent absences due to lice are unexcused.

References: CDC Division of Parasitic Disease: <https://www.cdc.gov/parasites/lice/head/schools.html>

National Association of School Nurses: <https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice> American Academy of Pediatrics: <https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/AAP-Updates-Treatments-for-Head-Lice.aspx>

**GADSDEN MIDDLE SCHOOL HANDBOOK ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ enrolled in Gadsden Middle School and my parent(s)/guardian hereby acknowledge by our signature that we received and read, or read to us, the foregoing Student Handbook.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: The student is to sign the above statement. If the student lives with both parents, BOTH parents are to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student.

Please remove this page after signing and have the student return it to the homeroom teacher.

