

# GULF SHORES ELEMENTARY SCHOOL

*Educate-Inspire-Empower*



**2021-2022**  
**Parent/Student Handbook**

## Table of Contents

WELCOME BACK	5
FACULTY & STAFF LISTING	6
FREE APPROPRIATE PUBLIC EDUCATION	7
PARENT NOTIFICATION & RIGHT-TO-KNOW - TITLE I PROGRAM	7
GULF SHORES ELEMENTARY SCHOOL MISSION STATEMENT	8
GSES PTSO	8
EQUAL EDUCATIONAL OPPORTUNITIES	9
PARENT RESPONSIBILITIES	9
PARENTAL EXPECTATIONS	9
PROCEDURES FOR APPOINTMENTS	9
ATTENDANCE & ENROLLMENT PROCEDURES	10
ABSENCES	10
TARDINESS	12
CHECK INS/CHECK OUTS	12
MAKE UP WORK	12
SCHOOL NURSE	12
SICK DAY EXCLUSIONS/WHEN TO KEEP YOUR CHILD AT HOME	13
ADDRESS/TELEPHONE CHANGES	13
CANCELLATION - EARLY DISMISSAL - LATE OPENINGS	13
CHANGE OF AFTERNOON PLANS	14
COMMUNICATION & COMMUNICATIONS FOLDER	14
DRESS CODE	14
GSES CELL PHONE POLICY	17
ELECTRONIC DEVICE POLICY	18

FORGOTTEN ITEMS	18
HOMEWORK	18
LOST AND FOUND ARTICLES	18
PHYSICAL EDUCATION	19
REPORT CARDS	19
SPIRIT NIGHT AND SPECIAL SNACKS	19
TELEPHONE	20
VISITORS	20
VOLUNTEERS	20
EMERGENCY DRILLS	20
SCHOOL SAFETY	21
IPADS AND TEXTBOOKS	21
CODE OF CONDUCT	21
BEHAVIORAL EXPECTATIONS	21
DISCIPLINE	23
CLASSIFICATION OF VIOLATIONS AND SANCTIONS	24
GIFTED EDUCATION SERVICES	29
SPECIAL EDUCATION PROGRAMS	29
COMPUTERS AND NETWORK RESOURCES ACCEPTABLE USE POLICY	29
WEBSITES	29
CHILD NUTRITION	30
AFTER SCHOOL DISMISSAL	30
<b>IMPORTANT DATES/SCHOOL CALENDAR</b>	<b>34</b>

# **Gulf Shores City Schools**

300 East 16<sup>th</sup> Street  
Gulf Shores, Alabama 36542  
(251) 968-9873 phone  
(251) 968-9855 fax

## **Board of Education**

Mr. Kevin Corcoran, President  
Dr. Nicky Gotschall, Vice-President  
Mrs. Kelly Walker  
Mrs. Dale Jernigan  
Mr. Frank Malone

## **Superintendent of Schools**

Dr. Matt Akin

## **Gulf Shores Elementary School**

1300 East 3<sup>rd</sup> Street  
Gulf Shores, Alabama 36542  
(251) 968-7375 (phone)  
(251) 968-7217 (fax)

### **Principal**

Dr. Alicia Early

### **Assistant Principals**

Sonya Price  
Dr. Tim Webb



Dear Parents and Students,

I am so excited to be starting this year with each of you at Gulf Shores Elementary School! Whether you are new to our school or have been here for years, we are looking forward to an amazing year of building community and learning from each other, so we can be better than our best. Within this document, you will find information regarding school procedures and behavioral expectations. Although this document may not contain all pertinent information, it should help guide and answer questions you may have.

Our goal as educators is to develop the whole child. In doing this, we understand that we have a duty to ensure students receive the best education possible, understand what is expected of them, and that our school and classrooms foster community and leadership so that we can fully engage our students and have them take ownership of their learning. We want students to want to be at school, see the value they bring to the school, and to make the most of their time while they are with us so that they can become productive members of the community one day. Our staff consists of amazing individuals, who are committed to our students. I have no doubt that with our dedicated staff and your support, this will be a stellar year for our students as they persevere, progress, and grow into their best self.

We know that an integral part of a child's success at school, is the partnership between the parent and school. Your participation in your child's education is essential to him/her meeting their full potential. Some ways to be involved and included are having open communication with your child's teacher and making sure your child knows that you are supportive of what is being done in the classroom with academics and behavior, making sure your child is rested and ready to learn each day, and when possible, attend school events.

It is our responsibility to keep a safe, positive, and encouraging environment for all students and staff at Gulf Shores Elementary. When you come to the school, you will notice that the outside doors will be locked. In order to gain access, you will need to show a picture id, identify yourself and who your child is, and let the front office know what the purpose of your visit is. All visitors must sign in and receive a sticker, which must be worn at all times while on campus. If you do not get a sticker and are seen walking the halls by a staff member, you will be escorted back to the front office.

If you have questions or concerns that are not found in the handbook during the school year, feel free to contact your child's teacher for guidance. We know that with open communication and a clear direction, your child will have a successful year.

Dr. Alicia Early  
Principal

**Gulf Shores Elementary School**  
**2021-2022 Faculty & Staff Listing**

7/14/21

Room	Administration	Room	Third Grade	Room	Enrichment	
Principal	Dr. Alicia Early		Erin Davis		Ashley Weekley	Library
AP	Sonya Price		Jennifer Schepker-Payne		Jaclyn Holland	Art
AP	Dr. Tim Webb		Anna Liebel		Gay James	Music
	<b>Instructional Coach</b>		Dana Craig-Walker - <i>chair</i>		Deborah Whetstone	Spanish
	Kelly Green		<i>Zach Beard</i>		<b>Nurses</b>	
			<i>Hannah McCloud</i>		Patti Sansom	
	<b>STEAM</b>		Beth Pearse		April Barnett	
	Hilary McKinney		<i>Molly Sparkman</i>			
	<b>Counselors</b>				<b>Office Staff</b>	
	Lyle Cooper		<b>Fourth Grade</b>		Jennifer McCurdy	Bookkeeper
	Jennifer Knight		Maggie Woodley		<i>Ali Key</i>	Registrar
	<b>Pre K</b>		Courtney Creel - <i>chair</i>		Karen Phillips	Clerk
	Tori Williams - <i>chair</i>		Stacey Smith		<b>Custodians</b>	
	Courtney Hogue		Christy Weems		LaJuana Luckett	
	Cassie Pulliam		Allison Davis		<i>Calvin</i>	
			Kim Pennington		<i>Adrienne</i>	
	<b>Kindergarten</b>		Liz Laskie-Corcoran		<i>Jamie</i>	
	Jamie Smith		<b>Fifth Grade</b>		<i>Erica</i>	
	Lindsay Taylor		Kerry Dey		<b>Aides</b>	
	Kristin Nolan		Jody Robinson		Lisa Williams	
	Tara Griffin - <i>chair</i>		Tish Martini-Gunter		Pattie Norris	
	<i>Kathy Helms</i>		Kristy Kirk		Ashley Butts	
	Vanessa Mathews		Kelly Nelson		Mitzi Nichols	
	Cassie Pulliam		Staci Robinson - <i>chair</i>		<b>Instructional Paras</b>	
	<i>Mary Oglesby</i>				<i>Amber Gerald</i>	
			<b>Phys. Ed.</b>		Donna Robinson	
	<b>First Grade</b>		Adam Key		<i>Shelley Papalia</i>	
	Kim Kalinauskas		Josh Burleson - <i>chair</i>		<b>Virtual</b>	
	<i>Tiffany Deese</i>		Sara Shaw		Sara Altmeyer	K-5th
	Lacey Clanton					
	Paula Stevens - <i>chair</i>		<b>Special Education</b>		<b>Rising Tide</b>	
	Tammy Shirley		Lacey Childress-Speech		Mary M Phillips	400 office
	Angie Austin		Allison Morgan - MD		<b>PTI</b>	
	Laura Shoemaker		Mara Woodson			
	<i>Pam Edenfield</i>		Kathy Corlew			
	<b>Second Grade</b>		Connie Johnston			
	Emily Corcoran		Kelly Sallin - <i>chair</i>		<b>Cafeteria</b>	
	Vicki Miller		Stephanie Montiel-ESL		Patricia Leone	

303	Dana Guthrie				Karen Keith	
304	Meredith Fredrickson - <i>chair</i>		MD Paras		Emma Knight	
308	Terri Peacock	413 MD	Carolyn Walsh		Kristie Wallace	
306	Amanda McAleer	413 MD	Megan Bussell		Deborah Walker	
310	Lacey Musgrove	413 MD	Daria Decuir			

## Guarantee of Free Appropriate Education

The Gulf Shores City Schools 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 evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services. Parents may contact the Office of Special Services Coordinator, Gulf Shores City Schools Board of Education, (251) 968-9873, for further information and/or to refer their child for an evaluation.

## Parent Notification that Gulf Shores Elementary School is a Title I “Schoolwide” Program

Title I is a federal program designed to help students in our nation’s schools. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

## Parents Right-to-Know

In accordance with the Title I program and the *Every Student Succeed Act (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child’s teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child’s level of achievement on any state academic assessments.

## Mission Statement

Gulf Shores Elementary School is a collaborative community where teachers and students are leaders of their own learning.

## Strategic Plan

**At Gulf Shores Elementary School, we will:**

- ✧ provide opportunities for students to choose pathways towards achieving their aspirations. Every student will know and share his or her unique gifts.
- ✧ expose students to an array of opportunities for discovering their unique gifts, thus achieving their personal aspirations.
- ✧ promote a dynamic of learning and teaching that promotes questioning and risk taking. Our students will possess the confidence to lead positive change.
- ✧ create a culture of inclusivity and respect, our students are emotionally secure.
- ✧ customize and create global, innovative learning environments. GSES students are savvy and in tune to their place in the world.

## GSES PTSO

On behalf of the Gulf Shores Elementary School PTSO, we want you to feel informed so that you can be involved in your child's life at school. We need your help to continue to make GSES the best it can be! We will be communicating throughout the school year about opportunities for parents to help. You can reach the PTSO at [gsespto@outlook.com](mailto:gsespto@outlook.com). Please keep an eye out for announcements via our Gulf Shores City Schools Facebook page and at <http://gsboe.org/schools>.

Sincerely,

PTSO PRESIDENT Tanner Howard

Vice President Daphne Goodman

Treasurer Shelby Jurkiewicz

Secretary Mary Robertson

Volunteer Coordinator Courtney Steffek

Community Liaison Caroline Walsh

Parliamentarian George Nick Autrey

Members at Large Ginny Gilbert, Valerie Matthews, Jennifer Spruiell,  
and Kristie Van Eberstein-Wheelles



## EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board that no student shall be denied the benefit of any education 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 GSCS Board that barriers to enrolling and retaining students with limited English proficiency, homeless status, migrant status and immigrant status shall be removed, including but not limited to, the denial or delay of enrollment of such students due to lack of birth certificate, lack of school records or transcripts, lack of immunization or health records, lack of proof of residency, lack of transportation or guardianship or custody requirements.

## PARENT RESPONSIBILITIES

Parents/legal custodians and guardians are responsible for the child's attendance and conduct in school. Under Alabama Law, parents/guardians who fail to compel their child to regularly attend school or fail to compel their child to properly conduct himself or herself as a student in accordance with the written policy on school behavior are subject to sanctions or truancy hearings. Our parents/legal custodians and guardians are required to read and share with their child the Gulf Shores City Schools Parent and Student Handbook. The GSCS Code of Conduct can be found on the city school's website at [gsboe.org](http://gsboe.org). The parent/legal custodian and guardian confirms that they have read the handbook during the online registration process.

## PARENTAL EXPECTATIONS

- Parents must always check in with the front office. Parents are not to visit classrooms without consent from administration.
- When on campus, at school-sponsored functions, or on school field trips, parents must follow all school rules.
- Parents will dress in a manner that reflects school pride.
- Gulf Shores Elementary School is a smoke-free campus. Smoking is not permitted in any school building, on school grounds, or on school field trips. E-Cigarettes are not allowed on campus.
- Students should arrive at school on time.
- Review daily lessons/assignments with students

## PROCEDURES FOR APPOINTMENTS

Arrangements for appointments with teachers may be made by leaving a message with school office personnel or by contacting the teacher by email. The teacher or staff member with whom you wish to meet will return your call or email to make the appointment at his/her convenience. You may also have your child hand deliver a note requesting an appointment. The teacher will inform you in writing, by email, or by phone of an available conference time. Our phone number is 251-968-7375. You may find teacher email addresses on our website under teacher directory. Teachers will also send contact information home to parents.

## ENROLLMENT REQUIREMENTS

Students entering Pre-kindergarten must be four (4) years old on or before September 1st. Students entering kindergarten must be five (5) years old on or before September 1st. Boys and girls entering grade one must be six (6) years of age on or before December 31. This extends the timeframe from the current date of on or before September 1 for first grade only. Students enrolling in Gulf Shores Elementary School for the first time must present the following documents:

1. A certified birth certificate
2. A current immunization form. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.
3. Three (3) proofs of residency. One having to do with the mortgage or lease. The other two need to be current utilities. Or, one utility bill and something from the government or a pay stub is acceptable.

The following items are also be required:

2. A recent report card or withdrawal form from last school attended
3. A copy of guardianship papers, if applicable.

## WITHDRAWAL PROCEDURES

Advanced notice should be given to the school before students are withdrawn. Textbooks, library books, lunch payments, etc., must be cleared before students transfer to another school.

## STUDENT RECORDS

Gulf Shores City Schools shall adhere to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records.

## ATTENDANCE PROCEDURES

School attendance is extremely important for academic success and for the development of quality work habits. Getting to school at the proper time is also important. Our school hours are 7:50 until 2:50.

## ABSENCES

Students in grades K-8 schools may not exceed (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 the 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. State law stipulates that absences are to be classified into two categories - excused and unexcused. Parents are allowed to excuse 9 absences through a simple note from home. On the first day following an absence from school, the student must bring a written note from the parent or guardian or a physician note explaining the reason for the absence. Our computer system automatically records an absence as unexcused. The parent or physician note allows the registrar to change the absence to be excused. There is no maximum allowed number of physicians excuses for absences. Parents have three days to email, fax, or send a statement with an explanation of the reason for the absence and the date of the absence.

Absences may be **excused** for the following permissible reasons:

Student illness/Hospitalization

Court Subpoena

Religious Holidays

Inclement weather which makes it dangerous to attend school (as announced by the Superintendent)

Legal quarantine

Death in the immediate family

Emergency condition as determined by the principal or superintendent

Observance of traditional religious holidays of local, national, or international origin when verified by the student's minister or religious leader.

Examples of **unexcused** absences are truancy, parental neglect, student working, or simple failure to turn in proper written excuse within three days of absence.

TRUANCY	SANCTIONS
FIRST UNEXCUSED ABSENCE	WARNING: PARENT NOTIFIED OF TRUANCY BY LETTER FROM THE SCHOOL.
FIFTH UNEXCUSED ABSENCE	DISTRICT-LEVEL MEETING WITH ATTENDANCE OFFICER
SEVENTH UNEXCUSED ABSENCE	EARLY WARNING PROGRAM AT CITY COURT- CERTIFIED LETTER MAILED TO PARENT (SCHOOL ADMIN WILL ATTEND)
EIGHTH UNEXCUSED ABSENCE	MANDATORY VISIT BY DISTRICT PERSONNEL
TENTH UNEXCUSED ABSENCE	FORMAL TRUANCY PETITION FILED

**\*Optional intervention steps such as meetings with or visits by GSES administration may occur intermittently along this timeline.**

## **SCHEDULE/TARDINESS**

It is essential for the orderly start of the school day that each student is on time. School begins promptly at 7:50 a.m. Students are expected to be in their classrooms at that time. Students who ride the bus will be on time for school each day.

## **CHECK INS/CHECK OUTS**

Students who are not in class at 7:50 a.m. are considered tardy and must enter the building through the front office entrance. A parent/guardian must accompany tardy students to the school office to check in if arriving after 7:55 a.m.

Parents/guardians may be allowed to check a child out of school early for a valid reason (i.e. sickness, doctor appointments, etc.) Written, faxed, or emailed permission from the parent/guardian is required to authorize someone other than the parent to check out a child. A picture ID is required to check out a student. For your child's safety and security, no exceptions will be made to this policy. Students checking out before 11:30 a.m. will be counted as absent for the entire day. Checkouts after 2:30 p.m. should be limited to emergency situations.

## **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. It is the responsibility of the student to request make-up work and submit it within the required time frame.

## **SCHOOL NURSE**

Screening programs include vision and hearing screening in grades kindergarten and second and scoliosis screening is provided in grades 5-9 (ages 11-14), as mandated by state law. Various health education programs are provided annually. Special emphasis is given to "hand washing" and "cough and sneeze etiquette" programs. Individualized Health Care Plans and/or Emergency Action Health Care Plans are developed for all students with chronic health care conditions. In order for a student to receive prescription medication at school, the parent/guardian and physician must sign the ALSDE School Medication Parent/Prescriber Authorization form granting permission to the School Nurse to administer the medication. The delegating registered school nurse must evaluate and approve all over-the-counter medicines and parent instructions. The parent or guardian shall deliver all medication to the school nurse in the original container with clear, current instructions. Should you have questions or concerns regarding this information, please contact our school nurse, Patty Sansom, at 251-968-7375. The school nurse will provide treatment of minor injuries. She will be sending out more information to parents periodically throughout the school year.

## SICK DAY EXCLUSIONS

As a parent, there are times when you are unsure whether your child should attend school and when to seek medical care. This list serves as a guideline in managing students and is not inclusive. All students will be evaluated on a case by case basis by the school nurse. The decision to send your child home will be made on an individual basis based on the school nurse's professional judgement. The goal is to keep your child safe and healthy.

## ADDRESS/TELEPHONE CHANGES

Changes in your home address or phone number should be reported to the GSES school office (251-968-7375). Any cell phone number change, email address change, or change in your place of employment or employment phone number should also be reported to the school office so that we will be able to reach you in the event of an emergency. Also update contact information or numbers. At Gulf Shores Elementary School, we cannot release a child to any person who is not on the child's contact information in PowerSchool. Also, all persons who will be picking up a child will be required to show his or her Driver's License or ID before entering the building and/or picking up the child. This is essential also in the event of an early dismissal from school.

## CANCELLATION - EARLY DISMISSAL - LATE OPENINGS

School may be cancelled or dismissed early due to weather or other emergency conditions. Students and parents are expected to plan in advance for this possibility and discuss what to do and where to go in this type of situation. The decision to cancel school, open late, or dismiss early will be determined by the school superintendent. We will take whatever measures are necessary to maintain everyone's safety. In that effort, we request that parents help us keep the school lines free by monitoring other sources of information about closings, so that we can make and receive contact from our Board of Education, civil service agencies, etc. A rapid communication system and/or parent email will be activated by the principal or superintendent to notify parents. Please listen and watch for announcements regarding Gulf Shores City Schools. Parents are also encouraged to monitor media outlets such as television and radio stations for announcements. The Gulf Shores City Schools website is frequently updated with important changes. When parents arrive after the superintendent has closed school, normal dismissal rules apply. As always, if the superintendent has not dismissed school, regular checkout procedures apply. See check in/check out procedures. It is very important that you keep us updated of any changes in the contact information and phone numbers so that you will be contacted in the event of a change. If school is dismissed early, travel conditions may deteriorate to the point where it is not safe for students to walk home or make it difficult for parents to come get their child from school. If the situation is judged to be too dangerous, students will be held at school. Staff members will remain at school to ensure the safety of the children. If there is any doubt about safety, we will err on the side of caution and hold the students at school. If administration decides the situation is safe enough, everyday walkers may be released on a case-by-case basis with administrative approval.

## CHANGE OF AFTERNOON PLANS

Routines are essential for a safe and timely dismissal. Last minute changes can cause confusion. Establish a consistent dismissal routine with your children. When students know that they always go home a specific way, they are less likely to get confused and more likely to get home safely and on time. If arrangements for your normal afternoon pick-up change, please notify your child's teacher by note or email prior to the day of the change. PLEASE DO NOT CALL THE OFFICE WITH CHANGE OF AFTERNOON PLANS, UNLESS IT IS A TRUE EMERGENCY! These messages are difficult (at times impossible) to get to teachers and students. For safety reasons, the office or the teachers cannot take the word of a student that plans have changed. Unless the front office is officially notified, students will be directed to follow regular procedure. Bus notes: Due to limited room on our buses, students may not ride home with a classmate on the bus (if it is not the same bus he or she usually rides). If there is a family emergency or hardship and your child needs to change transportation plans, please contact Dr. Alicia Early, Principal, Mrs. Sonya Price, Assistant Principal, or Dr. Tim Webb, Assistant Principal for prior approval.

## COMMUNICATION

We encourage open, frequent communication between school and home. Regular contact between the home and school helps our children see that both parents and teachers care about them and their progress. Teachers will communicate information regarding homework, curriculum updates, important dates, field trip information and so on. If you have questions or concerns, please communicate with your child's teacher first. A conference may be needed and can be requested by the teacher or the parent. If, after consulting with the teacher, parents continue to have concerns, they may then choose to contact administration. The principal, Dr. Alicia Early, sends out frequent emails to parents and guardians. Dr. Early, Mrs. Price, and Dr. Webb are always available if you ever have an issue or question. The office number is 251-968-7375. Email addresses: Dr. Alicia Early, [aearly@gsboe.org](mailto:aearly@gsboe.org), Sonya Price [sprice@gulfshorescityschools.org](mailto:sprice@gulfshorescityschools.org), or [twebb@gsboe.org](mailto:twebb@gsboe.org)

Students will receive a Teacher/Parent communication folder. Please check the folder daily for important information about your child's progress.

*The Wave*, our parent bulletin, is one of the most important communications sent home by Gulf Shores Elementary School. Please read this bulletin carefully. It contains announcements of meetings, dates of important events, change of dismissal times, and announcements concerning the school. As a general rule, bulletins are sent home once per month. *The Wave* will also be posted on our school website and Facebook page.

## DRESS CODE

Gulf Shores City Schools in collaboration with the Gulf Shores parents, students, and employees have created the following dress code. Students are expected to dress with respect toward self, family, school, and community using reasonable standards of cleanliness and decency throughout various situations. All students must follow the dress code while attending school, riding buses to and from school, and participating in school functions, unless otherwise indicated by the principal. Final dress code interpretation is at the discretion of the administration.

## GSES DRESS CODE

### **Clothing and/or Accessories Guidelines:**

#### **Tops:**

- No pictures, emblems or writings on clothing that are lewd, offensive, vulgar or obscene. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, may not be worn.
- Spaghetti straps and strapless are not permitted. No garments that are see-through or show midriff, lower back or cleavage. Fabric should cover your front, back, sides, and under the arms.
- No oversized or overly tight tops.
- Tank tops or undershirts are not permitted to be worn as tops.
- Tops and bottoms must overlap at all times, including when arms raised.

#### **Pants:**

- No sagging or baggy fit and must be worn at the waist.
- No see-through pants/leggings may be worn.
- Leggings may be worn only under shirts or dresses that come to the top of the thigh.
- No oversized or tight pants.
- No holes in jeans in inappropriate areas.
- Sweatpants and warm-up suits are permitted.
- Pajama pants are not permitted.

#### **Shorts:**

- Must be visible under shirts.
- Spandex, biker, or see-through shorts are prohibited.
- Shorts must have a minimum of a four-inch inseam - including athletic shorts

(Nike type shorts).

#### **Dresses & Skirts:**

- Spaghetti straps and strapless dresses are not permitted.
- Bottom of skirt and/or slit cannot go above mid-thigh.
- Elementary Students: Shorts/Leggings must be worn under all dress/skirts.

**Shoes:**

- Must be worn at all times and fastened properly.
- No bedroom slippers.
- Closed toe shoes should be worn for safety.

**Accessories:**

- Hats, caps, sweatbands or other head covering will not be worn in the school building religious and themed dress-up day are exceptions). Headbands are allowed but not as head covering. Students may have specific attire required for certain field trips, classes or labs. Students are expected to adhere to these requirements as directed by the teacher.

**Progressive Disciplinary Action for Dress Code Violations:**

VIOLATIONS	SANCTIONS
FIRST OFFENSE	WARNING. STUDENT CHANGES CLOTHES. IF NOT POSSIBLE ASSIGNED TO OCS FOR DAY PARENT NOTIFIED.
SECOND-THIRD OFFENSE	BREAK DETENTION. CHANGE CLOTHES. IF NOT POSSIBLE, ASSIGNED OCS FOR DAY. PARENT NOTIFIED.
FOURTH OFFENSE	MEET W/COUNSELOR. CHANGE CLOTHES. PARENT NOTIFIED OF MEETING. INVITED TO ATTEND.
FIFTH OFFENSE	1 DAY OCS. CHANGE CLOTHES. PARENT NOTIFIED.
SIXTH OFFENSE	2 DAYS OCS. CHANGE CLOTHES. PARENT NOTIFIED.
SEVENTH OFFENSE	1 DAY OSS. PARENT NOTIFIED.



## GSES CELL PHONE POLICY

1. Elementary students may bring cellphones to school, but cell Phones must be TURNED OFF and STORED while on campus.
2. Cell phone policy on bus will be bus driver's discretion.
3. If a student must use cell phone before or after school, he or she must ask a member of faculty or staff and do it in their presence (this includes outside bus duty and car duty).
4. If a cell phone simply goes off during class or school, but the student is not using it, the teacher will allow the student to turn it off, and place on the teacher's desk until class dismissal. If during hallway transition, the student will put it away.
5. If a student goes to the bathroom, he or she will leave their device on the teacher's desk.
6. If a student is caught using a cell phone during school hours without permission, the teacher or staff member will:

VIOLATIONS	SANCTIONS
FIRST OFFENSE	-TEACHER WILL TAKE CELL PHONE & TAKE TO OFFICE WITH REFERRAL SLIP. PARENT OR GUARDIAN WILL BE CALLED TO PICK UP PHONE THAT DAY. STUDENT RECEIVES WARNING-1 <sup>ST</sup> OFFENSE
SECOND OFFENSE	-SAME PROCEDURE. PHONE KEPT FOR 5 DAYS BEFORE PARENT OR GUARDIAN MAY PICK IT UP. STUDENT ASSIGNED 1 DAY OCS.
THIRD OFFENSE	-SAME PROCEDURE. PARENTS PICK UP PHONE. STUDENT CELL PHONE PRIVILEGES REVOKED FOR THE SCHOOL YEAR. STUDENT ASSIGNED 2 DAYS OCS.
FOURTH OFFENSE	-SAME PROCEDURE. PARENTS PICK UP PHONE. STUDENT ASSIGNED 3 DAYS OSS; CELL PHONE PRIVILEGES REVOKED FOR SCHOOL YEAR.

This is a progressive discipline policy.

## ELECTRONIC DEVICE POLICY

Personal wireless communication devices include, but are not limited to, cellular telephones, smart phones, email devices, tablets, or any other electronic communication device. Elementary students may possess a cell phone or other personal, wireless communication device on school property; however, they must be **TURNED OFF** and **STORED** during the school day. The school assumes no responsibility for theft, loss, or damage to any personal, wireless communication device.

Electronic devices shall be subject to search in accordance with applicable state and federal law. Electronic devices will be receipted and surrendered to law enforcement personnel upon request of law enforcement.

## FORGOTTEN ITEMS

During school hours, student items may be dropped off in the office; however, the student will not be notified until there is a break in instructional time. This encourages student responsibility and diminished disrupted class time. While we do understand this presents certain issues when homework, lunches, books, etc. are left at home. Please understand this policy is in place for the benefit of all students and teachers as we keep our school day running smoothly.

## HOMEWORK

Homework is an important part of your child's education. Assignments can be located in the communicator, planner, and teacher website. The grade level School-Parent Compact Commitment that found at the end of the Student Handbook delineates the parent and student responsibilities to complete homework and read. Commitment to homework practice oftentimes can make the difference in whether a student is academically successful or not. To encourage responsibility, students are expected to take the communicator and/or planner home each afternoon. Classrooms will not be unlocked for students after school to retrieve homework assignments.

The following procedures have been established for students to continue to build their reading and mathematical skills while at home.

1. Students should read up to 20 minutes a day.
2. Students should practice math facts daily.
3. At times, it may be necessary for parts of or complete projects to be done at home versus school.

## LOST AND FOUND ITEMS

Many pieces of clothing are left unclaimed. If not claimed before the Winter Holidays, and at the end of the school year, unclaimed items will be donated to charity. If you have lost an item, check the lost and found and claim your belongings. It is a good idea to label all clothing. Ask your child to check the lost and found immediately if an item is lost. Parents may also check the lost and found box for misplaced items.

## PHYSICAL EDUCATION

Students are expected to participate in physical education activities daily. If a student is unable to participate, a note from the parent or doctor is requested. Appropriate assignments will be given in place of physical activity. Be sure to speak to the teacher directly if a serious medical problem exists. Also, proper footwear is required to participate. Your child's PE teacher will go over these requirements.

## REPORT CARDS

Report cards are sent home every nine weeks. Our report card is designed to present, as nearly as possible, an accurate picture of how your child is progressing. Report cards are sent home with the student for first, second, and third quarter. Fourth quarter report cards are mailed home after school ends. Progress reports will be sent home at the mid-point of each reporting period.

## SPIRIT NIGHT AND SPECIAL SNACKS

Family Spirit nights are held during the school year, and Gulf Shores Elementary receives proceeds from these events. Kona Ice is a Special Snack available to students periodically during their PE time. Students are invited to bring money to purchase a Kona Ice, flavor of their choice. Prices are as follows: \$3.00, \$4.00, and \$5.00 for a collector's cup with a \$3.00 refill anytime. Pizza snack is a special snack. Students must turn their money in the day before. Cost is \$2.00 a slice. Parents may pay online for pizza for the entire school year. Students will receive their pizza in the afternoon on the pizza snack day. No refunds are given for absent students. These events are optional. We appreciate your support.

## FIELD TRIPS

Students participating in school-sponsored field trips must return written permission forms from parent or guardian along with the designated fee by the deadline indicated. Siblings, or other relatives, are not allowed to accompany parents who act as chaperones on field trips. All students and chaperones will travel to and from the field trip location via a school or commercial bus. **Guidelines for chaperones are in the back of this handbook.** Please note that excessive discipline issues may keep a child from attending a field trip.

## EXTENDED-DAY PROGRAM

The Extended-Day Program operates from 3:00 p.m. to 5:30 p.m. Monday-Friday, except on school holidays. Parents may pay extra if their child needs to stay until 6:00 p.m. Information concerning enrollment and fees for this program are available through the school office.

## TELEPHONE

Students may use the telephone in the front office for emergencies only. Students must have the permission of their teacher, the school secretary, or administration. It should not be used for forgotten homework, lunch money, etc. Afternoon transportation plans or social plans should be made prior to the child coming to school. Teachers will not be asked to interrupt instruction for a student to use the office phone. The secretary will take phone messages and email them to the teachers who will return your communication at their convenience.

## VISITORS

We welcome visitors to our school! For the safety of the students, all visitors must go directly to the office to secure a visitor's pass. Classes must not be interrupted. For the first week only, parents may escort kindergarten students to their room. For the first two weeks, no parents may eat with their children in the cafeteria, although volunteers are welcome. This is subject to change as needed.

## VOLUNTEERS

Your volunteer time is very much appreciated by the staff. To ensure safety and confidentiality of all our staff and students, volunteers must sign the Volunteer Policy.

- All volunteers need to enter and leave the building through the front entrance, sign in and sign out at the office counter, and wear their badge when in the building.
- Please visit only your volunteer areas when in the building.
- Please use the adult restrooms.
- Please follow afternoon pick up procedures. Do not pick up your student from the classroom.
- Please park in designated parking spaces, never blocking car or bus lines or loading zones.
- Background checks must be completed for any volunteer who will have access to any child without others being always present.

## EMERGENCY DRILLS

Fire, severe weather, and lockdowns drills are practiced regularly. In the case of severe weather, students will be dismissed once administrators receive information that the situation is safe.

## **SCHOOL SAFETY**

Gulf Shores Police School Resource Officers are in our schools to help ensure safety. We also have a schoolwide safety plan in place. All doors are kept locked. Our students know that to maintain security in our buildings, they do not open the doors for visitors or leave doors propped open. The school has a Safety and Security Plan for emergencies such as fire, bus emergencies, floods, tornadoes, bombs, intruders, structure failures, etc. A crisis team is in place to ensure that a safe course of action is taken during any emergency. Also, students may not remain on campus after regular school hours unless they are involved in teacher supervised activities. Students are not allowed to stay on campus after school unsupervised waiting for sports events, dances, etc.

## **IPads AND TEXTBOOKS**

IPads and textbooks are issued to the students. The student or parent has the responsibility of paying for lost or damaged books, iPads, and/or chargers.

## **CODE OF CONDUCT**

Instruction should occur in an environment that is conducive to learning. Effective instruction requires order and discipline which may be described as the absence of distraction, friction and disturbances which interfere with the effective functioning of the student, class, and school. All students and parents must acknowledge that they have read the GSCS Code of Conduct, which can be found under “Parents” on the school district website at [gsboe.org](http://gsboe.org).

## **BEHAVIORAL EXPECTATIONS**

In order to promote a safe and orderly environment on the campus of Gulf Shores Elementary School, all students must adhere to specific expectations established by staff and faculty. Students are expected to:

### **HALL/SIDEWALK**

- L-Leave hands and feet to yourself
- E-Everyone is quiet
- A-All walking in a straight line on the right side of the halls
- D-Don't touch the walls

### **ASSEMBLIES**

- L-Listen and be respectful
- E-Everyone follows the directions
- A-All hands and feet to self and bottoms on the floor
- D-Don't get up or leave until directed to do so by an adult

### **CAFETERIA**

- L-Leave it clean
- E-Everyone seated until clean-up/dismissal
- A-All hands and feet to self
- D-Don't play, just eat

## BATHROOM EXPECTATIONS

L-Leave it neat and clean

E-Everyone is quiet

A-After finished, flush and wash your hands

D-Don't play

## Anti-bullying ~ We will not bully others.

- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school or an adult at home.
- Students should report bullying to the adult on duty right when it happens. What is bullying?
- Bullying is repeated, unwanted, aggressive behavior that involves a real or perceived power imbalance.

Field Trips and Extracurricular Events ~ High expectations of GSES student behavior extends off campus when it is a school related event, such as a field trip or sports event. All students are responsible for their own behavior and must remember that their behavior reflects on all of us. All students should respect the rights and property of others and be courteous and kind at all times.

School Wide Policies ~ We feel that learning can best take place in an atmosphere free from disruptive behavior. Each student must learn to accept responsibility for his or her own behavior with the full awareness of the consequences. We solicit your assistance toward our goal so that each child has a successful experience each day.

We ask that each student show respect for the property of others, no matter how small.

## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

Teachers will determine their own classroom rules. However, as a school, GSES will follow the guiding principles of Positive Behavior Interventions and Supports (PBIS) as a schoolwide approach to behavior management and discipline. PBIS uses increasing levels of support for students. This is similar to other tiered approaches like response to intervention (RTI).

GSES PBIS Guiding Principles:

- Our students can learn behavior expectations for different situations.
- We will teach expected behaviors through explicit instruction, with opportunities for students to practice behavior and get feedback.
- Stepping in early can prevent more serious behavior problems.

- Each student is different, so we need to give many kinds of behavior support.
- How we teach behavior should be based on research and science.
- Tracking our students' behavior progress is important.
- We will gather and use data to make decisions about behavior interventions.
- Our staff members will be consistent in how they encourage expected behavior and discourage misbehavior.

GSES will utilize three tiers of PBIS support:

**Tier 1: Universal, schoolwide system for everyone.** All students at the GSES will learn basic behavior expectations, like respect and kindness. Our staff will recognize and praise students for good behavior. Small rewards, like tokens or prizes, may be used to recognize kids. Positive Office Referrals will be used.

**Tier 2: Extra, targeted support for struggling students.** Some kids have a harder time with behavior expectations. GSES will give these kids evidence-based interventions and instruction.

**Tier 3: Intensive support for individual students.** Our third tier of PBIS is the most intensive. It's for students who need individualized supports and services because of ongoing behavioral concerns.

## DISCIPLINE

Violations are grouped into three classifications:

Class I -minor, Class II -intermediate, and Class III -major. School administrators will determine the classification, if any, after speaking with the student and school personnel. Students are entitled to due process. The full student Code of Conduct outlines the offenses and disciplinary actions. Please refer to the Gulf Shores City Schools Code of Conduct found on [gsboe.org](http://gsboe.org). Violations apply to student conduct on a school campus, at a school related event, while being transported by bus to or from school or school related events, or off-campus misconduct that has a direct effect on good order and general welfare of the school.

## CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Nonconformity to the rules is a violation of the Student Code of Conduct.

### CLASS I

VIOLATIONS	SANCTIONS
CLASS I VIOLATIONS	CLASS I SANCTIONS
-DISTRACTION OF OTHER STUDENTS	-CONFERENCE WITH STUDENT
-BULLYING, INTIMIDATION, HARASSMENT OF STUDENT, MINOR OR ISOLATED INCIDENT	-CONFERENCE WITH PARENT
-TARDINESS	-VERBAL WARNING, REPRIMAND FROM ADMINISTRATION
-NON-DIRECT USE OF PROFANE LANGUAGE OR OBSCENE GESTURE	-LOSS OF PRIVILEGES
-NONCONFORMITY TO DRESS CODE	-BUS SUSPENSION
-DISRUPTION ON A SCHOOL BUS, MINOR INCIDENT	-REMOVAL FROM CLASS
-INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION, MINOR INCIDENT	-TEMPORARY OR PERMANENT DETENTION BEFORE OR AFTER SCHOOL OR SATURDAY
-UNAUTHORIZED ABSENCE FROM CLASS OR SCHOOL FOR PART OF A DAY	-IN-SCHOOL (ON-CAMPUS) SUSPENSION
-REFUSAL TO COMPLETE CLASS ASSIGNMENTS	-REFERRED TO COUNSELOR
-UNAUTHORIZED USE OF SCHOOL OR PERSONAL PROPERTY	-REFERRED TO PEER MEDIATION
-LITTERING ON SCHOOL PROPERTY	-RESTITUTION
-HORSEPLAY	-OTHER SANCTIONS AS APPROVED BY THE BOARD OF EDUCATION & FURTHER OUTLINED IN THE GCSC CODE OF CONDUCT
-ANY VIOLATION WHICH MAY BE OUTLINED IN THE GCSC CODE OF CONDUCT	



## CLASS II

VIOLATIONS	SANCTIONS
CLASS II VIOLATIONS	CLASS II SANCTIONS
-FAILURE TO FOLLOW DIRECTIVES, MODERATE, SERIOUS, OR 2 <sup>ND</sup> INCIDENT	-ASSIGNMENT TO ALTERNATIVE SCHOOL
-DISRUPTION ON SCHOOL BUS, MODERATE OR 2 <sup>ND</sup> INCIDENT	-OUT OF SCHOOL SUSPENSION
-VANDALISM OR PROPERTY DAMAGE	-REFERRAL TO OUTSIDE AGENCY
-THEFT OF PROPERTY	-EXPULSION
-GAMBLING	-ANY SANCTIONS INCLUDED IN CLASS I & OTHER SANCTIONS AS APPROVED BY THE BOARD OF EDUCATION & FURTHER OUTLINED IN THE GSCS CODE OF CONDUCT
-POSSESSION OF STOLEN PROPERTY WITH KNOWLEDGE THAT IT IS STOLEN	
-SEXUAL HARASSMENT	
-THREATS OR EXTORTION	
-TRESPASSING	
-DIRECT USE OF PROFANE LANGUAGE OR OBSCENE GESTURE TOWARD ANOTHER	
-REPEATED DIRECT OR NON-DIRECT USE OF PROFANE LANGUAGE OR OBSCENE GESTURE	
-UNAUTHORIZED ABSENCE FROM SCHOOL FOR A DAY OR MORE	

-INAPPROPRIATE  
TOUCHING OF ANOTHER  
PERSON

-POSSESSION OF &/OR  
USE OF MATCHES OR  
LIGHTERS

-POSSESSION, SALE, &/OR  
USE OF TOBACCO  
PRODUCT INCLUDING  
VAPE RELATED  
PARAPHERNALIA

-CHEATING AND  
DISHONESTY

-LYING OR PROVIDING  
FALSE INFORMATION TO  
AN ADMINISTRATOR

-BULLYING,  
INTIMIDATION,  
HARASSMENT OF  
STUDENT, MODERATE OR  
2<sup>ND</sup> INCIDENT

-REPEATED VIOLATIONS  
OF CLASS I OFFENSE

-VIOLATION OF  
TECHNOLOGY  
ACCEPTABLE USE,  
MODERATE OR 2<sup>ND</sup>  
INCIDENT

-ANY OTHER OFFENSE OR  
VIOLATIONS AS FURTHER  
OUTLINED IN THE GSCS  
CODE OF CONDUCT OR IN  
WHICH THE PRINCIPAL  
MAY REASONABLY  
DETERMINE TO FALL  
WITHIN THIS CATEGORY  
AFTER INVESTIGATION  
AND CONSIDERATION OF  
EXTENUATING  
CIRCUMSTANCES.

### CLASS III

VIOLATIONS	SANCTIONS
<b>CLASS III VIOLATIONS</b>	<b>CLASS III SANCTIONS-CLASS III VIOLATIONS TYPICALLY RESULT IN SUSPENSION OR EXPULSION.</b>
-ARSON	-DISCIPLINE MAY INCLUDE ANY SANCTION(S) INCLUDED IN CLASS I AND II & OTHER SANCTIONS AS APPROVED BY THE BOARD OF EDUCATION AND AS FURTHER OUTLINED IN THE GSCS CODE OF CONDUCT.
-ROBBERY	-IF A STUDENT IS EXPELLED OR ASSIGNED TO THE ALTERNATIVE SCHOOL, THE PRINCIPAL SHALL DOCUMENT ALL FACTORS TAKEN INTO CONSIDERATION IN EXPELLING A STUDENT OR REFERRING HIM/HER TO THE ALTERNATIVE SCHOOL.
-THEFT OF PROPERTY	
-BURGLARY OF SCHOOL PROPERTY	
-CRIMINAL MISCHIEF	
-BOMB THREAT	
-SEXUAL OFFENSE	
-FIGHTING	
-INCITING OR PARTICIPATING IN MAJOR DISORDER OR DISRUPTION	
-UNJUSTIFIED ACTIVATION OF FIRE ALARM SYSTEM OR FIRE EXTINGUISHER	
-ASSAULT ON A STUDENT, TEACHER, STAFF MEMBER, VISITOR, ETC	
-POSSESSION OF A WEAPON	
-PREPARING, POSSESSING, OR ORGANIZING EXPLOSIVE DEVICE	
-UNLAWFUL SALE, PURCHASE, FURNISHING, GIVING, OR POSSESSION OF ILLEGAL DRUGS OR DRUG PARAPHERNALIA OR ALCOHOLIC BEVERAGE	

-ACCESSING OR CHANGING  
INFORMATION ON SCHOOL  
COMPUTERS WITHOUT  
AUTHORIZATION FOR  
APPROPRIATE PURPOSES

-CRIMES AS DEFINED BY THE LAWS  
OF THE CITY, STATE, OR UNITED  
STATES

-BULLYING, INTIMIDATION,  
HARASSMENT OF A STUDENT,  
SEVERE OR REPEATED

-REPEATED FAILURE TO FOLLOW  
DIRECTIVES FROM A SCHOOL  
SYSTEM STAFF MEMBER, SEVERE

-REPEATED VIOLATIONS OF CLASS I  
OR II OFFENSES AFTER DIRECTIVES  
& SANCTIONS FROM SCHOOL  
SYSTEM STAFF

-VIOLATION OF TECHNOLOGY  
ACCEPTABLE USE, MAJOR/SEVERE  
OR REPEATED VIOLATIONS

-ANY OTHER OFFENSE OR  
VIOLATION AS FURTHER OUTLINED  
IN THE STUDENT CODE OF  
CONDUCT OR IN WHICH THE  
PRINCIPAL MAY REASONABLY  
DETERMINE TO FALL WITHIN THIS  
CATEGORY AFTER INVESTIGATION  
AND CONSIDERATION OF  
EXTENUATING CIRCUMSTANCES.

## **GIFTED EDUCATION SERVICES**

Gulf Shores Elementary School offers a gifted educational program for students who perform at high levels. Academic or intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. For more information on gifted referral process and eligibility, please contact Dr. Stephanie Harrison at the GSCS Board of Education office, at 251-968-9873. Students who qualify for gifted educational services, according to state guidelines, will receive specialized services as written in the Gifted Educational Plan (GEP).

## **SPECIAL EDUCATION PROGRAMS**

Eligibility for special education and related services is based on a referral, diagnosis, and the state-wide placement process. To meet the needs of children with disabilities certified special education teachers and related service personnel provide services for these children. Anyone can make a referral for special education services regarding a particular student to the PST, or you may contact the Special Education Director, Mrs. Connie McNab, at 251-968-8719.

## **COMPUTERS AND NETWORK RESOURCES ACCEPTABLE USE POLICY**

Violations of the Acceptable Use Policy may cause access privileges to be limited or revoked or other disciplinary action may be taken against any user according to the school policy in GSCS Code of Conduct. In addition, school board disciplinary action and/or legal action may also be taken. The Acceptable Use Policy may be viewed in its entirety under the Policy Manual at [gsboe.org](http://gsboe.org).

## **WEBSITES**

We encourage all parents to visit our websites. GSES - [www.gsboe.org/gses](http://www.gsboe.org/gses) & GSBOE - [www.gsboe.org](http://www.gsboe.org). You will find a calendar of events, school activities, grade level course of study, and menus on the school website. Teachers will post weekly the following information weekly: unit objectives, spelling words, and general announcements. Some teachers may have an individual web page. You may also email teachers and administrators through the school website.

## **CLASSROOM RECORDINGS**

Instruction in classrooms might be recorded or streamed live. Any recordings will be available to students enrolled in the class. This is intended to supplement the classroom experience. Students are expected to follow appropriate school system and campus-wide policies and maintain the security of passwords used to access classroom recordings. Live streaming and recordings may not be captured or reproduced, shared with those not in the class, or uploaded to other online environments. If the teacher, or an administrator plan to use any recordings, beyond the classroom environment, students identifiable in the recordings will either be de-identified or will be notified prior to in order to obtain proper consent prior to such use.

## CHILD NUTRITION PROGRAM

Breakfast is available to all interested students. It is served from 7:20 - 7:45 (prior to the start of the school day). Lunch account money must be taken to the cafeteria before 7:50 (start of the school day). Money may also be put on your child's lunch account by credit card on-line through [www.myschoolbucks.com](http://www.myschoolbucks.com). Students who qualify for free lunches are issued a lunch credit automatically. In the event that a student forgets lunch money, two options are available. Option 1 - Students in grades K-3 will receive a hot lunch, and students in grades 4-5 will receive a cheese sandwich. Only two lunch charges are allowed for K-3 students. Option 2 - Parent may bring a late lunch clearly marked with the student's name and place it in the designated place in the cafeteria. Students can pick up their lunch from the designated place. The school will not be responsible for missing lunches. Lunches may not be dropped off in the front office. Restaurant lunches in commercial packaging are not allowed in the cafeteria. Birthday parties are not allowed in the cafeteria. Parents and guardians are allowed to eat lunch with their children. Please notify the homeroom teacher ahead of time to ensure there will be enough seating, and meals prepared. Please do not bring restaurant food or soft drinks.

Meal prices: **Student meals are provided free of charge for the 2021-2022 School Year.**

Visitor Lunch \$3.75.

## DISMISSAL

Car riders:

At 2:45 the first bell will ring and students will prepare for dismissal. Walkers and Car riders will begin dismissal at 2:50. Parents in the car line need to remain in their cars and have their numbered car rider tag visible until their student is loaded. Cell phone use is prohibited in the car line for safety purposes. In the event a parent does not have their numbered car rider tag, they will need to park and come inside to pick up their child. Numbered car rider tags may be obtained in the school office. Car riders should be picked up by 3:15.

Buses:

Buses will begin loading at 2:55. All bus riders should be dropped off at their designated stop by 4:30. **Below is a map of bus and traffic flow at GSES.**



## TRANSPORTATION

Gulf Shores Elementary School maintains a policy of ensuring student safety by requiring a one-way home. Changes in transportation should not be made after 12:00 noon and will require a hand-written note from the parent/guardian. Parents should avoid making frequent changes in how a student departs from school. Only extenuating circumstances will be acknowledged. Consistency in transportation methods is expected.

If you are a parent of a Pre-K student, your child's teacher will discuss and review drop off and pick-up procedures with you.

## CAR TRANSPORTATION

An important and difficult responsibility of school personnel is safely loading and unloading students. Please be patient and cooperative during arrival and departure times. Please use the designated area for all car riders. Students will be directed to load and unload by school personnel. Please use this designated area only for car riders. All students being dropped off must go through the car line. Students may not be dropped off at the front entrance. Transportation forms should be completed for each student on the first day of attendance. If transportation changes are necessary, teachers should be notified in writing; otherwise, students will be transported as originally stated on the form. Students will receive an official car rider decal prior to or the first week of school. The car rider decal will need to be placed in the front windshield of the parent's automobile and will identify the student at the pick-up area. If you do not have your car rider decal, you will need to *report* to the front office to pick up your child with proper identification. This is for the safety of all children here at Gulf Shores Elementary School. The car rider doors will open at 7:20 a.m. and close at 7:50 a.m.

## EXPECTATIONS OF CAR RIDERS

- L-Listen to the adults for directions
- E-Everyone is respectful and sits in their area
- A-All are sitting quietly with hands and feet to self
- D-Drinks, food, and toys not allowed while waiting

It will take us a few weeks at the beginning of the school year to work out the kinks. After that, all students should be picked up by 3:15.

## BUS TRANSPORTATION

***Students are to remember that buses are like classrooms and that the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. Students may be prohibited from riding the bus for excessive misbehavior.***

Written permission from the parent is required for a student to ride a bus that is not assigned to him/her and that note should be sent directly to the front office. The student must have an administrator's approval prior to boarding the bus. Only in extenuating services will this be allowed as all students should be picked up and dropped off at their 911 addresses.

Students transported by Gulf Shores City Schools Board of Education buses are under jurisdiction of school officials at all times. Proper conduct while on buses is required in order that the safety and welfare of others will not be endangered. Riding the school bus is a privilege, not a right. Students with unacceptable behavior may be suspended from riding the bus, or from school, by administration. In the event of suspension, parents will be responsible for transporting students to and from school.

While being transported to or from school, students will:

1. Properly behave at the bus stop.
2. Keep hands /head inside bus
3. Obey the driver.
4. Remain seated at all times while on the bus.
5. Use acceptable language and/or gestures.
6. Not throw objects or debris on the bus or from the bus.

## EXPECTATIONS OF BUS LINE STUDENTS

Students will walk in an orderly manner to bus lines and will:

- L-Listen to the adults for directions
- E-Everyone is respectful and sits in their area
- A-All are sitting quietly with hands and feet to self
- D-Drinks, food, and toys not allowed while waiting

## CHAPERONE GUIDELINES

The following statements are rules regarding chaperones on field trips. Our emphasis is on the safety and well-being of each student. Anyone who does not follow these rules may not be allowed to go on future trips with their children.



1. Chaperones are expected to be with the students at all times including transportation by bus.
2. Chaperones are to adhere to Gulf Shores City Schools' policy for drug free, smoke free, and weapon free campuses. A field trip is an extension of the school campus.
3. Chaperones, other than parents or guardians, must be 21 years of age.
4. Chaperones may not bring younger children along with them. This interferes with the ability to chaperone the students.
5. Chaperones are urged to use their cell phone minimally as this can distract from chaperone duties.
6. Chaperones must have a cleared background check prior to the field trip for long distance field trips.

Field trips are designed and planned for school age children in a particular class or group. Adults (other than the chaperones) or children outside that class or group may not participate.

Cell phones and electronic devices: Chaperones are expected to provide attention to students in the class or group without distractions or personal responsibilities that could result in a child being harmed or lost. Please use cell phones only for emergencies. It distracts everyone from the purpose of the trip.

1. Discipline: If a student is misbehaving and you have asked them to stop, please inform the classroom teacher. Please do not take disciplinary actions on your own.
2. Chaperone Attire: Chaperones should be appropriately dressed in casual and comfortable attire for the trip. Inappropriate attire would include bikini tops, short shorts, or any revealing attire. Remember to dress to reflect pride in yourself, your child and our school.
3. Chaperone Language: Chaperones are expected to refrain from inappropriate language, topics, or discussion of other students.

## 2021-2022 SCHOOL CALENDAR

August 2	PreK Orientation at 5:30
August 5	First Day of School for Teachers; Kinder Orientation at 5:30
August 9	Meet the Teacher-1:30-3:30 OR 4:30-6:00
August 11	First Day of School for Students
August 18	Kona Ice for Sale
August 20	Special Snack for Sale
August 24	Spirit Night (Local Restaurant TBD)
September 3	Pizza Day
September 6	Labor Day (No School)
September 8	Chocolate Bar Fundraiser Kick Off
September 10	Progress Reports Go Home
September 13	Fall Pictures
September 21	Spirit Night at LuLu's
October 1	Kona Ice for Sale
October 7	End of 1st Quarter
October 8	Fall Break/Shrimp Festival
October 15	Report Cards Go Home
October 19	Spirit Night (Location TBD)
October 25-29	Red Ribbon Week
November 5	Pizza Day
November 8-12	STEAM Week
November 10	Holiday/Fall Make-Up Pictures (Prepay Only)
November 11	Veteran's Day Holiday (No School)
November 12	Progress Reports Go Home
November 16	Spirit Night at Cactus Cantina
November 22-26	Thanksgiving Holidays (No School)
December 3	Pizza Day
December 16	Spirit Night at Tacky Jacks
December 17	End of 2 <sup>nd</sup> Quarter
December 20-January 3	Winter Break (No School)
January 4	Students Return
January 7	Pizza Day; Report Cards Go Home and Notice of Academic Status
January 13	Class Pictures
January 16	Chocolate Bar Fundraiser Kickoff
January 17	MLK Holiday (No School)
January 18	Spirit Night (Location TBD)
February 4	Progress Reports Go Home; Pizza Day
February 15	Spirit Night at Big Beach (Food Truck)
February 28-March 1	Mardi Gras Holidays (No School)
March 4	Kona Ice for Sale
March 7	Spring Pictures
March 11	End of 3 <sup>rd</sup> Quarter
March 15	Spirit Night (Location TBD)
March 18	Report Cards; Retention Letters
April 1	Pizza Day
April 4-8	Spring Break Holiday (No School)
April 15	Good Friday (No School)
April 19	Spirit Night (Location TBD)
April 29	Progress Reports Go Home
May 3	Kindergarten Cap/Gown Pictures (Prepay Only)
May 12-13	Field Day and Kona Ice
May 27	Last Day for Students; Report Cards; End of 4 <sup>th</sup> Quarter

*\*This list does not include End of Year Programs or Testing Dates as those have not been set yet.\**