

LITCHFIELD MIDDLE SCHOOL

**1109 Hoke Street
Gadsden, AL 35903
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Fax – 256-492-4010**

2015 - 2016

STUDENT HANDBOOK

ADMINISTRATION

**Principal
Mr. Charlie Parker**

Asst. Principal Briget Lovelace

Office Manager	Brenden Perry
Counselor	Margaret Haygood
Media Specialist	Joy Lee
Cafeteria Manager	Verma Rigby

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BOARD OF EDUCATION

Kelly Cochran – President
Nancy Stewart-Vice-President
Mike Haney – Member
Deb Howard – Member
Ralph Lane – Member
Frank Cylar – Member
Lynn Taylor – Member

SYSTEM ADMINISTRATORS

Dr. Ed Miller, Superintendent
Dr. David Asbury – Director of Technology & Human Resources
Mrs. Rhonda Perry – Director of School Improvement & Accountability
Mrs. Nancy Blackwood-Director of Title I
Mr. Larry Weathers – Director of Student Services
Mrs. Sharon Maness-Director of Special Education and Special Services
Mr. Johnnie Parker – Testing Coordinator and Child Nutrition Program
Mrs. Cindy Isbell – Custodian of Funds

MISSION STATEMENT

The mission of Litchfield Middle School is to provide a balanced, comprehensive, innovative educational program that will challenge each individual student to reach his intellectual, technological, emotional, moral, social, and physical potential. Emphasis shall be placed upon the development of self-esteem and the recognition of every individual as a person of worth. We are committed to providing an atmosphere of learning where self-discipline and responsibility are nurtured; individuality and uniqueness are respected; and students are equipped to become creative and productive citizens.

BOARD POLICY

Nothing in this handbook is meant to circumvent or replace Gadsden City Board of Education policy. In the event there are any conflicts between information in this handbook and board policy, board policy will take precedence.

2014-2015
GADSDEN CITY SCHOOLS

Gadsden City Schools
P.O. Box 184
Gadsden, AL 35902

☺ = Holiday
☹ = Teacher Inservice
Testing dates TBA

JULY 2014

S	M	T	W	Th	F	S
		1	2	3	☺	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		

4 Independence Day

0 Instructional Days

SEPTEMBER 2014

S	M	T	W	Th	F	S
	☺	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				

1 Labor Day Holiday
DIBELS window

12 Five-Week Progress Reports

21 Instructional Days

NOVEMBER 2014

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

2 Daylight Savings Time Ends
11 Veterans Day Observed
24-25 Thanksgiving Holiday

17 Five-Week Progress Reports

14 Instructional Days

JANUARY 2015

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

1 New Year's Day
3 Inservice Day #3
6 Classes Resume and
2nd Semester Begins
DIBELS Window

8 Report Cards Sent Home

19 M.L. King, Jr. Holiday

15 Instructional Days

MARCH 2015

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

12 End of 3rd Nine Weeks
8 Daylight Savings Time
19 Report Cards Sent Home

30 - April 3 Spring Break

20 Instructional Days

MAY 2015

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

ACT Aspire & ASA
End-of-Course Tests(Eng. 10, Alg. 1)
AP Exams Window
ACT Plus Writing Makeup
21 Last day for students &
End of 4th Nine Weeks
Student Testing/Make-Up

22 GRADUATION

22 Inservice Day #7

25 Memorial Day Holiday

15 Instructional Days

91 Student Days

AUGUST 2014

S	M	T	W	Th	F	S
					1	2
3	☹	☹	☹	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						

4-6 Inservice Days #1-3
7 First Day for Students
End of Course Test

17 Instructional Days

OCTOBER 2014

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

and PSAT

9 End of 1st Nine Weeks
Explore Test (8th grade) &
PLAN Test (10th grade) window

16 Report Cards Sent Home

20 Inservice Day #4

22 Instructional Days

DECEMBER 2014

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

End of Course Tests
Semester Exams
19 Last Day for Students
Before Holiday

19 End of 2nd Nine Weeks and
1st Semester

22 - Jan. 2 Christmas Holidays

15 Instructional Days

89 Student Days

FEBRUARY 2015

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

12 Five-Week Progress Reports

16 Inservice Day #6

19 Instructional Days

APRIL 2015

S	M	T	W	Th	F	S
		☺	☺	☺	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		

3 Easter
ACCESS & Alternate ACCESS
ACCESS for English Learners (ELs)
Alt. Alternate Assessment
Assessment (AAA)
ACT Plus Writing
DIBELS Window

24 Five-Week Progress Reports

19 Instructional Days

JUNE 2015

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

APPROVED:
March 4, 2014

ENROLLMENT POLICIES

All students are required to be registered by and live with a parent or legal guardian within the School Attendance Zone of Litchfield Middle School. A social security card, birth certificate, current immunization form, transcript or report card, 2 legal residential proofs are required for enrollment, and all students using an F – 1 Visa will be required to pay \$1200 per year as reimbursement to the local education agency for tuition and fees. (Adopted, Board Policy 11-2-99).

BELL SCHEDULE

PERIOD	CLASS BEGINS	CLASS ENDS
Breakfast	7:25	7:45
Bldg Entrance & Lockers	7:45	7:50
Homeroom	7:50	8:00
1 st Period	8:04	8:53
2 nd Period	8:57	9:46
3 rd Period	9:50	10:39
4 th Period	10:43	12:08
5 th Period	12:12	1:00
6 th Period	1:04	1:52
7 th Period	1:56	2:45
Homeroom	2:49	2:55

Program of Studies

All students are required to take the following subjects:

- | | |
|-------------|----------------------------|
| 1. Reading | 5. Social Studies |
| 2. Language | 6. Physical Education/Band |
| 3. Math | 7. Elective |
| 4. Science | |

All students are required to take an elective from the designated list supplied to them at time of registration. Any student making unsatisfactory progress on State Testing may be scheduled into remediation class instead of an elective.

Report cards are issued each nine weeks on the Thursday following the end of the grading period. The grading scale is as follows:

A - 90-100	Excellent	D - 60-69	Below Average
B - 80-89	Above Average	F - 59 & Below	Failing
C - 70-79	Average		

Parents are required to sign the report card and return it to the school the next day.

Litchfield Middle School participates in “Making Middle Grades Work”. This initiative is supported by the Gadsden City Board of Education, the Southern Regional Education Board as well as the Alabama State Board of Education.

GENERAL FEES:

Locker Fee - \$15.00 (All Students)
Late Library Fee - .10 per day

Electives Fees:

Litchfield offers a variety of electives with a fee for the year and they are as follows:

Art – \$20.00	Band – \$20.00
Strings – \$20.00	Chorus – \$20.00
Family and Consumer Science – \$20.00	Keyboarding – \$20.00
Career Tech – \$20.00	Graduation (8 th grade only) – \$10.00

**All applicable fees are to be paid in full by the end of the first week of school or the appropriate administrative action will be taken. Non-Payment of fees may result in a change of elective course.

**GUIDELINES FOR PROMOTION AND RETENTION MIDDLE SCHOOL BOARD
POLICY GRADES 6-8**

PURPOSE

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

• **STUDENT RETENTION**

Students should demonstrate mastery in all core academic subjects (Language, Reading, Math, Science and Social Studies). Failure to obtain a passing grade (60%) in two C.A.C (Core Academic Course) subjects may be cause for retention. Indicators of mastery include the following:

- A. Obtaining a minimum passing grade (60%) in the teacher evaluation for each C.A.C. area.
- B. Achieving a minimum of proficient or better on the state administered standardized exam in each CAC area.
- C. The final comprehensive exam will be a factor in determining promotion.

- D. The Semester Exam at the end of the 2nd 9 weeks will be averaged in as one/fifth of that 9-weeks' grade average. The final exam will be averaged as one/fifth of the 4th 9 weeks grading period.
- E. Students who miss 20 or more days of school may be retained.

The student will be evaluated by the principal and teachers involved with the student's progress throughout the year. The student's intellectual, emotional, physical, and social development, age, motivation, and previous retention will be considered in the final decision.

- A. 6th and 7th grade students - If a student fails two C.A.C. subjects, one may be taken during summer school and the other may be made up in place one elective during the next school term. Therefore, both classes can be made up within one year's time without the student being retained. If a student does not attend summer school, the student will be retained since two credits could not be made up during the school year.
- B. 8th grade – If a student fails one C.A.C. subject that subject may be taken during summer school. If a student fails two C.A.C. subjects they will be retained since it would not be possible to make up any middle school credits at the high school.

- **RE-TESTING**

- A. Students who score below 70% on major tests will be given a re-test. (This does not apply to Pre-AP students, see Pre-AP section).
- B. The exact time of the re-test, i.e. after-school, during electives, etc. will be determined by the classroom teacher.
- C. If the student misses the re-test due to an **excused** absence, the student and the teacher will meet to discuss when the re-test will be administered.
- D. If the student misses the re-test due to an **unexcused** absence, they will not be able to re-test and will receive the original test score.
- E. The student will have **one** opportunity to improve their test score. The highest possible score they can receive on a re-test is a **70**. Example, a student scores a 52 on the first test, and then an 87 on the re-test, the student will receive a 70. If a student scores a 52, then a 68, the student receives a 68.

- **MISSING CLASSROOM ASSIGNMENTS**

When a student misses a classroom assignment, they have **three days** to make-up the assignment before receiving a **“0”**. For this example, let's say that the assignment is due on Monday.

- a. Student does not turn in assignment on Monday, they are told to return the assignment on Tuesday and they will receive a **10% deduction**.
- b. Student does not turn in assignment on Tuesday; they are given a home referral by the teacher. The student must bring a parent **and** the assignment to school on Wednesday to meet with the Principal or Asst. Principal. They will receive a **20% deduction**.
- c. Student does not turn in assignment on Wednesday; they are told to return the assignment on Thursday and they will receive a **30% deduction**.

- d. After Wednesday, the student will receive “0” for that assignment.

PRE-AP CURRICULUM

Gadsden City Middle Schools are dedicated to provide the students with the best educational opportunities. We feel that it is important to ensure that the students are ready for the rigors of high school. Therefore, Gadsden City Middle Schools offer a Pre-AP curriculum for Advanced Students. The Pre-AP curriculum will be designed after the AP curriculum at Gadsden City High School. The middle school teachers will work with the high school teachers to develop a challenging curriculum that will prepare students who will be taking AP classes. The administration will review students’ grades, test scores, and teacher recommendations to determine who is selected to be in the Pre-AP program. Five (5) points will be added to the **end of the year average** for Pre-AP students. This is in line with the AP curriculum at the high school. If you have any questions please feel free to call the school. By offering the Pre-AP curriculum at the middle school level, the student success rate at the high school will only improve.

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 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 officially approved documentation provided or approved by the State Department of Education. It is the policy of the Gadsden City Board of Education that students in grades 9-12 must register and begin attending classes no later than ten (10) days from the beginning of the semester in order to receive Carnegie unit’s credit for that semester.

- A. The student will be provided 180 days of instructional time per year.
- B. Make-up work will be provided for any authorized absences. An explanation must accompany the student on the day of his/her return to school and be turned into the monitor in the main hallway before homeroom.
- C. A check-in/out will constitute an absence in each subject missed.
- D. A student with more than 3 consecutive absences must have an excuse
Authorized by: a doctor, school nurse, or principal,
- E. Students with more than 20 absences are subject to retention.

STUDENT ATTENDANCE POLICY

ATTENDANCE AND ABSENCES

Good attendance is essential for educational progress, developing responsibility, and school funding purposes. Students should make every effort to be present, on time, and well prepared for class daily.

Students are expected to be in school except in cases of emergency or for reasons as explained in the code below. Up to ten (10) days of absences may be excused by notes from the parents. After ten (10) days, a doctor's excuse will be automatically required for each absence thereafter.

LEGAL EXCUSES FOR ABSENCE FROM SCHOOL

1. Student Illness
2. Death in the immediate family
3. Inclement weather (which would be dangerous to the life and health of the child as determined by the principal)
4. Legal Quarantine
5. Emergency Conditions (as determined by the principal)
6. Prior Permission (of the principal and consent of the parent or legal guardian)
7. Court-summoned appearances

The State of Alabama will not allow us to routinely excuse absences for.... Transportation Problems

-Out-of Town
-Sick family members (other than student)
-Rain

UNEXCUSED ABSENCES

1. Truancy
2. Parental Neglect

Unexcused Absentee Reports are submitted weekly to the Attendance Supervisor for the Gadsden City Board of Education. The parents of students who have unexcused absences will be held accountable according to the State of Alabama Compulsory Attendance Law.

3. Students will not be allowed to participate or attend extra-curricular activities on the day(s) of an unexcused absence.

OTHER ABSENCES

1. Student absences requested by parents for any other reason must be excused by the School principal prior to the absence.
2. Permission by the principal must be given for extra ordinary conditions and educational experiences (Parents should obtain permission in advance of the absence and the teachers should be notified beforehand). Participation in a scheduled school activity, which causes a student to miss class, is not counted as an absence but does require make-up work.

STEPS TO FOLLOW WHEN ABSENT

1. Have parent or guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature.
2. Upon arrival at school, present your excuse to someone in front office.
3. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed). Work missed during an excused absence must be made up within five (5) days from the date of the last absence.
4. If absence is due to reasons other than those listed as excused, parents or guardian should communicate with the principal before the absence for guidelines and permission.

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 Attendance Manual. **Three (3) unexcused within a school year constitute a student 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.
- b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. NO EARLIER THAN THE SECOND UNEXCUSED ABSENCE (CONFERENCE)

- a. The parent, 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. 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), s16-28-12 (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. NO EARLIER THAN THIRD 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), s12-15-100 and 105.*
- b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

ABSENCES OVER FIVE DAYS- A parent conference is required.

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

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 RESPONSIBILITY

- A. It is the responsibility of the student to complete all missed assignments during the session or a zero will be issued for the assignment(s).

- B. It is the responsibility of the student to make arrangements with the respective teacher to make up any missed exams.

STUDENT RIGHTS

- To be informed of School Board policies and individual school rules regarding absenteeism
- To appeal a decision pertaining to an absence
- To make up class work with a specified length of time when there is an excused absence
- Principal: Evaluation of student absences may be appealed to the school principal.

MAKE-UP WORK

It is the responsibility of the student to request “make-up work” and tests from each teacher, which must be completed within 3 school days from the day of absence. Only excused absentees will be permitted the opportunity to make-up work.

Students who fail to do assigned class work or homework more than once in a 9-week period shall be assigned appropriate interventions or consequences in order to comply with assignments. This effort is to assist parents in formulating good work habits in their children

LEAVING THE SCHOOL/CHECKING OUT

Students must be checked out through the main office only by a parent, legal guardian or designee of the parent. **PICTURE ID MUST BE SHOWN IN ORDER TO CHECK OUT STUDENTS.** Only a parent or legal guardian may check out a student unless their name appears on the registration form as one being authorized to check out a child. **No student will be allowed to check him/herself out and walk home even if parent gives permission by phone or note.** Students are counted absent from class while they are away from the building unless on a school sponsored trip. Therefore, all appointments should be scheduled after school hours. (Note: see Promotion/Retention and Make-Up Work). If a student returns to school later the same day, the parent or guardian must come into the building and sign the student back in to school. When a student becomes ill during school and wants to check out to go home, he/she must first get a pass from his/her teacher to go to school nurse and/or main office. The nurse and/or office personnel will call the parent or guardian so that they can pick up their child. The parent must sign the checkout list. After 10 checkouts excused by parent notes, a doctor’s excuse will be required.

ARRIVAL AND DISMISSAL

1. Due to supervision and safety considerations, students are not to arrive before 7:25 a.m. Upon arrival, they are to report immediately to their assigned supervised area in the gym or to the cafeteria for breakfast.

2. Failure to report to the assigned area will result in disciplinary action.
3. School begins at 7:45 a.m. and the students are considered late for school at 7:50 a.m.
4. After arriving on the school campus, students are not to leave until dismissal at 2:45 p.m. When school is dismissed, students are to leave promptly unless they are remaining for a school sponsored activity.

Promptness is very important and a responsibility to be assumed by all students. Students who arrive after 7:50 in the morning are to report to the main office. After, 8:00 A.M. late students are to report **WITH A PARENT** directly to the main office for admission to school.

Check-ins will be excused for...

1. Student Illness unless excessive
2. Doctor/Dentist Appointment - Dr. note required
3. Court-Summoned Appearances - Summons presented

The school will not excuse late check-ins for...

1. Oversleeping
2. Transportation problems
3. Alarm clock did not work, etc.

When a student is late to school:

***A STUDENT IS CONSIDERED TARDY AFTER THE TARDY BELL. PARENT SIGNATURE MAY BE REQUIRED, OR DOCUMENTATION FROM DOCTOR, DENTIST, COURT OR ETC.**

1. If arrival is during homeroom, the office assistant writes a tardy pass marking it as either excused or unexcused.
2. If arrival is after 8:00 A.M., a parent/guardian must sign the student in at the office.
3. When a student has accumulated **five (5)** tardies, **A PARENT** must accompany student upon return each time.
4. On the **eighth (8th)** tardy, student will be issued a home referral.
5. On the **tenth (10th) or more** tardy, the student will be issued ISS or OSS.
6. If a student is in the building and fails to report to first period or homeroom by the 7:50 tardy bell, they are considered tardy. It does not matter what time the student was dropped off at school. If the student has more than five (5) tardies, the parent or guardian must come into the building and sign-in the student.

TARDY TO SCHOOL POLICY

- | | | |
|------------------|---------------|---|
| 3 rd | Tardy | Warning and parent notification letter. |
| 8 th | Tardy | Home Referral (Parent must come to the school) and Parent must sign student into school for all tardies thereafter. |
| 10 th | Tardy or more | ISS OR OSS |

***Tardy count last for the length of one semester.**

Excused Tardiness:

Parent/guardian may check student into school 10 times for same reasons as listed under State recognized excused absences. Further check-ins will require a doctor's excuse or approval of the principal.

Unexcused Tardiness:

TARDY TO CLASS:

1. Upon the 2nd tardy, parent contact will be made by classroom teacher.
2. After the 4th tardy, discipline referral will be issued corporal punishment or intervention will be assigned.
3. 5th tardy and beyond to class will result in detention, ISS or possible OSS. This will be the administrator's discretion.
4. To class tardy count will start over at the beginning of the 2nd semester.

NOTE: Every ISS/OSS will always require a parent present to re-admit the student and obtain clearance pass from the Assistant Principal to school.

DRUG-FREE SCHOOL POLICY

The Gadsden City Board of Education (the "Board") has adopted the Gadsden City Board of Education Drug-free school Policy, (the "Policy"), a random alcohol and drug testing policy to promote the safety considerations noted herein and to deter the use of alcohol and drugs among high school students.

This policy will apply to three categories of students: (1) Activity students, consisting of students participating in (a) athletics or cheerleading (defined as any student, male or female, in grades seven through twelve, who is a member of any Board sponsored school sports team or cheerleading/dance squads), and (b) other school related extra-curricular activities (defined as any student male or female, in grades seven through twelve, who is a participant of a Board sponsored extra-curricular activity during the school day or after school); (2) Parking students, consisting of students operating or parking a motor vehicle on campus (defined as any student grades nine through twelve who operates or parks a motor vehicle "at school" as defined herein); and (3) Volunteer students who have been voluntarily added to the random pool with the consent of his or her parents.

Participation in extra-curricular activities or operating/parking a motor vehicle on campus are privileges, not rights. Students in these activities represent the school and the school system in interscholastic competition, public performances, and various other activities. They are role models for other students. Their use of abstinence from the use of alcohol or illegal drugs is likely to influence the choices of other high school students. In addition, the use or abuse of

alcohol and/or illegal drugs by athletes or cheerleaders is likely to increase student injuries to the use or others with whom he or she is playing. Student drivers are inexperienced and pose a substantial risk to the safety of themselves and others should they operate a motor vehicle on campus or elsewhere while under the influence of alcohol or illegal drugs.

SYSTEM FIGHTING POLICY

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

Disciplinary Action

FIRST OFFENSE:

3 days out of school suspension.

SECOND OFFENSE:

5 days out of school suspension.

THIRD OFFENSE

3 days out-of school suspension

Placement in Alternative Program for 30 school days or expulsion

SYSTEM & STATE DEPARTMENT SAFETY POLICY

The Gadsden City Board of Education is cognizant of the extreme danger posed to other students and staff members by students who bring operable firearms to school. The Board establishes a minimum two-year expulsion for any student bringing a loaded operable firearm onto any school campus. In addition, any student displaying or using in a menacing fashion a weapon will be recommended for permanent expulsion.

The program is designed to benefit all students by offering an additional means by which chronic misbehavior and violent acts can be corrected. We feel this is a stepping-stone toward corrective behavior and will lead to more academically and socially productive students.

Although this program is mandatory, it is not a disciplinary action. It is a positive way of correcting behaviors, which could lead to more serious disciplinary problems for the students.

Students selected will remain a part of the program until he or she displays a consistent behavior acceptable to the faculty and staff at Litchfield Middle.

As with any program, parental support is of the utmost importance. It is the partnership between school and parents that allows us to develop an instructional program, which will benefit all students. By correcting behaviors today, together we can develop a more productive member of society for the future.

Possession of any weapon will be treated as a major disciplinary infraction in accordance with the Code of Student Conduct for the Gadsden City Schools.

The State Department of Education and the governor’s office have established a Safe School hotline. Discovering that students knew of concerns before the Columbine incident, this number has been established for students and parents. Any threats, fears, or concerns for safety may be reported to **1-888-728-5437**.

HARASSMENT AND THREATS BY STUDENTS

Harassment and threats by other students will not be tolerated at Litchfield Middle School. If this occurs, the Administration will take appropriate action according to the policy of the Gadsden City School Code of Conduct.

Threats are very serious offenses and will be taken in this context by the Administration of Litchfield Middle School. Threats and harassment by students of other students at Litchfield may result in the filing of a formal harassment report at the school level, filing of a police report and referral to an alternative education program.

Listed below are some examples of offenses that will be considered harassment.

Badger	“Ragging” Students	Aggravate	Pushing
Irritate	“Cracking” on Students	Provoke	Intimidate
Pester	Annoy	Worry	

CELL PHONES/ELECTRONIC PAGERS/COMMUNICATION DEVICES POLICY

Gadsden City Board of Education realizes there is a need for students to have access to parents before and after school. Use of radios, cell phones, tape players, I-pods, mp3 players, beepers, and other electronic devices are prohibited during regular school hours. All devices must be turned off. This policy is designed to ensure the use of cell phones/electronic devices does not interfere with teaching and learning during the school day. Cell phones must not be visible during the school day. Cell phones are to be stored in the student’s locker and powered off. Possession of a cell phone/electronic device by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their devices. **Gadsden City Schools shall not assume any responsibility for the, loss, theft, or damage of a device, or unauthorized calls made on a cell phone.**

Disciplinary Action:

*** Failure to submit the electronic device when asked by any school board employee will result in a Class II Disciplinary offense for defiance. Two or more days OSS.**

FIRST OFFENSE: Device taken – Violation to be entered into discipline records. Parent(s) must come to school for conference with administration before device can be returned.

SECOND OFFENSE: Device taken – Violation to be entered into discipline records. Parent(s) must come to school for conference with administration before device can be returned. One day of after school detention.

THIRD OFFENSE: Device taken – Violation to be entered into discipline records. Parent(s) must come to school for conference with administration before device can be returned. One day ISS (In School Suspension)

FOURTH OFFENCE/SUBSEQUENT VIOLATIONS – Device taken – parent(s) must come to school for conference with administration before device can be returned. Suspension (Habitual offenders-One day OSS (Out of School Suspension))

Policy Regarding the Legal and Ethical Use of Technology Resources, Electronic Mail, and the Internet

INTRODUCTION

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

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

Thus, it is the intention of the Gadsden City Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Gadsden City Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

POLICY STATEMENT

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the Gadsden City Schools. Gadsden City Schools have taken filtering and supervisory precautions to restrict intentional and accidental access to inappropriate sites on the internet. (Reference Title XVII-Children’s Internet Protection Act)

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 the 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 reduced 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/of configurations, or change the restrictions associated with their accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

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

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

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

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

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

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System-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.

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 Schools' policy or adversely affect others. All contents and usage of electronic mail shall be the property of the Gadsden City School System.

INTERNET

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of the Gadsden City Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula. The Gadsden City Schools have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. We believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Internet access is

provided to allow students to conduct research and to communicate with others. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing the written permission of parents.

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.

To maintain system integrity and to insure that the system is being used responsibly, 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. The Technology Committee may only place home pages on the Gadsden City Schools World Wide Web server.

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

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

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

1. Sending, displaying, or downloading offensive messages or pictures.
2. Harassing, insulting, or attacking others
3. Damaging computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
4. Violating copyright laws
5. Using other user passwords
6. Trespassing in other user files, folders, or work, or intentionally wasting limited resources.
7. Using obscene language

MEDIA CENTER POLICIES

1. All students are encouraged and, at times, required to use the library media center. Responsible behavior from students is expected.
2. Books are checked out and returned on a weekly basis.
3. When a book is checked out, students will use the CONCOURSE automated checkout system. The student will use their last name and bar code number to check out books.
4. There is a limit of one book to be checked out per student at any time unless special permission is granted.
5. An overdue fine is charged for any late materials.
6. If a book is lost or damaged, the replacement cost will be \$10.00.
7. Each student and each teacher is responsible for materials checked out of the library.
8. Student's misbehavior, failure to return materials or failure to pay for lost or damaged materials will result in termination of checkout privileges and/or disciplinary action.

PHYSICAL EDUCATION POLICIES

All students are required by law to take physical education. If the student is unable to participate as expected, the parent must have on file in the principal's office a physician's written statement. If the impairment is temporary, the physician must specify how long the student is to be excused from P.E. Adaptive physical education will be provided for those who have physical limitations.

1. Students are to wear gym clothes and gym shoes while participating in any activity unless otherwise instructed by the teacher.
2. Students may not re-enter the dressing room during class time.
3. Students must respond to all commands, orders, requests, or directions from any instructor.
4. Students must obey safety rules during all activities.
5. Students are not to run through or disrupt any games or class activities, which are in progress.
6. Students are not to engage in any type of horseplay at any time.
7. Students should maintain noise levels appropriate for the activity participation. There will be no yelling or unnecessary commotion. No gum, food, drink, nor electronic devices will be permitted.
8. Students are not to loiter while waiting for friends.
9. All valuables must be secured. It is not advisable to leave purses or other valuables unattended or on the bleachers. It is suggested that they be left in your locker.
10. Students are to return equipment to the proper place at the end of the period.

FOOD SERVICES AND LUNCHROOM POLICY

Breakfast will be served in the cafeteria each morning from 7:25 to 7:45 and the cost is \$1.00. Lunches are served also in the cafeteria every day and the cost is \$2.50. A la Carte items are also available in the lunch line.

1. Students who qualify for free or reduced lunches must have their parents or guardians complete the forms and return them to school for verification before a free lunch or breakfast is received. This is a parental rather than a school responsibility.
2. Student behavior in the lunchroom, as everywhere on the school campus, should be based on courtesy, consideration for others and cleanliness.
3. Students must throw trays away as soon as they have finished their lunch.
4. Students will take care that the tables and surrounding areas are left in clean and proper order.
5. Students are to sit at assigned tables.
6. No student is to leave the lunchroom without written permission from the assigned lunch teacher.
7. Students are to report to the lunchroom and leave the lunchroom with their assigned teacher.
8. Students are to wait their turn in the lunch line without conversation. No student is to allow other students to break line.
9. Food is not to be taken from the lunchroom.

10. Only students who have purchased a school lunch are entitled to purchase “extras” in the lunchroom.
11. Quiet talking may be permitted by the Assistant Principal.
12. Students are not permitted to have carbonated drinks, gum or junk food on campus.
13. “Fast food” items are not permitted without administrative permission.

SPECIAL SERVICES

Students who are achieving below grade level may be referred for screening to determine if special services would benefit the child. A full continuum of resource classes and services are available: speech therapy, occupational/physical therapy, classes for students with mild and moderate disabilities, and adaptive physical education.

Title I support services are available for students identified by standardized testing and teacher recommendation.

School-wide-enrichment services and advanced classes are recommended for students showing above-average commitment to task and potential.

COUNSELING SERVICES

The school provides a developmental guidance and counseling program designed to meet the needs of middle school students. Assistance is provided to students in areas such as solving problems, adjusting to new situations, getting along with others, making decisions, daily living and educational career planning and testing. It is our desire to help each student reach for and realize his or her greatest potential.

Students and parents are encouraged to make an appointment with the counselor at any time. The parent, counselor or any staff member may initiate action to set up an appointment between counselor and student whenever they deem appropriate.

Please notify the school counselor if your child is experiencing difficulties, which may need understanding.

Litchfield Middle embraces the philosophy that parents and teachers, together, provide the most successful programming for students. We strive to prove that our school is a family-friendly network, which encourages close parent/school relationships.

If you have concerns about your child’s progress or program, please call the counselor at 492-6793.

NON-DISCRIMINATORY POLICY

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 age in its educational programs, activities, or employment policies. Inquiries or complaints regarding compliance with this policy may be

directed to Rick Arthur, Gadsden City Schools, P. O. Box 184, Gadsden, AL 35999 (205) 543-3512.

VISITORS

No visitors are allowed on campus or in the building without obtaining permission and registering in the main office.

THE GADSDEN CITY ORDINANCE NUMBERS 01379 STATES: BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GADSDEN, ALABAMA AS FOLLOWS:

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

SECTION 2: Available in the office.

SECTION 3: A violation of Section 1 of this ordinance shall be considered a trespass upon school property and shall be punished by a fine not exceeding \$500 dollars or imprisonment in the City Jail for a time not exceeding six months or both.

DRUG FREE ZONE STATEMENT

The school grounds of Litchfield Middle School are a Drug Free Zone. As an All American City, the goal is to Stop Crime. The Helpline number is 1-800-782-7288 and the police number is 549-3777.

The Gadsden City Board of Education (the “Board”) has adopted the Gadsden City Board of Education Drug-Free School Policy, (the “Policy”), a random alcohol and drug testing policy to promote the safety considerations noted herein and to deter the use of alcohol and drugs among students in grades 7-12 participating in extra-curricular activities or by choice of the parent.

SUPPLIES

School supply lists for each grade are available in the main office of the school prior to the start of school and are readily available at the school office throughout the school year. Only clear, see-through or mesh book bags are permissible. No bags large enough to carry books may be taken from class-to-class. Our Safe School Policy sets these standards and requires heavy coats to be secured in a locker for your child’s benefit. We are proud of the safe environment we are able to provide and appreciate the parental support of these standards. **All electronic equipment such as beepers, phones, radios, cameras, tape devices, CD players etc. are prohibited**

unless authorized by the principal and will be confiscated in accordance with state law. (Alabama Code section 16-1-27) with the student being subject to suspension or expulsion.
The administration and faculty of Litchfield Middle School will not be held liable for the return of confiscated items that students should not have been in the possession of.

Parents are responsible for seeing that students bring the appropriate supplies to class.

LOCKERS

Lockers are available for student use for \$15.00 per school year. Students are cautioned against telling their combinations to each other. If the combination becomes known, one cannot expect property to be safe. Each student is responsible for keeping his locker clean both inside and outside. Students do not go to lockers except at designated times. Student will not be allowed to stop at their lockers after every class period. Students should get book, paper, pencils and other materials needed at the designated time, including PE clothes and shoes. Books and clothes can be taken to the gym for PE but not valuables. Designated locker visits will eliminate the need to talk in the halls and ensure that each student will get to class on time.

STUDENTS MAY NOT SHARE LOCKERS. Students found to be sharing lockers will face disciplinary action.

Locker Times:

Before 1st Period (Get materials for 1st and 2nd periods)

After 2nd Period (Get materials for 3rd and 4th periods)

After 4th Period (Get materials for 5th, 6th and 7th periods)

***Go to locker after school to get materials for homework.**

The school retains joint control of all student lockers and the school reserves the right to open and search any student locker without notice to the student and/or without consent of the student.

TEXTBOOKS/LIBRARY BOOKS

All books are loaned to students for use during the school term. Each student is responsible for books issued and parents will be required to pay for lost or damaged books. Additional books will not be issued until payment is made.

Book-bags will only be used to transport books to lockers. Only “see-through” or “mesh” book-bags may be used to carry items to the classrooms.

DRESS CODE

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

expectations for student dress and appearance in order that school administrators, teachers, and parents will have clear dress and grooming guidelines to ensure that rules and discipline can be enforced consistently.

Specific Dress Regulations:

1. Good personal hygiene is to be observed at all times. Proper undergarments and shoes are mandatory. (House slipper type shoes are not suitable.)
2. Head apparel will not be worn inside buildings.
3. Nose, lip, or other body piercing other than earrings will not be allowed. No excessive ear piercing. No exaggerated accessories to include but not limited to: large loop earrings; large, long, and heavy chains. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
4. Sunglasses and colored shades will not be worn inside buildings.
5. No see-through, backless, or strapless shirts; no spaghetti straps or muscle shirts; no midriff or tube tops will be allowed. Tops made from spandex, mesh, or fishnet will not be allowed. Sports bra cannot be worn as outerwear on school campus. No part of the bra or any undergarment should be visible at any time. **NO TANK TOPS ALLOWED. Strapless tops or dress or shirts less than short sleeve are not permitted even when covered with a jacket.**
6. **Tight-fitting garments such as bike shorts, exercise pants, or stretch pants (including tights, tight fitting jeans/shorts, and jeggings) should not be worn, unless a dress or top past the fingertip is worn also.** Sleeping pants are considered unsuitable. **Pants with holes in inappropriate places will not be allowed. No pants with writing on the backside.** No underwear (includes gym shorts) should be visible at any time.
7. **NO SAGGING PANTS. NO UNDER GARMENTS SHOULD BE VISIBLE AT ANY TIME (including but not limited to sports shorts, boxers, underwear, etc.).** Belts must be worn at all times.
8. All shorts, skirts, skorts, or dresses must come to or extend below the tips of the fingers.
9. Beachwear and/or recreational (exercise) clothing are inappropriate school dress.
10. Clothing must not contain any writing, drawing, labels, or decals which could be offensive to others (including sexually suggestive wording). No clothing will be allowed that displays antisocial, immoral, or illegal behavior nor should clothing promote products which students may not legally buy, such as alcohol, tobacco, or illegal drugs. No clothing will be allowed at Gadsden City High School that depicts the name or logo of Gadsden High School, Emma Sansom High School of Litchfield High School.
11. All oversized jackets or coats made for outdoor wear such as starter jackets, overcoats, etc. must be placed in the locker first thing in the morning. With the instructor's permission, lightweight jackets and sweaters will be allowed in class.
12. In addition to articles previously mentioned: accessories, backpacks (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.

13. Any student's appearance that causes a disruption to the school climate will not be allowed.
14. At the high school level, cheerleaders and dance team members will be allowed to wear uniforms with opaque tights on game days. At the high school level it is believed that such a practice will help foster school spirit, as well as make others aware of athletic events.
15. 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 a referral to a counselor or principal. School "Dress Up" days are provided for in the regular calendar of activities during the year on a planned basis. The use of school time for initiation days by groups or organizations not sponsored by the school is prohibited.

FAILURE TO COMPLY WITH DRESS CODE WILL RESULT IN:

1st Offense: Student warning.

2nd Offense: Parent Conference

3rd Offense: Home Referral

4th Offense: Three (3) days of ISS

5th Offense: One (1) day of OSS

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

Corporal punishment may be used in place of ISS.

Dress Code is in effect upon student entering campus.

HALLS

Students should be in the halls only when moving between classes unless they have special permission or duties that require them to be there. **Students out of class must have a written pass from the appropriate staff person stating reason, destination, time of departure, and date.** The noise level in the hall will be held to an absolute minimum. When the "NO TALKING IN THE HALLWAY RESTRICTION IS IMPLEMENTED, TALKING CAN RESULT IN A CLASS I DISCIPLINARY REFERRAL". Students may go to lockers at designated times during the school day.

QUIET TIME POLICY

1st Offense- 30 minute detention after school

2nd Offense- 1 hour detention after school

3rd Offense- Parent Contact

4th Offense-Home Referral

5th Offense and Beyond- ISS or Corporal Punishment with parent permission

MEDICATIONS

1. A completed doctor and parent permission form for administering the medication must be sent with the medicine and signed by parent. This form can be obtained in the office.
2. Any over-the-counter medicine, such as Tylenol, cough medicine, throat lozenges & etc. **must** have a doctors form attached, stating amount, time and etc. for administering this. Students must leave this in the office.
3. No medicine should be kept by a student in their locker or purse. Any violation will result in disciplinary action.
4. Tylenol, Pepto-Bismol, etc. are not available in the office.
5. If possible, please ask your doctor to prescribe dosages that may be administered only at home.

SEARCHES

The school reserves the right to search any property of the school or student in accordance with board policy to maintain a safe and orderly environment. This includes lockers, desks, bags, purses, persons, or vehicles on school property as necessary.

TELEPHONES

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

STUDENT VEHICLES

1. Upon arrival to school, students will be required to park bicycles ridden to school in the designated area and left there until school is dismissed.
2. No student is to touch any vehicle from the time it is parked until leaving school at dismissal time.

STUDENT RECORDS

1. All student records are confidential and will be shown only to the teachers or parents involved or other authorized persons who have an educational interest in the student.

2. Parents who would like to see their child's permanent record or review his/her standardized test performance may do so by making an appointment with the counselor.

EXTRACURRICULAR ACTIVITIES

Students may participate in various extracurricular activities (clubs, organizations, teams, etc..) which may require financial commitments (fees, travel) and does not always guarantee (active) participation. This type of participation as a member is strictly voluntary but members must adhere to all rules, attendance, and behavior requirements. Service clubs, subject clubs, and athletics provide students with the opportunity to work as a team, provide humanitarian services, and develop greater responsibility. A 70 (C) average for all core-curriculum classes is a pre-requisite for membership. At the discretion of school administration, students may be denied participation or removal from extra-curricular activity participation due to discipline issues and/or excessive disciplinary referrals (including but not limited to athletics, dances and other school functions). Final decision will be made by school principal.

DANCE RULES

Dances are for Litchfield Middle School students only. If a LMS student wishes to bring a student from another middle school, he or she must have **prior permission from school administration**. A dance slip must be signed by the parent before consideration. The administration has the right to deny any student attendance and/or admittance into a dance. Please arrange pick-up 15 minutes before dismissal. Final decision will be made by school principal.

PARENT-TEACHER CONFERENCES

1. Parents who would like to request a conference with a teacher concerning their child's progress should call the counselor (256-492-6793).
2. All conferences requested by either the teacher or parent is to be held during the teacher's preparation period, before school, or after school.
3. Each party (teacher or parent) will be given, as stated by the Gadsden City Board of Education, a twenty-four hour notice in regard to the time and place of the conference.

iNOW HOME ACCESS

Parents/Guardians will be able to access their child's school information via the internet through the iNOW Home Access. User ID and password should be obtained in the main office. The website can be accessed through the Gadsden City Schools website www.gcs.k12.al.us . If problems arise when accessing information, please call the school at (256) 492-6793.

EMERGENCY SCHOOL CLOSING PROCEDURES

The superintendent's office is responsible for notifying the schools whenever the school day is canceled, delayed or students are to be dismissed. The decision to cancel the school day or a portion of the school day will be made no later than 6:30 AM. It will be announced on the following radio and TV stations: WAAX, WGAD, WMGJ, WKXX, Channel 33/40, Channel 6, and Channel 13. Students should refrain from calling the stations in order to keep the telephone lines open for official calls. Gadsden City Schools will use the SchoolCast Rapid Notification System. Login information should be picked up in the main office of the school.

WITHDRAWAL

24 hours prior to a transfer, the parent should notify the counselor or assistant principal to issue withdrawal forms. **All personal belongings must be removed from the locker, textbooks turned in, library books checked in, and all financial obligations paid before the student is officially withdrawn. (Library fines, lost books, and fund raising money must be paid in full, etc.)**

SCHOOL FIELD TRIP POLICY

Students that participate in school-sponsored field trip will follow the regulations and codes of conduct that are prescribed by the school. Students who fail to follow these regulations before or during the activity will forfeit their reservation (slot), deposits or any investment placed into the project. Administration has the right to deny students from attending field trips.

CLASSROOM DELIVERIES

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

CHECKS/MONEY

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

- Full Name
- Street Address
- Home and Cell phone numbers

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

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

How do you catch the disease?

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

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

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

**FOR MORE INFORMATION ON THIS AND OTHER VACCINE
RECOMMENDATIONS GO TO:
www.adph.org/immunization**

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I have (or will) read the Litchfield Middle School student Handbook and Promotion Retention Guidelines and reviewed all contents with my child. We fully understand the contents of the handbook and will follow the principles, rules, and regulations for the school term 2011- 2012

Student Signature

Parent/Guardian Signature

Date

Daytime Emergency Phone Number

Parent/Guardian certifies that he/she resides at _____

_____ with aforementioned student.

My child has permission to go on 'walking' field trips accompanied by a teacher.

_____ Yes _____ No.

My child may be checked out by the following people:

_____ Name	_____ Relationship	_____ Phone
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_____ Name	_____ Relationship	_____ Phone
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_____ Name	_____ Relationship	_____ Phone
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Student allergies or health conditions _____
