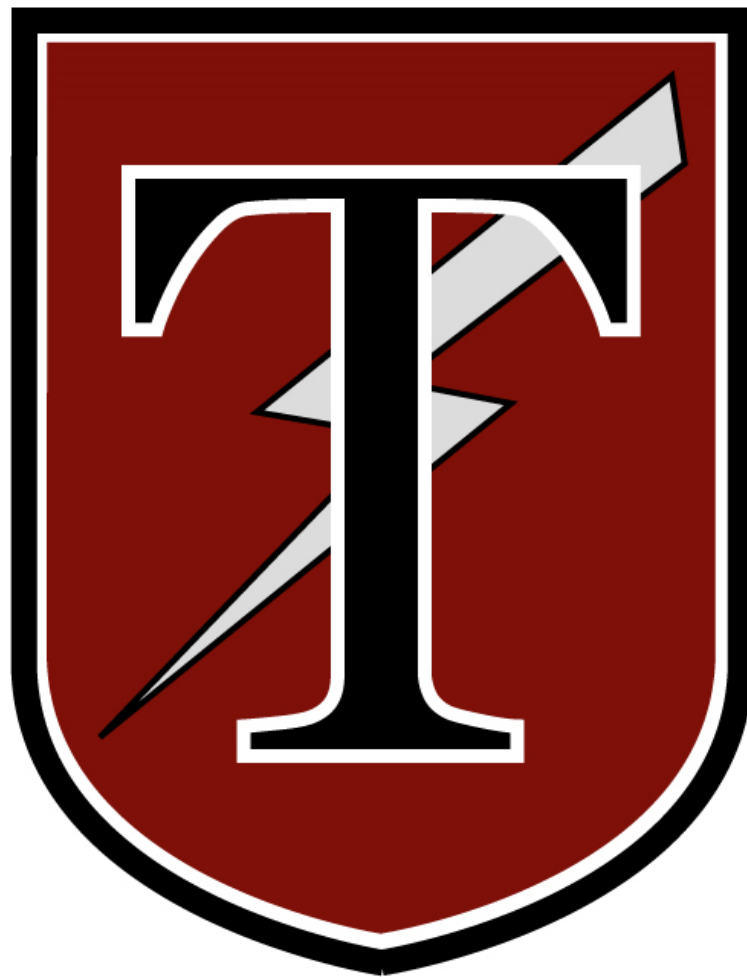


# Gadsden City High School Student Handbook



2015-2016

# TITANS

## GADSDEN CITY HIGH SCHOOL

Dear Students:

Welcome to Gadsden City High School, home of the Titans. On behalf of the many people who make GCHS a very successful learning environment, we look forward to working with you to make 2015-2016 the best year yet.

As students of this great institution, you should take advantage of the many opportunities that will be provided. You have a challenging and diverse curriculum, an athletic program representing multiple sports, a fine arts department that is second to none, and a career technical program that offers the skills and knowledge necessary to become successful in today's workforce.

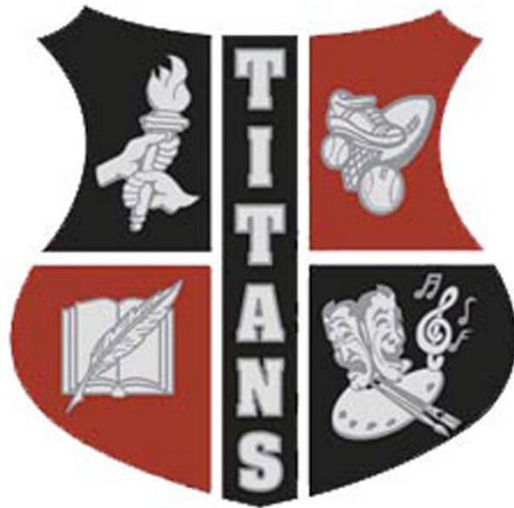
You also have the opportunity to be a part of our many clubs and organizations which includes participating in our SGA or representing your peers as a class officer. Be involved in Titan traditions.

Prepare yourself for the many opportunities you will be given and have a wonderful year.

Jeff Colegrove  
Principal

# MISSION STATEMENT

*Increasing in Learning, Service, Performance, and Leadership, we prepare for the future.*



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# **GADSDEN CITY BOARD OF EDUCATION**

1026 Chestnut Street

256-543-3512

## **MEMBERS OF THE BOARD**

Kelly Cochran– President

Ralph Lane

Mike Haney

Deborah Howard

Frank Cylar

Nancy Stewart

Lynn Taylor

## **BOARD ADMINISTRATIVE STAFF**

Ed Miller Ed.D. – Superintendent

David Asbury, Ed.D. – Technology Coordinator/Human Resources

Larry Weathers – Director of Student Services

Rhonda Perry – Director of School Improvement and Accountability

Sharon Maness - Coordinator of Special Education

Johnnie Parker – Testing Coordinator

Nancy Blackwood – Title I Coordinator

Keith Blackwell – Director of School Operations

# **GADSDEN CITY HIGH SCHOOL**

1917 Black Creek Parkway

256-543-3614

Fax 256-543-4251

## **GADSDEN CITY HIGH SCHOOL FACULTY & STAFF**

### **ADMINISTRATIVE**

Jeff Colegrove, Principal

Paul Edmondson, Assistant Principal – Fine Arts Director

Adrian Ragland , Assistant Principal

Brent Morgan, Assistant Principal

Todd Lamberth, Assistant Principal

Latoya Campbell, Assistant Principal

Craig Hines, Principal STEP Academy

Allison Lee, Special Education Coordinator

Kevin Young, Graduation Coach

### **GUIDANCE DEPARTMENT**

Richelle Williams –12<sup>th</sup> Grade

Tiesha Chappell –11<sup>th</sup> Grade

Jay Dowdy – 10<sup>th</sup> Grade

Patti Rasberry – 9<sup>th</sup> Grade

Kevin Young – Graduation Coach

### **SCHOOL RESOURCE OFFICERS**

Renza Avery

Sylvia Flick

### **ADMINISTRATION SUPPORT STAFF**

Brandy Brooks

Laura Martin

Rhonda Simmons

Nancy Holland

Lenora Neal

Kelly Robertson

**MATH DEPARTMENT**

Trent Walker  
Jay Tinker  
Ken Beasley  
Steven Brown  
April Cannon  
Samantha Corker  
Kelly Gross  
Kathy Harp  
Christy Sullivan  
Kate Tang  
Kendra Tolleson  
Dustin Duncan  
Brad Lowe

**HISTORY DEPARTMENT**

Daniel Cameron  
Daniel Arthur  
Eric Bryant  
Jeremy Brooks  
Ernestina Cady  
Hunter Crumpton  
Steven Fraser  
Ryan McRae  
Peter Rowe  
Daniel Sigler  
Wes Reid

**SPECIAL EDUCATION DEPARTMENT**

Karen McCurley  
Christina White  
Bruce Bailey  
Emily Day  
Lori Erik  
Amy Hassel  
Amber Hipps  
Allison Lee  
Patricia Rhodes  
Diane Roberts  
Joyce Sager  
Brian Westcott  
Chris Lowery  
Mikey Nelson  
Trevia Graham  
Larry Densmore  
Ty Booker

**CO-OP DEPARTMENT**

Rebecca Gray  
Anita Kinsey

**COMPUTER TECH DEPARTMENT**

David Deck  
Cory Swinford

**HEALTH CONTINUUM DEPARTMENT**

Staci Gardner  
Jimmy Gramling

**CONSUMER SCIENCE DEPARTMENT**

Harriet Murray  
Terri White

**SCIENCE DEPARTMENT**

Jaime Alexander  
Christina Caldwell  
Robbie Davis  
Corbin Holland  
Pam Kangelos  
Cole Owens  
Carol McCord  
Katrina Powers  
Scott Rickles  
Shane Umphrey  
Taylor Talbot

**ENGLISH DEPARTMENT**

Cody Carlton  
Jason Bozeman  
Sharissa Cook  
Tiffany Solis  
Rebecca Jones  
Heather Ross  
Paula Reynolds  
Jason St. John  
Nikki Stewart  
Alexis Wise  
Curtis Wright

**FOREIGN LANGUAGE DEPARTMENT**

Darlene Spears - Spanish  
Stephen Helms - Spanish  
Brad Lowe – Access

**BUSINESS EDUCATION DEPARTMENT**

Catina Wadley  
Yolanda Juddine  
Frances Pearson  
Betrina Thomas  
Charlotte Worthy

**PERFORMING ARTS DEPARTMENT**

Lana Cornutt – Choral Director/Piano  
Jill DeGaetano – Band  
Gina Garmon – Choral Director  
Steve Reagan – Band Director  
Keith LaBenne– Strings

**VISUAL ARTS DEPARTMENT**

Jason St. John – Broadcast Journalism  
David Hartman – Ceramics, Painting, Drawing  
Scott Holdbrooks - Photography  
Holly Morgan – Graphic Art, Journalism

**CAREER TECH**

Tracy Flowers– Cosmetology  
Ron Engle – HVACR  
Ray Avery – Electrical  
Michael Steel – Automotive  
Mike Garmon – Robotics/Electronics  
Kristi Johnson – Web Design

**LIBRARY / MEDIA DEPARTMENT**

Paula Reynolds  
Julie Payne

**PARAPROFESSIONAL DEPARTMENT**

Trevia Graham  
Jimmy Gramling  
Deborah Hill  
Christine Lowery  
Mikey Nelson  
Ali Smith  
Crystal Wright

**CHILD NUTRITION PROGRAM**

Sabrina Chumley - Manager  
Sandy Washburn  
Patricia Johnston  
Anthony Powell  
Kelli Townsend  
Sylvia Cole  
Angela Couch  
Susan Gaskey  
Cecilia Pruett  
Donna Lee  
Lesa Jacobs

**PHYSICAL EDUCATION/HEALTH DEPARTMENT**

Matt Scott - Football  
Jeremy Brooks – Girls Basketball  
Samantha Corker – Girls Soccer  
Chance Goodwin –Golf  
Tiesha Chappell–Competition Cheerleading  
Scott Holdbrooks – Cross Country  
Reginald Huff – Boys Basketball  
Taylor Talbot – Baseball  
Trevia Graham - Cheerleading  
Paula Reynolds - Swimming  
Ali Smith - Track  
Anna Johnson – Volleyball  
Kevin Young - Softball  
Cynthia Barclay  
Matt Miller – Boys Soccer  
Rayshaun Edwards – Wrestling  
April Cannon - Tennis  
Greg Hall – Bowling-

**DRIVERS EDUCATION DEPARTMENT**

Jay Estes  
Greg Hall

**JROTC DEPARTMENT**

Harold Davenport  
Carl Harrison  
Joel McCoy

**NURSING STAFF**

Kristi Matlock

**CUSTODIAL/MAINTENANCE DEPARTMENT**

Mike Burns – Maintenance Supervisor  
Nick White  
Tracy Dark  
Earl Dudley  
Danny Gaskey  
John Hall  
Deborah Mitchell  
Kenneth Sholar  
Sam Smith



# ***WEBSITE***

For your convenience, parents and students have access via website <http://gchs.gcs.k12.al.us/> to the following school information:

## Academics

- Scholarship Information
- Testing Dates
- Guidance
- Library/Media
- iNow Information

## Athletics

- Sports Schedules
- Video Streaming

## Bell Schedule

## Calendar

- School System Calendar
- School Closings

## Directions

## Extra Curricular

- Clubs
- Organizations
- Athletics
- Fine Arts
- SGA
- Titan Ambassadors

## Faculty and Staff

- Academic Departments
- Administration
- Athletic Department
- Contact Information
- Email Address

## ***STI InformationNow Identification***

Each student of Gadsden City School System will be assigned a login and password to facilitate remote access to our school information system. Please contact the school office to obtain this information. Validation and proper identification will be required.

## **ACCESS TO PROGRAMS AND SERVICES**

No student shall be denied access to programs or services on the basis of race, sex, national origin, limited English speaking ability, handicap condition, or economic condition.

## **ACCREDITATION STANDING**

Gadsden City High School is accredited by the Alabama State Department of Education and the Southern Association of Colleges and Schools.

## **PURPOSE AND SCOPE OF HANDBOOK**

This handbook is prepared to give the student and parent information about the school and its policies, reduce potential problems, and make the school year pleasant and productive. The regulations cited in this handbook apply at school and all school activities, both on and off campus. Students are also reminded that they are subject to the school's authority while in transit to and from school each day.

## **PARENT / TEACHER / STUDENT ORGANIZATION (PTSO)**

PTSO meetings are held four (4) times per year. Dates will be announced well in advance of the meetings. All parents, teachers, and students are encouraged to be participating members of the Gadsden City High School PTSO.

### **2015-2016 PTSO OFFICERS**

**Officers will be elected at the first meeting.**

### **STUDENT COUNCIL**

The purpose of the Student Council is to promote the school, encourage loyalty and school spirit, sponsor activities, and develop leadership. The council welcomes suggestions from the student body.

#### **2015-2016 Student Government**

**President – Anshuman Sinha  
Vice President – Ashley James  
Corresponding Secretary – Antonia Boyd  
Recording Secretary – Neel Sengar  
Fundraising Chairman – Bre'Yanah Gray  
Public Relations Chairman – Laura Minton**

## **SCHOOL COLORS AND MASCOT**

Cardinal and black and silver are the colors of GadsdenCityHigh School. The mascot is "Clash", the Titan, and Gadsden City High students are known as the Titans.

## BELL SCHEDULE

### REGULAR BELL SCHEDULE

TIME	PERIOD
7:40	1 <sup>st</sup> Bell
7:52 – 8:45	1 <sup>st</sup> Period
8:52 – 10:22	2 <sup>nd</sup> Block
10:29 – 12:29	3 <sup>rd</sup> Block
10:29 – 10:54	1st Lunch
11:02 – 11:27	2 <sup>nd</sup> Lunch
11:33 – 11:58	3 <sup>rd</sup> Lunch
12:04 – 12:29	4 <sup>th</sup> Lunch
12:36 – 2:06	4 <sup>th</sup> Block
2:13 – 3:04	5 <sup>th</sup> Period

**Please see addendum for special bell schedules**  
*(Morning Activity, Afternoon Activity and 2-Hour Delay)*

### EMERGENCY DRILLS

Periodic drills will be conducted throughout the school year so that students and teachers will be familiar with the quickest route to safety in the event of fire or tornado. Students should closely follow the instructions of their teachers regarding emergency drills. Maps will be posted in each classroom and an emergency manual will be in the front office.

### ENROLLMENT PROCEDURES FOR NEW STUDENTS

A parent or legal guardian must accompany an enrolling student. Instructions and necessary forms may be obtained in the school office. A counselor will handle the details of enrollment. An administrator will meet with all potential students and their parent/guardian and give final approval for enrollment.

The following documentation is required for enrollment.

1. Three proofs of residency
2. Birth Certificate
3. Social Security Card
4. Proper, up-to-date, immunization forms
5. Withdrawal Form and grades earned from the previous school. (An official request for transcripts of permanent records will be made by the counselor after the student enrolls.)

### WITHDRAWAL/DROPOUT PROCEDURES

Withdrawals are handled through the counselor. Students should give at least one day's notice before withdrawing so that proper forms can be completed, grades compiled, and the student's record cleared. All textbooks, library books, and other materials (*including ThinkPad*) belonging to the school must be returned, and all outstanding fees, fines, etc. paid before any information can be released to another school or institution which may request student's records. A parent or guardian is required to officially withdraw a student.

## SCHEDULE CHANGE POLICY

Each student is expected to exercise careful planning of his/her schedule in the spring semester for the next school year. Students should not request changes unless an administrative or clerical error has been made in the original pre-registration placement.

Acceptable reasons for changes in schedule are: courses needed for graduation, courses needed for endorsement, prerequisite courses needed, four core classes in one semester, previously passed course, changing diploma type.

Limited requests for changes will be honored according to the following procedures:

1. All schedule change requests should be made on an official form, which lists acceptable reasons for change. These forms are available from the counselors.
2. In special cases, schedules may be reviewed by the counselors at the request of a teacher or parent where it appears that the student has been academically misplaced. Such changes must be approved by the teacher(s) involved and an administrator.
3. All schedule change requests for the semester must be received **within the first 3 days of the semester.**
4. If the parent/guardian refuses final schedule recommendations, a parent/guardian must sign a waiver releasing the school of responsibility.

## GRADE PLACEMENT & PROMOTION REQUIREMENTS

A normal pupil load is 8 courses per year. Any required course failed must be rescheduled immediately, or made up through Credit Recovery.

Students working towards an AOD or AAA diploma may be promoted to 12<sup>th</sup> grade status with 18 credits based on system requirements. **Special Education** students will be promoted as follows: Promotion to 10<sup>th</sup> grade requires 6 earned credits; Promotion to 11<sup>th</sup> grade requires 12 earned credits; Promotion to 12<sup>th</sup> grade requires 18 earned credits. The number of credits required for graduation is 26. **Regular Education** students will be promoted as follows: Promotion to 10<sup>th</sup> grade requires 6 earned credits; Promotion to 11<sup>th</sup> grade requires 13 earned credits; Promotion to 12<sup>th</sup> grade requires 18 earned credits for Standard Diploma and 20 earned credits for Advanced Academic or Honors. The number of credits required for graduation is 26 for Standard, and 28 for Advanced or Honors Diplomas.

## GRADING SYSTEM AND REPORT CARDS

**A = 90 – 100**

**B = 80 – 89**

**C = 70 – 79**

**D = 60 – 69**

**F = 59 and below**

**FA = Failure due to excessive Absences**

Report cards will be issued every nine weeks. Credit for course work is given on a semester basis only. A progress report will be sent home after 4½ weeks for all students.

The primary reasons for the change from the six weeks grading period are as follows:

1. Scheduling parent-teacher conferences may be easier with nine week marking periods. Six weeks is considered too early for a conference and twelve weeks is too late. Nine weeks conferences will be more appropriate.
2. In a nine-week marking period, students have more time to earn additional grades.
3. In a nine-week marking period, students have more time to master complicated material and coursework.

The complete policy on report cards can be found in the Board Policy Book filed under JFAA.

## ADVANCED PLACEMENT POLICIES

1. If a student needs to discuss AP or AP-Prep courses, he or she may make an appointment with Paula Reynolds, AP Coordinator and/or LaToya Campbell, Assistant Principal of Curriculum and Instruction.
2. Some AP courses replace required courses; the rest are electives, with some fulfilling 4X4 requirements.  
Replacement Courses:
  - AP History replaces required US II
  - AP Us Government replaces US Government
  - AP English Language replaces required 11<sup>th</sup> grade English
  - AP English Literature I replaces required 12<sup>th</sup> grade English
3. Once a student signs up for an AP or AP-Prep course, he or she has five days to drop the course. These five days should be used to consider the teacher's expectations and discuss the options with teacher and parents. If the student decides to drop, both student and parent must schedule a conference with Mrs. Reynolds within the drop window to change the schedule. This schedule change request may not be handled over the telephone.
4. Class experiences cannot be duplicated, so attendance in AP-Prep and AP Courses is extremely important. Students should strive to avoid all but the most necessary absences.
5. Prospective AP students and parents must attend a mandatory meeting before registration in the spring. The time and place will be announced on the website and on the intercom.
6. **Honors Endorsement Designation:** four AP courses (AP Exam is taken) in three core discipline areas (English, History, Math, and Science). AP-Prep courses do not qualify the student for this designation.
7. **AP Core classes---**Students enrolled in AP classes MUST take exam at the end of the year to earn extra ten (10) points to their final average.
8. **AP Elective classes---**Student will not be required to take the exam at the end of the year. If students decide not to take the exam, the ten (10) AP points will not be awarded.
9. The ten (10) points are awarded to all students who are enrolled and complete AP classes regardless of the final grade prior to the ten points. Completion is defined as sitting for the AP exam designated for the course enrolled.
10. Scholarship deadlines for most four-year colleges are December 1<sup>st</sup>. Adding the ten (10) AP points will not directly affect a student's **standard** GPA in iNOW. These ten (10) AP points will only directly affect the student's **numerical** GPA.
11. An additional document will be attached to the student's official transcript that will reflect the ten (10) AP points. This document will state the average in AP classes currently enrolled. This document can be used for admission applications, scholarship applications and college interviews. **Document must be requested by student through the counselor's office.**
12. **FOR THE PURPOSE OF CLASS RANKING:** The ten (10) AP points will be calculated into the class ranking process. The class rankings will be determined at the end of the 3<sup>rd</sup> Nine Week grading period.

Our goal at Gadsden City High School is to make the transition to ninth grade as smooth and productive as possible, hoping that a good start will pave the way for four successful years of high school. We have developed a systematic approach to course placement for freshmen. ACT ASPIRE scores, teacher recommendations, and report card grades are used to determine appropriate placement for each student.

ACT ASPIRE scores are used to determine courses as follows:

- 70-100<sup>th</sup> National percentile Alabama High School Diploma with Honors Endorsement
- 50-69<sup>th</sup> National percentile Alabama High School Diploma with Advanced Endorsement
- 49<sup>th</sup> National percentile and below Alabama High School Diploma

# GCHS Diploma Options and Four Year Plans

## *Career Technical Endorsements*

Performing Arts Automotive Technology Health Science Electrical Technology	<b>JROTC</b> Computer Technology Family & Consumer Sciences Business Marketing HVAC CAD	Information Technology Cosmetology
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<b>ALABAMA HIGH SCHOOL DIPLOMA</b>	<b>ADVANCED ENDORSMENT</b>	<b>HONORS ENDORSEMENT</b>
4 Credits English 4 Credits Social Sciences 4 Credits Math 4 Credits Science (Biology and a Physical Science)	4 Credits Adv. English 4 Credits Social Sciences 4 Credits Math (Algebra I Required and Algebra II/with Trig. Required) 4 Credits Science (Chemistry + 1 Advanced Science Credit) (Advanced Science Courses) Anatomy, Genetics, Zoology, Physics, AP Sciences	<i>4 AP courses in 3 Core Areas</i>  4 Credits Advanced English 4 Credits Social Sciences 4 Credits Math (Pre-Calculus or Analytical Math) 4 Credits Science (Chemistry + 2 Advance Science Credits) (Advanced Science Courses) Anatomy, Genetics, Zoology, Physics, AP Sciences
Career Preparedness Health ½ Credit Fine Art Physical Education 1 credit	Foreign Language 1 Credit  Career Preparedness Health ½ Credit Fine Art Physical Education 1 credit	Foreign Language 2 Credits in same language  Career Preparedness Health ½ Credit Fine Art Physical Education 1 credit
3 Credits in Career Technical Endorsement (from Above Choices)	Electives	Electives
<b>Total 26 Credits for Diploma</b>	<b>Total 28 Credits for Diploma</b>	<b>Total 28 Credits for Diploma</b>

## PERFORMING ARTS ACADEMY CURRICULUM

The Performing Arts Academy is a program for juniors and seniors interested in specialized coursework focusing on advanced study or a career in the fine arts/entertainment technology. The result of the fine arts path is a fine arts add-on to the high school diploma. Upon application, students may choose one of two major paths: performance or technical. Each track requires a specific amount of both fine arts and career tech classes gearing the student for their particular specialization.

### **The Performance Track**

In addition to the standard academic requirements needed for graduation, students accepted into the performance track of the Performing Arts Academy are asked to complete an additional 6 credits of specialized study. One of these credits, taken in the fall semester of their junior year, is called the Foundations of Fine Arts. This course is a broad introduction into several aspects of the fine arts, including histories, fundamentals, and introductory technical principles. Each student in the academy is required to take this course.

Another required course, called **Senior Project Practicum**, will be taken in the spring semester of the student's senior year. This class will be dedicated to aiding the student in preparing the required final project needed to complete the program and receive the add-on. Along with independent study, the student will be guided by the instructor in preparing a juried senior public presentation, as well as a portfolio upon completion.

The remaining four credits require 3 fine arts courses and 1 career tech course of the student's choosing.

### **\*The Technical Track**

Much like the performance track, the technical track also requires 6 credits of specialized study. Foundations of Fine Arts and Senior Project Practicum are both required, as well as the 4 additional credits of specialized study. These students will be required to complete 2 additional career tech courses and 1 fine arts course.

## COURSE BREAKDOWN BY SEMESTER AND YEAR

### **11<sup>th</sup> Grade**

*Fall*  
2 academic courses  
Foundations  
1 Fine Arts/Career Tech course

*Spring*  
2 academic courses  
2 Fine Arts/Career Tech Courses

### **12<sup>th</sup> Grade**

#### **Senior Project Practicum – Year Long Assignment**

*Fall*  
2 Academic courses  
2 Fine Arts/Career Tech courses

*Spring*  
2 Academic courses  
1 Fine Arts/Career Tech course

**Note: \*When requesting the Technical Path, you must include a letter of recommendation from a Gadsden City HS Career Tech instructor.**

## GRADUATION

In order for a senior to participate in graduation ceremonies, all debts with the Gadsden City School System must be cleared by May 1. Debts include, but are not limited to, uniform costs, class fees, club fees, textbook costs, returned checks, etc. **Students may not participate in the graduation ceremony if they are in Alternative School 2<sup>nd</sup> Semester.**

Students may participate in graduation exercises if he or she has earned 23 of the 24 credits requisite for graduation in the STEP Academy program (admittance into the STEP Academy program is based on individual needs), or 25 of the 26 credits requisite for graduation on the standard Alabama High School Diploma, or earned a total of 27 of the 28 credits requisite for graduation on the Advanced Academic or Honors diploma or completed alternate diploma requirements.

Occupational Diploma: Special Education students must complete the requirements stipulated in the Alabama State Department of Education Administrative Code. Any 12<sup>th</sup> grade student ending the school year at the Secondary Alternative School cannot participate in graduation exercises. A student will be required to pay tuition costs for credit recovery (during Summer Months), and/or summer school for course requirements.

A student will not receive his or her actual diploma until:

- The summer school course requirement for earning the needed credit for graduation is completed.
- The summer school Credit Recovery requirement needed for graduation is completed.

## TRANSCRIPTS

Official transcripts (\$3 each) are available in the Guidance Office. To be released, transcripts must be ordered on the required form. Seniors must also order a Final Transcript to be sent to the college they will attend after the process of Transcript Finalization is completed in June.

## TEXTBOOKS

The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbooks. In computing the loss or damage of a textbook, which has been in use for a year or more, the basis of computation shall be a variable of 50 to 75 percent of the original cost of the book to the local board of education. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made.

State-owned textbooks are loaned for the period the student uses them and must be treated as borrowed property. In cases of abuse or loss of textbooks, a student must pay for the textbook in accordance with the scale set by the State Department of Education. Any lost textbooks must be cleared before books can be issued for the next school year.



## COURSE FEES

Alabama law permits schools to charge fees where extensive costs are involved. Costs shown below have been kept to the bare minimum and will help cover only a portion of the operating expenses involved in the teaching of the classes. **Fees cannot be refunded after the start of the semester for which they are paid.**

Accounting - \$20  
Administrative Principles - \$10  
Visual Arts - \$20  
Business Technology Essentials Keyboarding - \$30  
Career Technology - \$20  
Computer Electronics & Web Page Design - \$20  
Driver's Education - \$30  
Science Lab - \$15  
Health Specialty - \$30  
Foreign Language - \$10  
Marketing Education – Co-op \$30  
Piano Lab - \$30  
Strings - \$20  
Choral - \$20 (+ cost of Uniform purchase)  
FACS - \$20  
Culinary Arts - \$30  
Band - \$160

## RETURNED CHECK POLICY

The Gadsden City Board of Education has an agreement with Envision for the collection of all returned checks issued to Gadsden City High School. Any check made payable to Gadsden City High School will require the following information:

- Full Name
- Street Address
- Home Phone Number

If your check is returned, it will be automatically forwarded by Gadsden City High School'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. This fee is subject to change as allowed by law. If you do not respond to Envision, or Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees may also be deducted from the same account.

**Gadsden City High School will not accept checks written for more than \$500. If the amount to be paid is more, you may write more than one check or pay by Cashier's Check, Money Order, or cash.**

## CLASS MATERIALS

Students should come prepared to benefit from each class. Students who present themselves to class without books, paper, and pencil may subject themselves to disciplinary actions.

## EARLY ADMISSION / DUAL ENROLLMENT

Eligible students are permitted to enroll in college courses conducted during school hours, after school hours and during summer terms. Courses offered shall be drawn from GadsdenState's existing academic inventory of courses for credit. Dual enrollment courses may count for both high school and college credit. Other courses may be taken for early admission college credit. Courses numbered below 100 and physical education courses are not eligible under this plan. GadsdenState reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

To be eligible for dual enrollment each student must meet the following criteria:

1. Meet the entrance requirements established by GadsdenState;
2. Have a "B" average in completed high school courses;
3. Have written approval of the appropriate principal and the local superintendent of education.
4. Students who are enrolled in grade 12, may be deemed eligible to participate in dual credit/dual enrollment in occupational/technical courses pending demonstrated ability to benefit as documented by successful completion and placement by ASSET which is approved by the Department of Post-secondary Education

## SUMMER COURSE ENROLLMENT

Dual summer enrollment is open to high school juniors and seniors. A student may enroll during the summer term(s) after his/her junior year. Students must have the recommendation of the principal and the approval of the superintendent. *Students are limited to a maximum of three semester hours credit during any one summer.*

## PARENT – TEACHER CONFERENCES

Conferences may be scheduled through the principal's, assistant principal's or counselor's office when a teacher, student, or parent/guardian feels the need to do so. Conferences with teachers will not be held during instructional time and must be scheduled with at least a 24 hour notice

## LIBRARY

The library is open daily for checking out books before or after school. All books, with the exception of certain reference and reserve books, may be checked out. A fine of ten (10) cents for each day is charged for overdue books. Each student is responsible for the careful use and prompt return of library materials. Lost books must be paid for or replaced. Magazines, encyclopedias, and other reference materials are not circulated outside the library. Operation hours of the library are 7:30 – 3:30.

## EARLY MORNING STUDENTS

Students who enter the building before the first bell at 7:40 a.m. must remain in the Student Commons Building (cafeteria area or courtyard). Students are not allowed to be in the Academic Building or in any other areas of the campus until class time, except with a teacher's written permission.

## LOCKERS

A student, at a cost of \$10 per year, may rent locker space. This charge covers the cost of servicing and maintaining the lockers on an annual basis. The school reserves the right to check any locker when school personnel feel that the locker is being abused or used for any purpose other than storing school supplies. The lockers are designed to accommodate only one student at a time. **There will be no sharing lockers.** Any student who rents a locker and then allows other students to have access to that locker will forfeit his/her right to that locker, and will not be given a refund of this locker service charge. However, should that student wish to rent any other at the regular price, he/she may do so. This policy is meant to protect school property from being damaged or destroyed. Lockers are for student convenience. The student, not the school, will be responsible for lost or stolen items. No stickers, decals, etc. will be allowed on the outside of lockers. Rules above also apply to band, physical education, and athletic lockers.

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

***NOTE: Books bags, purses, or other large bags may be searched prior to entering the building.***

## ALABAMA CERTIFICATE OF IMMUNIZATION (BLUE CARD)

Every student enrolled must have and maintain a current "Blue Card" (Alabama Certificate of Immunization) or 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.

### PREVENTATIVE HEALTH MAINTENANCE

Checking for head lice is not a routine nursing procedure. Students with live lice will be sent home and should be treated before returning to school the next day and treated again 7-10 days after initial treatment. It is recommended each family periodically check their child's head for nits and live lice.

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

Meningococcal meningitis is inflammation of the lining around the brain and spinal cord that is caused by a very serious bacterial infection. This infection can lead to brain damage, hearing loss, learning disabilities, and even death. In addition to death, other types of meningococcal disease can lead to loss of an arm or leg. Meningococcal vaccine (MCV4) is recommended for all children 11-12 years of age. Older teens need a second shot when they are 16 years old, so they stay protected when their risk is the highest. Please refer to the following for more information

<http://www.cdc.gov/meningitis/index.html>

Influenza "flu" vaccine is now recommended for all age groups. For more information, please refer to

[www.adph.org/immunization](http://www.adph.org/immunization).

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

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

### STUDENT EXCLUSION DUE TO ILLNESS

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

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

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

# Gadsden City High School Student Medication Policy

## 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 GCHS 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 the medication 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 (only 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.

## 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.**

## PARKING

**Parking** – Parking spaces are available for juniors and seniors. Any extra parking spaces will be distributed to sophomores. Students are required to park in their assigned parking spaces. The parking permit fee is \$15.00 and must be paid regardless of when the application is made during the school year. No refunds will be made of the parking permit fee.

Any student driving a vehicle to school must adhere to the following parking regulations. **Suspension of driving privileges, citations from SRO's, towing of vehicles, assignment of detention to the student, and/or suspension from school may occur when these rules are violated.**

1. All vehicles parked on the *Gadsden City High School* campus must be registered with this school and must hang the current parking tag on the rear view mirror.
2. Parking is strictly limited to the student parking area. Each student must park only in his/her assigned parking space. He or she must park correctly not occupying another person's space. If another vehicle is parked in your space when you arrive at school, park your vehicle in a visitor's parking space, write down the GCHS decal number and tag number of the vehicle, and report immediately to an administrator.
3. Students must enter and exit following designated routes.
4. Students must observe appropriate speed limits (and all other driving laws) in the parking area and on routes leaving campus. (5 MPH)
5. Students' vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen contraband or other might be inside the vehicle.
6. **Parking decals can be obtained from school office personnel only.** Transferring ownership of a parking decal by a student will result in loss of driving privileges. Students who lose a decal should immediately report to the main office to purchase a replacement decal. Replacement decals are \$10.
7. Students must not loiter in the parking lot areas before, during, or after school hours.
8. Students may not drive or park on campus until the student has paid the required parking fee and submitted all necessary paperwork to register their vehicle with the GCHS Main Office.
9. **All vehicles/students must be licensed and covered by insurance.**
10. The school is not responsible for the vehicle or its contents.
11. Students are not allowed in the parking lot during school hours and may not leave campus without permission from an administrator. Permission will be granted only in cases of emergency.
12. Students who check out must not return to school to pick up another student. If they return to campus, they must check in.
13. Any vehicle(s) not adhering to these parking requirements, are subject to removal (towing) at the owner's expense without pre-notification.

## SCHOOL BUS CONDUCT

The Board recognizes the school bus as an extension of the classroom and requires students to conduct themselves in a responsible manner on the bus. The Board further recognizes that riding a school bus is a privilege that will be revoked if inappropriate conduct is displayed on a bus. Such instances shall be brought to the attention of the principal by the bus driver. The principal or principal's designee shall inform the parent immediately of serious misconduct and request cooperation in controlling the student's behavior. The principal or principal's designee shall also discipline students who misbehave in accordance with policies and procedures governing misconduct. Denial of the privilege of riding the bus shall be authorized as an appropriate consequence to serious or continued bus misconduct.

## STUDENT ATHLETE CODE OF CONDUCT

As a student athlete\* at Gadsden City High School, you will have the honor and responsibility of representing the school and all stakeholders. Our expectation is simply your highest level of integrity, honesty, and good behavior, above and beyond the school's code of conduct. Because such responsibility will be expected, disciplinary referrals and/or unsatisfactory behavior within the community which reflects negatively upon you and the school could result in game suspension(s) or dismissal from a team or program. A committee, consisting of the principal, athletic director, and three designees, will be formed to review and discuss individual behavior issues. The conclusions of the committee will be final.

\* For the purpose of this code, "student athlete" includes all members of athletic teams, cheerleader squads, and band.

## DRUG-FREE SCHOOL POLICY

Gadsden City High School has adopted the Gadsden City Board of Education Drug-Free School Policy, a random alcohol and drug testing policy.

The policy will apply to those students involved in sports, band, dance squads/cheering, and any other Board sponsored extra-curricular activity. It will also apply to those students operating or parking a motor vehicle on campus. Students can also volunteer to be added to the random pool with the consent of his or her parents/guardians.

In order to participate in extra-curricular activities or operate/park a motor vehicle on campus, students and parents/guardians must fill out the Student Consent and Release Form. Failure or refusal to do so will result in nonparticipation.

Coaches, Directors, and Sponsors will give each student the Student Consent and Release Form as well as explain the policy as it applies to testing, testing locations, and consequences of failed tests.

## 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 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. 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 and/or School Resource Officers 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 Conduct, or other school rules. 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). **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 offense for defiance.***

## OFFICE TELEPHONES

The use of school telephones will be limited to emergency calls. **Students should not ask the school secretaries to take messages**, and parents should not ask the secretaries to deliver a message to the student.

## STUDENT ORGANIZATIONS

A fraternal, social, or club organization at Gadsden City High School must have a faculty sponsor, a written constitution, and a set of by-laws approved by the Student Council and principal. In order for any student group to function under the name of GadsdenCityHigh School, conduct any group-sponsored activities, or appear in the yearbook as a group, the following criteria must be met:

1. A faculty member must assume the sponsorship of the organization. The sponsor must be directly responsible to the principal for all organizational activities and provide proper supervision for the group. He/she should be present at all group meetings and activities.
2. No student may be arbitrarily excluded from membership.
3. At least one acceptable service project must be completed by the organization during the school year. This project may be directed toward the betterment of the school or supportive of some worthy community effort. The principal must approve these projects.

*GadsdenCityHigh School does not recognize or condone any club or organization initiations.*

## FUND-RAISING PROJECTS

Fund raising projects by student groups is prohibited during the school day or on the school campus during the regular school day. Any club or other school organization which desires to raise funds in the school must have approval of the sponsor and principal and have their fund-raising event placed on the school calendar. Such approval must be secured at least fifteen (15) days in advance of the project. No fund-raising project will be conducted without the supervision of the faculty sponsor. Items(s) must be paid for before they are received.

## ADVERTISEMENT AND FLYERS

All advertisements (signs, handouts, intercom announcements, etc.) must be approved through the principal's office and given to school personnel for execution. NO flyers shall be posted without having been approved by the principal or an assistant principal. They may be posted only on bulletin boards in the appropriate areas. **(No halls, walls or doors).**

## ATHLETICS

Participation in school athletics (player or booster) is a very important part of the student's high school experience. The Gadsden City Titans will establish a tradition of excellence in all sports, and our athletes deserve the support of the total student body when they represent Gadsden City High School on the field or court.

Birth certificates are required of all sports participants. Proofs of insurance are also required. School insurance is available at a nominal cost if desired.

Athletes must meet all standards in behavior and academics in order to be eligible to play in their respective sports. An Athletic Handbook will be provided by the athletic director.

## TITLE IX POLICY STATEMENT

In compliance with the Alabama High School Athletic Association, it is the official policy of Gadsden City High School that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program offered by Gadsden City High School.

## LOST AND FOUND

Any item(s) found should be turned in to the front office. Students should check with a secretary if they have lost or misplaced articles at school.

## FOOD SERVICE

All students are encouraged to eat lunches prepared in the school cafeteria. Students who bring their lunches from home must eat them in the school cafeteria. A student is not permitted to leave the cafeteria early without permission from the supervising teacher.

Good manners and acceptable conduct are expected at all times. Loud talking and excessive physical activities, such as needless walking and playful scuffling, are not permitted in the cafeteria. Each student is responsible for leaving his/her table clean and returning his/her tray to the tray return window. NO student is to break line and NO student should allow another student to break in front of him/her. Breaking line will be grounds for disciplinary action.

No eating or drinking is permitted outside the cafeteria during meal times. All food items/beverages must be paid for before exiting the cashier line. Failure to do so will result in ISS or possible suspension. Subsequent offenses will result in five (5) days OSS with possible criminal charges. Students may not bring canned or bottled beverages into the school. **Outside (commercial) food will not be delivered to students.**

Students are required to use a personal identification number when purchasing meals or a la carte items from the cafeteria. This number will be issued upon entering Gadsden City High School and will be used throughout the student's stay here. Money may be deposited to a student's lunch account, and meals and other items purchased may be drawn on that account as long as there is a balance in the account.

## FIELD TRIPS

Field trips are a privilege to the students. Students must realize that in order to participate, they should be in good standing in their academic courses, not have an excessive disciplinary record, and have a good attendance report. The administration will determine a student's standing with regards to eligibility.

Any student that receives disciplinary actions following misbehavior during a school-sponsored field trip or activity will not be allowed to participate in any remaining trips and/or activities for that school year.

## CODE OF STUDENT BEHAVIOR

All aspects of rules of conduct, discipline procedures, and avenues of appeal are covered in the Gadsden City School's Code of Student Conduct, which is given to each student upon entering Gadsden City High School. This pamphlet is to be reviewed by both student and parent/guardian and the acknowledgement form signed and returned to GCHS for placement in the student's file.



## STUDENT FIGHTING ON CAMPUS

Fighting has no place at Gadsden City High School. Student fights pose a danger to both the physical well being of the students and the overall educational climate of the school. Therefore, the consequences of involvement in an avoidable fight for the semester will be:

### **FIRST OFFENSE:**

**Five** days out of school suspension

**Five** days in-school suspension (ISS)

Must have conference with secondary school director and interviewed by law enforcement officer (SRO). Student must complete days of ISS before returning to school. Additional ISS days can be given if deemed necessary by the administration.

### **SECOND OFFENSE:**

**Five** days out of school suspension.

Alternative school for minimum of 30 school days or expulsion.

Each occurrence will be considered individually with exceptions made in extraordinary circumstances.

## GROUP ACTIVITIES

The presence or visibility of gangs and gang-like activities, as well as any group actions that are disruptive to the learning environment that place the school, students, or staff at risk will not be allowed.

Gadsden City High 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 student 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 other symbols, etc., which indicate membership or affiliation in any 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.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### **PERSONAL SEARCHES**

Periodic searches 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 and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Principal, Assistant Principal or Superintendent of Schools, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

### **STUDENT USE AREAS**

Instructional rooms and areas of student use are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### **LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### **AUTOMOBILE SEARCHES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **SEIZURE OF ILLEGAL MATERIALS**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## STUDENT DRESS

### Specific Dress Regulations:

1. Good personal hygiene is to be observed at all times. Proper undergarments and shoes are mandatory. (House slippers are not allowed.)
2. Head apparel (*including hoods*) will not be worn inside buildings. This applies to both male and female.
3. Only one facial piercing, excluding loops, will be allowed other than earrings. No excessive ear piercing. No exaggerated accessories to include but not limited to: large loop earrings; large, long, and heavy chains. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
4. Sunglasses and colored shades will not be worn inside buildings.
5. No see-through, backless, or strapless shirts; no spaghetti straps or muscle shirts unless covered by a jacket; no midriff or tube tops will be allowed. Tops made from spandex, mesh, or fishnet will not be allowed. Sports bras cannot be worn as outerwear on school campus. No part of the bra or any undergarment should be visible at any time.
6. Tight-fitting garments such as bike shorts, exercise pants, or stretch pants should not be worn unless appropriately covered. Sleeping pants, loungewear are considered unsuitable. Pants with holes in inappropriate places will not be allowed. No underwear should be visible at any time even if tights are worn under pants.
7. NO SAGGING PANTS. Belts must be worn. All shirts must be within 6" of hip line (waist line).
8. All shorts, skirts, skorts, or dresses must come to or extend below the tips of the fingers. This policy applies even if leggings or tights are worn under the garments. Holes in pants must be below fingertip length even if tights are worn.
9. Beachwear, pajamas and/or recreational (exercise) clothing are inappropriate school dress.
10. 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. No clothing will be allowed at Gadsden City High School that depicts the name or logo of Gadsden High School, Emma Sansom High School, or Litchfield High School.
11. 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.
12. In addition to articles previously mentioned: accessories, backpacks, notebooks, patches, haircuts must not display or promote racial/ethnic slurs/symbols; gang, satanic, or occult affiliations; violence or mutilation, vulgar, subversive or sexually suggestive language; or products such as alcohol, tobacco, and illegal drugs.
13. Any student's appearance that causes a disruption to the school climate will not be allowed in school.
14. At the high school level, cheerleaders and dance team members will be allowed to wear uniforms with opaque tights on game days. At the high school level it is believed that such a practice will help foster school spirit, as well as make others aware of athletic events.
15. Hair should be kept in an appropriate manner conducive to the educational environment.
16. The Principal has the authority to add or delete any of the above regulations as emergency problems or concerns arise.

***Evaluations of dress not covered by the fifteen (15) specific regulations will be done on an individual basis through 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:

1 <sup>ST</sup> Offense:	Warning
2 <sup>nd</sup> Offense:	Two (2) days in-school suspension.
3 <sup>rd</sup> Offense and beyond:	Three (3) days out-of-school suspension.

**Dress Code is in effect upon student entering campus.**

## DRESS FOR PE CLASS

All students are required to dress out for PE classes. No student may be excused from dressing out but may be excused from participating with a medical excuse. Dress for PE classes shall consist of shorts approved by the instructor, tee shirt (other than one worn to school), socks, and athletic shoes. Failure to dress out in PE class will subject the student to disciplinary action.

## ATTENDANCE

Regular school attendance is of paramount importance for many reasons. Students who place emphasis on regular attendance are usually dependable, resourceful, and determined, while nonattendance usually results in discouragement, indifference, and frequent failure.

Your attendance record becomes part of your permanent school record and may be important to your future. College and university officials are interested in the attendance record of those applying for admission, and employers in business and industry are interested in the punctuality and attendance record of prospective employees.

Attendance is also important because a distribution of state funds is based on the average daily attendance of students.

A student is considered to be in attendance and under the school's authority when he/she enters the school grounds, including any area of the parking lot. Once a student arrives at school, he/she may not leave the campus without permission. Skipping/leaving campus after arrival will result in 2 days ISS. Next incident will result in 1 day OSS. Subsequent incidents will be 3 days OSS.

Perfect attendance is defined as no days absent or tardy. Students must be in school  $\frac{1}{2}$  of the day to be counted present.

## TARDY TO SCHOOL POLICY

In order to benefit fully from the instructional program, students should be punctual to school and to every class.

**SCHOOL TARDY:** A student is considered tardy to school after 7:55 a.m. **A parent/guardian is required to check in a student after 8:15 a.m. unless a note from a proper authority (doctor, dentist, court, etc.) is presented at check in.** Tardies will be coded excused or unexcused.

1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup> Tardy	Student placed on referral and must bring parent/guardian for conference
3 <sup>rd</sup> /Subsequent Tardies	1 Day OSS

Students tardy six or more times will receive additional days of OSS.

## CHECK OUT PROCEDURES

Students must secure permission from the principal's office before being allowed to check out in the main office. Appointment cards from a doctor, dentist, etc. will be accepted as legitimate reasons to check out provided prior notice is given to the teachers of the classes missed. **ONLY PARENTS AND LEGAL GUARDIANS MAY CHECK STUDENTS OUT OF SCHOOL. TELEPHONE CHECKOUTS ARE NOT PERMITTED.** Checkout authorization forms are available upon request by the parent/guardian for no more than two additional relatives (grandparents, etc.) to check out a student. The form must be on file before anyone else will be allowed to check out the student. A new form should be filled out each year. Faxed checkouts are not permitted. Students reporting to school after 8:15 a.m. must be checked in by a parent. Students arriving between 7:55 and 8:15 a.m. will be directed to the designated assistant principal for a tardy pass.

## EXCUSED ABSENCES

Absences for a day or class will be excused for the following reasons:

- A. Illness of the student
- B. Serious illness or death in the student's immediate family
- C. Requirements of a court of law
- D. Permission by the principal for extraordinary conditions and educational experiences. (Parents/guardians must obtain permission in advance of the absence, and the teachers should be notified beforehand.)

**Students should report to the lunchroom BEFORE (7:55 a.m.) for admittance (excused) passes when they return to school after an absence.** A note signed by the parent/guardian as to the cause for the absence should be presented. An admittance pass marked as excused or unexcused will be given to the student. The excuse for absence should be presented within three days upon return to school. The pass will be presented to the teacher in each of the student's classes. Students should not be tardy for class due to securing an admittance pass.

## TARDY TO CLASS POLICY

**Teacher must admit student into class and document tardiness. Beginning with the 4<sup>th</sup> tardy a discipline referral is to be submitted to the area administrator.**

1. 1<sup>st</sup> administrator referral, 1 day ISS
2. 2<sup>nd</sup> referral, 2 days ISS
3. Subsequent tardy referrals, 1 day OSS

## MAKE-UP WORK

1. Students may make up work only if the absence (whether for a day or a class block) was excused as defined above. **The excuse must be turned in within 3 days of the absence.** Students will not be allowed to make-up work after being absent from school five days during a semester without a medical, legal, or principal's excuse. A parent/guardian note will not be accepted for more than five (5) absences.
2. Make-up work will not be given during class time. Homework must be made up within a reasonable amount of time and tests will be made up as scheduled by the subject teacher.
3. Students will not be permitted to make up work missed due to illness if they report to any job, participate in athletic events or any other extracurricular activities, or check into school during the same day, except with the permission of the principal.
4. Students must be present at least one-half day in order to receive credit for make-up work done that day. The principal must clear any exceptions.
5. When a student is absent, it is the responsibility of the student to find out about his assignments and any scheduled tests so that he/she is prepared for the class work upon his/her return to school.
6. Students who are absent during a scheduled test must have a doctor's or legal excuse or a parent must call the school by 8:15 a.m. on that day indicating that the student is too ill to attend school. If the parent calls in, it will be assumed that the student is too ill to check in later or go to work. Prior permission from the principal or a medical/legal excuse will be required before making up a semester exam.
7. If there is a record of habitual absenteeism on the part of a student on test days, a call from a parent will not be sufficient and a medical/legal excuse must be presented.

## STUDENT HALL PASSES

Any student who is not in his/her regularly assigned room during class time must have a student pass, which has been properly executed. Passes will be issued only in cases of extreme importance.

All students, including Marketing Education Co-op participants, who leave school early but return to the campus during the school day for any reason must report to the front office to sign in.

## SCHOOL VISITORS/TRESPASSING/DELIVERIES

Upon arrival on school grounds, all visitors must go directly to the school office and sign in. Former students and other visitors are not permitted to visit classes, students, or teachers during school hours. Visitors may come by the office and talk with the principal or an assistant principal and leave messages. Students are not to bring young children to school.

Only authorized personnel, students, and official visitors are allowed on the school campus. The following city ordinance will be followed and violators reported to the proper authority.

**Deliveries to students by businesses for special occasions will not be made by the school.**

### ORDINANCE 0 13 70

Be it ordained by the Board of Commissioners of the City of Gadsden, Alabama, as follows:

Section I. It shall be unlawful for any person to enter upon the premises or grounds of any school, including any parking area incident thereto, or within the 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 II. The prohibition of Section I of this ordinance shall apply to the student, teachers, and other staff assigned to that school, not to supervisory and administrative personnel engaged in the line and scope of their work.

Section III. A violation of Section I 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.

### AFTER SCHOOL

**All students must leave campus by 3:40 p.m., unless they are involved in a school supervised activity. Students not following this procedure will be subject to disciplinary action.**

## 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 parent(s)/guardian(s) 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 non-attendance.

**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)**

- A. For the purposes of this policy, ISS is **not** considered as a class absence.

## **II. ABSENCES OVER FIVE DAYS**

- A. A notification will be sent to a parent/guardian regarding a required conference after a student has missed class five (5) unexcused times during a term.
- B. Any class periods that are missed more than ten (10) unexcused times during a semester could result in the student failing to receive credit for that course.
- C. Class work missed during unexcused absences may not be made up. An out-of-school suspension is an unexcused absence and work may not be made up.
- D. 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 will 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 students 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 are:**

- To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence.
- To make up class work within a specified length of time when there is an excused absence.

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

## **COMPULSORY ATTENDANCE**

The Gadsden City Board of Education shall enroll in school all students residing within the school district between the ages of seven 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 units of credit for that semester.**

## **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 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.

### **POLICY STATEMENT**

The primary goal of the technology environment is to support 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 department funds, and hardware will be stored in a secure place. For security and insurance purposes, members of the System-Wide Technology Committee and School-Based Site Coordinators will be the only people with access to original software disks at a given location. System wide software will be housed at the Board of Education.

If a single copy of 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 School-Based Site Coordinator and/or a member of the System-Wide Technology Committee. Any questions about copyright provisions should be directed to the System Wide Technology Committee.

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 security of any technology resources to the Principal, School-Based Site Coordinator, or a member of the System Wide Technology Committee.

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 of 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.



## **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 the 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 world-wide network far outweighs the possibility that users may procure materials that are 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, Building-Based Site Coordinators and members of the System Wide Technology Committee reserve the right to review files and network communications. Users should not expect that files stored on the Gadsden City Schools World Wide Web server would 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-Wide Technology Committee before being added to the server. The Technology Committee reserves the right to reject part or all of a proposed home page. Home pages may only be placed on the Gadsden City School World Wide Web server by the Technology Committee.

Students will be allowed to conduct independent research and communicate on the Internet upon the receipt of the appropriate permission forms. Permissions are 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 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-Wide Technology Committee and/or School-Based Site Coordinator before proceeding. 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 existing practice regarding inappropriate language or behavior; and (3) legal action, when applicable.

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 users' passwords
7. trespassing in other users' files, folders, or work or
8. intentionally wasting limited resources
9. plagiarizing

**Academic Dishonesty** is a term that applies to acts of academic fraud and/or plagiarism.

### **Academic Fraud**

Academic fraud is making a false representation to gain an unjust advantage. Academic fraud includes:

- falsification of data
- reusing your own work that has been submitted previously and counted towards another course
- illegal pre-examination alteration of marks or grades
- copying from another student or allowing a student to copy from you
- copying from notes smuggled into the examination room
- using a device to communicate with others in or outside the examination room
- improperly using an allowable device to access information
- representing another student in an examination
- allowing yourself to be represented by another student in an examination

### **Plagiarism**

Plagiarism is the presentation of the thoughts or works of another as one's own. This includes:

- Copying or paraphrasing material from any source without due acknowledgement
- Using another's ideas without due acknowledgement
- Working with others without permission and presenting the resulting work as though it were completed independently.

**Source: *Student Academic Integrity – Policy 000608.***

<http://www.newcastle.edu.au/policylibrary/000608.html>

Parents/Guardians will be notified of each offense and the student will receive a zero for the work in question. Subsequent offenses will result in parent/guardian notifications, a zero for the work, and discipline to be determined by administration.

### **ELECTRONIC MAIL**

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

## *2015-2016 Testing Dates*

DIBELS(Fall)	Aug 17-Sept 4,2015	1Day
End of Course Testing (Eng. 10, AlgebraI)	Dec1 – Endof1stTerm	TBA
PISA	Oct 27,2015	1Day
DIBELS(Midyear)	Jan. 11-29,2016	1Day
ACTWorkK.eysPaper/PencilTest	Feb. 11,2016	1Day
ACTWorkK.eysPaper/Pencilw/Accommodations	Feb. 11-25,2016	IEP/504Decision
ACTWorkK.eysPaper/PencilMake-UpTest	Feb. 25,2016	1Day
ACCESS2.0	Feb 1 -Apr. 1,2016	2-3Days
Alternate ACCESS2.0	Feb1-Apr1,2016	2-3Days
ACTAspirePaper/Pencil(Grades3-8&10)	Apr11 – 22,2016	1-5Days
ACTAspire3rd– 8th&ASA(Science5th&7th)	Apr 18-22,2016	3-5Days •
DIBELS(Spring)	Apr25 – May13,2016	1Day
ACT PlusWriting	Apr 19,2016	1Day
ACTPlusWritingw/Accommodations Paper/Pencil	Apr 19 -May 3,2016	ACTDecision
ACT Plus Writing(Make-Up)	May 3,2016	1Day
Alabama Alternate Assessment(AAA)	May 6,2016	ThroughoutYr.
End of Course Testing (Eng. 10 &AlgebraI)	Jan 6, 2015- End of 2ndTerm	TBA



***ACKNOWLEDGEMENT***

(Must be signed by Parent/Guardian AND Student and returned to student's homeroom teacher)

I have read, and I understand this handbook.

**Parent/Guardian**\_\_\_\_\_

Student\_\_\_\_\_

Date\_\_\_\_\_

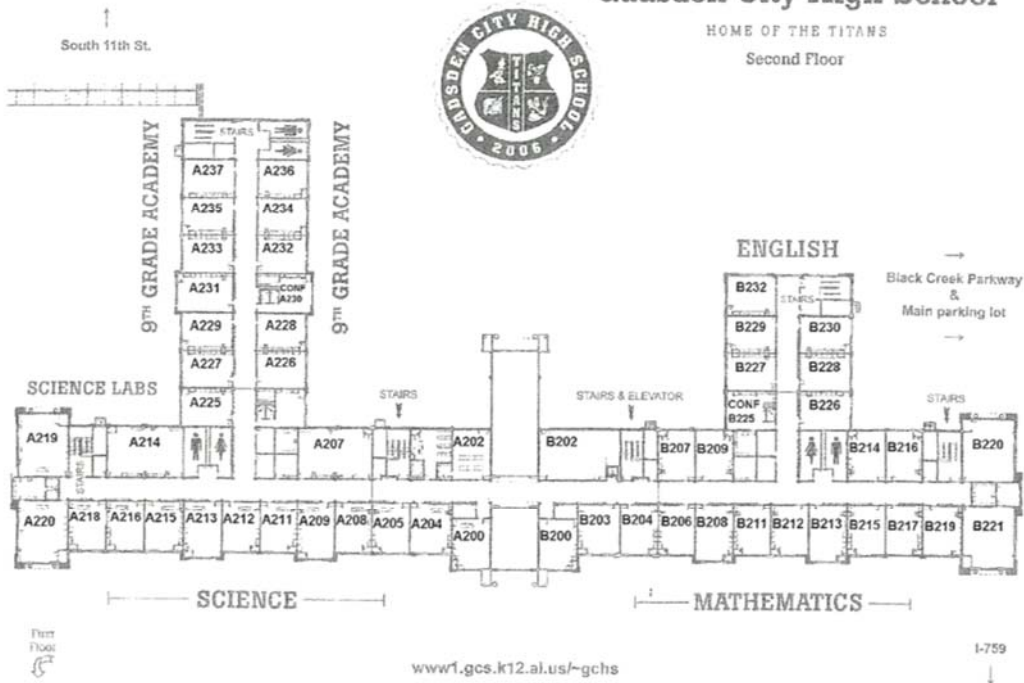
It is the policy of the Gadsden City Schools not to discriminate on the basis of sex, handicap, race, national origin, religion, color, creed, or educational programs, activities, or employment policies. Inquiries or complaints regarding compliance with this policy may be directed to

**Mr. Johnnie Parker  
Gadsden City Schools  
PO Box 184  
Gadsden, AL 35901  
(256) 543-3512, ext.33**

# Gadsden City High School

HOME OF THE TITANS

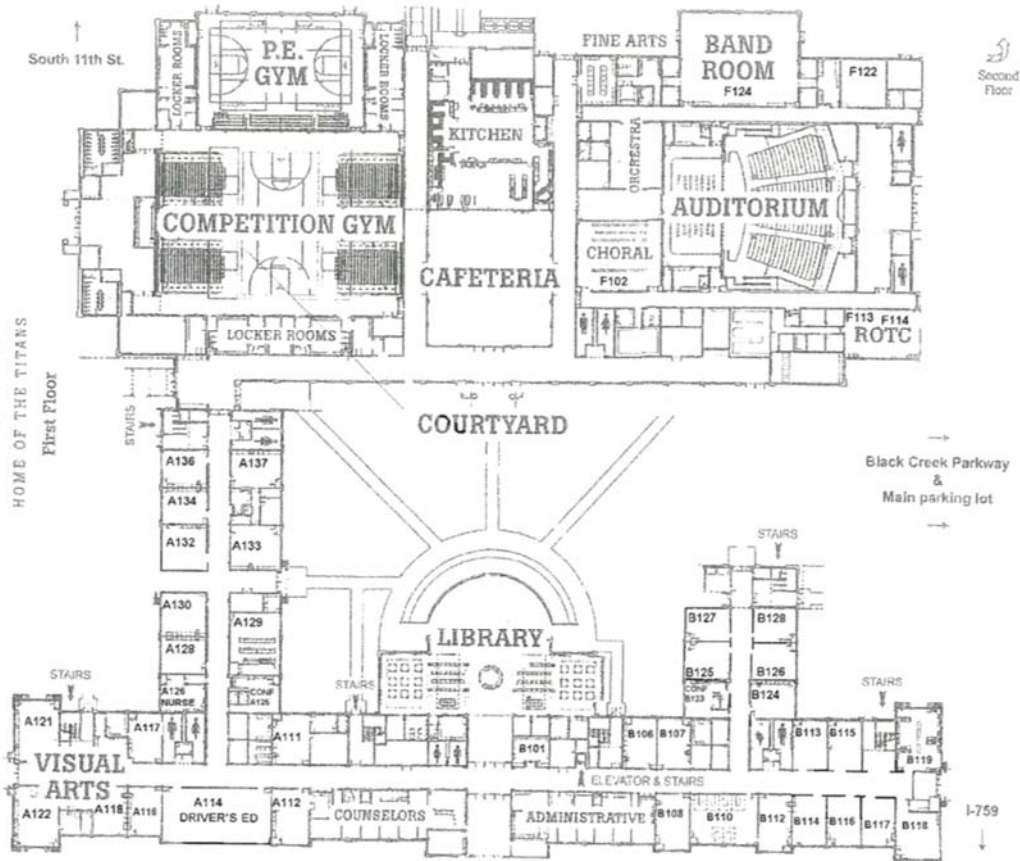
Second Floor



# Gadsden City High School

HOME OF THE TITANS

First Floor



# SPECIAL BELL SCHEDULES

## *AFTERNOON ACTIVITY BELL SCHEDULE*

TIME	PERIOD
7:40	1 <sup>ST</sup> Bell
7:52 - 8:41	1 <sup>st</sup> Period
8:48 - 10:08	2 <sup>nd</sup> Block
10:15 - 12:15	3 <sup>rd</sup> Block
10:15 - 10:40	1st Lunch
10:48 - 11:13	2 <sup>nd</sup> Lunch
11:19 - 11:44	3 <sup>rd</sup> Lunch
11:50 - 12:15	4 <sup>th</sup> Lunch
12:22 - 1:42	4 <sup>th</sup> Block
1:49 - 2:33	5 <sup>th</sup> Period
2:40 - 3:04	Activity Period

## *MORNING ACTIVITY BELL SCHEDULE*

TIME	PERIOD
7:40	1 <sup>ST</sup> Bell
7:52 - 8:41	1 <sup>st</sup> Period
8:48 - 9:12	Activity Period
9:19 - 10:39	2 <sup>nd</sup> Block
10:46 - 12:46	3 <sup>rd</sup> Block
10:46 - 11:11	1 <sup>st</sup> Lunch
11:19 - 11:44	2 <sup>nd</sup> Lunch
11:50 - 12:15	3 <sup>rd</sup> Lunch
12:21 - 12:46	4 <sup>th</sup> Lunch
12:53 - 2:13	4 <sup>th</sup> Block
2:20 - 3:04	5 <sup>th</sup> Period

## *TWO-HOUR DELAY BELL SCHEDULE*

### RED DAY

TIME	PERIOD
10:00 - 12:29	3 <sup>rd</sup> Block
Regular Lunch Schedule	Regular Lunch Schedule
12:36 - 2:06	4 <sup>th</sup> Block
2:13 - 3:04	5 <sup>th</sup> Block

### BLACK DAY

TIME	PERIOD
10:00 - 12:29	3 <sup>rd</sup> Block
Regular Lunch Schedule	Regular Lunch Schedule
12:36 - 2:06	2 <sup>nd</sup> Block
2:13 - 3:04	1 <sup>st</sup> Period

# *Gadsden City High School*

## *Alma Mater*

Against the sky she proudly stands  
Our Gadsden City High;  
Black and red her colors shine  
Her banners proudly fly.

Through heritage, tradition grows  
The future boldly forged;  
To Gadsden City High we pledge  
Devotion evermore.

For honor, wisdom, loyalty  
To City High we sing.  
Integrity and pride within  
Our voices gladly ring!

Titans brave and Titans true...  
For all the world to see;  
All hail to Gadsden City High  
Through all eternity.

*Paul Edmondson - 2005*