



# **Gulf Shores High School**

## **2009/2010**

### **Student Handbook**

**Dr. Faron Hollinger, Superintendent**

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Gulf Shores, AL 36547

Telephone: 251-968-4747    FAX: 251-968-4770

School Web Site: [www.gs-hs.com](http://www.gs-hs.com)

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## **PRINCIPAL'S MESSAGE**

Welcome to Gulf Shores High School!

We are pleased to have you as partners (students, parents, teachers, community) in this educational year. As the year progresses, and as you become either more informed or more puzzled, we encourage you to call the school and talk with those who might be of help. If your question deals with in-class events, please ask to speak with the teacher. If it deals with the overall program, curriculum or activities, please contact me directly.

One of our goals is to see that the parents and guardians of students—like the students themselves—feel at home at GSHS. To accomplish that, please call or see the school's web site ([www.gs-hs.com](http://www.gs-hs.com))

We are glad to have you with us this year, and we want to assure you that we will do our best to help you experience academic, social, and emotional growth. With your help and cooperation, this should be an excellent school year.

## **MISSION STATEMENT**

Gulf Shores High School is committed to creating a learning environment that produces well-educated students with a sense of responsibility, knowledge, skills, techniques, attitudes, and values that students will need to be productive citizens of the future.

## **IMPORTANT TELEPHONE NUMBERS**

Main Office .....	968-4747
FAX.....	968-4770
Band .....	968-8863
Athletics .....	968-4135
ROTC .....	968-4774
Counselor, Mrs. Mercer .....	968-2422
Counselor, Mrs. Harrison.....	968-2813
Cafeteria .....	968-4849
Baldwin County Board of Education.....	937-0306
Homeless Coordinator, Cindy Chandler .....	972-6863
504 Coordinator, Cindy Chandler .....	972-6863
Special Education Dept .....	968-2821



# GENERAL SCHOOL INFORMATION

## DAILY BELL SCHEDULE

### FIRST LUNCH

7:52 -7:55 To 1st Block  
7:55 - 9:27 1st Block  
9:27 - 9th Grade Break Area  
9:30 - 10th,11 th,12th To HR  
9:39 - 9th Grade To HR  
9:42 - 10th,11 th,12th To Break  
9:51 - 9th Grade To 2nd Block  
9:54 -10th, 11th,12th 2nd Block  
9:57 - 11:29 2nd Block  
11:29 -11:56 FIRST LUNCH  
11:56 -11:59 To 3rd Block  
11:59 -1:31 3rd Block  
1:31 -1:34 To 4th Block  
1:34 - 3:06 4th Block  
1:31 -1:34 To 4th Block  
1:34 - 3:06 4th Block

### SECOND LUNCH

7:52-7:55 To 1st Block  
7:55 - 9:27 1st Block  
9:27 - 9th Grade Break Area  
9:30 - 10th, 11th,12th To HR  
9:39 - 9th Grade To HR  
9:42 - 10th,11 th,12th To Break  
9:51 - 9th Grade To 2nd Block  
9:54 -10th,11th,12th 2nd Block  
9:57 - 11:29 2nd Block  
11:29 -11:32 To 3rd Block  
11:32 - 12:13 3rd Block  
12:13 -12:40 SECOND LUNCH  
12:40 - 12:43 To 3rd Block  
12:43 - 1:31 3rd Block

### THIRD LUNCH

7:52 -7:55 To 1st Block  
7:55 - 9:27 1st Block  
9:27 - 9th Grade Break Area  
9:30 - 10th,11 th,12th To HR  
9:39 - 9th Grade To HR  
9:42 - 10th,11 th,12th To Break  
9:51 - 9th Grade To 2nd Block  
9:54 -10th,11th,12th 2nd Block  
9:57 - 11:29 2nd Block  
11:29 - 11:32 To 3rd Block  
11:32 - 1:04 3rd Block  
1:04 -1:31 THIRD LUNCH  
1:31 - 1:34 To 4th Block  
1:34 - 3:06 4th Block

## PEP RALLY BELL SCHEDULE

### FIRST LUNCH

7:52-7:55 To First Block  
7:55-9:21 First Block  
9:21-9:31 Homeroom  
9:31-9:45 Break  
9:45-9:48 To Second Block  
9:48-11:14 Second Block  
11:14-11:41 First Lunch  
11:41-11:44 To Third Block  
11:44-1:10 Third Block  
1:10-1:13 To Fourth Block  
1:13-2:35 Fourth Block  
2:35-3:05 Pep Rally

### SECOND LUNCH

7:52-7:55 To First Block  
7:55-9:21 First Block  
9:21-9:31 Homeroom  
9:31-9:45 Break  
9:45-9:48 To Second Block  
9:48-11:14 Second Block  
11:14-11:17 To Third Block  
11:17-12:43 Third Block  
12:43-1:10 Second Lunch  
1:10-1:13 To Fourth Block  
1:13-2:35 Fourth Block  
2:35-3:05 Pep Rally

### **ASSEMBLY BELL SCHEDULE**

#### **FIRST LUNCH**

7:52-7:55	To First Block
7:55-9:14	First Block
9:14-9:28	Break
9:28-9:38	Homeroom
9:38-10:30	Assembly
10:30-10:34	To Second Block
10:34-11:51	Second Block
11:51-12:18	First Lunch
12:18-12:21	To Third Block
12:21-1:40	Third Block
1:40-1:44	To Fourth Block
1:44-3:05	Fourth Block

#### **SECOND LUNCH**

7:52-7:55	To First Block
7:55-9:14	First Block
9:14-9:28	Break
9:28-9:38	Homeroom
9:38-10:30	Assembly
10:30-10:34	To Second Block
10:34-11:51	Second Block
11:51-11:54	To Third Block
11:54-1:13	Third Block
1:13-1:40	Second Lunch
1:40-1:44	To Fourth Block
1:44-3:05	Fourth Block

### **CLUB DAY BELL SCHEDULE**

#### **FIRST LUNCH**

7:52-7:55	To First Block
7:55-9:21	First Block
9:21-9:31	Homeroom
9:31-9:45	Break
9:45-10:20	Clubs
10:20-10:24	To 2nd Block
10:24-11:50	2nd Block
11:50-12:17	1st Lunch
12:17-12:20	To 3rd Block
12:20-1:39	3rd Block
1:39-1:43	To 4th Block
1:43-3:05	4th Block

#### **SECOND LUNCH**

7:52-7:55	To First Block
7:55-9:21	First Block
9:21-9:31	Homeroom
9:31-9:45	Break
9:45-10:20	Clubs
10:20-10:24	To 2nd Block
10:24-11:50	2nd Block
11:50-11:53	To 3rd Block
11:53-1:12	3rd Block
1:12-1:39	2nd Lunch
1:39-1:43	To 4th Block
1:43-3:05	4th Block

# ACADEMICS

## SCHOOL PHILOSOPHY

Education is an unending process of acquiring the tools necessary for life. The faculty at Gulf Shores High School strives to prepare each student for a productive and fulfilling life. The school should not only provide the student with the fundamental skills that the American society demands for securing a livelihood, but also graduate him/her with a clear awareness of his/her intellectual and cultural inheritance.

As a member of a diverse community rich in culture, the student will be encouraged to consider and respect varied viewpoints. Equipped with skills and knowledge, and directed by an appreciation for his/her culture, the student desires to continue growing and learning in a technologically advanced and changing society.

Consistent with this philosophy, Gulf Shores High School offers varied curricula, including general education, college preparation, vocational training, and special education. The school associates learning with joy and generosity of spirit that nurtures an individual and sends him/her forth aware of his/her heritage and committed to serve his/her community.

## CONTINUED GOALS

Invite more opportunities for public speaking in all classes

Teachers will require students to expound on discussions and verbalize concepts more frequently

Align curriculum within academic departments

Students will begin work on a cumulative career portfolio

Create an email directory with addresses for staff, students, and parents

Add more students and teachers to standing organizations such as the PTSO.

Offer mandatory test preparation

Teachers will administer pre-test/post-test with relevant objectives

Additional SAT/ACT software will be added to the computer laboratory

Teachers will encourage students to utilize test preparation materials from the library and computer lab.

## SCHOOL IMPROVEMENT GOALS FOR 2009-2010

To improve curriculum

To improve communication between faculty members, students, parents, and community members

To improve students' scores on standardized tests

To improve attendance and reduce the number of check-ins and check-outs

To better adhere to and enforce the uniform dress code policy.

## STUDENT COUNCIL ASSOCIATION IMPROVEMENT GOALS FOR 2009-2010

Increase the opportunity for input to the organization.

Develop a sense of pride and community among our students.

Provide correct information and strategies for combating problems with drugs and violence.



# GRADUATION REQUIREMENTS

## ALABAMA HIGH SCHOOL DIPLOMA

PLEASE SEE A SCHOOL COUNSELOR FOR ALL THE DIPLOMA OPTIONS.

### FEES

Accounting.....	\$20.00
Advanced Keyboarding Applications .....	\$20.00
Advanced World History .....	\$20.00
Art.....	\$25.00
Band .....	\$30.00
Business and Marketing .....	\$20.00
Calculator maintenance for Math classes above Geometry.....	\$5.00
Career Technology .....	\$20.00
Chemistry .....	\$15.00
College Preparatory Biology.....	\$15.00
College Preparatory Marine Biology.....	\$15.00
Computer Science Programming .....	\$20.00
Contemporary World Issues .....	\$10.00
Culinary Arts .....	\$20.00
Drama I.....	\$20.00
Driver Education .....	\$25.00
Food Dynamics.....	\$20.00
Forensic Science .....	\$15.00
Foundation of Engineering .....	\$20.00
Hospitality and Tourism .....	\$20.00
Housing Dynamics.....	\$20.00
Human Anatomy & Physiology .....	\$15.00
Law in Society .....	\$20.00
Parenting .....	\$20.00
Physics .....	\$15.00
R.O.T.C.....	\$25.00

### MISCELLANEOUS SCHOOL FEES

Student Activity Fees – includes locker, ID, postage, and computer user fee .....	\$40.00
Parking – Juniors and Seniors Only (Sophomores with special circumstances).....	\$40.00
Transcripts and Additional Report Cards.....	\$1.00

### TECHNICAL CENTER ANNUAL FEES

All courses .....	\$20.00
Some Courses May Require Workbooks	

# EXTRACURRICULAR ACTIVITIES

## CLUBS AND ORGANIZATIONS

Art Club	Art Teacher
Band	Mr. Brannan
Distributive Educational Clubs of America (DECA)	Vocational School
Family, Career, & Community Leaders of America	Ms. Ferreri
Fellowship of Christian Athletes	Coach Kelley
	Theresa Hartley
Friends of Exceptional Children	Ms. Stokes
Future Business Leaders of America	FBLA Teacher
Home Economics Related Occupational (HERO)	Vocational School
Interact Club	Mrs. W. Jones
Juniorettes	Mrs. Wilson
Key Club	Mrs. Everette
Leo Club	Mrs. Dempsey
Model United Nations	Mrs. Brewton
National Honor Society	Mrs. Patterson
Newspaper – <u>Washed Ashore</u>	Sponsor
PURE	Mrs. Brewton
Scholar's Bowl	Mrs. Hartley
Spanish Club	Sponsor
Student Council	Mrs. Wilson / Mrs. Reichley
Technology Student Association	Mrs. Hoffman
Vocational & Industrial Clubs of America (VICA)	Vocational School
Yearbook- <u>The Cetacean</u>	Mrs. Sherri Smith

## ATHLETICS

Interscholastic competition is provided in the following sports:

<b>MALE</b>	<b>FEMALE</b>
Football	Volleyball
Cheerleading	Cheerleading
Cross Country	Cross Country
Swimming	Swimming
Basketball	Basketball
Track & Field	Track & Field
Tennis	Tennis
Baseball	Softball
Soccer	Soccer
Golf	Golf

Our school belongs to the Alabama High School Athletic Association and complies with rules and guidelines of the association. Questions may be referred to the Gulf Shores High School Athletic Director.

## ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY RULES

- In order to be eligible, a student must enroll as a regular student in the school system he/she represents within the first 20 school days of the semester in which athletic participation occurs.
- A student is ineligible to participate in high school interscholastic athletics if he/she reaches his/her 19th birthday prior to August 1 of the current school year.
- **Academic Rule.** Students in the tenth, eleventh, and twelfth grades, to be eligible during the school year, must have passed six new units with a minimum composite average of 70 in those six courses. Four core courses (English, math, science, and social studies) must be included in the six courses passed. Students entering eighth and ninth grades must have passed five new units with a minimum composite average of 70 in those five courses. A new unit is one that has not been previously passed. Eligibility may be regained at the end of the fall term.
- **Eight Semester Rule.** A student may be eligible only eight semesters after completing the eighth grade. For athletic purposes, a student is considered to have completed the eighth grade after receiving credit for five subjects (units of work) in the eighth grade level or higher. A student can be eligible only four fall semesters and four spring semesters after completing the eighth grade.
- **Outside Participation Rule.** A student who is a member of any high school athletic team may not participate on a non-school team in the same sport during the school season of that sport.
- **Independent Rule.** A student who is a member of any school tennis, golf, swimming, track, or cross-country team may participate as an independent in two outside activities on non-school days during the season of the sport.
- **Fifty Percent Rule.** Participation during the school year by students from any high school team (varsity or B-team/junior varsity) on a non-school team outside the school season is limited to 50 percent of the number of players required to play the game of that sport (i.e., three in basketball, six in soccer, five in baseball, etc.)

**Note:** In each sport, only the specified number of students participating on a non-school team during the school year may be placed on the same high school team roster the following season. Those students cannot be interchanged on the school team roster.

The rule does not apply to seniors who have completed their high school eligibility in that sport and to middle and junior high school students who will not play on a high school team the following season.

- Only one unit in physical education per year may be used in determining athletic eligibility and a maximum of two units or subjects may be earned in summer school.
- A student who is academically eligible at the beginning of a school year shall retain eligibility for the remainder of that school year so far as grades are concerned.

## NATIONAL HONOR SOCIETY SELECTION PROCEDURES

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Scholarship, leadership, service, and character are the four ideals that are considered as a basis for selection. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student: one who excels in all these areas.

The standards used for selection are scholarship (Cumulative 3.50 GPA on Advanced or Honors Diploma only), leadership, service, and character as demonstrated by activities and teacher recommendations. Students who are eligible scholastically will be notified and told that for further consideration for selection into the NHS Chapter, they must complete the Student Activity Information Form.

The faculty council is responsible for the selection of students for membership, and candidates receiving a majority vote of the council will be inducted into the chapter. The faculty council may conduct personal interviews of the candidates.

**SCHOLARSHIP** The student who exercises scholarship:

Has maintained a cumulative grade point average of 3.50 (Advanced or Honors Diploma only) based on the following scale:

A = 4

B = 3

C = 2

D = 1

F = 0

**LEADERSHIP** The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently, and is reliable and dependable without constant suggestion.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

**SERVICE** The student who serves:

- Is willing to hold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Church groups; volunteer services for the aged, poor or disadvantaged; family duties.
- Volunteers dependable and well-organized assistance willingly.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in interclass and interscholastic competition.
- Does committee and staff work without complaining.
- Shows courtesy by assisting visitors, teachers, and students.

**CHARACTER** The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality – cheerfulness, friendliness, poise, and stability.
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.
- Has a power of concentration and sustained attention as shown by perseverance and application to studies.

Included here are excerpts from the National Association Honor Society Handbook published by the *National Association of Secondary School Principals* that concern non-selection:

- Students not selected for membership in NHS are not legally entitled to any kind of a formal hearing or other kind of due process. Chapters are not obligated to share with parents and students information concerning specific students not selected for membership in the Society.
- Student or parents do not have a right to see the evaluation sheets or other papers that may have been used by the faculty council in making decisions on selection. They are working papers of the teachers involved. These working papers will not be retained after the faculty council has made its decision. Requests or demands that members of the faculty council should be presented for interrogation on how each member evaluated the complaining student should be refused.
- Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society. Reconsideration of a faculty council's decision must be a rare occurrence if the council is expected to take its assignment seriously. It is important to uphold the integrity of the Society and to recognize the potential danger of yielding to pressure tactics.

## **NATIONAL HONOR SOCIETY PROCEDURES & BYLAWS FOR GULF SHORES HIGH SCHOOL**

1. To be eligible for membership, a student must have and maintain a Cumulative grade point average of 3.50 on the Advanced or Honors Diploma Track.
2. A student with a discipline record may be ineligible for membership.
3. Annual dues are \$10 and are due by September 30th. If any fees are not paid by the due date, the member will be placed on probation and may not be allowed to participate in NHS activities or wear the NHS stole in graduation exercises.
4. If a member is involved in any disciplinary action on or off campus, that member will have failed to uphold the characteristics of the NHS, and the following guidelines will be used:
  - A. Any member suspended from school for any reason may be dismissed from the National Honor Society
  - B. Any member given OCS, Saturday detention, or corporal punishment twice will be dismissed from the National Honor Society.
  - C. Any member involved in any questionable activities involving the police or other public official for any reason can be immediately dismissed from the National Honor Society.
  - D. Any member who is arrested will be immediately dismissed.
5. Warnings shall be given to members for unexcused absences (an excused absence is one with a written excuse turned in prior to a meeting) from a meeting, failure to participate in any NHS projects, and/or failure to uphold the characteristics of a National Honor Society member. A member with more than two warnings shall be placed on probation, and one additional warning will be reason for dismissal.
6. Only members in good standing may participate in the annual induction.

## **BALDWIN COUNTY BOARD OF EDUCATION POLICIES AND PROCEDURES**

### **GENERAL STATEMENT OF NON-DISCRIMINATION**

It is the policy of the Baldwin County Board of Education that no person shall be denied employment, re-employment, advancement, nor shall be subjected to discrimination or harassment in any program or activity on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, or handicap. Persons having questions about equal opportunity and non-discrimination should contact the Personnel Office, Baldwin County Board of Education, 2600 North Hand Avenue, Bay Minette, Alabama, 36507.

### **GUARANTEE OF FREE APPROPRIATE EDUCATION**

The Baldwin County Board of Education guarantees the right to a free appropriate education for all school age persons regardless of handicap. The school system will arrange and provide for free evaluative services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or services.

Parent(s) or guardian(s) may contact the Office of Student Intervention Services, Section 504 Coordinator, Baldwin County Board of Education, 972-6854, for further information and/or to refer their child for evaluation.

### **EQUAL OPPORTUNITY POLICY**

It shall be the policy of the Baldwin County Board of Education ("Board") that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

### **ENTERING STUDENTS**

Entering students and parents are advised that the accreditation status of the school from which they are transferring will be considered a factor in the determination of student placement or credits accepted as meeting Alabama and Baldwin County Graduation requirements.

### **STUDENT RECORDS**

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records. A copy of this policy is available in the school office.

## **WITHDRAWING AND TRANSFERRING STUDENTS**

Withdrawing/transferring students and parents are advised that the accreditation status of the school to which they plan to transfer will be considered a factor in the determination of student placement or credits accepted as meeting Alabama and Baldwin County graduation requirements IF RE-ENTERING Baldwin County public schools.

Baldwin County Schools abide by the State of Alabama Southern Association of Colleges and Schools Accreditation Standards regarding transfer credit, grades, and student placement.

## **ATTENDANCE**

The Baldwin County Board of Education believes that attendance is a key factor in student achievement. Thus, any absence from school represents an educational loss to the student. However, the Board recognizes that absence from school is sometimes necessary. Therefore, the Baldwin County Board of Education has developed an attendance policy that is designed to minimize student absenteeism while providing students the opportunity to make-up school work missed due to absences that can reasonably be considered unavoidable.

All persons between the ages of seven and sixteen years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance shall be strictly enforced by the Baldwin County Board of Education. All students must attend school or must be instructed privately unless the student holds a Certificate of Exemption. In accordance with state law, a student in the following categories may obtain a Certificate of Exemption by the Superintendent of the Baldwin County Board of Education.

- (1) A person whose physical or mental condition prevents attendance or makes attendance inadvisable. Such physical or mental incapacities must be certified by the county health officer or a licensed, practicing physician.
- (2) A person 16 years of age or older.
- (3) A person who has completed the course of study of the public schools of the State of Alabama.
- (4) A student who lives more than two miles from a public school where lack of transportation would require that the student walk to school.
- (5) A person who is legally and regularly employed under the provisions of child labor laws and who holds a permit to work under the terms of child labor laws.

Any student not holding a Certificate of Exemption shall be required to attend public school.

### **Permissible Reasons for Absences (Grades K-12)**

The following are permissible reasons for excused absences:

- (a) Student illness
- (b) Inclement weather which makes it dangerous for students to attend school (as announced by the Superintendent)
- (c) Legal quarantine
- (d) Death in the immediate family
- (e) Emergency condition as determined by the principal or superintendent.
- (f) Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader.

### **Absences in Elementary School and Middle School (Grades K-8)**

Students in grades K-8 schools may not exceed nine (9) unexcused absences per year. If a student misses more than half of the school day, a full absence will be accumulated. A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed four (4) days. The student could be retained if unexcused absences exceed nine (9) unexcused days per year. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences. Petition for review by the Attendance Committee may be filled-out at any time after notification, but in any event, no later than 30 calendar days after the final day of the semester. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

**NOTE- The Early Warning Program will remain in effect.**

## **High School (Grades 9-12)**

*All Alabama public schools are governed by the Alabama State Department of Education Administrative Code 290-3-1-.02(9)(a) which states the following:*

### **(9) Time Allotment and Credit Requirements for Secondary Schools**

**(a) Any subject passed in Grades 9-12 that meets for a minimum of 140 clock hours of instruction shall count as one (1) credit toward graduation, either required or elective. All subjects taught are considered major subjects. The Alabama State Department of Education does not recognize major and minor subjects in Grades K-12.**

In the block schedule program (grades 9-12), a student may not exceed five (5) unexcused absences per class per term. If a student misses more than half of a class period, a full absence will be accumulated. A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed two (2) days in any class. The student could lose credit for any class in which the unexcused absences exceed five (5) per class. If the student exceeds five (5) unexcused absences per class, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences, and/or make-up two (2) of the absences by attending Academic Saturday School. Petition for review by the Attendance Committee may be filled-out at any time after notification, but in any event, no later than 30 calendar days after the final day of the term. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to award credit.

**NOTE- The Early Warning Program will remain in effect.**

### **Policy to Reclaim High School Credit**

Students who fail a course are strongly encouraged to make-up the course in night school, summer school, or through a correspondence course.

### **Policy for Make-Up Work**

Upon return to school from excused absence(s), students have up to three days to complete and turn-in make-up work to teachers.

### **Academic Saturday School (Grades 9-12)**

There will be four Academic Saturday School dates set aside per term per school year. Students whose unexcused absences exceed four days per term may be allowed to make-up two (2) unexcused absences per term by attending Academic Saturday School. Students who make-up absences due to suspension will be allowed to make-up absences from excused suspensions only. Students who choose to make-up absences in Academic Saturday School must sign-up for Academic Saturday School via the school Principal or his/her designee.

### **Written Explanation for All Absences (Grades K-12)**

Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. (Alabama Code (1975) § 16-28-15)

Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. (Alabama Code (1975) § 16-28-15)

A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8 and four (4) absences in grades 9-12. Future absences for illness will require a doctor's note in order to be excused.

### **Transfer Students and Attendance Requirements**

Students who transfer into Baldwin County Public Schools must have documented proof of enrollment, attendance, and coursework in another school system before enrollment in local schools. High school student (grades 9-12) who do not submit proof of enrollment in another school system and who enroll after the first five (5) days of a term may not be awarded Carnegie units for coursework. Elementary and middle school students (grades K-8) who do not submit proof of enrollment in another school system and enroll after the first ten (10) days of the school year may be retained.

Absences incurred in the student's previous school will not apply to the student's attendance record in Baldwin County.

## ROLE OF ATTENDANCE COMMITTEE

The Attendance Committee will have the opportunity to review petitions by students and parents/guardians to determine whether excessive absences are justified.

Any absence not falling into the categories listed under **Permissible Reasons for Absence** may be subject to review by the Attendance Committee. Students and parents/guardians may petition the Attendance Committee to review the reasons for absences. The Principal or his or designee shall inform the student and parents/guardians by written notice of the decision of the Attendance Committee. Decisions made by the Attendance Committee at the local school may be appealed to the Superintendent's Attendance Committee. The Superintendent's Attendance Committee meets once per term.

At the local school level, the Attendance Committee will be composed of the Principal his/her designee) and a counselor. The Superintendent's Attendance Committee will be composed of the Assistant Superintendent assigned to the local school and a representative from the Baldwin County Board of Education Attendance Office. All decisions made by the Superintendent's Attendance Committee are final.

## APPEAL PROCESS

**CAMPUS LEVEL:** Students and parents/guardians may appeal to the Attendance Committee to review both written excuses and oral explanations for excessive absences. Student or parents/guardians will use the appeal form available in the counselors office. The Attendance Committee will review all written/oral appeals within three weeks before the end of the term. If needed, the Attendance Committee may interview the student prior to making a decision regarding awarding of Carnegie units or promotion/retention.

**DISTRICT LEVEL** Student and parents/guardians may appeal the decision made by the local school Attendance Committee. A written appeal must be submitted to the Superintendent's Attendance Committee within three days of receipt of the local school's Attendance Committee decision. The Superintendent's Attendance Committee will review all written excuses and oral explanations for excessive absences. If needed, the Superintendent's Attendance Committee may interview the student prior to making a decision regarding awarding of Carnegie units or promotion/retention. All decisions made by the Superintendent's Attendance Committee are final. Date: 3/15/07

## ABSENCES AND EXCUSES.

Absences are a fact of school life, but too often absences are likely to be for personal convenience or recreation rather than for illness. The Board believes the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

Written notices from the parent/guardian explaining the absence should accompany the student the morning the student returns to school. The absence is coded unexcused after three days without a written excuse.

Early checkouts are discouraged. Parents should attempt to make appointments for the student after school hours. The parent or guardian must make any request for an early dismissal.

When a student knows in advance that an absence is forthcoming, the student must ask permission from the principal in writing at least one week prior to the absence in order to be excused.

The following absences shall be considered excused provided that in each instance parental confirmation of the reason for the absence has been received:

1. Student too ill to attend school. May be required to present a physician's certificate after four days of consecutive absence.
2. Inclement weather announced by local news media making attendance dangerous for students.
3. Legal quarantine, death in the immediate family, or emergency conditions as determined by the superintendent or principal.
4. Absence to observe traditional religious holidays of local, national, or international origin.
5. Permission of the principal and consent of a parent or legal guardian in advance before the day of the absence. This may **not** exceed two days per year and may **not** be on exam days.

**Makeup Work** Makeup work for excused absences will have the following restrictions:

- Students will be allowed no more than three (3) school days upon their return to school to make up work. However, additional time will be allowed for extenuating circumstances.
- For makeup tests, a different test of equal difficulty should be given.

## BUS CONDUCT

The policy of Baldwin County Board of Education is to require students who ride a bus to conduct themselves in a manner consistent with established standards for classroom behavior.

While the Board offers, as needed, a system of student transportation, it also requires parents of students to accept responsibility for supervision until such time the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Only at the time a student boards the bus does he become the responsibility of the school district. Such responsibility shall end when the student is discharged at the regular bus stop at the close of the school day.

When a student does not conduct himself properly on a bus, he shall be brought by the bus driver to the building principal who may inform the parents of the misconduct and request their cooperation in controlling the student's behavior. The principal or designee shall also discipline students as deemed appropriate.

A student who becomes a serious disciplinary problem on the school bus may have transportation privileges suspended or terminated. In such cases, the parents of the student involved shall become responsible for the student's transportation to and from school.

## EARLY WARNING TRUANCY PREVENTION PROGRAM

The Alabama Compulsory Attendance Laws require children between the ages of 7 and 16 to attend school. The law also states that parents of guardians having control over school-age children are responsible for the children's regular attendance and proper conduct. Parents and/or guardians must provide the child's teacher an explanation of each absence within three (3) days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. Except in emergency situations, out-of-town trips must have the principal's approval prior to taking the trip, if the absence is to be excused.

Be advised of the Early Warning Truancy Prevention Program that was implemented in Baldwin County Schools during the 1989-1990 school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Baldwin County Board of Education. All students, grades K – 12 are subject to the provisions of this program.

The following procedures for handling truantries shall be uniformly administered throughout Baldwin County Schools:

## UNEXCUSED ABSENCES

- **1st Truancy** The teacher shall caution the student about truancy and subsequent action to be taken by the school and courts should a second, third and fourth truancy occur.
- **2nd Truancy** The parent shall be notified by the school attendance clerk and/or school principal that said student was truant and the dates of truantries. Students who have consecutive unexcused absences which makes their total unexcused absences three or more, will receive a letter from the principal and a "NOTICE TO APPEAR" in the Early Warning Truancy Prevention Program.
- **3rd Truancy**
  - The parent/guardian or person having control of said child shall be referred to the Baldwin County Juvenile Court for Judicial Action.
  - Failure to appear at the Early Warning Truancy Prevention Program meeting shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian if appropriate.
- **4th Truancy** File Complaint/Petition against student or parent/guardian. (Parent/guardian and student will go to Court).
- **Tenth Absence Coded Excused But Not Satisfactorily Explained** Students who accumulate Ten "questionable" excused absences which have not been satisfactorily explained may also be required to attend the Early Warning Truancy Prevention Program
- **Fourth Truancy or 11 or More "Questionable" Excused Absences Not Satisfactorily Explained or Unexcused Tardies**

File Complain/Petition against student or parent/guardian.  
Parent/guardian and student will go to court
- **Unexcused Tardies** Students who accumulate Ten Unexcused Tardies may also be required to attend the Early Warning Truancy Prevention Program. This action will require approval of the principal.

## EXEMPTION POLICY

An attendance incentive program shall be implemented with exemptions granted for final exams to all grade levels based on attendance and grades according to the following plan:

- A student will be exempt with an A average (90) and no more than three (3) days of **excused** absences from a class.
- No student will be exempt for mid-term exams. Therefore a student will take comprehensive exams at least twice a year, once each midterm.
- **A student who checks in or out of a class four times during a term loses one attendance day in that class. Each class teacher will be responsible for enforcing this policy for exemptions.**
- No final exams will be given earlier than the designated testing dates without the approval of the Principal. Family trips should be planned accordingly.

## ON CAMPUS SUSPENSION PROGRAM (OCS)

The policy of the Baldwin County Board of Education is to establish an on-campus suspension program designed to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The basic philosophy of the OCS is to provide an alternative to off-campus suspension and to modify disruptive behavior by isolating the disruptive student from his classmates.

A student may be placed in OCS not more than four (4) days per term or eight (8) days per academic year.

## SATURDAY DETENTION PROGRAM

As a supplement to the existing discipline program, a Saturday School Detention program has been implemented in order to help reinforce attendance policies and redirect unacceptable behavior. An eight-hour and four-hour Saturday school will be established to uphold discipline procedures and will be operated by one teacher and one aide. Assignments will be given in an eight-hour or a four-hour block depending on the infraction.

Failure to attend Saturday School will result in the student being suspended from school for a minimum of one (1) day and making up the missed Saturday detention.

Students will be placed in Saturday School Detention for a maximum of three Saturdays (3) per term or six (6) Saturdays per academic year.

## PROMOTION

The following number of credits is required for promotion to the next grade/classification level:

Sophomore	7 credits
Junior	14 credits
Senior	22 credits

## PUPIL CONDUCT

In order for the Board of Education to fulfill its commitment to provide the best possible educational opportunities and experienced, each pupil shall conduct himself in a responsible manner at all times.

- Control and Language.** Conduct and/or language that materially and substantially interfere with the educational process are prohibited on school property.
- Display of Affection.** Public display of affection is inappropriate and unacceptable on the school campus.
- Off Campus Events.** Pupils at school-sponsored events shall be governed by school system rules and regulations and are subject to the authority of school officials.
- Criminal Acts.** The commission of or participation in unlawful activities on school property or school-sponsored event is prohibited. Disciplinary action shall be taken by the school regardless of whether or not criminal charges result.

*The following activities shall be among those defined as criminal acts under the laws of the State of Alabama and/or Baldwin County:*

1. **Arson** The intentional setting fire to property
2. **Assault** Physical threats or violence to persons
3. **Bomb Threats** Verbal or written communication about the presence or threat of a bomb or other explosive devices on school property. (Source and Penalty – Organized Crime Control Acts of 1970 – Public Law 91-457.

4. **Burglary** Breaking into or entering a building or structure with intent to steal or to commit a crime.
  5. **Larceny** Theft of property of another.
  6. **Robbery** Obtaining money or property by violence or threat of violence or forcing or threatening to force someone to part with something of value.
  7. **Trespass** Being present in an unauthorized place in the school or on school property or refusing to leave the premises when ordered to do so by school officials.
  8. **Unlawful Interference with School Authorities** Disruptive conduct resulting in interference with administrators and/or teachers in the discharge of their official duties.
  9. **Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs**
  10. **Malicious Damage or Destruction of the Property of Another**
  11. **Possession of Firearms and Weapons on School Campus**
  12. **Possession of or Responsible for Explosives on School Campus**
  13. **Disorderly Conduct** Intent to cause inconvenience, annoyance of alarm, recklessly creating a risk, or refusing to comply with the order to disperse.
- E. **Firearms and Weapons.** It shall be a clear violation of school rules for any pupil at any time and at any place on school property to have in his possession, or display any firearms or possess, use, or threaten to use any item that is or has been designed or devised for use or possible use as a weapon of any kind. Items forbidden shall include, but will not be limited to the following: knives of any kind and any length, and all sharp pointed objects of any materials and any length designed for use as weapons. Pupils who are found in violation of this rule may be placed on immediate suspension from school. In addition, police authorities may be notified for possible legal action.
- F. **Student Identification.** Pupils should maintain in their possession at all times some form of identification. All persons shall, upon request, identify themselves to school authorities in school buildings, on school grounds, or at school-sponsored events. Persons refusing to identify themselves upon request of school officials shall be considered trespassing and shall be subject to suspension.
- G. **Gambling.** Gambling in any form is prohibited on school property.
- H. **Smoking/Use or Possession of Tobacco.** Students shall not be permitted to have tobacco in their possession or to use tobacco in any form on the school grounds or in school buildings during the school day, when riding school buses to and from school or on a school-sponsored trip. Students caught using or having in their possession tobacco in any form on the school grounds are subject to suspension or other appropriate disciplinary action.
- I. **Unlawful Assembly.** The blocking of halls, passageways, stairs, doorways, or other school property constitutes a hazard to the welfare and safety of other students and school personnel and is disruptive to the educational process. Conduct of student or assembly of students that disrupts the educational process is prohibited. Participation in such unlawful activities on school property, or at school-sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.
- J. **Electronic Communication Devices.** Students shall not be permitted to have in their possession a pocket pager or electronic communication device at school or at a school function except for health or other extraordinary need and then only upon approval of the Superintendent of Education. Any student found in violation of this policy shall be subject to suspension or expulsion  
(Legal Reference—Senate Bill # 389 – 1989). Possession between 7-and the end of the school day within the school building is prohibited. Students must have exited the school building. Devices may not accompany athletes to sporting events

## SCHOOL NURSE

The school nurse provides several opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, hand washing, vision, hearing, and dental screening, health and hygiene classes. The "Changing Body Program" is presented to the 5th graders. Scoliosis screening is provided for grades 5-9 (ages 11-14) as required by state law.

## **MEDICATION AT SCHOOL – PROCEDURES**

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

- Minor illness should be treated at home by the parent/guardian. For example, a student with a cold severe enough to require frequent medication should remain at home.
- Medication prescribed for three times a day should be given at home -just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals.

### PARENT'S RESPONSIBILITY

- The parent/guardian and physician must sign the **Baldwin County Public School's School Medication Prescriber/Parent Authorization** form granting permission for a child to receive prescription medication at school.
- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container. The pharmacist will label an additional prescription bottle for your child upon request at the time the prescription is filled. Do Not UNDER-ANY CIRCUMSTANCES send any medication to school in a Ziploc bag or container other than the original container. It will not be given.
- The parent/guardian and physician must provide the school with a new, signed statement if prescription medication orders are changed during the school year.
- The parent/guardian or the parent designated responsible adult shall deliver medication to the school personnel designated by the principal.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent/guardian shall pick up student's medication at the end of the school year. All medications not picked up will be destroyed.
- Please provide medication, such as Tylenol, in smallest container available.
- The parent/guardian with a child needing an inhaler at school will have to complete 3 forms for the school. A physician's signature is required on 2 of these forms.

### SCHOOL'S RESPONSIBILITY

- The principal shall designate specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right time and is documented in the right way.
- The trained school personnel who are assigned to administer medication will follow the medication procedures and administer medication in a safe setting.
- The school nurse will be contacted and will have to approve the over the counter medication. A physician's signature may be required on the **School Medication** form.

## **SEXUAL HARASSMENT**

The Baldwin County Board of Education recognizes that harassment on the basis of gender is a violation of both federal and state discrimination laws. The Board is committed to providing learning and co-curricular environments that are free from sexual harassment where all students and employees can work together comfortably and productively.

Sexual harassment will not be tolerated from students, employees or non-employees, including volunteers and suppliers, who have contact with employees and students in the workplace, school or school sponsored events, or any event sanctioned by the Baldwin County Board of Education.

All students are assured that they may file a complaint or assist in an investigation without fear of retaliation by any Board employee, peer or alleged harasses. Complaints of retaliation will be promptly investigated and perpetrators will be subject to disciplinary action.

Complaints and cases of sexual harassment will be investigated and handled promptly. Any student found guilty of sexual harassment, or to be in violation of this policy, shall be subject to disciplinary action according to the findings of the investigation. Disciplinary action may include a written warning, suspension or expulsion.

**Definition:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive learning environment at school or school sponsored events or any event sanctioned by the Baldwin County Board of Education.

**Forms of sexual harassment include:**

1. Verbal harassment, such as derogatory comments, jokes, or slurs;
2. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and
3. Derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.

(Board Approved: December 15, 1994)

**Procedures: Pupil Personnel**

- A. If any student perceives comments, gestures or actions from any student, employee or non-employee, including volunteers and suppliers, to be offensive the student should notify his principal, guidance counselor or teacher. If a teacher or guidance counselor is aware of the allegation(s), they should notify the principal. Principals who become aware of any allegation(s) of sexual harassment will immediately report, in writing, such allegation(s) to the division superintendent for personnel services.
- B. The division superintendent for personnel services will promptly investigate any complaints of sexual harassment, and will initiate immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment.
- C. Any student who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction. All proven infractions will become part of the student's discipline record or the employee's personnel record.

**SUSPENSION AND EXPULSION**

A principal may suspend a pupil from school for violation of school rules and/or other misconduct. A pupil may be suspended for a stated period of time not to exceed ten (10) days. Additionally, a principal may institute expulsion proceedings for repeated violations of school rules or for other misconduct that endangers persons or property, or seriously disrupts the educational process. A pupil may be expelled indefinitely or for the remainder of the school year. A copy of each suspension and/or expulsion must be on file in the principal's and superintendent's office.

In connection with suspensions not in excess of ten (10) days, the principal, before determining to suspend a pupil, must notify that pupil of the misconduct with which he is charged and give him an opportunity to state his version of the facts in question unless the principal determines that the pupil poses an immediate threat to persons or property or threatens immediately to disrupt the educational process, in which case the pupil may be suspended immediately. In such cases, notice of misconduct with which the pupil is charged should be given in writing as soon as possible and no later than three days following suspension. A hearing shall be scheduled as soon as practicable and not later than five (5) days after suspension except as otherwise agreed upon by the principal and the pupil or his parents or guardian.

Before implementing expulsion proceedings, the principal must notify the pupil of the misconduct with which he is charged and give him an opportunity to state his version of the facts in question unless the pupil poses an immediate threat to person or property or threatens immediately to disrupt the educative process, in which case he may be suspended immediately. In such case, as soon as practicable and no later than three (3) days following suspension, the pupil and his parents or guardian shall be notified of the misconduct with which he is charged and of the initiation of expulsion proceedings and of their right to request a hearing before the principal at which time they shall have the right to be represented by legal counsel, to ask questions of the principal and of any witnesses, and to present witnesses and statements of notification by the pupil and the pupil or his parents or guardian. The request for a hearing must be submitted to the principal within five (5) days of the date of the notification of the expulsion. Notice of the results of the hearing shall be given in writing to the pupil or his parents/guardian within five (5) days after the hearing.

The pupil and the parents/guardian shall have the right to appeal the results of said hearing to the local Superintendent provided notice of intent to appeal is given within five (5) days of receipt of the notice of the results of the hearing. The appeal shall be heard by the local Superintendent within five (5) days of the receipt of the appeal notice except otherwise agreed upon by the local Superintendent and the pupil and his parent/guardian. The pupil and his parents/guardian shall be notified in writing of the results of the appeal within two (2) weeks following the hearing.

When a pupil is suspended or expelled, he is denied admittance to any other school in the system until he has cleared his record with the school originating the suspension or expulsion even though he might have moved into a new attendance zone.

## ADMINISTRATIVE PROCEDURES REGARDING SUSPENSION

Administrative procedures regarding suspension to be implemented and followed by all school principals beginning with the 1988-89 school year are as follows:

- An off-campus suspension for the first time, except for infractions involving drugs, alcohol, and smoking, will be excused for the purpose of making up tests only, not daily assignments. Makeup tests must be completed within the same number of days as the suspension. For example, if a student is suspended the first time for three days, any makeup tests must be completed within three (3) days upon return to school.
- A student who has been on off-campus suspension more than once during the school year will not be allowed to make up any schoolwork and will receive a zero for all graded work missed.
- **Any student who has been placed on suspension (on-campus or off-campus) is prohibited from participation in all extracurricular activities during that time.**
- **After three (3) suspensions or after a total of ten (10) days of suspension per academic year, a student may be expelled. The parent may apply for the student to attend school in an alternative setting.**

## SUSPENSION AND EXPULSION OF DISABLED STUDENTS

Suspension and expulsion may be appropriate disciplinary action for students with disabilities. If suspension is considered, the principal and special education teacher must determine whether the offense is related to the disability.

A disabled student may be suspended if it is determined that the offense is not related to the disability. A written statement regarding this decision shall be maintained in the school office with copies sent to the Superintendent, special education, and attendance supervisors.

A short-term suspension, up to ten (10) consecutive scholastic days, may be used for any one disciplinary incident for a student with disabilities.

Suspension which results in more than ten (10) consecutive scholastic days in duration, or a series of suspensions that are each of ten (10) scholastic days, that creates a pattern of exclusion, is considered a significant change in placement and will require due process through an IEP Committee.

A student with disabilities may not be expelled (total removal from a student's current education service) from school for any behavior that has a direct and significant relationship to that student's area of disability. If the IEP committee determines that the behavior in question does not have a direct and significant relationship to the student's disability, the school system may expel the student; however, a complete cessation of educational services is not permissible. Expulsion constitutes a change in placement with requires due process through IEP committee action.

(Board Approved: April 21, 1994.)

## BALDWIN COUNTY BOARD OF EDUCATION UNIFORM POLICY

(Effective 2009-2010 school year)

**TOP** White or Navy Collared shirt with sleeves or  
Turtleneck

Undershirts – solid navy or white

All shirts must be tucked in. Skin **MAY NOT** show.

Small unobtrusive logo- (one that can be covered with a quarter)

**BOTTOM-BOYS** Khaki or Navy Blue Pants or Shorts (corduroy fabric permitted) Pants must be secured at the waist. Pants cannot be "**sagging**",

**BOTTOM-GIRLS** Khaki or Navy Blue Pants, Skirts, Capris, Shorts, Skorts, Jumpers or Dresses (corduroy fabric permitted)

Shorts, skorts, skirts, dresses and jumpers must be **NO** more than two (2) inches above the knee  
In the front and back and cannot be "**sagging**"

**POCKETS** No pockets on pants, skirts, or shorts except those made into the side seams of the garment, with the exception of back pockets. **NO EXTRA POCKETS**

**BELT SOLID** Black, Brown, Navy, Tan, Gray, or White (Plain, unobtrusive buckle and appropriate length.  
Must be worn with pants that have belt loops)

**SOCKS/HOSE/TIGHTS** Black, Brown, Navy, Tan, Gray, or White

Must be worn with shoes at all times

**SHOES/TENNIS SHOES** SOLID Black, Brown, Navy, Tan, Gray or White (Must be closed toe and closed heel. NO SANDALS/BIRKENSTOCKS)

Tennis shoes allowed with no color restrictions

**COATS/JACKETS/SWEATERS/SWEATSHIRTS** Solid (Black, Brown Navy, Tan, Gray or White) Heavier jackets for colder weather **MUST** be colors listed above. (The color of the lining is not an issue.) Jackets, coats, sweaters, and sweatshirts are considered outerwear and must be worn with a uniform shirt.

Outerwear of school-approve organizations is acceptable. Organizations should be listed by the schools.

**T-SHIRTS** Schools may use t-shirts on field trips as the principal dictates.

**ITEMS NOT ALLOWED** Wind pants/sweatpants, velour pants, over-sized clothing, overalls, bellbottoms, extra pockets on clothing, unhemmed clothing with cuts, slits, holes or slashes, denim or jean fabric, sleeveless shirts, overcoats, and trench coats. Hats are not allowed during school hours.

**TRANSFERS** Students who transfer from other school districts will be given five (5) days to come into compliance with the dress code.

**KHAKI** is defined by the Baldwin County Public School to be light tan in color.

## **GULF SHORES HIGH SCHOOL POLICIES AND PROCEDURES**

### **CAFETERIA**

No one is allowed in the cafeteria that does not have business there. Good manners and cleanliness are required of all. Running to get in the lunch line is not appropriate; students must wait their turn without pushing, breaking line, or passing others. *After eating, students must pick up plates and other trash and return them to the designated counter.*

Cost of lunch \$1.75	Tea \$.30	Extra Entree \$1.50
	Fries \$.75	Salad \$1.00

### **CARE OF PROPERTY**

Every student shall be a protector and caretaker of school board property. Pupils who injure, deface, or destroy any property of the school system shall be required to pay for the damages. Students shall respect the property rights of others.

Students are discouraged from bringing valuables and large amounts of money to school. Students shall be responsible for safekeeping of valuables and should not leave books, clothing, wallets, purses, or other valuables unattended.

### **CHECK IN AND OUT PROCEDURE**

Excessive absences from school and/or classes have a direct negative impact on the academic success of our students. In a continued effort to minimize the number of absences students accumulate, late arrivals and early dismissals are strongly discouraged. Every effort should be exercised to keep the student in school for the entire day. Excessive check in or out may result in additional measures, such as removal of parking privileges, being taken.

Students who arrive after 8:00 must check in through the office and obtain the proper admit slip. Students who need to check out will do so in the office. Students will not be admitted to class without the admission slip and must present it the following day to teachers whose classes were missed.

Check-ins and early dismissals must be approved by office personnel and will be coded as excused or unexcused. If a check out is necessary, these procedures will be followed:

- A note signed by the parent must be presented and the parent/guardian will be called by office personnel to inform them of the early dismissal. A parent or person listed on the student enrollment card must come to the office.

OR

- The parent/guardian should come to the office and check out the student personally.

**Check outs immediately before a holiday or major school event such as Homecoming or the Prom will be coded as unexcused unless the student has prior approval from the principal or has a note from the doctor.**

**Only an excused check in or check out slip** will permit classwork to be made up. In all other cases, students will receive a zero for missed work. Students who check in or out of a class four (4) times during a term will lose one attendance day in that class which may jeopardize a student's exemption from exams. Students will not be penalized for missing class while on a school-sponsored activity and will be allowed to make up work missed and will be counted present in class.

Should a student become ill at school, every effort will be made to contact the parent/guardian. A student who becomes ill at school must report to the office.

## **COURSE CHANGE PROCEDURE**

There will be no course changes at the beginning of the school year, during a term, or at the beginning of a new term except those deemed necessary by the principal.

## **FEES AND CHECKS**

All fees should be paid within the first two weeks of the school term and will be delinquent at the end of each term. **Seniors must clear all outstanding financial obligations prior to being issued a cap and gown for graduation. Grade level students will not be allowed to complete registration in July until previous school year obligations are cleared.**

Checks will not be cashed in the school office. **Tiger Tranz** will handle returned checks.

## **LIBRARY**

**Students will be expected to maintain high standards of conduct in the library that will result in an atmosphere conducive to study.** The library is an attractive area that has been provided for your work and pleasure. Be a good citizen and keep it attractive by keeping your area clean. Place all discarded materials in the trashcans conveniently located and return all magazines and newspapers to the proper place. Use of the computers in the library is encouraged; however **Baldwin County Board of Education policy prohibits use of these computers for "surfing", games, chat lines, or email.** They may be used for educational purposes only. Use for any other reason constitutes loss of computer privileges for the term. Students will be issued *Alabama Virtual Library* passwords so that the AVL is available on computers away from school.

## **LOCKERS AND INSPECTION**

School officials reserve the right to inspect school property, including lockers, to ensure the safety and security of the premises and pupils. Lockers remain the property of the school. **Although any student may exercise exclusive control of the locker as opposed to access by fellow students, the control is not exclusive against school officials. School officials may inspect lockers at any time to ensure the school safety and pupil welfare. The student should not tamper with the locker mechanism in any fashion.**

- Only students assigned to a locker should have the combination to that locker
- Lockers should be locked at all times except when in use.
- Students are highly discouraged from placing valuable materials in lockers.

## **MAKEUP TESTS**

Makeup tests will be administered to students whose absences were due to illness or other reasons coded as "excused" according to policy. The tests will be given at the discretion of the teacher, but no later than three (3) school days following the absence. **It is the student's responsibility to see the teacher to discuss arrangements for makeup tests.** If a student is sick prior to the test, the student should be given time to get materials missed before taking the test. Although work should be done within three (3) school days, the student should not be penalized if effort was given to comply with this regulation, and the teacher could not find a convenient time to administer the makeup test. All other makeup work must be completed within three (3) days upon the student's return to school.

## **ON CAMPUS SUSPENSION PROGRAM**

### **Procedures:**

1. Students assigned to the On-Campus Suspension Center (OCS) will report to the center at 7:52 a.m.
2. The student will be given class related assignments by regular classroom teachers and expected to complete the assignments.
3. An assigned period of days will be given to the student. The student will not be counted as absent from class while in OCS. The student will be able to make up any work missed in his regular classes.

4. **OCS can be extended if assignments are not completed. Makeup work missed during the extension of OCS is not allowed.**
5. Break and lunch will be scheduled at times when OCS students will be unable to associate with other students.
6. While in OCS, a student will not be allowed to participate in any extracurricular activities.
7. Parents of students assigned to OCS will be notified.
8. **Assignments will be extensive enough to keep the student occupied with classwork while in OCS.** The OCS instructor may give additional assignments relating to character education, anger management, responsible decision-making, etc.
9. Teachers may send tests for the student to take during OCS or allow the student to make up tests upon return to class at the end of OCS.
10. Teachers will be notified by 3:05 p.m. on the day preceding the student's first day in the center. Work assignments should be placed in the OCS mailbox before 7:52 a.m. the following morning.
11. OCS will be enforced only on the campus at which the offense took place.
12. **Only an administrator may give a student permission to be out of the OCS for a class.**

#### **Rules:**

- The student must report to OCS with all materials including pencil, pen, paper, and textbooks.
- **If a student is absent, sick, or checks out, OCS time will be made up.**
- OCS students may not talk, must stay in their seats, and must be occupied at all times. If a student finishes all assignments, the OCS instructor should notify the Guidance Office to obtain additional assignments or make assignments as stated in Number 8 above.
- Students will not be allowed to leave the room for any reason, unless authorized by an administrator.
- **Teachers cannot authorize a student to leave OCS and attend class unless authorized by an administrator.**
- **Any student written up by the OCS instructor will be suspended for one (1) day or longer if deemed necessary by the administration.**

#### **PARENT – TEACHER CONFERENCES**

Parents are invited and encouraged to visit the school; however, visits during the school day should be cleared through the office. Parent – teacher conferences are most important in improving the learning atmosphere. Conferences with teachers must be scheduled before or after school or during the teacher's planning period. Parents are reminded that teachers cannot be called from class on the spur of the moment to discuss a student's status. Conferences are to be scheduled with the individual teacher via note, e-mail, or phone call (968-4747). Administrators and teachers urge parents to arrange a conference early in the term.

#### **PROM**

The Prom will be held on a date and time to be determined. Tickets price TBD. Tickets will be sold at break and at lunch in the foyer. **No tickets will be sold at the door.**

An outside date is defined as anyone who does not attend Gulf Shores High School. Outside dates must be at least a high school student and not older than 20. Applications for outside dates will be available in the office. These applications require several signatures and a copy of the photo driver's license. Since several days are needed to consider approval of the applications, those returned in the last several days will not be approved in time to purchase tickets. Students should plan ahead and return the applications early. Applications for an outside date must be approved before tickets for an outside date can be purchased.

**Prom tickets should be presented at the door for admission.**

Callouts will begin promptly at a time TBA. Anyone not in line at the time the last name is announced will not be included in the callouts.

#### **Crowning of the Prom King and Queen**

This ceremony will occur immediately following the call outs. The students selected for Prom King and Queen must be present. If the student receiving the highest number of votes is not present, the student receiving the next highest number of votes will receive the honor.

Proper attire for the Prom will be determined and made available to the students when tickets are purchased. Failure to comply with the dress code could jeopardize a student entering the dance.

## REPORT CARDS

Report cards are mailed home after each nine-week grading period.

## SCHOOL VISITORS

Visitors must obtain permission from an administrator to be in the building or on school property and should follow these procedures:

1. Sign in the "Visitor's Log" in the main office giving name, time, and destination.
2. Wear a visitor's badge at all times on the campus.
3. Upon completion of the visit, return the badge to the office and sign out.
  - **Student Visitors.** Students from other schools will not be permitted to visit. Gulf Shores High School students may not visit other schools during school hours except for school-sponsored events. Pupils who are in violation of this are subject to disciplinary action and may be considered trespassing.
  - **Unauthorized Visitors.** Unauthorized persons on school property are trespassers and shall be subject to legal prosecution. This includes students who are on suspensions or have been expelled.

## SCHOOL INSURANCE AND MEDICAL BILLS

School Day Accident Insurance is available in the school office and should be purchased by any student whose parents do not have medical insurance. This is a service made available to the students and is not required; however, it is REQUIRED that students taking part in athletics enroll in this insurance program or have a release signed by parents.

Neither the school nor the Board of Education is responsible for medical bills for students that result from accidents that occur during the school day or at school functions.

## SEARCH OF PROPERTY AND INDIVIDUALS

Desks, lockers, and other items at school, although assigned to particular students, may be entered and searched by school officials whenever said officials have reasonable cause to believe there exists on school campus

- Illegal items harmful to students, the welfare of the student body, or
- Items significantly disruptive or dangerous to the overall operation of the school program.

A search of the person shall be with the student's consent, except under emergency conditions when the safety and welfare of others is involved. When consent is not granted, the assistance of a parent and/or law enforcement officials shall be secured. The principal may take appropriate action against the student who fails to cooperate with school officials in their investigation of school conduct code violations.

Legal reference: *Laws of Alabama Relating to Education, Title 16-4-13.*

## SENIOR COLLEGE DAYS

Juniors and Seniors will be allowed two (2) days total during the school year for the purpose of visiting colleges. To be excused, prior approval is needed from the principal at least one (1) week in advance. These absences will not count toward final exemptions. College visit forms must be obtained from a counselor and returned to the principal to avoid an unexcused absence.

## SNACK BAR

Drinks and refreshments from the snack bar are to be consumed OUTSIDE in the area of the snack bar or the courtyard. Drink containers, paper, lunch bags, and other refuse from the snack bar are to be placed in refuse cans in the snack bar or courtyard areas. The snack bar will be open during break.

## STUDENT ARRIVAL AND DEPARTURE PROCEDURES

All traffic must enter campus using the road in front of the school. No traffic should use the road behind the school. This area is reserved for busses. Student parking lot is located on the southeast end of the building. Student pick up and drop off is in the circular drive in the front of the school.

## TEXTBOOKS

- The parent/guardian or other persons having custody of a student to whom textbooks are issued shall be liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks. (Excerpt from the Alabama Textbook Law)
- Textbooks will not be issued to students with outstanding financial obligations.
- Any textbook or library book found on campus will be turned in to the office. A fine of \$.25 will be charged for the return of each lost book and \$1.00 for a lost book bag.
- It is the student's responsibility to return all textbooks to the teacher when the course is completed.
- Students will be given credit for the return of the specific textbooks issued to them as indicated on the classroom textbook issue form. Students should check the book number carefully prior to signing the textbook issue form.

## GENERAL SCHOOL RULES

1. No student should be out of class without written permission from the teacher. **The pass must include the student's name, destination, and time of departure.**
2. Any student who deliberately disobeys a legitimate request or order given by a school official is subject to suspension or expulsion.
3. Gum chewing is prohibited in the school building, or outside the break or eating area.
4. Book bags are not allowed in classrooms or hallways. They must be placed in the school locker immediately upon arrival in the building and remain there until the conclusion of school.
5. Hats may not be worn at school and will be taken from students who fail to follow the rule.
6. Students may not be in the parking areas at any time during the school day without a pass from an administrator.
7. Students may not enter buses parked in the bus area during the school day.
8. Students must stay away from rooms with classes in progress during lunch.
9. **Radios, tape players, CD players, etc. may not be brought to school by students and will be taken and kept by the school.**
10. Students may not go in the gym area or dressing rooms at any time except during the period in which they have physical education.
11. Students should not be excused from class to use the telephone. The pay telephone may be used during break or lunch.
12. South Baldwin Center for Technology students who miss the bus must report to the office.
13. Students should check in through the office when arriving late to school.
14. Students are not allowed to go home for lunch.
15. An off-campus suspension for the first time, except for infractions involving weapons, drugs, alcohol, and smoking, will be excused for the purpose of making up tests only, not daily assignments. Subsequent suspensions will be considered unexcused absences.
16. The maximum number of days a student may attend OCS is eight (8) in each academic year. After eight (8) days, a student will be suspended off campus.
17. Students should report to class on time. Excessive tardies will bring appropriate disciplinary action as described on page 25.
18. **Students may not receive deliveries including lunch, money, flowers, balloons, etc. during school hours.**
19. Only emergency messages are taken from parents.
20. Students should proceed to their destination quickly during transition times. Linger in the halls is not permitted.
21. **To eliminate traffic problems, students should walk on the right side of the hall.**
22. Running and yelling are not permitted in the halls.
23. **Earrings in the eyebrow, lip, tongue, nose, or any body part other than the ear are unacceptable due to the safety hazards they present.**
24. Most students never have any problem if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed must, therefore, be left to the discretion of school officials. Repeated offenses may result in additional corrective actions.

## MOTOR VEHICLE REGULATIONS

All students wishing to obtain a parking permit must have a valid driver's license and proof of insurance. Seniors and juniors will get first priority. Due to the increasing number of students driving to school, tenth grade drivers MUST receive permission from the principal, or the principal's designee, in order to drive on campus. Permission will be given to tenth graders who have afternoon jobs or who are involved in school related extracurricular activities, provided the students have a verification form signed by an employer, coach, or specific teacher or administrator. Absolutely no ninth graders may drive on campus.

Student parking will be located on the southeast side of the school in designated areas. All designated areas (cafeteria, band, custodian, bus drivers, visitors, and teachers) are prohibited and parking in these areas by a student will result in the vehicle being towed at the owner's expense. All parking violations will be recorded.

The school is not responsible for items taken from a vehicle. The student should contact the police in the event of a theft. Parking stickers are **NON-TRANSFERABLE AND NON-REFUNDABLE**. Cars parked without a sticker will be towed at the owner's expense. Driving a vehicle on campus is a privilege that will be revoked if necessary.

## INFRACTIONS AND CONSEQUENCES

### Improper parking

- Restricted area
- No parking sticker
- Illegal parking
  - 1st Offense - Parent contacted/warning sticker applied
  - 2nd Offense - Driving privilege revoked for 2 weeks
  - 3rd Offense - Towed, operator expense

### Speeding

### Reckless driving

### Leaving campus in automobile without proper authority

- 1st Offense - Driving privilege revoked for 2 weeks
- 2nd Offense - Driving privilege revoked for 4 weeks
- 3rd Offense - Driving privilege revoked for remainder of the school year

### Excessive check-ins or check-outs to school (excused or unexcused)

- 1st Offense - (Total of 15) Warning and parent notified
- 2nd Offense - (On the 16th) Driving privileges may be revoked for the remainder of the school year.

Parking fee is non-refundable.

### Use of car during school day

- Sitting in the car
- Going to and from car for personal item without permission
  - 1st Offense - One day OCS or Saturday detention
  - 2nd Offense - Driving privilege revoked for 1 week
  - 3rd Offense - Driving privilege revoked for 4 weeks
  - 4th Offense - Driving privilege revoked for remainder of the school year and/or suspension

**General school rules are in effect at all times on the school campus or at any school function on or off school property**

## ACTS AND CONSEQUENCES

### Disrespect toward teachers/staff

1<sup>st</sup> Offense - Suspension 1 day

2<sup>nd</sup> Offense - Suspension 3 days

3<sup>rd</sup> Offense - Suspension 5 days

### Failure to identify ones self

1<sup>st</sup> Offense - Suspension 1 day

2<sup>nd</sup> Offense - Suspension 2 days

3<sup>rd</sup> Offense - Suspension 5 Days and Subject to Expulsion

### Fighting on campus

1<sup>st</sup> Offense - Minimum of 3 days suspension (If \ considered an assault by school official, 5 days suspension)

### Gambling

### Possession of electronic communication device (i.e. beepers, cellular phones, etc between hours of 7-4:00.)

1<sup>st</sup> Offense - Suspension 1 day

2<sup>nd</sup> Offense - Suspension 2 days

3<sup>rd</sup> Offense - Suspension 5 days and possible Expulsion

### Possession, use, or under the influence of alcohol or drugs

Suspension, unexcused, up to 10 days or Expulsion

### Possession or use of fireworks

Suspension and/or Expulsion

### Possession or use of tobacco

1<sup>st</sup> Offense - Suspension 2 days

2<sup>nd</sup> Offense - Suspension 3 days

3<sup>rd</sup> Offense - Suspension 5 days

### Pulling fire alarm

Suspension of up to 10 days or Expulsion

### Selling drugs or alcohol

Immediate expulsion for the school year (or period determined by principal)

### Threatening a person's life or threatening to bring a weapon to school

Suspension and/or Expulsion & Notify Law Officials

### Vandalism

Repair and/or pay for damages and subject to

Suspension & Criminal charges

### Vulgar or threatening language directed toward a teacher

Suspension and/or Expulsion

### Inappropriate bus conduct

Appropriate consequence for violating school rule +

1<sup>st</sup> Offense - Bus suspension 3 – 5 days

2<sup>nd</sup> Offense - Bus suspension 6 – 10 days

3<sup>rd</sup> Offense - Bus suspension remainder of term/year

**Refer to General School Rule 23 for Acts Not Listed Above.**

## ACTS AND CONSEQUENCES

Book bag brought to classroom or left at door

- 1<sup>st</sup> Offense - Warning
- 2<sup>nd</sup> Offense - OCS 1 day
- 3<sup>rd</sup> Offense - Saturday Detention ½ day

Excessive unexcused check ins or unexcused class tardies

- 3<sup>rd</sup> Offense - Warning
- 4<sup>th</sup> Offense - OCS 1 day
- 6<sup>th</sup> Offense - Saturday Detention full day
- 8<sup>th</sup> Offense - Suspension 1 day
- 10<sup>th</sup> Offense - Suspension 3 days
- 12<sup>th</sup> Offense - Subject to 5 day suspension/possible expulsion

Hats, bandannas, sunglasses, hoods worn in building

Radios, tape or CD players

- 1<sup>st</sup> Offense - Warning
- 2<sup>nd</sup> Offense - Article taken for 1 week
- 3<sup>rd</sup> Offense - Article taken for time determined by administrator

Inappropriate attire (all uniform violations) Refer to **Uniform Policy**

- 1<sup>st</sup> Offense - Student warned and parent notified
- 2<sup>nd</sup> Offense - One-half day Saturday School
- 3<sup>rd</sup> Offense - Full Day Saturday School
- 4<sup>th</sup> Offense - One day Suspension
- 5<sup>th</sup> Offense - Two day Suspension
- 6<sup>th</sup> Offense - Three day Suspension/subject to Expulsion

Littering

Chewing gum on campus

Open food or drink in the building

Display of affection

Leaving litter on cafeteria table

- 1<sup>st</sup> Offense - Warning
- 2<sup>nd</sup> Offense - OCS 1 day
- 3<sup>rd</sup> Offense - Saturday Detention 1/2 day

Missing Saturday Detention

- 1<sup>st</sup> Offense - Makeup detention + 1 day suspension
- 2<sup>nd</sup> Offense - Makeup detention + 2 days suspension
- 3<sup>rd</sup> Offense - 3 days suspension/parent conference

Skipping class

In Parking Lot without permission (Students without parking privileges)

Language considered vulgar by school standards

- 1<sup>st</sup> Offense - OCS 1 day
- 2<sup>nd</sup> Offense - Saturday Detention Full Day
- 3<sup>rd</sup> Offense - Suspension 1 day & parent conference

Skipping school

- 1<sup>st</sup> Offense - OCS 2 days
- 2<sup>nd</sup> Offense - Saturday Detention full day
- 3<sup>rd</sup> Offense - Suspension 1 day & parent conference

Disruptive behavior

Excessive checkouts

Administrative decision

## **ALMA MATER**

On the southern shores of Dixie  
    'Neath the clear blue sky,  
Proudly stands our alma mater  
    Blue and gray flying high.  
Mighty Dolphins bound together  
    Spirit mind and hand.  
Full of courage, yielding never  
Hailed across the land. Noble Dolphins strong together  
    Faithful friends we'll prove.  
Clothed in honor, seeking wisdom  
    As we forward move.  
Mighty Dolphins bound together  
    Spirit, mind, and hand.  
Gulf Shores High School Alma Mater  
    Praised throughout the land.



