

Gadsden City High School Student Handbook



2026-2027



Welcome to the 2026–2027 School Year

Dear Students and Families,

Welcome to the 2026–2027 school year! On behalf of our entire faculty and staff, I am excited to welcome you back for what promises to be a year filled with learning, growth, and success.

Gadsden City High school and Gadsden City Schools believe that every student has the potential to achieve great things. Our faculty and staff are committed to providing a safe, supportive, and engaging learning environment where all students are encouraged to reach their fullest potential—academically, socially, and personally. We are dedicated to building meaningful relationships with our students and families while fostering a culture of respect, responsibility, and excellence.

Whether you are returning to our school or joining us for the first time, we are excited to have you as part of our school community. We know that great schools are built through strong partnerships among students, families, faculty, staff, and the community. Together, we can create an environment where every student feels welcomed, valued, and inspired to succeed.

This Student Handbook is designed to serve as a resource for students and families by outlining our expectations, policies, and procedures. We encourage you to review it carefully and refer to it throughout the school year. Understanding these guidelines will help us maintain a positive and productive learning environment for everyone.

As we begin this new school year, we look forward to celebrating achievements, overcoming challenges together, and creating lasting memories. Thank you for entrusting us with your child's education. We are honored to serve our students and families, and we are excited about all that the 2026–2027 school year has in store.

Welcome back, and let's make this an outstanding year together and Go TITANS!!

Sincerely,

Matthew N. Monson
Principal, Gadsden City High School

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

Mark Dayton

Mike Haney

Z'Andre Huff

Allen Millican-President

Adrienne Reed

Rita Smith

Nancy Stewart

Ed Howard – Board Attorney

BOARD ADMINISTRATIVE STAFF

Keith Blackwell – Superintendent

Sharon Maness – Assistant Superintendent, Director of Elementary Schools

Dr. David Asbury – Director of HR, Career Tech, and Technology

Hector Baeza – Director of Federal Programs

Marcia Farabee – Director of Curriculum and Instruction

Johnnie Parker – Director of Testing and Child Nutrition

Cory Skelton – Chief Financial Officer

Dr. Donna Smoots – Director of Student Services and Attendance

Tomasina Smitherman– Coordinator of Special Education

GADSDEN CITY HIGH SCHOOL
1917 Black Creek Parkway
256-543-3614

Gadsden City High School Web Site: gchs.gcs.k12.al.us

**GADSDEN CITY HIGH SCHOOL
FACULTY & STAFF**

ADMINISTRATIVE TEAM

Matthew Monson– Principal
Alicia Harrell – Assistant Principal
Todd Lamberth- Assistant Principal
Brent Morgan- Assistant Principal
Adrian Ragland - Assistant Principal
Ron Engle– Promotion/Graduation Coach
Ali Smith– Athletic Director

GUIDANCE AND COUNSELING

Richelle Williams –12th Grade Counselor
Jay Dowdy – 11th Grade Counselor
Steven Jones - 10th Grade Counselor
Beth Ann Boggs – 9th Grade Counselor
Jalen Johnson – Career Coach

SCHOOL RESOURCE OFFICERS

Sylvia Flick
Douglas Guyton

ADMINISTRATION SUPPORT STAFF

Brandy Brooks, Bookkeeper
Secundia Byers, Registrar
Paula Martinez, Guidance Office
Kelly Robertson, Athletic Secretary
Melissa Ward, Secretary to the Principal
Trevia West, Front Office Secretary

MATH DEPARTMENT

Steven Brown
Carl Byers
Samantha Corker
Mandy Frantz
Angie Gooch
Kathy Harp
Jessie Nunnally
Cristy Sullivan
Kate Tang
Jay Tinker
Kendra Tolleson

HISTORY DEPARTMENT

Wes Beck
Brooke Burns Schomburg
Brittany Burtram
Daniel Cameron
Steven Fraser
Ernestina Hardrick
Devone Maness
Ryan McRae
Mikey Nelson
Matt Patterson
Peter Rowe
Chris Sullivan

COMPUTER TECH DEPARTMENT

David Deck
Cory Swinford

HEALTH SCIENCE ACADEMY

Staci Slick
Jimmy Gramling

CONSUMER SCIENCE DEPARTMENT

Christina Drummond
Terri Jenkins
Breanna Steele

SCIENCE DEPARTMENT

Krista Ashley
Aaron Bailey
Joessa Bothwell
Christina Caldwell
Robby Davis
Larry Densmore
Roseanne Green
Brian Matias
Dalton Robertson

CO-OP DEPARTMENT

Gabe Cox
Kristy Johnson

TITLE I

Reese Morrison

ENGLISH DEPARTMENT

Sharissa Cook
Rebecca Jones
Shila Miller
Brandi Mobbs
John Page
Heather Ross
Mellissa Sims
Tiffany Solis
Curtis Wright

FOREIGN LANGUAGE DEPARTMENT

Stephen Helms
Angela Jones
Lisa McKenzie
Daven Milligan

ACCESS

Jeff Lasseter

BUSINESS EDUCATION DEPARTMENT

Sandra Coats
Michelle Funderburg
Yolanda Griffin
Betrina Thomas

SPECIAL EDUCATION DEPARTMENT

Walter Black
Kent Colvin
Leita Conner
Emily Day
Lori Erick
Joan Fellows
Tierra Jones
Agustin Martinez
Matika Maull
Tashia Phillips
Diane Roberts
Brian Westcott
Owen Westcott

AIDE

Stephanie Bowley, SPE
Janice Dunn, SPE
Shanequa Ellis, SPE
Jennifer Gonzalez, EL
Deborah Hill, SPE
Quintarius Hutchison, SPE
Racheal Jarrells, SPE
Christine Lowery, SPE
Jarvis, McKee, SPE
Rudy Rigby, SPE
Antonio Scott, ISS
Christopher Woods, SPE

PERFORMING ARTS DEPARTMENT

Karen Abercrombie - Piano
Jesse Madden- Band Director
Keith LaBenne – Orchestra Director
Carrie Payne – Choral Director/Piano
William Shell - Assistant Band Director
Johnathan Clutts- Assistant Band Director
Austin Waits – Theater Arts Dir, Asst. Choral Dir

VISUAL ARTS DEPARTMENT

Scott Holdbrooks – Photography
Tabatha Lendquvist – Ceramics
Holly Morgan –Art, Yearbook

CAREER TECH

Ray Avery – Electrical
William Birchmore – HVACR
Tracey Flowers– Cosmetology
Michelle Funderburg – Information Technology
Steven Smith - Carpentry
Zachary Stewart– Automotive
Damien Thompson – Robotics/Electronics

LIBRARY / MEDIA DEPARTMENT

Paula Reynolds

CUSTODIAL/MAINTENANCE DEPARTMENT

Kenny Whitmire – Maintenance Supervisor
Tim Pollard – Asst. Maintenance Supervisor
Amir Brown
Tracy Dark
Isaac Gregory
McSchone Jackson
Kenneth Sholar
Toshna Towells
David Willard

Athletics

Baseball –Robby Davis
Boys Basketball – Ralpheal Graves
Girls Basketball – Jay Tinker
Bowling – Artesia Jones
Cheerleading – Alison Correll
Cross Country – Roseanne Green
Flag Football – Mikey Nelson
Football- Ali Smith
Golf – Steve Brown
Indoor Track – Larry Densmore
Soccer – Samantha Corker
Softball – Jessica Nunnally
Swimming – Paula Reynolds
Tennis – Paula Reynolds
Track – Larry Densmore
Volleyball – Amanda Lewis
Wrestling – Josh Nelson

CHILD NUTRITION PROGRAM

Lynne Bishop
Donna Lee
Cindy Mitchell
Arntaishia Mostella
Emma Phillips
Glenda Vaughn
Alina Wood
April Yates
Danielle Varnon - Manager

PHYSICAL EDUCATION/HEALTH DEPARTMENT

Ralpheal Graves – Physical Education
Anna Johnson – Health
Amanda Lewis-Health
Cassandra Veasy – Physical Education
Brandon Williams – Health

DRIVERS EDUCATION DEPARTMENT

Hunter Crumpton
Jay Estes
Brandon Williams

JROTC DEPARTMENT

Harold Davenport
John Hedgepeth

NURSING STAFF

Kristi Matlock
Hillary Williams

Together... We Are the Titans

WEBSITE

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

NEWS

RESOURCES

Attendance Waiver
Cafeteria Menu
Calendar
Code of Conduct
Course Descriptions
Forms
Library
Mental Health Hotline Numbers
Online Payment Link
Parent & Student Portal
Signature Page for Code of Conduct
PTSO
Student Handbook

ACADEMICS

College and Career Ready
Counselor's Corner
Course Options
Diploma Options
Request a Transcript
Scholarships

ATHLETICS

EXTRA CURRICULAR

Art Alliance
Beta Club
Chick-fil-A Leadership
DECA
FBLA
FCCLA
First Priority
HOSA
Interact (Rotary) Club
JROTC
Key Club
Mu Alpha Theta
National Honor Society
National Technical Honor Society
SADD
Spanish Club
Spanish National Honor Society
Student Government Association
Titan Ambassadors
Titan Helpers
YAiT

FINE ARTS

Band
Choral
Theatre
Orchestra

FACULTY

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

***PowerSchool* 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.

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.

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.

ACCESS TO PROGRAMS AND SERVICES

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

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.

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.

2026-2027 PTSO OFFICERS

Officers will be elected at the first meeting.

CLASS MATERIALS

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

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.

LIBRARY

The Titan Library is open daily before, during, and after school for checking out or returning books. A fine of \$.10 per day will be assessed to each late book. Students are responsible for the careful use and prompt return of library materials. Lost books must be paid for or replaced. ***Operational hours of the library are 7:30 – 3:30.***

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 Gadsden City High 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.

Gadsden City High School does not recognize or condone any club or organization initiations.

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.

2026-2027

Student Government

President – Kameron McElrath

Vice President – Mary Carleton Gilbert

Corresponding Secretary – Carter Roberts

Recording Secretary – Raegan Brooks

Fundraising Chairman – Naomi Taylor

Public Relations Chairman – Nyla Franklin

FOOD SERVICE

LUNCH PRICES

All students will eat free of charge / Faculty - \$4.75 / Visitors - \$4.75

NOTE: Students are not allowed to carry over any balance from one school year. It is the responsibility of the parent/guardian to take care of any debt owed by students prior to the end of the school year.

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 (i.e. pizza, Gadsden-To-Go, Grub Hub). If a student has brought commercially prepared food it must be in a plain paper bag or lunch container.**

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.

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 ordinances will be followed and violators reported to the proper authority.

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

ORDINANCES

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

- **ARTICLE VIII. - OFFENSES INVOLVING EDUCATIONAL FACILITIES**
- **Sec. 90-231. - Trespass during school hours.**

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.

The prohibition of subsection (a) of this section shall not apply to the students, teachers, and other staff assigned to that school, nor to supervisory and administrative personnel engaged in the line and scope of their work, nor to police, fire and emergency medical service personnel engaged in the line and scope of their work.

(Code 1982, § 20-1(a), (b))

State Law reference— Trespass, Code of Ala. 1975, § 13A-7-1 et seq.

- **Sec. 90-232. - Entering buildings at night.**

It shall be unlawful for any person without legal cause to loiter or go into the public school buildings in the city between the hours of 6:00 p.m. and 6:00 a.m.

(Code 1982, § 20-2)

State Law reference— Trespass, Code of Ala. 1975, § 13A-7-1 et seq.

- **Sec. 90-233. - Parking on grounds at night.**

It shall be unlawful for any person without legal cause to park any motor vehicle or other vehicle of like kind on the public school grounds of the city between the hours of 6:00 p.m. and 6:00 a.m.

(Code 1982, § 20-3)

- **Sec. 90-234. - Soliciting or advertising to school children.**

It shall be unlawful for any person to go upon the public school grounds for the purpose of soliciting or advertising any business or amusement to the school children of the city.

It shall be a violation of this section for any person to give out handbills or other advertising matter to the school children.

(Code 1982, § 20-4)

- **Sec. 90-235. - Disturbing school.**

It shall be unlawful for any person at or near any public schoolhouse in the city to engage, by conversation, signs or otherwise, the attention of any of the pupils at such schoolhouse to the disturbance of the school, or to the detriment of the discipline thereof.

It shall be unlawful for any person to in any manner interfere with the conduct and discipline of any public school in the city, or to be rude, boisterous or disorderly on the premises, or in the neighborhood thereof, prejudicial to the good order and discipline of such school.

(Code 1982, § 20-5)

State Law reference— Disorderly conduct, Code of Ala. 1975, § 11-13A-7.

- **Sec. 90-236. - Defacing or damaging property; staying on premises after notice to leave.**

It shall be unlawful for any person to deface, by writing on the walls or otherwise, or in any other way damage or mutilate any of the public school buildings in the city, or for any person to stay upon the premises of any school after notice to leave by any one in authority at such school.

(Code 1982, § 20-6)

State Law reference— Criminal damage to property, Code of Ala. 1975, § 13A-7-20 et seq.; trespass, Code of Ala. 1975, § 13A-7-1 et seq.

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.

OFFICE TELEPHONES

The use of Administrator Office and Front Office telephones will be limited to emergency calls. **Front office secretaries cannot be expected to take or deliver student phone messages.**

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 in the appropriate areas. **(It is the responsibility of the person posting the flyers to remove them immediately after the event or when the time-line expires).**

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.

COURSE FEES

Alabama law permits schools to charge fees where extensive costs are involved. Costs shown 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.**

SCIENCE LAB FEE \$20.00 per class				
<u>ELECTIVES</u>				
Drivers Ed	\$30.00		Mass Media	\$20.00
<u>FINE ARTS</u>				
Band (class only, marching fee is separate)	\$20.00		Crafts / Ceramics	\$20.00
Chorus	\$20.00		Drawing	\$20.00
Orchestra	\$20.00		Photography / Printmaking	\$20.00
Piano	\$20.00		Theatre	\$20.00
<u>CAREER TECH</u>				
Automotive			HVAC	
Auto Technology Foundations	\$20.00		Arch & Const. Foundations	\$20.00
Auto Brake, Susp, & Steering Repair	\$20.00		Career Pathway Project	\$20.00
Auto Engine Repair & Perf	\$20.00		HVAC Fundamentals	\$20.00
Automotive Electrical Components	\$20.00		HVAC Installation & Operation	\$20.00
Career Pathway Project – TDL	\$20.00		HVAC Refrigeration Systems	\$20.00
Electricity			Electronics	
Arch & Const Foundations	\$20.00		Digital Electronics	\$20.00
Electrical Fundamentals	\$20.00		Introduction to Manufacturing	\$20.00
Electrical Installation	\$20.00		Introduction to Robotics	\$20.00
Electrical Technology	\$20.00		Robotics Applications	\$20.00
Education and Training			Marketing Education	
Career Pathway	\$15.00		Cooperative Ed/WBL	\$15.00

Careers in Education	\$15.00		CTE Lab in Marketing	\$15.00
Education & Training Internship	\$15.00		Entrepreneurship	\$15.00
Foundations of Education	\$15.00		Hospitality Management & Marketing	\$15.00
Methods in Education	\$15.00		Marketing Principles	\$15.00
Practices in Education	\$15.00		Sports & Entertainment	\$15.00
Cosmetology			Culinary Arts	
Hair Coloring	\$20.00		Event Planning	\$30.00
Intro to Nail Care & Applications	\$20.00		Food Innovation	\$30.00
Introduction to Cosmetology	\$20.00		Sports Nutrition	\$30.00
Nail Art & Applications	\$20.00			
Natural Hair Styling Practicum	\$20.00		Health Science	
Salon Practices & Management	\$20.00		Foundations Health Science	\$20.00
State Board Review	\$20.00		Health Science Internship	\$30.00

LOCKERS

A student, at a cost of \$10 per year, may rent locker space. (However, for the 2026/2027 School Year there will not be a charge for lockers.) 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: Book bags, purses, or other large bags may be searched prior to entering the building.

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.

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 \$300. 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.

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

Gadsden City Schools will follow the guidelines of the FOCUS Act (HB166) by putting a districtwide policy in place for personal electronic devices. The goal is to minimize distractions, protect instructional time, reduce academic dishonesty, and support a safe learning environment. This policy is based on the values of digital responsibility and maintaining a space where students can learn without distractions.

General Guidelines

Students may not use cell phones, smartwatches, tablets, gaming devices, AirPods, or other personal devices that have the capability of exchanging voice messaging or other data during instructional time.

Devices must be turned off and stored in lockers, vehicles, or designated areas—not on the student.

Device use before/after school, during PE, or at lunch is not allowed unless with permission.

Discipline

First Offense – The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The parent/guardian will sign a Cell Phone Policy Consequences Form.

Second Offense –The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The student will receive 2 days of ISS/Focus.

Third Offense—The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The student will receive 2 days OSS/Extended ISS/Focus Room.

Fourth Offense—The device will be taken, and a parent/guardian will be contacted to pick up the device in person. The student will receive 3 days OSS/Extended ISS/Focus Room. The parent/guardian will be referred to the District Attorney's Office.

Subsequent Offenses can result in a referral to the Alternative School.

Any student who refuses to give a cell phone/communication device in compliance with Gadsden City School's Cell Phone Policy, and in accordance with HB166, will be considered defiant and will be subject to disciplinary action in accordance with the system handbook.

Parents/guardians are encouraged to monitor their students' digital use and support the system's policy. Students are expected to follow the policy and understand the consequences of misuse. Devices are brought at the student's own risk, and the system is not responsible for loss, theft, or damage.

Authorized exceptions include the use of a device required by a student's IEP, 504 plan, or health plan.

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

STUDENT DRESS CODE

Specific Dress Regulations:

1. Good personal hygiene is to be observed at all times. Proper undergarments and shoes with hard soles are mandatory. (House slippers are not suitable)
2. Head apparel such as hats, hoodies, 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 straps or muscle shirts; 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. 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).
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 appropriately covers.
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 clothing made for outdoor wear 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; gang, 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.
14. 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 fourteen (14) 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:

- **1ST Offense:** Warning or home referral
- **2nd Offense:** One (1) or more days In-School Suspension/Focus Room
- **3rd Offense and beyond:** Three (3) days out-of-school suspension
- **The next infraction will result in In-School Suspension (ISS)/Focus Room 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.**

Dress Code is in effect upon student entering campus

UNAUTHORIZED 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, bandanas, colors, jewelry, piercing, or other symbols, etc., which indicate membership or affiliation in any gang. This includes flags/displays on vehicles.
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.

STUDENT FIGHTING ON CAMPUS

Fighting - includes instigating or encouraging a fight

An exchange of physical contact (hitting, kicking, slapping, pushing, and shoving). Students, who instigate fights, put others up to fighting, video, or carry information back and forth between individuals who subsequently fight **MAY** submit themselves to the same consequences of those who are involved in the fight.

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 are as follows:

FIRST OFFENSE:

Forty-Five days Alternative Education Center Placement

SECOND OFFENSE:

Expulsion process

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

SKIPPING

In keeping with the Gadsden City Schools Code of Conduct Infraction 2:13 Skipping (whether it be on or off-campus) will result in:

1st Offense – Focus Room and/or extended work assignments before or after school, and/or Out of Suspension (OSS) 1-3 days

2nd Offense –Out of School Suspension (OSS) 3-5days. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures will be followed.

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 ensure 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.

NOTE: Book bags, purses, or other large bags may be searched prior to entering the building. Book bags must be clear or mesh.

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. ***A student is considered to be chronically absent if he/she is absent 18 days or more...excused, unexcused or a combination of both. The Alabama State Department of Education holds each student, parent and school accountable for chronic absenteeism. This accountability is reflected in the individual school's annual report card.***

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 disciplinary action from the administration.

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 doctor's excuse or written explanation of the reason(s) for each absence within three school days after each absence (or consecutive absences). If the written explanation is not provided within the three-day period, the absences will be coded unexcused. ***No more than 10 parent notes are acceptable per school year.***

Students should turn in written excuses to the front office 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. The excuse for absence should be presented within three days upon return to school. The absence excuse will then be posted in PowerSchool. Students should not be tardy for class due to turning in an excuse. ***NOTE: Absentee excuses are accepted in the front office all day. Students should drop the excuse into the basket on the front counter. Make sure your full name and the date of the absence is clearly on the excuse.***

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. Student sent home by the school nurse
4. Death in the immediate family
5. Weather preventing attendance (would endanger student's health)
6. Legal requirements, such as subpoena or other required court appearance
7. Prior permission by the principal at the request of parent or guardian
8. Legal quarantine
9. Recognized Religious Holidays - Students will be temporarily excused from attendance on special and recognized religious holidays
10. School Sponsored Activities- Students will be excused when participating in a school sponsored activity away from the school campus.

Unexcused Absences

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.

If no legal or written excuse has been provided to the school within three (3) days after absence(s) the absence will be coded UNEXCUSED and the following will occur:

1. First (1st) unexcused absence- school will telephone parent/guardian.
2. Third (3rd) unexcused absence- a letter will be sent home. If a student's address changed during the school year, parents must inform school officials immediately.
3. Fifth (5th) unexcused absence- Students will be reported to the Board of Education, Office of Student Services/Attendance. Parents/Guardians will be contacted to set up a conference. Failure to attend conference will result in filing of complaint/petition with the courts.
4. Seventh (7th) unexcused absence- complaint/petition filed with the court against the parent/guardian under: Code of Alabama (1975), §16-28- 12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
5. Five unexcused tardies will require the parent/guardian to attend a conference with the principal/attendance officer.

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 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)

A. 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. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)

A. 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.

B. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

C. 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.

D. 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

A. 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 statute, Code of Alabama (1975) § 12-15-100 and 105.

B. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

EMERGENCY ATTENDANCE WAIVER

If you are aware of an upcoming surgical/medical procedure, court or legal appointment or official college visit you will be able to be counted present if you complete the required documentation **prior** to the event and electronically check in with each of your teachers each day of your absence and complete the assignments for that day. The procedures and forms can be found on the Gadsden City High School website or you can go by and see Mr. Engle. Your parents will need to come in with the required paperwork and speak with Mr. Engle before the event to get approval. Approval will not be granted unless all requirements are met.

ADDITIONAL GADSDEN CITY SCHOOLS ATTENDANCE POLICIES

I. ISS (In-School Suspension)/Focus Room

- A. For the purposes of this policy, the Focus Room is **not** considered as a class absence.
- B. If the Focus Room is not available, detention or Saturday school could be used when deemed appropriate by the administration.

II. ABSENCES/ACADEMIC WORK

- A. Class work missed during unexcused absences may not be made up. An Out-of-School Suspension (OSS) is an unexcused absence and work may not be made up unless the school principal creates opportunities after school hours to earn credit for missed assignments. Any student having more than **ten** early check-outs or check-ins will not be allowed to make up their missed school work for that day without an excuse from their physician.
- B. 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).
- C. Any student having more than ten early check outs or check ins will not be allowed to make up their missed school work for that day without an excuse from their physician.

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.

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 who wish to receive permission to miss school for family matters must set up a parent conference with Mr. Engle at least one week prior to the absence so that the student's teachers can be notified.
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.

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.

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 or in response to an announced meeting.

TARDY POLICY (To School)

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 7:50 a.m. A parent/guardian is required to check in a student after 7:50 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.

First Tardy: Warning

Second Tardy: Student placed on referral and must bring parent/guardian for conference

Third/Subsequent Tardies: One (1) day ISS/Focus Room

Students tardy six or more times will receive additional days OSS

TARDY POLICY (To Class)

Students are expected to arrive to class on time and follow expectations outlined in the Gadsden City Schools Code of Conduct

1st Offense: Warning by teacher

2nd Offense: Parent contact by teacher

3rd Offense and Subsequent: Referral to administrator

(3) Tardies will count as one (1) unexcused absence. These absences will count toward the student's final exam exemption eligibility.

Every subsequent tardy after the first three will count as an additional unexcused absence.

Teacher must admit student into class and document tardiness.

CHECK OUT PROCEDURES

ONLY PARENTS AND LEGAL GUARDIANS MAY CHECK STUDENTS OUT OF SCHOOL. TELEPHONE AND FAXED CHECKOUTS ARE NOT PERMITTED. Parents/Legal Guardians are requested to update contact information in the Parent PowerSchool Portal yearly.

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, Health Sciences students and those students participating in dual enrollment, 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.

AFTER SCHOOL

All students must leave campus by 3:15 p.m., unless they are involved in a school supervised activity. Students not following this procedure will be subject to disciplinary action.

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 \$20.00 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, 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. Vehicles should not have any display that could be deemed offensive.
3. Parking is strictly limited to the student parking area. Each student must park only in his/her assigned parking space. **Students are not allowed to park in the visitor parking area in the front of the building or in the area bordering the band room, cafeteria and Career Tech.** 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.
4. Students must enter and exit following designated routes.
5. Students must observe appropriate speed limits (and all other driving laws) in the parking area and on routes leaving campus. (5 MPH)
6. Students' vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen contraband or any other illegal items might be inside the vehicle.
7. **Parking hang tags 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.
8. Students must not loiter in the parking lot areas before, during, or after school hours.
9. 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.
10. **All vehicles/students must be licensed and covered by insurance.**
11. The school is not responsible for the vehicle or its contents.
12. 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.
13. Students who check out must not return to school to pick up another student. If they return to campus, they must check in.
14. 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.

GRADE PLACEMENT & PROMOTION REQUIREMENTS

A normal pupil load is 10 courses per year. Any required course failed must be rescheduled immediately the next semester.

Special Education students will be promoted as follows: Promotion to 10th grade requires 6 earned credits; Promotion to 11th grade requires 12 earned credits; Promotion to 12th grade requires 18 earned credits. The number of credits required for graduation is 26.

GRADUATION PREREQUISITES

- To be classified as a senior, eighteen (18) earned credits are required prior to the fall term of the senior year.
- During the second semester of the junior year, the school counselors will schedule an appointment for a conference with students (and their parents) that have not met required course credit for graduation and develop a plan for remediation.
- Students may participate in graduation exercises if he or she has earned a total of 25 of the 26 credits required for graduation or completed alternate diploma requirements for students with disabilities. Special Education students must complete the requirements stipulated in the Alabama State Department of Education Administrative Code.
- Prior to graduation, in order to participate in graduation exercises, a student will be required to pay tuition cost for credit recovery or summer school for course requirements.
- A student will not receive his/her actual diploma until the summer school course or a credit recovery requirement for earning the needed credit for graduation is completed.
- Distance-Learning- Alabama students will be required to complete an online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education plans will be allowed.
- Minimum Graduation Requirements are as follows (please see chart in Gadsden City Schools Code of Conduct):
- In order for a senior to participate in graduation ceremonies, all debts must be cleared from time of enrollment with the Gadsden City School System. Debts include, but are not limited to, uniform cost, class fees, club fees, textbook costs, returned checks, etc.
- Students following the Essential Pathway Diploma will adhere to State requirements for required courses and number of credits earned, in accordance to Alabama Administrative Code.
- **Students may not participate in the graduation ceremony if they are in Alternative School 2nd Semester**

ACCREDITATION STANDING

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

ACADEMIC DISHONESTY

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.



Gadsden City Schools

Secondary Grading Policy

Purpose

This grading policy establishes consistent, fair, and transparent practices for assessing student learning across all secondary courses. The policy emphasizes mastery of content, encourages academic growth, and maintains high standards while recognizing individual student circumstances and equity concerns.

Grading Scale

Students will receive numerical grades for all subjects.

❖ Grading Scale will be as follows:

A = 90-100 - Excellent progress in mastering standards

B = 80-89 - Good progress in mastering standards

C = 70-79 - Average or fair progress in mastering standards

D = 60-69 - Poor progress in mastering standards

F = 59 and below - Little or no progress in mastering standards

During each semester, two nine-week grades are provided along with the mid-term semester grade and final semester grade. Two nine-week and a semester tests make up the high school semester grade.

Guidelines

❖ Minimum - 1 grade per subject per week entered into PowerSchool.

➤ Note a grade must be ENTERED into PowerSchool each week.

➤ Assignments should be graded and entered into PowerSchool within ten days of the assignment being turned in.

❖ Recorded grades are to reflect mastery of standards, skills, and content.

➤ *All essential standards must be assessed.*

➤ *Essential standards should be assessed equally.*

➤ *iREADY and IXL are not to be used for assessments.*

➤ *Middle school homework should be assigned for practice and graded for attempts and completion, not for accuracy.*

❖ The maximum grade for any assignment/project is 200 points.

➤ Projects will be graded for partial credit if partially completed (no *all or nothing* policy for any assignment).

- ❖ Students can submit assignments after the posted due date with point deductions of up to 50% of the total assignment grade.
 - Maximum late penalty is 50% of the total assignment grade.
 - Teachers do not have to accept late assignments submitted five or more days after the due date.
 - Late assignments may not be accepted within three days of the end of the grading period. *It is the individual teacher's discretion as to whether to accept assignments within this time frame; teacher must be consistently applied his/her policy to all students.*

Exceptions to Late Deductions

The following circumstances exempt students from late submission penalties:

- Documented illness (with parent or doctor verification)
- Family emergency (with administrative approval)
- School-sponsored absence (field trips, athletic competitions, approved school activities)
- IEP, I-ELP or 504 Plan accommodations (as specified in the student's official plan)
- Excused absence from school on or before the due date

Assignment Due Dates and Break Provisions

Homework and projects will NOT be due on the day students return from scheduled breaks, including fall break, holiday breaks, spring break, and other extended school closures.

Teachers must schedule all homework and project due dates for at least two days AFTER students return to school for said break.

This provision ensures students have adequate time to readjust to the school schedule and addresses equity concerns regarding unequal access to resources, study space, and academic support during breaks as well as honor the intended “spirit” of such breaks.

Students should not be penalized for circumstances beyond their control during extended time away from school.

Homework Policy

Grades	Homework %	Rationale
6–8	15–20%	Builds responsibility; practice, developing study habits.

9–12	10–15%	Shifts toward assessments; homework reinforces content; focus on summative assessments and projects
AP Classes	20–25%	AP courses prepare students for college where independent work and self-directed learning are critical; students need to develop the discipline and time-management skills college demands; instead of homework serving as practice, it's essential to cover the breadth and depth required for the AP exam; AP students choose this higher level of rigor. Note: higher weight doesn't involve busywork; it should be purposeful, graded for completion/effort, not perfection

- Homework is practice, not mastery. A student might not understand material but still complete homework; conversely, a student might understand deeply but miss assignments due to circumstances beyond their control.
- Equity concerns: Not all students have equal home support, quiet study space, or time after school/work.
- Reliability: Homework completion reflects access and home environment more than learning.
- Reinforces learning and builds independent study skills
- Early warning system/PST: Incomplete or poor homework signals students may need intervention or additional support.
- Accountability: encourages consistent engagement, may show which students are investing effort

Sample Percentage Breakdown

- Homework/Classwork: 15% (daily practice, completion, effort)
- Formative Assessments: 20% (quizzes, bell-ringers, exit tickets)
- Projects/Performance Tasks: 25% (application of knowledge)
- Summative Assessments: 40% (unit tests, major exams, final demonstrations of mastery)

Assessment/Grading Documentation Requirements

- ❖ Documentation required if a student has a grade lower than a 65 on the progress report and/or report card.
 - Intervention documentation (Tier 2 and Tier 3)
 - Student conference records
 - Parent conference/notification records
 - Attendance records
 - PST/Counselor referral
 - Behavior documentation regarding refusal to complete or submit assignments

- Documentation showing ELL and IEP accommodations have been made if applicable.
- Communication/collaboration with ELL and SPED teacher if applicable.

Expectations and Communication

For Teachers

- ❖ Clearly communicate all assignment due dates at least three school days in advance.
- ❖ Post assignments in the classroom and/or Google Classroom with visible, explicit deadlines.
- ❖ Provide meaningful written feedback on all submissions, regardless of timeliness.
- ❖ Apply late deductions consistently and equitably per district policy for all students.
- ❖ Maintain detailed records of grade components including connections to standards and calculations.
- ❖ Respond to student or parent inquiries about grades within two school days.

For Students

- ❖ Submit all work by the posted deadline.
- ❖ Reach out to your teacher before the due date if you need an extension or are struggling.
- ❖ Communicate proactively if circumstances prevent timely submission.
- ❖ Use the designated assignment submission portal and/or protocol for all work.
- ❖ Review feedback from your teacher and use it to improve future work.
- ❖ Ask questions if you do not understand an assignment or grade.

For Parents and Guardians

- ❖ Monitor your student's Google Classroom and PowerSchool account and due dates regularly.
- ❖ Contact the teacher promptly if your student is struggling with deadlines or workload.
- ❖ Work collaboratively with the school to arrange appropriate accommodations or support.
- ❖ Review grades and feedback with your student to identify areas for growth.
- ❖ Attend conferences and communicate concerns through appropriate channels.

Intervention, Reteaching and Retesting

In order to support student learning and ensure that all students have the opportunity to demonstrate their understanding and mastery of the skills, teachers will follow district plans with tiered instruction. This includes reteaching and retesting students on skills and standards that they have not mastered.

Purpose

The purpose of on-going intervention including reteaching and retesting is to provide students who have not demonstrated proficiency on essential standards or met proficiency on assessments with additional learning opportunities to master the material. Students will be provided with additional opportunities to learn the material and to demonstrate proficiency.

Identification of Need

Teachers analyze assessments to identify specific skills and standards that students have not mastered. Students must score at least 70% on any assessment to demonstrate mastery.

Reteaching

- Employing *differentiation techniques and additional strategies*, teachers will reteach the skill and/or standard.
- Differentiation must include alternative teaching strategies, but may include small-group instruction, scaffolding, skills practice, multi-sensory activities, and one-on-one tutoring designed to meet the needs of the student.
- Reteaching should occur shortly after the first assessment so that students do not develop gaps to hinder learning subsequent skills or standards.

Retesting

- After reteaching, students are reassessed on the same or similar material to evaluate their mastery.
- The retest should be different from the original test, but should assess the same content, skills, and standards.
- Teachers must adhere to all IEP, I-LEP, and 504 plans for testing and work with the student's special education/resource teacher, counselor, and/or EL teacher to ensure all necessary accommodations and/or modifications are met.

Documentation and Grading

- Teachers must document Tier II and Tier III intervention with date and methods.
- Teachers will document both grades and then average the two scores to determine the students grade. The maximum grade a student may receive due to retesting is a 70.
- No student should receive a failing grade due to a language barrier.

Communication

- Teachers are required to communicate with parents/guardians when a student's overall grade in the course falls below a 65. No student should have a report card grade of below a 50 unless teachers have documented contact with parents or documented attempts to contact parents.
- For students who consistently fail to demonstrate mastery of skills or standards, teachers must refer those students to the "Problem-Solving Team."

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 (4) 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.

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, grades earned from the previous school, attendance record and disciplinary records. (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 Chromebook**) 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

NINTH GRADE ACADEMIC TRANSITION

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. State Test scores, teacher recommendations, and report card grades are used to determine appropriate placement recommendations for each student.

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 (preynolds@gadsdencityschools.org).
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 11th grade English
AP English Literature I replaces required 12th 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. **Honors Endorsement Designation:** four AP courses (AP Exam is taken or equivalent Dual Enrollment end of course exam through GCHS) in three core discipline areas (English, History, Math, and Science). AP-Prep courses do not qualify the student for this designation.
6. **AP Core classes**---Students enrolled in AP classes **MUST** take the AP exam, or a Dual Enrollment end of course exam (if dually enrolled with Gadsden State), at the end of the year to earn extra ten (10) points to their final average.
7. **AP Elective classes**---Student will not be required to take the AP exam at the end of the year. If students decide not to take the exam, the ten (10) AP points will not be awarded. (Art History, Music Theory, Spanish Language, and Spanish Literature)
8. The ten (10) points are awarded to all students who complete AP classes and test requirements regardless of the final grade prior to the ten points.
9. Scholarship deadlines for most four-year colleges are December 1st. Adding the ten (10) AP points will not directly affect a student's **standard** GPA in PowerSchool. These ten (10) AP points will only directly affect the student's **numerical** GPA.
10. 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.**
11. **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 4th Nine Week grading period, after senior final grades are posted.

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 Gadsden State'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. Gadsden State 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 Gadsden State;
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

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 presently attending Alternative School 2nd Semester at the time of graduation.**

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.

TRANSCRIPTS

Official transcripts are available on-line at parchment.com.

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.*

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.

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.

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.

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.

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.

PREVENTATIVE HEALTH MAINTENANCE

Checking for head lice is not a routine nursing procedure and mass screenings are no longer recommended. For students found with live lice, a nurse/designee will notify parent/guardian and an information sheet will be sent home with the student.

The Alabama State Department of Education and the Alabama Department of Public Health requires that school districts in Alabama offer and provide scoliosis screenings for all students in grade 5 through age 14, including special education students. The goal of this program is early detection of spinal deformities.

****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. The meningococcal vaccine (MCV4) is recommended for all children 11-12 years of age. Older teens need a second shot at 16 years of age. For more information, please refer to:

<http://www.adph.org/immunization/assets/MeningococcalDiseaseAndVaccineFlyer.pdf>

****The Influenza “flu” vaccine** is recommended for all age groups. For more information, please refer to:

<http://www.alsde.edu/sec/pss/Communicable/Flu%20Flyer.pdf>

****Backpack Act 2017-19** urges all school administrators, teachers, parents & students to be educated about the potential health impact of heavy backpacks and to take proactive measures to avoid injury. More information can be found at <https://www.healthychildren.org/English/safety-prevention/at-play/Pages/Backpack-Safety.aspx>

****Sunscreen Act 2017-278** allows any student to self-carry & apply a FDA approved sunscreen without any type of consent/paperwork. However, if a parent requests a school employee apply the sunscreen then the parent must contact the school nurse for appropriate paperwork to be completed.

****Effective hand washing** is the most powerful weapon available to fight the transmission of most infections.

****Open wounds** must be covered at all times while at school.

****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 thus preventing outbreaks of preventable illnesses. If your child has a rash it is recommended they be evaluated by a medical professional with a note saying when they can return to class.

STUDENT EXCLUSION DUE TO ILLNESS

Should a child develop any contagious signs or symptoms (SEE BELOW) 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:

Symptom	Recommended Exclusion Period
Fever (100.4 degrees or higher)	Until 24 hours after the last episode of fever without anti-fever medication
Diarrhea	Until 24 hours after the last episode of diarrhea
Vomiting	Until 24 hours after the last episode of vomiting

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.

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

SCHOOL COLORS AND MASCOT

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



Together... We Are the Titans

TECHNOLOGY RESOURCES AGREEMENT

STUDENT NAME: _____

SCHOOL: _____

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.

I understand that Internet access is provided for educational purposes. The Gadsden City Schools have taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I understand, that as an Internet user, I am responsible for my actions and that I am responsible for acting considerately and appropriately, in accordance with the following rules. When using any Gadsden City Schools Technology Resources, including the Internet, I will not:

1. send, display, or download offensive messages or pictures
2. use obscene language
3. harass, insult, or attack others
4. damage computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
5. violate copyright laws
6. use other user passwords
7. trespass in other user files, folders, or work, or,
8. intentionally waste limited resources.
9. plagiarizing.

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 . Merriam-Webster Online Dictionary Web site:

<http://www.m-w.com> . I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Gadsden City Schools Technology Resources, including the Internet. 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. 3. Legal action, when applicable.

PARENT NAME: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____

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:

Dr. Donna Smoots
Gadsden City Schools
PO Box 184
Gadsden, AL 35901
(256) 543-3512

Complaint Form

School System: _____ School Name: _____ Student

Name: _____ ID#: _____

Grade: _____

INFRACTION REPORTED BY: STUDENT		PARENT/GUARDIAN	
Date of Incident		Time	
Specific Location of Incident			
DESCRIPTION			
OTHER INFORMATION			

The *Jamari Terrell Williams Student Bullying Prevention Act*, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.

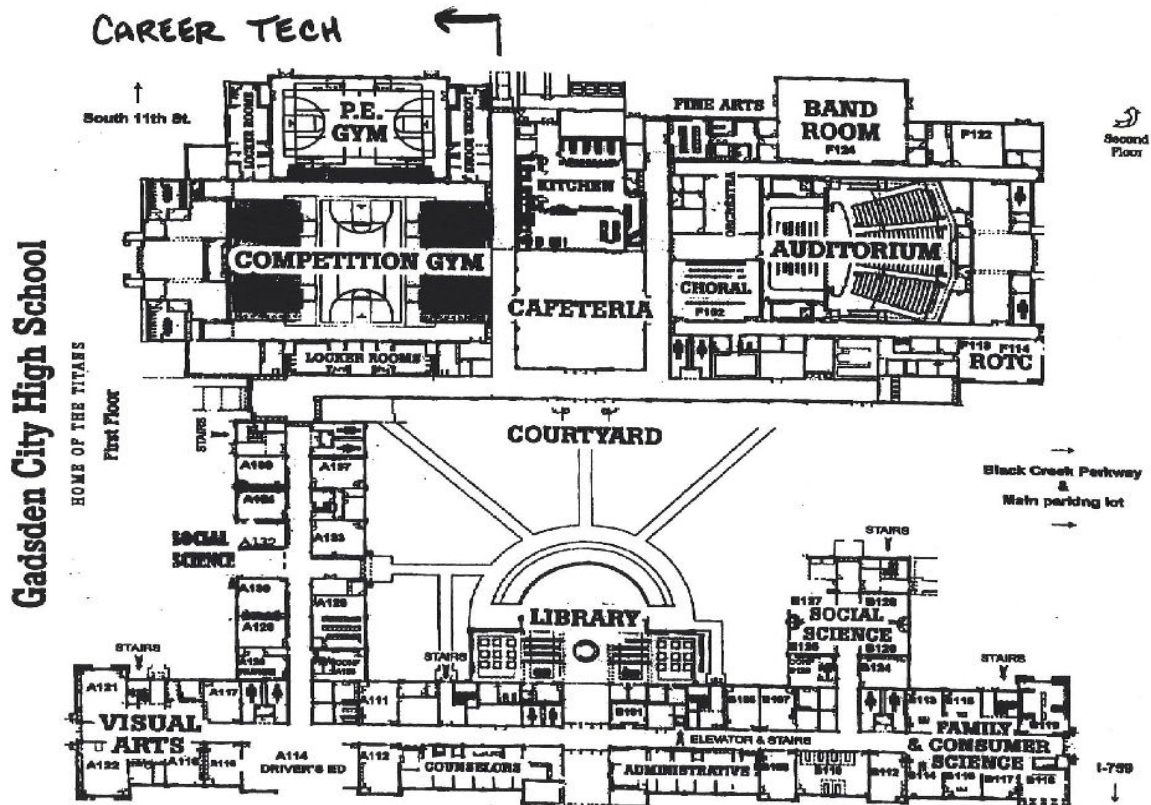
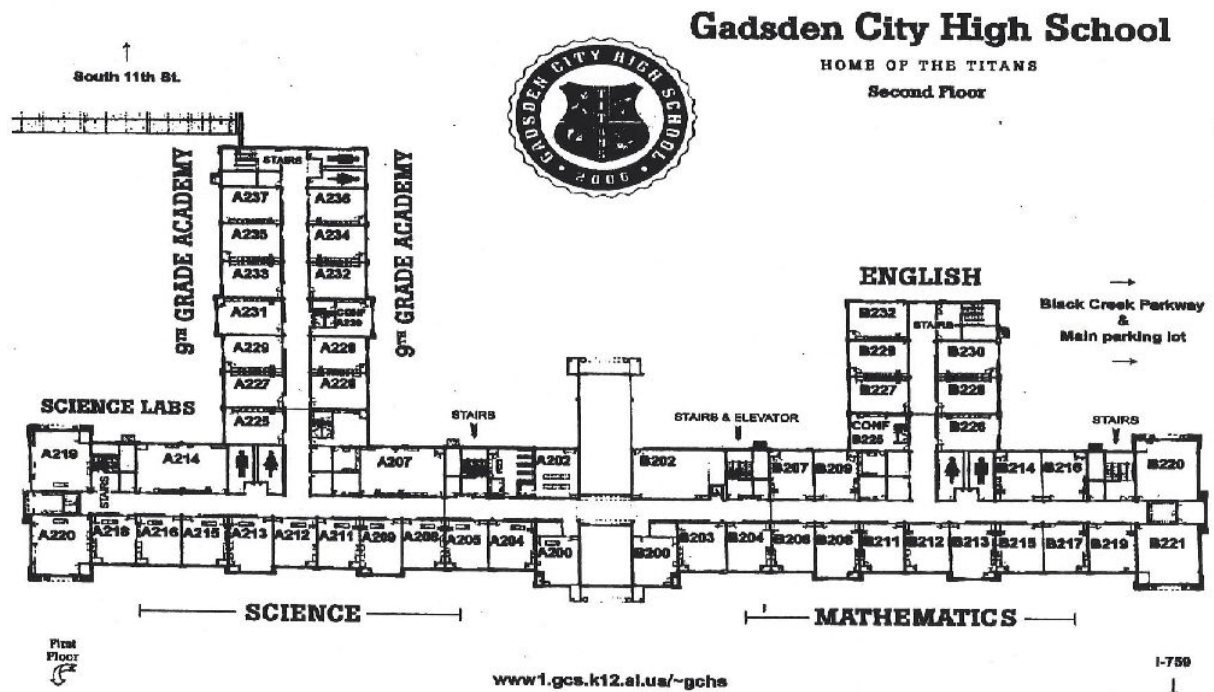
Student _____ Date: _____

OR

Parent/Guardian _____ Date: _____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

Campus Maps



2026-2027

Approved 02/10/2026



P.O. Box 184
Gadsden, AL 35902
www.gcs.k12.al.us

1st Semester	
July 2nd	Closed Independence Day Holiday
Aug 6th	Teacher Inservice #1/Variance Day
Aug 7th- Aug 11th	Teacher Inservice #2-4
Aug 12th	First Day of School for Students
Sept 7th	Labor Day
Sept 28th	E-Learning Day
Oct 12th - 14th	Fall Break for students
Oct 14th	Teacher Inservice #5/Variance Day
Nov 11th	Veterans Day Observed
Nov 23rd-27th	Thanksgiving Holiday
Dec 21st-Jan 1st	Christmas Holidays for students

2nd Semester	
Jan 4th - Jan 5th	Teacher Inservice #6 & #7
Jan 6th	First Day for Student
Jan 18th	Martin Luther King, Jr. Day
Feb 15th	Teacher Inservice #8
Mar 22nd - Mar 26th	Spring Break
Apr 26th	E-Learning Day
May 27st	Last day of school for students
May 27st	High School Graduation
May 28th	Teacher Inservice #9/Variance Day
May 28th	High School Graduation(Rain date)
May 31st	Closed Memorial Day
June 17th	Juneteenth Holiday

Progress Reports	Ending/Report Cards
Sept 9	Oct 8 End of 1st
Nov 12	Oct 15 #1 Report Card
Feb 10	Dec 18 End of 2nd
Apr 21	Jan 7 #2 Report Card
	Mar 15 End of 3rd
	Mar 18 #3 Report Card
	May 27 End of 4th

Semester Exam Dates/Test Dates	
Dec 16	Mid Term Exams (Even)
Dec 17	Mid Term Exams (Odd)
Dec 18	Makeup Exams
May 19 (odd) May 20 (even)	8th Grades & Seniors
May 21	Make-up 8th grad & Seniors
May 24 (odd) May 25 (even)	Grades 6,7,9,10,11
May 26	Make-up Grades 6,7,9,10,11

Special Dates with early release	
Oct 2	GCHS Homecoming Parade/Early Release
Nov 4	Veterans Parade Early Release
TBD	Unity Parade Early Release

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Instructional Days Per Month

Aug -14	Jan - 17
Sept - 21	Feb - 19
Oct - 19	Mar - 18
Nov - 15	Apr - 22
Dec - 14	May - 19

Student Days 1st Semester	83
Student Days 2nd Semester	95
Teacher Inservice Days	9

	School Closed
	Employee Inservice (no school for students)
	Teacher Flex/Inservice Days (no school for students/Variance for teachers)
	First/Last Day for Students
	E-Learning Day for students

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

GADSDEN CITY HIGH SCHOOL

2026-27 **DAILY**

BELL SCHEDULE



7:20-7:40 AM

BREAKFAST

7:40 AM

1st BELL

7:50 AM

TARDY BELL You MUST be in class at this time or be checked in

7:52 AM

ANNOUNCEMENTS, DRESS CODE CHECK, ETC.

7:50 - 9:35 AM

1st BLOCK



9:41 - 11:11AM

2nd BLOCK



11:17AM - 1:12PM

3rd BLOCK



11:17-11:42

1st LUNCH

11:47- 12:12

2nd LUNCH

12:17 - 12:42

3rd LUNCH

12:47- 1:12

4th LUNCH



1:18 -2:48

4th BLOCK



GADSDEN CITY HIGH SCHOOL

2026-27 **A.M. ACTIVITY**

BELL SCHEDULE



7:20-7:40 AM

BREAKFAST

7:40 AM

1st BELL

7:50 AM

TARDY BELL You MUST be in class at this time or be checked in

7:52 AM

ANNOUNCEMENTS, DRESS CODE CHECK, ETC.

7:50 - 9:23 AM

1st BLOCK



9:29 - 9:59 AM

ACTIVITY PERIOD



10:05 - 11:23 AM

2nd BLOCK



11:29 AM - 1:24 PM

3rd BLOCK



11:29 - 11:54

1st LUNCH

11:59 - 12:24

2nd LUNCH

12:29 - 12:54

3rd LUNCH

12:59 - 1:24

4th LUNCH

1:30 - 2:48 PM

4th BLOCK



GADSDEN CITY HIGH SCHOOL

2026-27 P.M. ACTIVITY BELL SCHEDULE



7:20-7:40 AM

BREAKFAST

7:40 AM

1st BELL

7:50 AM

TARDY BELL You MUST be in class at this time or be checked in

7:52 AM

ANNOUNCEMENTS, DRESS CODE CHECK, ETC.

7:50 - 9:23 AM

1st BLOCK



9:29AM- 10:47AM

2nd BLOCK



10:53AM - 12:48PM

3rd BLOCK



10:53-11:18

1st LUNCH

11:23- 12:48

2nd LUNCH

11:53- 12:18

3rd LUNCH

12:23- 12:48

4th LUNCH



12:54 -2:12

4th BLOCK



2:18 -2:48

AFTERNOON ACTIVITY

