

# TABLE OF CONTENTS

2018-2019 School Calendar .....	1
Superintendent's Message .....	2
A. School Procedures .....	3
Closed Campus	Parent/Teacher Conferences
Communicable Disease	Pledge of Allegiance to the Flag
Hall Passes	Student Functions/Activities
Head Lice	Student Parking
Health and Safety	Telephone Use
Insurance	Textbooks, Materials, School Debts
Lockers	Trips
Notice of Limited Supervisory Time	Visitors
B. Code of Student Conduct (Directory Information defined).....	6
Offenses/Possible Consequences	Fundraisers
Alcohol, Tobacco and Illegal Drugs & Paraphernalia	Gambling/Games of Chance/Sell or Trade Items
Arson	Inciting Others or Disruption
Assault, Bullying, Violence and/or Intimidation	Student Check-in/Check-out Procedures
Bomb Threats & Throwing Explosives	Miscellaneous
Bus Conduct/Possible Consequences	Profanity
Cheating	Public Display of Affection
Dangerous or Disruptive Items	Theft & Pilfering
Dress Code	Trespassing on School Property
Electronic Devices (cell phone policy)	Vandalism and Tampering
Extortion	Weapons, Knives, & Firearms
False Reporting	Insubordination/Disrespect
Food/Drinks	
C. Discipline, Behavior and School Policies .....	17
Disciplinary Office Referrals	Dismissal of Student
Suspensions	Due Process
Suspension from Riding Bus	Expulsion
Suspension/Dismissal Procedures	
D. Academic Information .....	19
Grading Scale	Exams for Middle/High School
Grading System	Honor Roll
Report Cards	Graduation Requirements
Progress Reports	Accelerated Graduation Options
E. Attendance Regulations .....	22
Compulsory Attendance	Unexcused Absences, Tardies, & Early Checkout
Attendance Requirement for Promotion	Make-up Work for Absence
Excused Absences, Tardies & Early Checkout	Procedures for Tardies and Early Checkout
Procedures for Absences, Tardies, & Early Checkout	Procedures for Unexcused or Excessive Absences
Notes Required for Absences, Tardies & Early Checkout	
F. Federal & State Compliance .....	24
Title I Information for Parents	Prohibition of Sexual Harassment by Students
504 Information for Parents	Bullying and Harassment
Student Grievance Procedure for Sexual Harassment	Service Animals
G. Students with Disabilities .....	30
H. Parents' Rights in Student Records .....	31
I. School Financial Report to Parents.....	31
Educational Choice Option.....	32
K. Student Rights and Responsibilities .....	32
J. Educational Choice Options.....	32
L. Non-Discrimination .....	34
M. Health, Screening, Immunization, Medication .....	35
N. Prohibition of Discrimination .....	36
O. Complaints & Grievance Procedures .....	36
P. Notice of Privacy Practices .....	37
Q. Internet Policy/Contract .....	38

# GILCHRIST COUNTY STUDENT HANDBOOK

## SUPERINTENDENT'S MESSAGE

On behalf of the Administration and Faculty of the Gilchrist County School District, I want to welcome you to the 2018-2019 School Year. I am excited about what the year has in store for you. I look forward to watching as you grow academically on your journey towards high school graduation.

We are providing you with a Student Handbook in an effort to inform you up front of the expectations we have for you as you represent us as a Gilchrist County student. As you review this handbook, you will see our goal is to protect you, the students around you, and to provide an overall safe learning environment. Our wish is for you to take advantage of this opportunity which will prepare you for your future.

**Robert G. Rankin**  
**School Superintendent**  
**Gilchrist County**

Florida Statutes require that all pupils entering kindergarten and the first grade to be immunized against diphtheria, tetanus, pertussis, polio, rubella, measles, mumps, Hib meningitis, hepatitis B and varicella (or history of illness). These immunizations must be up-to-date. Students entering from out of state must have a physical. A child is now permitted to enroll in the first grade if he turns six years old before September 1st and successfully passes kindergarten. A birth certificate or approved documentation is also required for students registering for the first time in public schools. All students enrolled in school must have an up-to-date shot record and birth certificate.

## AMERICANS WITH DISABILITIES

**NOTICE:** Gilchrist County Schools will provide, upon request, auxiliary aids and services to individuals with a disability desiring to attend its scheduled meetings/activities. Persons needing assistance are to notify the Principal's Office of their need at least two working days prior to the date of the meeting/activity.

## DIRECTORY INFORMATION

Students' parent(s), as defined by Florida Statutes, shall be notified annually in the Code of Student Conduct that the School Board may release "directory information" to the general public. See page 5 for what is classified as directory information.

## A. SCHOOL PROCEDURES

### Closed Campus

Students are required to eat in designated areas on all school campuses. Students may not check out during lunch time unless the parent/guardian signs out their child in person at the time of check-out.

### Communicable Disease

A student who has been ill with a communicable disease shall in no case be allowed to return to school except upon the written permission of the full-time health officer, nurse or other reputable physician licensed to practice in the State of Florida.

### Hall Passes

During class time, any student out of his/her regular scheduled class must have a completed hall pass. Only official hall passes will be accepted.

### Head Lice

Head lice are a common occurrence in the school setting. Gilchrist County School District has a "no nit" regulation meaning that before students may be re-admitted to class, all nits must be removed. Checks will be made by the health room staff or authorized personnel. Students with school verified cases of head lice will have (2) excused absences per incident up to a maximum of two incidents per semester.

### Health and Safety

Schools shall have provisions for caring for students who become ill at school. If a student is injured, first aid shall be given and parents notified. If an injury appears to be serious, medical assistance will be secured as soon as possible. Parents are to furnish the school with the names of persons to contact in case of accidents, injury, or illness. School health nurses are available at each school. Parents are to provide the school with a doctor's note to return to school. To contact health offices, please call Trenton Elementary at 463-3224, Trenton High School at 463-4041, Bell Elementary at 463-3436, and Bell High School at 463-4116.

All prescription or over-the-counter medications shall be delivered to the health room in accordance with the school board policy.

### Insurance

Parents who do not have their children covered under their own policies are urged to take advantage of the school insurance plan approved by the Gilchrist County School Board. Students who participate in school athletics, band and cheerleading must provide proof of insurance. The purchase of school insurance can serve as a secondary insurance for some instances.

### Lockers

1. Students will use the lock and locker assigned with no trading.
2. Students may not share their locker with others. Students are responsible for the contents of their locker.
3. Students should keep locker combinations secret.
4. Students should make sure their locker is closed and locked.
5. Students should keep their locker clean inside and outside.
6. Trading lockers and/or vandalism, etc. may result in loss of locker use and subsequent discipline.
7. Students who have a problem with their locker may check with the person in charge of lockers at their school.
8. Students are not to use cars as lockers.
9. No loitering at lockers.
10. **Valuables are not to be brought to school. The school is not responsible for personal property damaged, stolen, or lost (to include confiscated items).**
11. Students will be charged for the use of lockers.

*Student lockers/storage spaces provided by the school system are the property of the Gilchrist County School Board and are subject to search by school authorities at any time. School authorities reserve the right to search and inspect any school owned property, private property or a student's person on school grounds or at school events.*

### Notice of Limited Supervisory Times

Gilchrist County Schools will provide supervision to its students according to FL Statute 1003.31 (2):

- During the time (s)he is attending school;
- During the time the student is on the school premises participating in a school-sponsored activity;
- During a reasonable time (30 minutes) before and after regular school hours or at school-sponsored activities.

## **Parent/Teacher Conferences**

In order to minimize unnecessary interruptions to the education of our students, parent/teacher conferences shall not occur without prior arrangement.

## **Pledge of Allegiance**

The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. According to F.S. 1006.07(2), a student has the right not to participate in reciting the pledge. Upon written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show respect to the flag by standing at attention. All written requests should be submitted to a school-based administrator.

## **Student Functions/Activities**

All school sponsored social functions shall be properly chaperoned. No group may practice any form of initiation involving physical abuse or secret rituals. Hazing is prohibited (School Board Policy).

## **Student Parking**

**Student driving and parking on the school campus is a privilege and may be revoked at any time as deemed necessary by the administration.** A student parking permit is required to park on campus. In order to receive this permit, a student must provide (1) a valid Florida Driver's License, (2) valid proof of insurance including motorcycles and (3) valid proof of vehicle registration. Students must also pay the parking fee for that school year. A copy of these rules will be signed by the student and parent and kept on file at the school. The school will not be responsible for valuables lost or stolen from student vehicles. All valuables should be removed from vehicles and vehicles should be locked. All vehicles parked on the school campus are subject to search by school authorities or by law enforcement personnel working with them. Searches may be conducted for any reasonable purpose. **Listed below are the rules and procedures that are to be followed:**

1. Vehicles must remain parked during the entire school day in designated parking spaces between the lines.
2. Speed limit on campus is 5 mph.
3. Students must follow all Florida driving laws, including seat belt use and no texting while driving.
4. Students must drive and park on asphalt only.
5. Students must display safe and prudent behavior around any vehicle.
6. When buses are present in the bus loop, students must wait until ALL buses have left before driving in the bus loop area.
7. Upon arriving at school, students are to leave their cars immediately.
8. Prior to going to a parked car during school hours, students must obtain specific permission from Principal or Designee.
9. All vehicles must display the school parking permit. The number on the permit must be visible.
10. If the parking permit is lost, a new one must be purchased. Parking permits are non-transferable and are registered to only one student.
11. School / District is not responsible for damage to vehicle(s) while on campus.

### **Parking Pass for Motorcycle Drivers:**

- A motorcycle endorsement must be on the student's drivers license
- Operator of the motorcycle must agree to wear a helmet and protective eye gear
- Motorcycle must be "street" legal (tag, blinkers, head & tail light, no loud muffler, does not include dirt bikes)
- Proof of motorcycle insurance is required

**Failure to follow the above rules and procedures will result in disciplinary action by the School Administration. Discipline may result in one or more of the following actions:**

1. Administrative warning
2. Revocation of parking privileges
3. Suspension
4. Towing the vehicle or attaching a tire boot
5. Trespassing charges

## **Telephone Use**

School telephones are for business use only. Student use of school phones is discouraged and should only be used in times when it is absolutely necessary with permission and not during instructional time. No personal long distance calls shall be charged to the school.

## **Textbooks, Materials, School Debts**

1. Students are responsible for textbooks /district issued electronic device loaned for their use.
2. Parents or guardians are liable for any loss, destruction, unnecessary damage or failure to return such books /district issued electronic device (1006.42 Florida Statutes).
3. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal (1006.28(4)(b) F.S.).
4. The school principal, upon request of the parent of a student in the school, shall sell to the parent any instructional materials used in the school (1006.28(4)(c) F.S.). A list of the instructional materials is provided on the GCSB District Website by selecting menu and selecting resources.
5. A student who loses, severely damages or fails to return a textbook /district issued electronic device shall not be issued additional textbooks until such books are paid for or replaced.
6. Monies collected from students shall be returned in the event the lost books/district issued electronic device are found and returned to the responsible teacher before June 30th of the current year. No refunds shall be made after that date.
7. Students are responsible for library books and other school materials /district issued electronic devices loaned to them. They shall replace or reimburse the school for loss or unnecessary damage to such items. Report cards and diplomas may be held up until such items are cleared.
8. Students enrolled in Dual Enrollment classes are required to return books to their Guidance Counselor.
9. All Non-Sufficient Funds (NSF) checks for school and district accounts will be processed by Federal Automated Recovery Systems (FARS). All checks must include name, address, and phone numbers.
10. Any student owing a school debt will not be permitted to participate in the Graduation ceremony.

**\*\*The above information also applies when students are issued a digital text and electronic device to access the digital text.**

## **Trips / Chaperones**

Any approved field trips must enhance units of study taught in the classroom. Each class, grade level, or organization will send specific information to the parent regarding the field trip. All students participating in the field trip activity must have a permission slip signed by the parent/guardian. Students may ride home with parents if a permission slip has been approved by the Principal / Designee. If parents request that their child ride home with someone else, they must submit a notarized request and it must be approved by the Principal. Depending upon the activity, parents may be requested to be chaperones. Chaperones must be a minimum of 21 years of age or the biological parent if not 21. The list of chaperones must be approved by the Principal or designee. Chaperones will be instructed on their responsibilities during the trip. Only pre-approved chaperones (those who purchased ticket through school) may supervise children. Those approved chaperones are expected to monitor the students in their charge without the distraction of other adults/children who are not part of the trip. Parents who are chaperones may not take any additional children on the trip. Chaperones must adhere to all school board policies. Bus code of conduct is applied and should be adhered to on all trips. Additional information on field trips can be found in the Gilchrist County School District Field Trip Manual.

The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property.

## **Visitors / Parents Visiting School Campus**

Parents or visitors to school shall be cleared through the office by presenting your drivers license and be issued a visitor's pass. Visitor passes should be visible at all times. Anyone picking up students during the day must be authorized on the registration form and must meet the student in the office. No student visitor permits will be issued. Students found associating with unauthorized visitors on campus may be subject to disciplinary action. For the safety of all students, students are encouraged to walk to class on their own or with school assigned personnel.

### **For Safety/ Security on Campus as well as Academic Integrity in the Classroom**

**Visitor/Parents Visiting School Campus are required to leave campus when the first bell rings** unless otherwise approved by a school administrator to ensure instruction begins on time. School administrators will be making an announcement that it is time to exit campus. Any parent/visitor still on campus will be asked to leave by administration and/or School Resource Officer.

## B. CODE OF STUDENT CONDUCT

**All students, regardless of grade or age, should follow instructions of all school personnel, including but not limited to: teachers, bus drivers, cafeteria workers, and others regardless of school hours.**

For students with disabilities, consideration of change of placement resulting from an infraction of the district's Code of Student Conduct must be consistent with the requirements and procedures in Rule 6A-6.0331.

### **Directory Information**

**Directory information includes the following data about a student:** *Student Name, Address, Telephone number (if listed), Participation in officially recognized activities and sports, Weight and height (if an athletic team member), Name of most recent previous school or program attended, Dates of attendance of schools in the District and degrees and honors received, and Date and place of birth.*

According to School Board Policy 5.20 Directory Information, students' parent(s), as defined by Florida Statutes, shall be notified annually in the Code of Conduct that the School Board may release directory information to the general public. Directory information shall not be published when the student's parent(s) submits written notification to the principal within 30 days of distribution of the Code of Student Conduct. Failure to annually advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal law.

## STUDENT CODE OF CONDUCT- OFFENSES / POSSIBLE CONSEQUENCES

Administrators may deviate from the possible consequences with discretion.

Level 1 Offenses (Minor)	Possible Consequences <b>Note: if the offense involves violent and disruptive behavior may result in a referral to mental health services identified by the school district.</b>
<b>Classroom/Campus Disruption</b>	Parent Conference, Detention, Loss of Recess, Responsibility Training, Behavior Contract, Public Service, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Causing Physical Harm</b>	Parent Conference, Responsibility Training, Corporal Punishment, In School Suspension, Out of School Suspension, Behavior Plan, Loss of privilege (may include extracurricular events)
<b>Dangerous/Destructive Object</b>	Administrative Warning, Responsibility Training, In School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Demerits</b>	Parent Conference, Detention, In School Suspension, Loss of Recess, Responsibility Training, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Disrespect- Refusal to Follow Directions</b>	Parent Conference, Detention, Loss of Recess, Responsibility Training, In School Suspension, Daily Reports, Guidance Referral, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Dress Code Violation</b>	Parent Conference, Responsibility Training, In School Suspension, Out of School Suspension, Change of Clothes, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Failure to Report to Detention</b>	Parent to Shadow Student, No extra-curricular, Loss of Recess, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Fighting / Inciting a Fight</b>	Behavior Contract, Responsibility Training, Guidance Referral, In School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Horse play</b>	Parent Conference, Detention, In School Suspension, Loss of Recess, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Inappropriate Behavior</b>	Parent Conference, Safety Plan, Responsibility Training, In School Suspension, Out of School Suspension, Loss of privilege (may include extracurricular events)
<b>Intimidation- Threatening</b>	Parent Conference, Admin Warning, Detention, Responsibility Training, Loss of Recess/Privilege, Daily Report, Teen Court, Behavior Contract, Corporal Punish, Loss of privilege (may include extracurricular events)
<b>Knife</b>	Administrative Warning, Responsibility Training, In School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Misconduct on Bus</b>	See Bus Code of Conduct
<b>Profane/ Obscene Language</b>	Responsibility Training, In School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Public Display of Affection</b>	Parent Conference, Responsibility Training, In School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Run/Hide/Leave w/o Permission (Elem)</b>	Parent Conference, Guidance Referral, Behavior Plan, Responsibility Training, In School Suspension, Out of School Suspension, Loss of privilege (may include extracurricular events)
<b>Skipping Class</b>	Parent Contact, Detention, Responsibility Training, Parent to Shadow Student, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Stealing</b>	Detention, Responsibility Training, Teen Court, Neighborhood Accountability Board, School Resource Officer, Restitution, Work Detail, In School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Tardies</b>	Parent Conference, Responsibility Training, Detention, In School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Tobacco Use (to include vaping, e-cigarettes)</b>	Parent Conference, Responsibility Training, Teen Court, Citation, Corporal Punishment, Loss of privilege (may include extracurricular events), In School Suspension, Out of School Suspension, Vape will be taken from the student.
<b>Violate Electronic Device Policy</b>	Remove Device, Contact Parent, Corporal Punishment, Loss of privilege (may include extracurricular events)

<b>Level 2 Offenses (Major)</b>	<b>Possible Consequences (Level 2 Offenses- to include repeated or an accumulation of Level 1 Offenses)</b>  <b><u>Note: if the offense involves violent and disruptive behavior may result in a referral to mental health services identified by the school district.</u></b>
<b>Causing Physical Harm</b>	Parent Conference, Responsibility Training, Loss of Privilege, Corporal Punishment, In School Suspension, Out of School Suspension, Behavior Plan, Loss of privilege (may include extracurricular events)
<b>Cell Phone / Electronic Devices</b>	Phone taken, Student Loses Privilege (See Cell Phone Policy), Loss of privilege (may include extracurricular events)
<b>Classroom Disruption</b>	Parent to Shadow Student, Responsibility Training, No Extra-curricular, Change of Placement, In School Suspension, Corporal Punish, Loss of privilege (may include extracurricular events)
<b>Dangerous/Destructive Object</b>	In School Suspension, Out of School Suspension, Loss of privilege (may include extracurricular events)
<b>Destruction of Property</b>	Responsibility Training, In School Suspension, Out of School Suspension, Restitution, Change of Placement, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Disrespect-Refusal to follow directions</b>	Responsibility Training, No Extra-curricular, In School Suspension, Out of School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Dress Code Violation</b>	Responsibility Training, In School Suspension, Out of School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Drug Offense</b>	In School Suspension, Out of School Suspension, Responsibility Training, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Fighting / Inciting a Fight (middle/high or repeated elementary)</b>	Responsibility Training, Behavior Contract, Guidance Referral, Neighborhood Accountability Board, No Extra-curricular, In School Suspension, Out of School Suspension, Corporal Punish, Loss of privilege (may include extracurricular events)
<b>Horseplay</b>	Responsibility Training, No Extra Curricular, In School Suspension, Out of School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Intimidation</b>	Responsibility Training, Behavior Contract, Guidance Referral, Parent to Shadow Student, No Extra-curricular, Neighborhood Accountability Board, In School Suspension, Out of School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Knife</b>	Responsibility Training, Neighborhood Accountability Board ,In School Suspension, Out of School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Misconduct on Bus</b>	See Bus Code of Conduct
<b>Profane Obscene Language</b>	Responsibility Training, No Extra-curricular, OSS, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Public Display of Affection</b>	Responsibility Training, In School Suspension, Out of School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Stealing</b>	Responsibility Training, School Resource Officer, NAB, Restitution, Out of School Suspension, Corporal Punishment, Loss of privilege (may include extracurricular events)
<b>Tobacco Use (to include vaping, e-cigarettes)</b>	Parent Conference, Responsibility Training, Teen Court, Citation, Loss of Privilege, Corporal Punishment, Loss of privilege (may include extracurricular events), In School Suspension, Out of School Suspension. Vape will be taken from the student.

<b>Level 3 Offenses (SESIR, Zero Tolerance)</b>	<b>Possible Consequences (Law Enforcement, School Board)</b>
<b>Includes all SESIR Offenses (www.SESIR.org)</b>	Out of School Suspension, Recommended for Expulsion
<b>Alcohol Offense</b>	Out of School Suspension, Recommended for Expulsion
<b>Arson</b>	Out of School Suspension, Recommended for Expulsion
<b>Breaking &amp; Entering</b>	Out of School Suspension, Recommended for Expulsion
<b>Bullying</b>	Out of School Suspension, Recommended for Expulsion
<b>Disruption on Campus-Major</b>	Out of School Suspension, Recommended for Expulsion
<b>Drug Offense</b>	Out of School Suspension, Recommended for Expulsion
<b>Electronic Device (inappropriate use)</b>	Out of School Suspension, Recommended for Expulsion
<b>False Reports (planting bomb, explosive, weapon of mass destruction, or use of a firearm in a violent manner)</b>	Out of School Suspension, Recommended for Expulsion
<b>Fighting / Battery</b>	Out of School Suspension, Recommended for Expulsion
<b>Insubordination</b>	Out of School Suspension, Recommended for Expulsion
<b>Other Major Offenses</b>	Out of School Suspension, Recommended for Expulsion
<b>Sexual Offense</b>	Out of School Suspension, Recommended for Expulsion
<b>Stealing / Theft / Robbery</b>	Out of School Suspension, Recommended for Expulsion
<b>Threat / Intimidation</b>	Out of School Suspension, Recommended for Expulsion
<b>Tobacco / Vape Use</b>	Out of School Suspension, Recommended for Expulsion
<b>Trespassing</b>	Out of School Suspension, Recommended for Expulsion
<b>Vandalism</b>	Out of School Suspension, Recommended for Expulsion
<b>Violent / Disruptive Behavior</b>	Out of School Suspension, Recommended for Expulsion, Referral to mental health services identified by school district.
<b>Weapons</b>	Out of School Suspension, Recommended for Expulsion

## **Alcohol, Tobacco, Illegal Drugs and Paraphernalia**

Students are not allowed to bring, use, sell, buy, enter into an agreement to buy or sell, conspire to buy or sell, or distribute illegal and controlled drugs, prescription or over the counter drugs, drug paraphernalia or alcohol on School Board property, school transportation, at bus stops, school sponsored events or any activities. No person shall be permitted to use, to be in possession of or to be under the influence of alcoholic beverages or unlawful substance while on school property. The term "alcoholic beverages" as used herein shall include all beverages containing more than one percent by weight. The term "unlawful substance" as used herein shall mean any drug or other controlled substance identified by 1006.09, Florida Statutes, for which the individual does not have a prescription issued by a physician. All school personnel are required to report to the Principal/designee any suspected unlawful use, possession, sale or distribution of any controlled substance, counterfeit controlled substance, or alcoholic beverage by students. Students found in possession of, under the influence of, distribution of, sell, buy, enter into an agreement to buy or sell, conspire to buy or sell, or the use of the above items on school property or while attending a school activity may result in the following:

1. A 10-day suspension.
2. Referred to the School Board for expulsion which may necessitate the Superintendent's extending a 10 day suspension for an additional period of time (not to exceed 10 additional days) in order to afford the student due process.
3. The School Board's expelling the student for the balance of the school year or the balance of the school year plus an additional school year.

Students are not allowed to bring, use or distribute tobacco products (including e-cigarettes) on School Board property, school transportation, at bus stops, school sponsored events or any activities.

Any student who violates the district, State or Federal policies relating to the unlawful possession, use or distribution of illicit drugs, drug paraphernalia and/or alcohol is subject to disciplinary sanctions up to and including expulsion and referral for prosecution.

## **Arson**

A student who sets a fire, deliberately to do damage to property, shall be suspended from school. Penalties may result in expulsion and/or referrals for prosecution.

## **Assault, Bullying, Violence and/or Intimidation, Cyberbullying**

Acts of assault, bullying, violence and/or intimidation shall be reported to the appropriate administrator. No one shall engage in harassment or discriminatory conduct which creates a hostile, intimidating, abusive, offensive or oppressive environment during any educational program or activity, during any school-related or school sponsored program or activity, on a school bus or through the use of data or through the use of data or computer software. This shall include cyber-bullying/intimidation/harassment, etc. Disciplinary action may be up to expulsion and/or may be reported to the proper law enforcement agencies. (FS 1006.147- Bullying & Harassment Prohibited). The School Board Policy related to Bullying and Harassment 5.101/D may be located on the District Website under the School Board tab, under School Board Policies. Students may not post audio or visual content without express written consent. All posts to social media should not violate Acceptable Use Policy agreements or other Code of Conduct policies. Students will be held accountable for any negative posting, pictures, or video.

Students may not use wireless devices to "bully" or to post derogatory statements about students, faculty, or staff via text message or Social Media. Use of technology in any way to threaten, humiliate, harass, embarrass or intimidate another person is strictly prohibited. Transmitting material that is threatening, obscene, disruptive, or sexually explicit or that harasses or disparages others based upon race, national origin, sex, sexual orientation, age, disability, religion, or political **beliefs is strictly prohibited and can involve consequences from both school and local law enforcement.**

## **Bomb Threats and Throwing Explosive or Noxious Substances**

A student who threatens to, places, discharges or throws a destructive explosive or noxious substance in or on a school facility shall be suspended and/or expelled from school. Verbal threats will be investigated by a threat assessment team and may result in suspension and/or expulsion. The penalty, depending on damage and intent, may be expulsion and/or referral to the proper law enforcement agency. (FS 1006.13-Zero Tolerance for Violent Crime & Victimization)

## **Bus Conduct**

### **It is a privilege to ride a school bus, not a right.**

Students who are eligible to be transported are expected to follow the bus rules of safety and behavior. Students may only ride their assigned bus. Students may not ride bus home with friends without prior written approval from parents and approved by administration. Such approval will be granted when the student's welfare is involved due to an emergency condition in the home.

Students who do not follow the bus rules may lose their privilege to ride the bus. Suspension from a school bus does not affect the requirements of attendance laws and regulations. Parents are responsible for the transportation of their children when they are suspended from the bus.

**A parent/guardian should never get on the bus at a bus stop to address the bus driver or students on the bus.** It is appropriate to speak to the bus driver while standing on the ground in front of the door. Law enforcement will be contacted when a parent steps on the bus.

Florida Statute requires that "each passenger on a school bus that is equipped with safety belts or restraint systems shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation." The law requires the proper usage of the safety belt; therefore the student must be seated in a seat with an operable belt, adjusted and fastened. The owner or operator of the school bus will not be liable for injuries for failure to properly adjust or fasten a seat belt or other child restraint system that is in conformity with applicable federal standards when a passenger sustains injury as a result of the passenger's failure to be seated and belted or restrained.

Video / Audio Surveillance- The school buses are equipped with video surveillance equipment. Activity on the bus may be subject to monitoring/recording at any time. However, the review of bus tapes will be limited to use by administrators as part of an investigation.

### **Bus Code of Conduct:**

1. Stay in assigned seat. Students are not to move around on the bus.
2. Students should not yell, sing, or make loud noises on the bus. Students should be quiet at railroad crossings and while students exit the bus.
3. Students will obey the bus driver at all times.
4. Students shall wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. All school rules as part of the code of conduct apply while on the bus and waiting for the bus.
6. Students may not use the emergency exits for routine loading and unloading.
7. If necessary, cross the highway in the proper manner and as instructed after leaving the bus. Always cross the roadway 10 feet in front of the bus.
8. Keep all parts of the body (head, arms, etc.) and all objects inside the bus and out of the aisle.
9. Students should not throw objects inside or outside the bus.
10. Sit quietly, remain in your seat with your back and bottom touching the seat.
11. There shall be no pushing, fighting, or any type of misconduct at any time. Keep your hands/ feet to yourself.
12. Students should take care of the bus and bus equipment. Students will be responsible for the cost of any damage.
13. No sharp instruments or weapons of any kind are allowed on the bus.
14. Be on time - buses cannot wait on students who are tardy.
15. Do not have unnecessary conversations with the driver.
16. The following items are not allowed on the bus:

drinks	chewing gum	tobacco products
animals (dead or alive)	glass containers	balloons
flowers	skateboards	
17. The use of textbooks and laptops by students while being transported on school buses is permitted.
18. Back packs/book bags will not be allowed on buses the last few days of school as determined by school administration.

## BUS CODE OF CONDUCT / POSSIBLE CONSEQUENCES

Students are expected to be at the bus stop on time (5 minutes prior), respect school property, follow bus driver's directions, and sit still and quiet while riding the bus.

**Administrators may deviate from possible consequences with discretion.**

Level 1 Offenses	Possible Consequences
Stay in assigned seat. Students are not to move around on the bus.	1 <sup>st</sup> Offense: <b>Warning &amp; Bus Driver Contacts Parent</b>  2 <sup>nd</sup> Offense: <b>Discipline Referral &amp; 1 Day Bus Suspension</b>  3 <sup>rd</sup> Offense: <b>Discipline Referral &amp; 3 Day Bus Suspension</b>  4 <sup>th</sup> Offense: <b>Discipline Referral &amp; 5 Day Bus Suspension</b>  5 <sup>th</sup> Offense: <b>Discipline Referral &amp; 10 Day Bus Suspension</b>  <b>May result in recommendation for bus expulsion</b>
Students should not yell, sing, or make loud noises on the bus. Students should be quiet at railroad crossings and while students exit the bus.	
Students will obey the bus driver at all times.	
Students shall wait until the bus has come to a complete stop before attempting to get on or off the bus.	
All school rules as part of the code of conduct apply while on the bus and waiting for the bus.	
Students may not use the emergency exits for routine loading and unloading.	
Keep all parts of the body (head, arms, etc.) and all objects inside the bus and out of the aisle.	
Sit quietly, remain in your seat with your back and bottom touching the seat.	
There shall be no pushing, fighting, or any type of misconduct at any time. Keep your hands/ feet to yourself.	
Do not have unnecessary conversations with the driver.	
The following items are not allowed on the bus: drinks                      chewing gum                      tobacco products animals (dead or alive)      glass containers                      balloons flowers                      skateboards	
Back packs/book bags will not be allowed on buses the last few days of school as determined by school administration.	
Level 2 Offenses	Possible Consequences
All school rules as part of the code of conduct apply while on the bus and waiting for the bus.	1 <sup>st</sup> Offense: <b>Discipline referral &amp; 3 Day Bus Suspension</b>  2 <sup>nd</sup> Offense: <b>Discipline referral &amp; 5 Day Bus Suspension</b> <b>School Suspension</b>  3 <sup>rd</sup> Offense: <b>Discipline referral &amp; 10 Day Bus Suspension</b>  <b>May result in recommendation for bus expulsion</b>
If necessary, cross the highway in the proper manner and as instructed after leaving the bus. Always cross the roadway 10 feet in front of the bus.	
Keep all parts of the body (head, arms, etc.) and all objects inside the bus and out of the aisle.	
Students should not throw objects inside or outside the bus.	
Sit quietly, remain in your seat with your back and bottom touching the seat.	
There shall be no pushing, fighting, or any type of misconduct at any time. Keep your hands/ feet to yourself.	
Students should take care of the bus and bus equipment. Students will be responsible for the cost of any damage.	
No sharp instruments or weapons of any kind are allowed on the bus.	
The following items are not allowed on the bus: drinks, chewing gum, tobacco products, animals (dead or alive), glass containers balloons, flowers, skateboards	
Level 3 Offenses	Possible Consequences
All school rules as part of the code of conduct apply while on the bus and waiting for the bus.	1 <sup>st</sup> Offense: Discipline Referral & 10 Day Bus Suspension  School Suspension / Expulsion  May result in recommendation for bus expulsion
If necessary, cross the highway in the proper manner and as instructed after leaving the bus. Always cross the roadway 10 feet in front of the bus.	
Students should not throw objects inside or outside the bus.	
Sit quietly, remain in your seat with your back and bottom touching the seat.	
There shall be no pushing, fighting, or any type of misconduct at any time. Keep your hands/ feet to yourself.	
Students should take care of the bus and bus equipment. Students will be responsible for the cost of any damage.	
No sharp instruments or weapons of any kind are allowed on the bus.	
The following items are not allowed on the bus: drinks, chewing gum, tobacco products, animals (dead or alive), glass containers, balloons, flowers, skateboards	

## Cell Phone Policy- (See Electronic Devices)

### Cheating

Cheating is an offense which shall be handled by the teacher and/or administration in whatever manner, in his/her judgment, will best serve the interest and development of the student. Wireless devices (to include cell phones) may not be used for academic dishonesty to capture, transmit, or assist any student on assignments, quizzes, or tests without teacher approval.

### Dangerous or Disruptive Items

1. Any item which disrupts the class, detracts attention from the class program, defaces school property or in any way endangers the safety of any student, shall not be brought on the school buses or on campus. If a student is found to be in possession of such an article, it shall be taken by the teacher and delivered to the Principal/designee.
2. Students shall not carry objects that are generally considered to be weapons (including chemical sprays). If the Administrator determines that the intent of the student possessing the item was that of harm to another person, the punishment may result in expulsion.

### Dress Code

This rule is made pursuant to Florida Statute 1001.43 to provide for proper attention to health, safety, control and other matters relating to the welfare of students and shall be a part of the code of student conduct and be made available in the student handbook distributed to all teachers, students and parents at the beginning of every school year, as provided in Florida Statute 1006.07. All students attending Gilchrist County Schools are required to dress in a manner that provides proper attention to health, safety and the orderly conduct of activities of all students, to avoid disruption and the orderly administration of the school program in each school for the welfare and best interest of all children attending school. For this purpose, the following regulations will be used as a guide to follow when selecting school clothing.

1. Shoes must be worn by all students at all times except at the discretion of the teachers. Appropriate shoes must be worn during physical education classes. Flip-flops, slides or backless sandals are not allowed in elementary classes.
2. Tops and bottoms (items of clothing) must meet. Clothing shall be neither loose nor tight fitting to an extent that they reveal underclothing or inappropriate body areas (i.e., tights, leggings, yoga pants, etc.)
3. Headgear, to include, but not limited to hats, caps, hoodies and sunglasses may be worn on campus but not in the buildings, except during class transitions.
4. Shorts, skirts and dresses should not be more than five inches above the top of the knee cap when standing, even when worn over leggings/tights. Holes, rips, tears, etc. with exposed skin in shorts, pants, skirts etc. shall not be more than five inches above the knee cap.
5. Students in Grade 3 and above: Spaghetti straps/halter tops/strapless tops or tank top shirts and dresses shall not be worn unless covered at all times by another shirt/sweater that is not see-through. Tops shall not be loose, tight fitting, or low cut to an extent that they reveal underclothing or inappropriate body areas.
6. Pajamas shall not be worn (to include fleece bottoms and slippers).
7. Clothing may not contain words or pictures which are degrading or distracting. Headgear is included.
8. Clothing shall not be worn in a manner that depicts gang symbols or affiliation. (This includes slogans or references to tobacco, sex, drugs, alcohol, gangs, cults, racists, or sexist oriented sayings or pictures.)
9. Belt chains or wallet chains may not be worn on school grounds.
10. Any questionable clothing will be reviewed by the Principal/designee for a decision regarding appropriateness and parent/guardian may be called.

**Dress Code Violations:** For a first offense, a student shall be given a verbal warning & the school shall call the student's parent / guardian and student must change their clothes. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days & the school shall meet with the student's parent / guardian and student must change their clothes. For a third or subsequent offense, a student shall change their clothes and receive an in-school suspension pursuant to FS 1003.01(5) for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days & the school shall call the student's parent / guardian & send the parent/ guardian a written letter regarding the student's in-school suspension & ineligibility to participate in extracurricular activities.

## Electronic Devices

### **BYOD (Bring Your Own Device)**

Any student may request to bring their personal electronic device (to include cell phones, laptops, notebooks, netbooks, electronic readers, iPads, and tablets) to school for the purpose of accessing educational digital content by way of the district wireless network. An administrator must first approve the device and then the device must be submitted to the Technology Department for inspection and authentication with the network. Inspection will include confirmation of current anti-virus and removal of software detrimental to the operation of the district network included, but not limited to, peer-to-peer sharing software, hacking, or internet proxy software. Refusal of inspection or removal will result in denial of access. Student cell phones will not be allowed on the District Wireless Network.

Electronic devices may be used under the teacher's direct supervision. Any student who mistakenly accesses an inappropriate website on a computer or device must immediately inform the instructor and show them the site. The instructor is responsible for contacting school administration so that the site can be blocked by filters.

Students may not use wireless devices to "bully" or to post derogatory statements about students, faculty, or staff via text message or Social Media. Use of technology in any way to threaten, humiliate, harass, embarrass or intimidate another person is strictly prohibited. Transmitting or viewing material that is threatening, obscene, disruptive, or sexually explicit or that harasses or disparages others based upon race, national origin, sex, sexual orientation, age, disability, religion, or political **beliefs is strictly prohibited and can involve consequences from both school and local law enforcement.**

**All high school students will be permitted to use their wireless devices (to include cell phones) at school with the exception of the classroom unless the device is incorporated into the lesson by the teacher and the students are under the teacher's direct supervision as stated above.** Students in possession of wireless devices must comply with the GCS D Internet Safety Policy / Acceptable Use Agreement, the Student Code of Conduct, and all Board Policies.

Students should not use personal wireless devices (to include cell phones) at any time or in any school situation where a reasonable expectation of personal privacy exists (locker rooms, restrooms, etc.).

### Cell Phone Policy

May have a cell phone, but it must be off and out of sight (except for high school students during lunch).

The cell phone policy applies to all functions of the phone to include, but not limited to texting, videoing, games, internet use, downloading music, taking pictures or videos, etc.

1. **You may possess a cell phone at school, but it may only be used after the final dismissal bell** (middle and high school students use of electronic devices is described above).
2. The cell phone must be off and out of sight before school.
3. To avoid classroom disruptions, you may not display, use, or activate the cell phone prior to the final dismissal bell. The prohibited time shall include lunch breaks, class changes and any other structured or unstructured activity.
4. You are responsible to ensure that your cell phone is turned off and out of sight until the final dismissal bell unless used instructionally under the teacher's direct supervision as used in an instructional activity.
5. After the dismissal bell, you may use your cell phone except on school buses.
6. At school-sponsored activities, including extended day and other after school programs, you may use your cell phone provided the use does not interfere with the activity and follows the directives of the school administration.
7. On regular school bus runs, you may carry your cell phone, but the device must be concealed in a backpack, pocket, pocketbook, or other container. You may not use, activate, or display your cell phone on a bus.

#### **The following are the procedures for handling the misuse of cell phones:**

1 <sup>st</sup> Offense:	Cell phone will be taken from the student Parent may pick up the phone from administration
2 <sup>nd</sup> Offense:	Cell phone will be taken from the student Parent may pick up the phone from administration  Lose privilege of bringing a cell phone to school until the end of the 2 <sup>nd</sup> or end of the 4 <sup>th</sup> 9 weeks depending up the time of incident.
3 <sup>rd</sup> Offense:	Cell phone will be taken from the student Parent may pick up the phone from administration
4 <sup>th</sup> Offense:	Student loses privilege of a phone on campus for the remainder of school year. If student violates cell phone policy again, it will be handled as insubordination and could result in suspension / expulsion.

The school/staff/administration is not responsible for lost, damaged, or stolen confiscated electronic devices to include cell phones.

## **Extortion**

A student who threatens or otherwise blackmails another student for the payment of money of any sum or any other consideration will be subject to discipline including possible expulsion.

## **False Reporting**

Students who make false reports or prank calls are subject to disciplinary actions which may result in expulsion and/or referral for prosecution. Making false accusations against school personnel is included. Making false reports concerning planting a bomb, explosive, weapon of mass destruction, or use of a firearm in a violent manner is prohibited and considered a crime.

## **Food/Drinks**

No food or containers are to be taken from the cafeteria unless authorized by administration / designee. Students shall not be permitted to bring food or drinks on the school grounds during the school day except for packed lunches.

## **Fundraisers**

Any fund raisers must be approved by the School Administration.

No sales of candy, food or drink (with the exception of items sold in the lunchroom) are permitted during the school day.

## **Gambling/Games of Chance/Sell or Trade items**

Gambling and/or games of chance are not allowed on school property.

Students may not barter, sell or trade items or any personal property on school grounds. The school is not responsible for personal property.

## **Inciting Others or Disruption**

A student who counsels another student to riot, disrupt, be absent or who him/herself disrupts or interferes with the lawful administration of functions of the school shall be subject to suspension or expulsion depending upon the severity of the act. Authority: FS 1006.13- Zero Tolerance for Crime and Victimization)

## **Lunchroom Check-out Procedures**

Students may not check out during lunch time unless the parent/guardian signs out their child in person at the time of check-out.

## **Student Check-in / Check-out Procedures**

No student shall be sent from the campus during school hours to perform errands or act as a messenger except with the knowledge and approval of the Principal and then only for necessary and urgent school business. No student shall be permitted to leave school prior to dismissal without parent permission. All students arriving late or leaving early must sign in or out at the designated location.

Any student, who checks out of school, leaves the school grounds, and returns to school must sign back in through the office.

Upon returning to school after being checked out (the same day or subsequent days), students must bring a properly signed note covering the time they were out of school.

**Changes in after school pick-up should be called into the office prior to 1:00pm.** Please do not call frequently to have messages given to your child. Each time a message is sent to the student about a change, the entire class is affected and an interruption of learning occurs.

## **Miscellaneous**

1. All prescription or over-the-counter medications shall be delivered to the health room in accordance with the school board policy. [See also Trips].
2. Students are to exhibit an attitude of good sportsmanship at all activities sponsored by the school.
3. All students are to remain in their designated areas in the morning. Supervision begins 30 minutes before the school day begins. During bad weather, students will go to the designated areas.
4. Students are not to interrupt other classes unnecessarily and no student is to be excused from class unless prior approval of teacher or Principal is obtained. Teachers will not keep students from another teacher's class without prior approval from that teacher.
5. Students will make transitions between classes, to lunch, and before and after school in an orderly fashion.
6. Middle/High School Students using county band instruments will be responsible for returning them and will be responsible for any repairs.
7. Prior to going to a parked car during school hours, students must obtain specific permission from Principal or designee.
8. Back packs/book bags will not be allowed on buses the last few days of school as determined by school administration.
9. Toys, skateboards, shoes with wheels, and other distracting items are not permitted on school grounds.
10. With the exception of GCSD approved service animals and animals for the agriculture programs, no animals (to include dogs) are allowed on GCSD property at any time.
11. Parking in the outfield at extracurricular events is not permitted. For example, parking is not allowed in the outfield of softball and baseball games.

## **Profanity**

Profanity shall be interpreted as any profane, vulgar or unnecessarily cruel utterance or gesture. It shall not be directed toward the teacher, classmate or merely done overtly. Such instances shall be referred to the administrator for discipline.

## **Public Display of Affection**

Students who continue to engage in public affection after being warned by school personnel shall be referred to school administration for discipline. Inappropriate intimate conduct or behavior may result in disciplinary action up to expulsion.

## **Social Media**

Derogatory posts or statements made on social media against fellow students, staff, or school may result in disciplinary action. Students may not use wireless devices to "bully" or to post derogatory statements about students, faculty, or staff via text message or Social Media. Use of technology in any way to threaten, humiliate, harass, embarrass or intimidate another person is strictly prohibited. Transmitting material that is threatening, obscene, disruptive, or sexually explicit or that harasses or disparages others based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs is strictly prohibited and can involve consequences from both school and local law enforcement.

## **Theft and Pilfering**

A student involved in the act of stealing or in possession of stolen property may be suspended from school and/or reported to law enforcement. Restitution shall be required for school board property.

## **Trespassing on School Property**

The principal may request that law enforcement issue a trespass warning to any individual disrupting any school activity. The principal has the authority to refuse entrance to school property to convicted sex offenders or sexual predators. Any person requested by the principal to leave shall do so immediately. Students who have been suspended or expelled are not allowed on school campuses and will be considered as trespassing if they do so.

## **Vandalism and Tampering**

Any deliberate abuse of school or private property shall be considered vandalism. Cases of vandalism by students shall be reported to the appropriate administrator as soon as possible. Actions, regardless of the value of the damage, will result in disciplinary action which may include suspension/expulsion and/or reporting to law enforcement. Restitution will be required. Tampering with school or private property shall be reported to administration and could result in disciplinary action.

## **Weapons, Knives, and Firearms**

Knives or other dangerous instruments are prohibited from the schools and school activities. Firearms, ammunition, guns, replicas, (such as potato/zip guns), or weapons as defined in Florida Statutes or any item that can be used as a weapon are not to be brought on

school property in a concealed or non-concealed manner. Any student determined to have brought a firearm (as defined in Florida Statutes) to school, to any school activity or of any school sponsored transportation will be expelled for a minimum of not less than one full year and referred for criminal prosecution.

### **Insubordination / Disrespect**

Students will at all times show the proper respect toward faculty members, student teachers, substitute teachers or other authorized school personnel. A student who willfully disobeys a faculty member or other authorized personnel shall be referred immediately to the appropriate administrator for disciplinary action. Students shall be made to understand that continued disobedience shall bring suspension and possible expulsion from school.

Students are to respect and obey all school employees at all times.

<h2><b>C. DISCIPLINE, BEHAVIOR AND SCHOOL POLICIES</b></h2>
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**Students are responsible for taking home all papers sent home by the school, Principal, etc.**

**School employees shall correct discipline problems anywhere they occur on campus.**

### **Disciplinary Office Referrals**

1. Classroom teachers are provided with Disciplinary Office Referral (DOR) forms. This referral form is initiated when a teacher/administrator witnesses a student engaging in or displaying inappropriate behavior.
2. Depending upon the severity of the situation, the DOR and the student are sent to the office immediately or the referral is turned in at the end of the school day.
3. A copy of the DOR is given to the student the same day it is resolved. Efforts should be made to contact the parents.

### **Suspensions**

1. When a student's actions are disruptive to himself/herself or to the school as to violate law or School Board Policy, the student may be suspended.
2. Suspension dictates that the student shall not be allowed to attend school or school sponsored activities for the prescribed number of days. The student shall be allowed to make up the work. The student will be remanded to the custody of his/her parents/guardians during school hours.

While suspended, students are not allowed on Gilchrist County School Board property or school sponsored trips/ Activities (see trespassing), or attending any school-related events, extracurricular activities, games/sports, etc. home or away.

### **Suspension from Riding the Bus**

The safety and welfare of our students is a primary concern of the Gilchrist County School District. Students are expected to observe simple and basic guidelines for student behavior.

1. Any student who persists in ignoring or violating bus regulations will be subject to bus suspension or expulsion from the bus for the remainder of the school year.
2. Parents/guardians will be responsible for the student's transportation to and from school during the period of suspension. A student with severe or repeated bus violations is subject to expulsion from the school bus.

*Please refer to the Bus Code of Conduct.*

### **Suspension/Dismissal Procedures**

1. The Principal/designee may suspend a student from school or from riding a bus for infractions of the student code of conduct or school board policies. Such suspension shall be reported immediately in writing to the parent/guardian and to the Superintendent; no suspension shall be for more than 10 days and no suspension shall be made a dismissal unless so ordered by the School Board in an expulsion hearing.  
-Where a student has attained 18 years of age, notice in writing, as required in Subsection I, shall be made directly to the student, but notice to the parent/guardian shall not be required except as provided in the School Board Policy. The Superintendent shall receive a copy of suspension notice to the student.

2. The Principal may suspend a student who is transported to and from school at public expense, from riding a school bus for a period not to exceed 10 days; provided that written notice is given immediately to the parent/guardian and the Superintendent. Any student 18 years of age shall be given written notice directly and a copy thereof sent to the Superintendent as provided in these rules.
3. The following information shall be included in written notice of suspension to the parent/guardian or a student 18 or over and to the Superintendent:
  - (a) Nature of the offense.
  - (b) The date of the offense and the beginning date of suspension and the date on which the student may return to school.
  - (c) Any conditions involving the suspension such as a possible reduction of the suspension following a conference and assurances from the student of a change of attitude.
4. A copy of a student's suspension notice shall be sent home by the student and the parents shall be notified by telephone, if possible. A student 18/over shall be notified in person and given a copy of the suspension notice.
5. Whenever possible, a hearing shall be given the minor student and his parent/guardian or the student 18 or over prior to the effective date of the suspension. Where conditions do not judiciously allow a delay in the suspension, the parent/guardian and the minor student or the student 18 or over shall be offered a hearing at the earliest possible moment following the effective date of suspension. If a student 18 or over is involved (s)he shall be notified as to a conference date subsequent to the effective date of the suspension.
6. A probationary suspension will be indicated as such on the notice and may be revoked upon a parent conference.

### **Dismissal of Student**

The Principal/designee may suspend a student from school for a period not to exceed 10 days with a recommendation that (s)he be dismissed from school. Wherever possible, or if conditions permit, the Principal/designee shall hear the student's defense or explanation of his/her conduct and shall explain to the student his/her reasons for the suspension with a recommendation of dismissal.

Whenever possible, a hearing shall be given the minor student and his parent/guardian or to the student 18 or over prior to the effective date of suspension. Where the presence of a disruptive student interferes with the orderly discharge of normal school functions, such student shall be suspended forthwith and the parent/guardian of the minor student or the student 18 or over notified as provided herein with an offer of a conference subsequent to the effective date of the suspension. In any case, the Principal/designee shall conduct an investigation into the charges and shall obtain written and signed statements from witnesses immediately after the incident. A tape recorder may be used with the knowledge of all parties concerned to record any proceedings with a parent/guardian or with students that could lead to a recommendation of dismissal. Where a pupil is suspended with a recommendation of dismissal being made, the following procedures shall be observed:

1. The suspension letter shall state the reasons for the suspension and the recommendation that the student be dismissed.
2. The letter of notice shall be delivered to the parent/guardian of a minor student and directly to the student 18 or over by the Principal/designee or sent by certified mail with a return receipt request. A copy of the suspension notice and recommendation of dismissal shall be sent to the Superintendent.
3. Upon receipt of such notice, the Superintendent, if he concurs with the recommendation for expulsion, shall notify the parent/guardian of the minor student or the student 18 or over by certified mail with a return receipt request, stating that the School Board will meet at a specified time and place to hear the charges and to act on the expulsion recommendation. The parent/guardian of the minor student or the student 18 or over shall be fully advised of the right to appear before the School Board during the hearing. The Principal and any witnesses shall also be informed as to the time and place of the hearing.
4. Any student whose expulsion is being considered shall be accorded due process of law prior to this expulsion and during any such hearing

### **Due Process shall include:**

1. A written copy of the charges against the student shall be provided to the minor student and his parent/guardian or the student 18 or over.
2. The offer of a hearing at which the student may call witnesses and present evidence in his own behalf.
3. The right to cross-examine witnesses.
4. The right to defend his actions.
5. Legal counsel at his/her expense or other person to assist the student in presenting his/her defense.
6. A written copy of the findings or action of the School Board.
  - a. Where the Principal/designee suspends a student and recommends his dismissal, the Superintendent may extend the suspension assigned by the Principal beyond 10 days if such suspension period expires before the next regular or special meeting of the School Board.
  - b. Where such extension of a suspension is made by the Superintendent, (s)he shall notify the parent/guardian or the student 18 or over in writing prior to the expiration of the suspension as signed by the Principal.
  - c. A copy of the notice of the additional suspension shall be sent to the Principal.

## Expulsion

A Principal may recommend to the Superintendent the expulsion of a student. The Principal shall provide the Superintendent with an adequate history of the student's actions relevant to the recommendation. Expulsion is determined by the School Board and dictates that a student shall not be allowed to attend any regular school programs/activities during the period of expulsion.

1. A student may be expelled for repeated disciplinary offenses as have been outlined above or for any misconduct deemed serious enough to warrant such action.
2. Any student recommended for expulsion will be granted a hearing by the School Board and given the opportunity to have present their parent/guardian and/or legal counsel.

## **D. ACADEMIC INFORMATION**

### **I. GRADES AND REPORTING**

#### **A. Grading Scale**

<b>ALPHA GRADE</b>	<b>NUMERICAL RANGE / DESCRIPTION</b>
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	0-59
<b>S</b>	Satisfactory Progress
<b>N</b>	Needs Improvement
<b>U</b>	Unsatisfactory Progress
<b>ES</b>	Exceeding Standard
<b>MS</b>	Meeting Standard
<b>AS</b>	Approaching Standard
<b>LP</b>	Limited Progress Toward Standard
<b>NM</b>	Not Meeting Standard

#### **B. Elementary Grading System**

**1. Grade KG-Standards Based Grading**

Kindergarten students will be assessed based on their ability to master the standards for ELA, Mathematics, Science and Social Studies.

Grade codes (ES, MS, AS, LP and NM) will be used for ELA, Mathematics, Science and Social Studies.

**2. Grade 1-2:**

Numerical grades equivalent to A, B, C, D, and F for ELA, Mathematics, and Science.

Grades of Satisfactory (S=A, B, or C), Needs Improvement (N=D) and Unsatisfactory (U=F) For Social Studies.

**3. GRADES 3-5**

Grades 3-5 shall have numerical grades equivalent to A, B, C, D, and F for ELA Math, Science, and Social Studies.

#### **C. Report Cards**

1. Report cards for grades K-12 shall be issued at the end of each nine-week period.
2. The final report card for the year shall contain an end-of-year status comment.
3. The report card and performance report shall indicate if the student is:

- Working below grade level;
- Having lessons and/or assignments modified below grade level;
- Having accommodations provided.

If a student has not had sufficient time (3 days upon returning to school unless extended by the teacher) when the grading period ends, an "I" (Incomplete) shall be indicated on the report card. The "I" shall be converted to the appropriate grade by the end of the next grading period.

#### **D. Progress Reports**

Progress reports in grades K-12 shall be sent to the parents or legal guardians of all students in grades K-12 midway through each nine-week grading period.

#### **E. Exams for Middle/High**

1. Mid-term and Final Exams are required in all courses. A State End of Course (EOC) Exam will serve as the final exam when applicable.
2. Upon the sixth absence (excused or unexcused) in any class in a 9 week grading period, the student shall receive a failing grade of "59" for that grading period unless he/she earns a score of 60% or higher on a mastery test for that class. In order to be eligible to take the mastery test, a student must have a passing grade in the class.
3. Exams may be performance based.
4. All students will take exams (midterm / final). Exams will count as 15% (for non-EOC courses).
5. There will be no new material covered on the exam introduced two days prior to exams. This time should be used for exam review.
6. All State End of Course (EOC) Exams will count as specified by DOE/FL Statutes (currently 30%) of the final course grade.

#### **F. Honor Roll**

Honor Roll status shall be determined for grades 1-12 by report card grades for Quarter 1, 2 & 3 (to include high school and dual enrollment grades) for all academic subjects earned for each nine week grading period using the following criteria:

- "A" Honor Roll: All "A"s or "S" for each 9 week grading period
- A/B Honor Roll: "A", "B" or "S" for each 9 week grading period

The following shall NOT be used to determine Honor Roll eligibility:

- Behavior Grades
- Midterm/ Final Exam Grades
- Midterm or Final Average Grades

To be eligible for consideration for the honor roll, the student's fourth quarter progress must be consistent with the criteria listed above.

## **II. GRADUATION REQUIREMENTS, TRANSFER STUDENT PROCEDURES, AND ACCELERATED GRADUATION OPTIONS (SB 1076)**

### **A. Graduation Requirements (Regular Diploma)**

#### ***Graduation Requirements***

- Graduation requires successful completion of 26 credits in grades 9-12 as follows:

English/ Language Arts—4 Credits

Mathematics—4 Credits (must include Algebra I and Geometry)

Science—3 Credits (Biology I and 2 equally rigorous courses, two must have lab)

Social Studies- 3 Credits (World History, U.S. History, U.S. Government and Economics)

Reading—1 Credit (Required in the 9th Grade)

Fine Arts—1 Credit

Physical Education- 1.0 Credit (to include the integration of health)

Electives—Varies.

Online Course- one course must be completed via online learning

Please see your guidance counselor for the assessment requirements for graduation.

- **Diploma Designations**- includes requirements in addition to the Standard Diploma Requirements. There are two (2) diploma designations: **Scholar and Merit**. If you are interested in receiving more information about a diploma designation, see your guidance counselor.

## **B. Accelerated Graduation Options**

If you are interested in graduating early or at an accelerated pace, please see your guidance counselor for options.

**ACCEL 18- Credit Standard Diploma (1003.4282(10)(d)1.-5., Florida Statute).**  
(Academically Challenging Curriculum to Enhance Learning)

What is the distinction between the 18-credit ACCEL option and the 24-credit option?

- Three elective credits instead of eight
- Physical education is not required
- Online course is not required

All other graduation requirements for a standard diploma must be met based on grade 9 cohort year.

## **C. GRADUATION OPTIONS FOR STUDENTS WITH DISABILITIES**

- **Academic and Employment Graduation Option**
- **General Diploma via Access Point**

## **E. ATTENDANCE REGULATIONS**

### **COMPULSORY ATTENDANCE (FS 1003.21)**

1. A child who has attained the age of six (6) years of age or who will have attained the age of six (6) years by February 1 of any school year or who is older than six (6) years of age but who has not attained the age of 16 years is required to attend school regularly during the entire school term.
2. A child who has attained the age of five (5) on or before September 1<sup>st</sup> of the school year shall be eligible for admission to a public kindergarten. Any child who enters school as a kindergartner shall be required to abide by the district attendance policy and the district Student Progression Plan.

### **ATTENDANCE POLICY**

1. Each parent, guardian, or other person having control of a child within the compulsory attendance age is responsible for the child's school attendance as required by law (FS 1003.24).
2. The Legislature finds that poor academic performance is associated with nonattendance and that schools shall take active roles in enforcing attendance policies.
3. Schools shall track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance.

### **ATTENDANCE REQUIREMENT FOR PROMOTION (Elementary)**

For promotion, a child's absences shall not exceed eighteen (18) days (excused or unexcused) in a school year.

### **EXCUSED ABSENCES, TARDIES, AND EARLY CHECKOUTS**

An excused absence, tardy, or checkout shall be granted for:

1. Personal sickness, injury, or other insurmountable condition;
2. Death of a member of the family;
3. Established religious holidays or religious instruction;
4. Dental and medical appointments;
5. Required court appearances;
6. Emergencies approved by the principal upon request by the parent, guardian, or other person having control;
7. A tardy is assigned to a student in grades 6-12 when he/she arrives to class up to 30 minutes late or leaves 30 minutes prior to the end of the class period.

### **UNEXCUSED ABSENCES, TARDIES, AND EARLY CHECKOUTS**

1. Any absence, tardy, or early checkout without a note from the parent, guardian, or other person having control;
2. Any absence, tardy, or early checkout for which the reason is unknown;
3. Suspensions;
4. Truancy;
5. Other avoidable situations (i.e. Shopping and pleasure trips);
6. A tardy is assigned to a student in grades 6-12 when he/she arrives to class up to 30 minutes late or leaves 30 minutes prior to the end of the class period.

### **PROCEDURES FOR ABSENCES**

**Notes from parents will be accepted for six (6) absences for each 18 week grading period. However, after the sixth absence, excused and/or unexcused, in each 18 week grading period, the district requires a doctor's note, funeral program, or documentation of a religious holiday for the absence to be excused. If a child is exhibiting a pattern of nonattendance and a child study team meeting is held with the parent, the truancy officer can deviate from the amount of parent notes that can be accepted.**

1. Middle School and High School Only: Upon the sixth absence (excused or unexcused) in any class in a 9 week grading period, the student shall receive a failing grade of "59" for that grading period unless he/she earns a score of 60% or higher on a mastery test for that class. In order to be eligible to take the mastery test, a student must have a passing grade in the class.
2. The child shall make up assigned work within three (3) school days after returning to school from an excused or unexcused absence. An extension of time may be permitted if the child's teacher determines that a 3-day allowance is not reasonable.
3. It is the responsibility of all students to make up any missed work when absent. A zero will be assigned for any work not made up.
4. Any assignment or test announced prior to an absence must be made up on the day the student returns (unless special arrangements are made with the teacher).
5. School related activities are not considered an absence.
6. Students must have notes for absences within three (3) school days upon their return to school or the absence will remain unexcused.
7. Any family trip must have PRIOR administrator approval for the absences to be excused.

### **PROCEDURES FOR TARDIES AND EARLY CHECKOUTS**

A student arriving late or leaving early at school must check in/out at the office. The parent, guardian, or other person having control of the child must provide the office with the reason. The office personnel shall determine if the reason is excused or unexcused and shall indicate such on the admit form.

Students may not check out during lunch time unless the parent/guardian signs out their child in person at the time of check-out.

1. Limits- A child shall not exceed the limit for tardies or early checkouts, which is:
  - a. In cases of truancy and habitual truancy that are referred to child study team action, tardies may be recognized and calculated in the truancy instances. For truancy purposes in child student team documentation that may also be used for court action,
 

**(3) unexcused tardies and/or unexcused checkouts no matter when they occur in the day will equal one absence for truancy purposes.** The authority to apply accumulated tardies and early check-outs as unexcused absences is given to the Gilchrist County School Board, Florida pursuant to Section 1003.02 (1)(b), Florida Statutes. Board policy states that the principal has the authority to determine whether an absence is excused.
  - b. Three (3) unexcused tardies or three (3) unexcused early checkouts.
2. **PARENT NOTIFICATION** - The teacher shall notify the child's parent, guardian, or other person having control when the child is in danger of reaching the specified limits for tardies or early checkouts.
3. **DISCIPLINARY OPTIONS** - The teacher shall recommend disciplinary action, if needed, for a child who has exceeded the limit for tardies or early checkouts listed above. The recommended disciplinary options may be:
  - a. A referral to the school administrator, who may report the child to the truancy officer; **AND/OR**
  - b. In-school and/or after-school detention to make up missed assignments and/or time; **AND/OR**
  - c. Other appropriate discipline.

### **TRUANCY/PATTERN OF NONATTENDANCE**

1. A student may be exhibiting a pattern of nonattendance if he/she has had at least five (5) unexcused absences within a calendar month or 10 unexcused within a 90-calendar-day period.
2. "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under Section 1003.21(1) and (2)(a), and is not exempt under Section 1003.21(3) or Section 1003.24, or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education.

### **ENFORCEMENT OF SCHOOL ATTENDANCE (F.S. 1003.26)**

The student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance if a child has 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar-day period. The principal or his/her designee shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the school's child study team finds that a pattern of nonattendance is developing, a child study team meeting with the parent must be scheduled to identify potential remedies/interventions, and the principal shall notify the Superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

1. **Child Study Team Meeting with Parent/Guardian-**  
The Child Study Team shall be diligent in facilitating interventions and report the case to the Superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

2. **Appeal Procedures** - If the parent, guardian, or other person in charge of the child refuses to participate in the remedial strategies because (s)he believes that those strategies are unnecessary or inappropriate, the parent, guardian, or other person in charge of the child may appeal to the school board. The school board may provide a hearing officer and the hearing officer shall make a recommendation for final action to the board. If the board's final determination is that the strategies of the Child Study Team are appropriate, and the parent, guardian, or other person in charge of the child still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.
3. **Written Parental Notice of Truancy Petition by School Administrator and Required Attendance within 3 Days**- Under the direction of the Superintendent, the designated school administrator shall give written notice in person or by return-receipt mail to the parent, guardian, or other person having control when no valid reason is found for a child's non-enrollment in school which requires enrollment or attendance within 3 days after the date of notice.
4. **Criminal Prosecution Process against Parent, Guardian, or Other Person having Control by Superintendent**- The Superintendent shall take such steps as are necessary to bring criminal prosecution against the parent, guardian, or other person having control.

## **ATTENDANCE REQUIREMENTS FOR STUDENTS TO OBTAIN/RETAIN A DRIVER'S LICENSE**

Florida law (FS 1003.27) requires each school principal or designee to identify each minor student accumulating 15 unexcused absences in a period of 90 calendar days or who drop out of school. The district school superintendent must provide the names and identifying information of these students to the Department of Highway Safety and Motor Vehicles (DHSMV). DHSMV may not issue a driver's license or learner permit, or may suspend the driving privileges of any reported student until the student has satisfied regular school attendance requirements as outlined in Section 322.091, FS.

## **F. FEDERAL AND STATE COMPLIANCE**

### **Title I Information for Parents**

Title I, Part A, is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. As the largest federal program supporting elementary and secondary education, Title I targets these resources to the districts and schools where the needs are greatest.

Bell Elementary School and Trenton Elementary School are both Title I School-Wide Projects. This means that Title I Entitlement Grant funds support supplementary personnel and services for those schools. The mission of Title I Part A is to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Title I schools are required to disseminate an annual report card to parents. In addition to publishing this annual report card in the Gilchrist County Journal, this report card is also made available to parents each year on the district's website at [www.gilchristschools.org](http://www.gilchristschools.org) and at each school's front office. Your school's public accountability report (SPAR) is also available for review on this website's parent page. A hard copy of this report may be obtained from the district office, upon request. Please contact your school's principal or the Title I director at (352) 463-4408 if you have any questions or concerns after reviewing this year's information.

The Every Student Succeeds Act (ESSA) provides you, the parent, the opportunity to request information regarding the professional qualifications of your child's teacher, such as certificate type (professional or temporary), subject area coverage / grade level of coverage, and degree(s) / defined major of study. You may also request information regarding the qualifications of any paraprofessionals who are providing instructional services to your child. If you would like to request any of the above information, please contact your school's principal. If your child has been taught by a teacher who is not highly qualified, you will be notified in writing.

In addition, you have the right to request parent meetings regarding Title I information. If you would like to request an informational meeting with the Title I Director, please contact the district office at (352) 463-4408. A NCLB Parent's Guide is available online at [www.ed.gov/parents/academic/involve/nclbguide/parentsguide.html](http://www.ed.gov/parents/academic/involve/nclbguide/parentsguide.html). In addition, our Parent Involvement Policy is available on the district's website at [www.gilchristschools.org](http://www.gilchristschools.org). This valuable link may also be accessed for a copy of your school's School Improvement Plan. If you would like to ask questions or provide input into next year's project writing or School Improvement Plan, please contact the project director at the district office at (352) 463-3200.

*For more Title I information, please call the Title I Director at (352) 463-4408.  
Para mas información de Title I en español, llame por favor el director de Title I en (352) 463-4408.*

## **504 Information for Parents**

### **Notice of Rights for Disabled Students and their Parents Under §504 of the Rehabilitation Act of 1973**

The Rehabilitation Act of 1973, commonly known in the schools as “Section 504,” is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, §504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

Under §504, a student is considered “disabled” if he or she suffers from a physical or mental impairment that substantially limits one or more of their major life activities, such as learning, walking, seeing, hearing, breathing, working, and performing manual tasks. Section 504 also applies to students with a record of having a substantially-limiting impairment, or who are regarded as being disabled even if they are truly not disabled. Students can be considered disabled, and can receive services under §504, even if they do not qualify for, or receive, special education services.

The purpose of this Notice is to inform parents and students of the rights granted them under §504. The federal regulations that implement §504 are found at Title 34, Part 104 of the Code of Federal Regulations (CFR) and entitle eligible student and their parents, to the following rights:

1. You have a right to be informed about your rights under §504. [34 CFR 104.32] The School District must provide you with written notice of your rights under §504 (this document represents written notice of rights as required under §504). If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District’s §504 Office and they will assist you in understanding your rights.
2. Under §504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met. [34 CFR 104.33].
3. Your child has the right to free educational services, with the exception of certain costs normally also paid by the parents of non-disabled students. Insurance companies and other similar third parties are not relieved of any existing obligation to provide or pay for services to a student that becomes eligible for services under §504. [34 CFR 104.33].
4. To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services. [34 CFR 104.34].
5. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students. [34 CFR 104.34].
6. The School District must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under §504, and also before every subsequent significant change in placement. [34 CFR 104.35].
7. If formal assessment instruments are used as part of an evaluation, procedures used to administer assessments and other instruments must comply with the requirements of §504 regarding test validity, proper method of administration, and appropriate test selection. [34 CFR 104.35]. The District will appropriately consider information from a variety of sources in making its determinations, including, for example: aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, health records, report cards, progress notes, parent observations, and scores on TAKS tests, and mitigating measures, among others. [34 CFR 104.35].
8. Placement decisions regarding your child must be made by a group of persons (a §504 committee) knowledgeable about your child, the meaning of the evaluation data, possible placement options, and the requirement that to the maximum extent appropriate, disabled children should be educated with non-disabled children. [34 CFR 104.35].
9. If your child is eligible for services under §504, he or she has a right to periodic evaluations to determine if there has been a change in educational need. Generally, an evaluation will take place at least every three years. [34 CFR 104.35].
10. You have the right to be notified by the District prior to any action regarding the identification, evaluation, or placement of your child. [34 CFR 104.36]
11. You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, and placement of your child under §504). [34 CFR 104.36].
12. You have the right to an impartial due process hearing if you wish to contest any action of the District with regard to your child’s identification, evaluation, or placement under §504. [34 CFR 104.36]. You have the right to participate personally at the hearing, and to be represented by an attorney, if you wish to hire one.
13. If you wish to contest an action taken by the §504 Committee by means of an impartial due process hearing, you must submit a Notice of Appeal or a Request for Hearing to the District’s §504 Coordinator at: A date will be set for the hearing and an impartial hearing officer will be appointed. You will then be notified in writing of the hearing date, time, and place.
14. If you disagree with the decision of the hearing officer, you have a right to seek a review of that decision before a court of competent jurisdiction (normally, your closest federal district court).
15. You also have a right to present a grievance or complaint to the District’s §504 Coordinator (or designee), who will investigate the situation, take into account the nature of the complaint and all necessary factors, and respond appropriately to you within a reasonable time.
16. You also have a right to file a complaint with the Office for Civil Rights (OCR) of the Department of Education.

If your child is currently has a 504 plan, we hope that appropriate academic growth is taking place. We want to make certain though, that you are aware of your options. Among them is the option to participate in the John M. McKay Scholarship for Students with Disabilities Program, commonly known as the McKay Scholarship Program. This program was created to provide several options to parents of students with disabilities.

If your child has an IEP or 504 Plan, attended a Florida public school during the previous school year, and you believe that he or she is not progressing adequately in the current public school, you may consider having your child:

- Attend another public school in your district;
- Attend another public school in an adjacent district: OR
- Receive a scholarship to attend a participating private school.

The amount of the scholarship will be equal to the amount of funding the student generated in the public school system or the amount of the private school's tuition and fees, *whichever is less*.

For further information regarding public school options for your child's education, please contact your Special Programs office at (352) 463-3153 and ask for information on the McKay Scholarship Program. If you wish to pursue private school options, please access information online at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) and click on McKay Scholarships. You may also call the Florida Department of Education Choice Office Parent Information Line at 1-800-447-1636

## **Student Grievance Procedure for Sexual Harassment**

1. Any student that feels they have been the victim of sexual harassment by a student or staff member should file a written complaint, stating the act or acts, stating the date(s), and stating the name of witnesses, with the building principal, assistant principal, guidance counselor, or school-based coordinator. The complaint must be signed by the complainant.
2. The principal, (Superintendent's designee) shall investigate the alleged incident and shall render a decision regarding the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
3. If the decision of the principal is not satisfactory to the victim of the alleged sexual harassment, the student may file a written complaint, stating the act or acts, stating the date(s), and stating the name of witnesses, with the Superintendent. The complaint must be signed by the complainant.
4. The Superintendent or Designee shall investigate the alleged incident and shall render a decision regarding the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
5. The Superintendent's or Designee's decision shall be final.
6. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

## **Prohibition of Sexual Harassment by Students**

The School Board desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the School Board. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the School Board forbids harassment against any student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its students.

**Definition.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

- (a) Verbal harassment or abuse of a sexual nature;
- (b) Subtle pressure for sexual activity;
- (c) Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes, or sexual activity);
- (d) Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
- (e) Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
- (f) Display of sexually suggestive objects, pictures, or written materials.

***Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.***

<b>Specific Prohibition</b>	It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
<b>Procedures</b>	<p>Any student who alleges sexual harassment by another student should complain to the building principal, assistant principal(s), guidance counselors or school-based equity coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.</p> <p>The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.</p> <p>In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.</p>
<b>Penalties</b>	A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

## **Bullying and Harassment**

It is the policy of the Gilchrist County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited- during any educational program or activity conducted by a public K-12 educational institution; during any school-related or school-sponsored program or activity; on a school bus of a public K-12 educational institution; or through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.

**Bullying:** systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is unwanted and repeated written, verbal or physical behavior including any threatening, insulting or dehumanizing gesture by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.

**Harassment:** threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities or benefits; or has the effect of substantially disrupting the orderly operation of a school.

This policy also includes **cyber bullying** (systematically and chronically inflicting psychological distress on one or more students or employees through use of electronic mail or electronic communication), and **cyber stalking** (to communicate or cause to be communicated words, images or language by or through the use of electronic mail or electronic communication directed at a specific person causing substantial emotional distress to that person).

Consequences for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Students are encouraged to report bullying and harassment. Anonymous reporting can be done by calling the Gilchrist County Sheriff's Crime Hotline at 1-877-723-2728.

The entire School Board Policy 5.101/D Bullying and Harassment may be found on the District Website at: <http://gilchristschools.schoolfusion.us/> Click on the School Board tab and then select School Board Policies.

## **Procedures for Responding to Requests for a Student with a Disability to Bring a Service Animal to School**

The Gilchrist County Schools will comply with all state and federal laws, regulations and rules regarding the use of service animals by students with disabilities under appropriate circumstances. A student with a disability is defined as one who has been determined to be disabled by an appropriate team pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504).

**Definition of "Service Animal":** As defined by federal regulations implemented under Title II of the Americans with Disabilities Act (ADA), a service animal includes any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability including, but not limited to, a physical, sensory, psychiatric, intellectual, other mental disability or autism. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.

**Definition of "Work or Tasks" performed by service animal:** The work or tasks performed by a service animal must be directly related to the student's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of these procedures.

**Liability for damage caused:** Under Florida law applicable to public accommodations, an individual with a disability is liable for damage caused by a service animal just as a nondisabled person would be liable for damages caused by their pets. However, proof of insurance is not required as a condition for allowing a student to bring his/her service animal to school.

**Persons training a service animal:** Under Florida law applicable to public accommodations, any trainer of a service animal, while engaged in the training of such animal, has the same rights and privileges with respect to access to public facilities and the same liability for damage as is provided for those persons described above.

A request to bring a service animal to school by or on behalf of a student with a disability is subject to the following procedures and requirements:

1. Parents/adult students will be asked to complete and submit a written request to bring the service animal to school to the Principal's office, using the District's Form for such Request. The Request will identify and describe the service animal and what work or task(s) the service animal is trained to perform and is/are directly related to the student's disability. In addition, the individual requesting that the service animal attend school with a student must provide documentation that the animal is properly immunized as required under Florida law and registered and licensed in accordance with all state and local animal licensing and registration requirements.
2. Requests to bring a service animal on School District property must, whenever possible, be made a reasonable time before bringing the animal to school to afford the District adequate time to properly address the request and make any necessary adjustments to the educational environment to accommodate the service animal's presence. A service animal may not be on school property without prior approval by the Director of Special Programs or his/her designee.
3. As part of the consideration of a request to bring a service animal to school, the School District can require proof of immunization and all animal licensing and registration requirements under applicable Florida or local law. In addition, individuals who have service animals are not exempt from local animal control or public health requirements.

If the parent/student refuses to provide proof of immunization or proper licensing or registration of the animal as required by Florida or local law, the School District may refuse to allow the student to bring the service animal to school.

4. Once the School District has received a formal request for a student to bring a service animal to school, a meeting of the student's IEP or 504 Team (as applicable) will be scheduled and convened. The Team will conduct a case-specific inquiry as to whether the animal meets the definition of a service animal that performs work or tasks directly related to the student's disability.
5. If it is decided that the service animal will be allowed to accompany the student to school, the Team will also discuss a plan for introducing the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the Team.
6. The issue of allowing the service animal to accompany the student to school is subject to periodic review, revision or revocation by the student's IEP/504 Team and at least annually.

7. Service animals must wear proper identification and always have a harness, leash, tether or other form of proper restraint mechanism, unless the handler is unable because of the disability, to use a harness or other form of restraint mechanism or the use of a harness or other restraint would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
8. The School District is not responsible for the care or supervision of a service animal. Arrangements for the care/supervision of the service animal must be the responsibility of the parent/adult student and any costs incurred to handle the service animal will be the responsibility of the parent/adult student. However, if the student is the handler of the animal, the District may need to provide some assistance to the student in the handling of the animal as an accommodation to the student.
9. The School District retains the discretion to exclude or remove a service animal from its property if:
  - a. the animal is out of control and/or the animal's handler does not effectively control the animal's behavior;
  - b. the animal is not housebroken;
  - c. the animal poses a direct threat to the health and safety of others that cannot be eliminated by making reasonable modifications.
  - d. the animal's presence would constitute a fundamental alteration in the School District's programs/activities.
10. The parent/student, depending upon the circumstances and applicable law, may be deemed liable for any damage to school property and any injury to individuals caused by the service animal. Florida law applicable to public accommodations specifically provides that a person accompanied by a service animal is not necessarily relieved of liability for damages done by the animal. In addition, federal law provides that if the School District normally charges students for damages caused, then a student may be charged by damages caused by the service animal. However, proof of insurance cannot be required as a condition for allowing a service animal to accompany a student with a disability.
11. If it is determined that the student will not be allowed to bring his/her service animal to school, that determination will be considered a grievable discrimination issue and subject to the School District's internal grievance procedures. Parents also may be entitled to initiate a due process hearing under the IDEA or Section 504 if they claim that the refusal constitutes a "denial of FAPE" to the student under the IDEA or Section 504.

## **G. STUDENTS WITH DISABILITIES**

### **Identification and Procedural Safeguards**

Gilchrist County Schools identifies and serves students with disabilities and maintains information on identified students. Several kinds of information are gathered to help school locate and serve students with disabilities. Information may include the following areas of behaviors and abilities: social, emotional, physical, academic, psychological and communication. Students with disabilities refer to all of the following: Autism Spectrum Disorder, Deaf or Hard-of-Hearing, Developmental Delay, Dual-Sensory Impairment, Emotional/Behavior Disability, Homebound or Hospitalized, Intellectual Disability, Language Impairment, Orthopedic Impairment, Other Health Impaired, Specific Learning Disabled, Speech Impairment, Traumatic Brain Injury, and Vision Impairment. Your child's progress is monitored and results are used to make decisions about additional instruction and intervention through Florida's Problem Solving and Response to Instruction/Intervention Model (RtI). Response to Intervention (RtI) is a process that provides intervention and educational support to all students at increasing levels of intensity based on their individual needs. The goal is to prevent problems and intervene early so that students can be successful. RtI has three tiers that build upon one another. Each tier provides intensive levels of support, while high quality research based instructional and behavioral supports are provided within a collaborative model.

- Tier 1 includes high quality instruction
- Tier 2 includes additional targeted, supplemental instruction and intervention
- Tier 3 includes intensive interventions

Information is collected throughout each tier through screening programs, checklists, teacher and counselor observations, standardized tests and collaboration with parents. Persons from whom relevant information is gathered include parents, teachers, psychologists, and other school specialists, physicians, and other professional personnel as well as the child.

Data about the student is used to help in the development of appropriate educational interventions and programs for all students and for reports required by state and federal agencies. School wide screenings are provided to determine which students need closer monitoring or additional interventions. If school personnel determine that further evaluation of a child is called for, the child's parent/guardian will be consulted before the school proceeds.

A parent may request an evaluation to determine eligibility for Exceptional Student Education at any time, however data must be made available from the RtI process to be able to determine if a student is eligible for Exceptional Student Education services.

Although the School Board of Gilchrist County is responsible for providing an appropriate education for each student and is responsible for placement of students with disabilities, parents/guardians have the right to due process. These rights may be exercised any time parents wish to appeal the assignment, reassignment or denial of assignment of their child in any exceptional education program.

#### **Parents have the following rights to protection in evaluation procedures:**

- Review all records related to the identification, evaluation and placement of the child.
- Review the procedures and instruments to be used in the evaluation.
- Refuse consent to the evaluation (subject to the school system's right to a hearing).
- Be informed of the results of the evaluation.
- Obtain an independent educational evaluation which will be considered in any decisions regarding the child.
- Receive information upon request about where an independent evaluation by a certified examiner can be obtained.
- Upon disagreement with the school system's evaluation, obtain an independent evaluation at public expense when ordered by a hearing officer or when agreed to by the School Board in the absence of a formal hearing.

#### **Parents have the following rights to protection in exceptional student educational program placement:**

- Receive prior informed written notification of changes in educational placement including recommendation for assignment, reassignment or denial of assignment in any exceptional education program.
- Notification in their primary language or other primary mode of communication (unless it is clearly not feasible).
- Refuse consent to initial placement in an exceptional education program.
- Right to revoke consent for placement in an exceptional education program.
- Request an impartial hearing if they disagree with the recommendations for educational placement.

#### **Parents have the following rights to protection in impartial hearing procedures:**

- Be accompanied and advised by counsel and experts in the pertinent area.
- Present evidence and confront, cross-examine and compel the attendance of witnesses.
- Obtain an independent educational evaluation to be presented as evidence.
- Prohibit introduction of evidence that has not been disclosed at least five days prior to the hearing.
- Obtain a record of the hearing.
- Appeal the decision of the hearing.

**Parents have the following rights to protection for confidentiality of information:**

- Inspect and review educational records.
- Receive a response from the educational agency to reasonable requests for explanations and interpretations of records.
- Obtain copies of the records.
- Seek correction of records.
- Prior consent for disclosure of personally identifiable information.
- Request a hearing when there is a problem or question regarding confidentiality of information in their child's records.

<b>H. PARENTS' RIGHTS IN STUDENT RECORDS</b>
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**Annual Notification of Parents, Guardians and Adult Students of Their Rights under the Provisions of Federal Privacy Rights of Parents and Students Act of 1974 and the State Board of Education**

The information that follows is to inform you of your rights as detailed in the legislation stated in the above title. The School Board of Gilchrist County has adopted policies and procedures to ensure compliance with these legislative acts.

**As a parent, guardian or adult student, you are entitled to the following information and statements of your rights:**

- The right to inspect all of the educational records of the student that contain personally identifiable information regardless of where it is located, other than the personal files of school personnel maintained solely for their own use. Reasonable, formal notice of your request will be required.

**No individual, organization or agency outside the school system (other than those specified by law or Board Policy) will be permitted to inspect, have access to or be provided copies of a student's educational records without your written permission.**

- A record will be maintained
  - of each request for information from a student's educational record and of the nature of the information requested,
  - of each written permission received from you, authorizing the release of information from your student(s)' record and
  - of the nature of the information released and the name of the person and/or organization receiving the information. This record will be available for your inspection.

It is the policy of the School Board of Gilchrist County to send copies of student educational records, upon request, to other schools, school districts, colleges and universities without first obtaining your written permission as provided by law.

Upon your formal request to a Principal, you have the right to an informal hearing to challenge the content of the educational records or to request correction of any inaccurate or misleading information contained in the record. This includes the right to have a copy of the record provided at cost and the right to have the record reasonably interpreted by a school official. If, in the opinion of the school official, there exists a language barrier to non-English speaking eligible parties, an interpreter may be provided. If the results of the informal hearing are not satisfactory, you may appeal that decision to a higher authority or place a document in the student's record stating your objections.

In certain situations, it may be to your advantage to waive your rights to inspect the student record or to inspect a certain part of the record. In these situations you may be advised to waive your right to inspect, but you may not be required by any school official to waive your right. You will be required to sign a formal written document if you choose to waive your right of inspection.

Student educational records are usually located at the school of attendance, but certain specialized records are located at the District Office. The Principal is obligated to make available, upon your request, a full disclosure as to the whereabouts of your student's records.

The School Board may release "directory information" on students to the general public which includes name, address, telephone number, participation in officially recognized activities and sports, weight and height - if an athletic team member, name of the most recent previous school or program attended, dates of attendance at schools in the district and degrees and honors received, and date and place of birth. You have the right to restrict this information from the public records but this right must be a written request to the principal made within 30 days of receipt of the Code of Student Conduct.

Further details of this policy and procedures are available at any school and at the District Office. This policy and procedure will be made available for your inspection upon request during normal business hours.

<b>I. <u>School Financial Report to Parents</u></b>
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As required in s.1010.215, and HB 7029, the school financial report must be provided to parents and indicate the average amount of money expended per student in the school. This information is provided by school and is located at the end of this document.

## J. Educational Choice Options

Per HB 7029, each school district board shall establish a transfer process for a parent to request his or her child be transferred to another classroom teacher. This choice does not give a parent the right to choose a specific classroom teacher. A school must approve or deny the transfer within 2 weeks after receiving a request. If the request is denied, the school must notify the parent and specify the reasons for the denial.

Forms to request a child be moved to another classroom are available at the front office of the school and must be turned in to front office personnel or a school-based administrator.

The school district provides the names of out-of-field teachers on the district website. A parent whose student is assigned an out-of-field teacher may request his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is enrolled. Decisions regarding the transfer will involve consideration of whether there is an in-field teacher for that course or grade level and whether the transfer would violate maximum class size pursuant to s. 1003.03 and S. 1, Art. IX of the State Constitution.

## K. STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Student Conduct is concerned with those student rights and responsibilities this District feels are necessary if students are to progress successfully through our schools. These student rights and responsibilities are broadly stated and are meant to be used as principles upon which each school will base its rules and regulations. These rules and regulations should be developed in consultation with faculty, parents and students. The rules and regulations developed from these principles may vary from school to school; they may be treated differently depending on whether the school is elementary, middle or secondary. Whatever form the rules take, they must be consistent with the District's and the School's goals of education with due regard for the student's health, safety and welfare. These student rights and responsibilities in no way diminish the authority and responsibility of the Gilchrist County School Board, Principals, administrators and teachers as provided for in state statutes and School Board Policy. It is not the intention of this Code to create legally enforceable rights for students beyond those normally enforceable by law.

**Assembly-** *The freedom of students to assemble in a non-disruptive manner shall be preserved.*

### **Rights**

- Students have the right to assemble.

### **Responsibilities**

- Students have the responsibility to plan for, seek approval of and conduct those assemblies which are consistent with the educational objectives of the school.

**Attendance-** School attendance is necessary to education. School personnel and parents have an obligation to enforce school attendance policies, laws and procedures. School attendance is compulsory from the beginning of the normal school term for all children who are five years old or older on or before September 1st of any school year and who have not yet attained the age of 16 years, unless such a person is eligible for exemption under the applicable Florida Statute(s) or has been expelled by the School Board. A child who attains the age of 16 years during the school year shall not be required to attend school beyond the date upon which he attains that age.

### **Rights**

- Students have the right to information on School Board policies and procedures and individual school rules that pertain to attendance.
- Students have the right to make up (within three days) work missed because of excused absences.
- Students have the right to appeal a decision pertaining to an absence.

### **Responsibilities**

- Students have the responsibility to abide by the policies and rules on attendance.
- Students have the responsibility to request make-up work from their teachers within a reasonable period of time after the absences.
  - Students have the responsibility to provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence within 72 hours.

**Free Speech and Student Publications-** One of the basic purposes of education is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted self-expression under the 1st and 14<sup>th</sup> Amendments of the U. S. Constitution. Full opportunity should be provided for students to inquire, to question and to exchange ideas. They should be encouraged to participate in discussions in which many points of view, including those which are controversial, are freely expressed.

### **Rights**

- Students have the right to express their opinions orally or in writing.
- Students have the right to publish and distribute leaflets, newspapers and other printed material under the supervision of the Principal/designee.
- Students have the right to form and express their own opinion on issues without jeopardizing their relations with their teachers or school.

### **Responsibilities**

- Students have the responsibility to express and publicize their opinions and ideas in such a manner so as not to offend, slander or libel other persons.
- Students have the responsibility to be aware of all the rules and regulations governing student behavior that relate to publicizing information.
- Students have the responsibility to become informed and knowledgeable about issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

**Knowledge and Observation of Rules of Conduct-** Schools must make available the rules of conduct to students and parents. Students have a responsibility for knowing and observing both school rules and those laws which govern their conduct.

### **Rights**

- Students have a right to expect clear and understandable rules of student conduct to be available to them.
- Students have a right to expect the rules of conduct to be enforced without discrimination.

### **Responsibilities**

- Students have a responsibility to know the school rules which pertain to them and to seek the help of faculty or administrators when in doubt.
- Students have a responsibility to observe the rules of conduct which pertain to them.

**Participation in School Programs and Activities-** Students learn from each other. Positive association with each other may contribute greatly to the overall education of students. Schools have a responsibility to promote appropriate formal and informal programs and activities among students.

### **Rights**

- Students have the right to organize and participate in associations and extracurricular activities within the school which are organized for any proper and lawful purpose, providing that no such group denies membership to any student because of race, religion or nationality.
- Students have the right to have an elected representative student council appropriate to the school level and to take an active part in student activities designed to help make rules that affect their lives in school.
- Students have the right to privacy of their personal possessions unless there is reason to believe that the student is possessing or concealing materials prohibited by school rules.
- Students have the right to expect professional and ethical treatment of personal information shared with school personnel.

### **Responsibilities**

- Students have the responsibility to seek prior and proper consent from administrators and any other designated school personnel before organizing student associations and to meet the approved criteria for membership in clubs, organizations and activities.
- Student Council officers and representatives have the responsibility to be aware of school needs and concerns of the student body and to work toward the attainment of their needs. Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner and to operate according to the School Board policies and local school regulations.
- Students have the responsibility not to carry, possess or conceal any materials that are prohibited by school rules.
- Students have the responsibility of providing the school with accurate and current information.

**Privacy-** Schools have a responsibility to ensure the privacy rights of students.

### **Rights**

- Parents, guardians or eligible students (18 years of age or attending a post-secondary institution) have the right to review, update and challenge the information in the student's permanent cumulative record.
- Students have the right to be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the parent, guardian or eligible student.

### **Responsibility**

- Parents, guardians or eligible students have the responsibility of providing the school with accurate and current information.
- Parents, guardians or eligible students have the responsibility to release information to legally authorized persons.

**Respect for Persons and Property-** Students shall conduct themselves in a manner reflecting mutual respect and consideration for the personal and property rights and privileges of others. It should be understood that usage of school property and property of others is a privilege and therefore requires permission from appropriate persons.

### **Rights**

- Students have the right to expect a safe school environment in which to learn and live.
- Students have the right to expect courtesy, fairness and respect from members of the school staff and other students.
- All students have property rights.
- Students have the right to a clearly understandable statement defining the personal property which may be brought to school.

### **Responsibilities**

- Students have the responsibility to assist and cooperate with the school staff in operating a safe school.
- Students have the responsibility to extend courtesy, fairness and respect to members of the school staff and other students.
- Students have the responsibility to respect the property rights of others. Students are responsible for their own property as well as school property entrusted to them.
- Students have the responsibility to abide by school rules pertaining to personal property and to request clarification when in doubt.

**Right to Learn-** To satisfy a student's right to learn is the primary reason for the existence of school programs and facilities. Gilchrist County School Board is obligated by law to provide an appropriate program of education to all.

### **Rights**

- Students have the right to an educational program which is appropriate to their needs and goals.
- Students have the right to pursue their education under competent instructors.
- Students have the right to voice their opinions in the development of their curriculum.
- Students who are married, pregnant or parents have the right to remain in the regular school program or take advantage of specialized programs for them.
- A student's marks in each class should represent fairly and impartially his/her progress in that class. The student should have the opportunity of periodically reviewing his/her progress with the teacher.

### **Responsibilities**

- Students have the responsibility to take advantage of the educational experiences offered to them and to put forth their best efforts.
- Students are responsible to meet the requirements of all classes.
- Students have the responsibility to contribute to curriculum development in a responsible way.
- Students have the responsibility for their own health and safety and for making up any work missed.
- Students have the responsibility to achieve their progress through their own efforts. Students are responsible to periodically review their progress with teachers and seek additional help in problem areas.

## **L. NON-DISCRIMINATION -- FEDERAL COMPLIANCE**

The School Board of Gilchrist County, Florida, adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide opportunity for all as required by:

- **Title VI of the Civil Rights Act of 1964**- Prohibits discrimination on the basis of race, color, religion, or national origin.
- **Title VII of the Civil Rights Act of 1964**,as amended - Prohibits discrimination in employment on the basis of race, color, sex, or national origin.
- **Title IX of the Educational Amendments of 1972**- Prohibits discrimination on the basis of sex.
- **Age Discrimination Act of 1975** - Prohibits discrimination on the basis of age between 40 and 70.
- **Section 504 of the Rehabilitation Act of 1973**- Prohibits discrimination against the disabled.
- The Gilchrist County School District acts in compliance with Title IX of the Education Amendments of 1972.
- The Gilchrist County School Board does not discriminate on the grounds of age, race, color, national origin, sex, religion, disability, or creed in recruiting hiring, assigning, promoting, paying, demoting or dismissing of any School Board employee.
- No student in the Gilchrist County School District shall on the basis of sex be excluded from participating in any educational program or activity provided by the schools in Gilchrist County School District.
- Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal) and Florida State Law, which also stipulates categorical preferences for employment. Contact Gilchrist County Schools at (352-463-3200)
- The Gilchrist County School District will provide equal access to facilities to the Boy Scouts of America and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

## M. HEALTH, SCREENING, IMMUNIZATION, MEDICATION

### SCHOOL HEALTH MEDICATION POLICY

1. The administration of prescribed and over-the-counter medications during school hours is discouraged unless a physician determines that the health needs of a student required medication during school hours.
2. Instruction on administering a medication shall be provided by a physician or described on the medication container provided by the physician or pharmacist. Medications **MUST** be brought to the Health Room by the parent/guardian in its ORIGINAL container. There will be NO exceptions!
3. A consent form must be signed by the parent/guardian provided by the Health Room. Information on the consent form will be supplied by the parent/guardian and will include the following:
  - a. Name of student
  - b. Diagnosis
  - c. Name of medication and its purpose
  - d. Time and amount of medication the student will get at home
  - e. Time and amount of medication the student will get at school
  - f. Ordering physician
  - g. Medication directions - prescriptions labeled and dated by the pharmacists. Over-the-counter medication accompanied by the order of a physician
  - h. Length/Duration on the medication (length of time the student should have medication administered) beginning and ending dates included
  - i. Allergies
  - j. Possible side effects
  - k. Number of pills in container, counted and signed by parent and Health Support Technician

**Note:** Controlled narcotic medications for severe pain management are not administered in the school setting. Controlled substances will be administered in school on a case-by-case basis, with the treating physician's documentation, with parent consent, and a determination of necessity and safety by the school health supervising physician. A record will be kept of all medications students are receiving at school.

4. All medications will be stored in a locked container and dispensed by the Health Room personnel who has been trained by the Registered Nurse.
5. Medication cannot be given if it was missed at home. All medications must be given according to the prescription on the container or order of the physician accompanying over-the-counter medication.
6. **Students who are in need of carrying an inhaler for asthma or epi-pen for severe allergic reactions and have been trained in the use of these medications MUST have an order of the physician on file in the Health Room to be updated yearly. These types of medications are considered life-saving and need to be available for immediate use by the student when necessary.**
7. The Health Support Technicians or Registered Nurse are available for questions or concerns. Please feel free to call or come by your school Health Room if you have any questions.

### Consent for Health Screening

Based on Laws of Florida, the following health screenings are required to be offered at school: height, weight, nutritional survey, hearing, vision, dental, fluoride mouth rinse and Scoliosis. A one-time permission form is required in your child's permanent folder. If you wish to remove your child from these screenings, this must be done in writing and given to the school principal and this will be placed in his/her folder.

### Enforcement of Immunization Law (FS 1003.22)

School districts may temporarily exclude from attendance any student who is not in compliance with the provisions of the immunization law. The law indicates that all students in school have proof of immunization. This statute also indicates that the two exemptions to the law would be for medical or religious reasons. The problem is specifically what does the school district do if a parent refuses to give permission to have his/her child immunized and does not present a medical or religious exemption and the child is within compulsory school attendance age.

The law indicates that parents or guardians are responsible for ensuring that the child is in compliance with the provisions of the immunization statute. Parents of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by law and that the absence of a child from school shall be prima facie evidence of a violation of the law.

In view of the statute mentioned above, the school district should follow its existing procedures for taking parents to court for their children's non-attendance if parents do not give permission for having their children immunized and do not present a medical or religious exemption. It is recommended that such procedures be initiated only after an earnest effort has been made to obtain the parent's permission to have their child immunized in compliance with Florida Statute 1003.22.

## N. PROHIBITION OF DISCRIMINATION

Any employee, student, applicant for admission, or applicant for employment who believes (s)he has been discriminated against or has been harassed by another employee, student, or other third party is encouraged to use the Education Equity Complaint/Grievance Procedure, Student Grievance Procedure, or may complain directly to the building principal or District Equity Coordinator. Complaints filed with the Equity Coordinator should be forwarded to:

Educational Equity Coordinator/Gilchrist County Public Schools  
310 NW 11<sup>th</sup> Avenue Trenton, Florida 32693  
352-463-3200

## O. COMPLAINTS AND GRIEVANCE PROCEDURE FOR STUDENTS

It is the policy of the School Board of Gilchrist County, Florida, that no employee, student, applicant for employment or applicant for admission shall, on the basis of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination/harassment under any educational programs, activities, services, or in any employment conditions, policies, or practices conducted by the District.

1. Definition:
  - a. Discrimination is conduct which deprives the victim of the opportunity to participate in employment, educational programs or activities, school board or school sponsored activities, or in any other activities offered or provided by the school board on account of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law.
  - b. Harassment is conduct directed by a person or persons against another person or persons on account of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law which is severe, persistent, pervasive, and objectively offensive to the point that the prohibited conduct substantially impairs the victim's participation in their employment, educational programs, school sponsored activities, or any other activities offered or provided by the school board.
2. Any employee, student, or applicant who believes that (s)he has been the victim of discrimination/harassment based upon any factor identified above, may and is encouraged to file an Educational Equity Complaint/Grievance with the Equity Coordinator or any school or county level administrator. All such complaints must be immediately forwarded to the District Equity Coordinator or other person who has been designated to handle complaints of discrimination/harassment.
3. The Superintendent may identify, upon request of complainant, a designee for the Equity Coordinator when in his/her judgment it is warranted. The alternate first point of contact or designee shall be the Director of Personnel. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.
4. The following complaint/grievance procedures are established to receive complaints. However, when any county or school level administrator learns of an alleged incident of discrimination/harassment, the District is obligated to investigate. All supervisors are required to report complaints to the Equity Coordinator.
  - a. The complaint/grievance may be made orally or may be filed in writing, or may be filed using the Educational Equity Complaint Grievance Form bearing the signature of the complainant. The complainant has 60 days from the date of the incident for the initial filing of complaint/grievance form. If the complaint is made orally, the Equity Coordinator or other county level or school administrator receiving the complaint shall record it in written form, which shall be reviewed and acknowledged by the complainant to verify its accuracy. A written complaint may be amended to correct technical defects, omissions, or to clarify or amplify allegations made therein. An amended may be filed at any time before the investigation is completed. A complaint may be withdrawn by the complainant at any time. All complaints of discrimination/harassment will be investigated by the District regardless of whether a complaint conforms to a certain format or whether or not it is committed to writing.
  - b. Complaints filed with the Principal, Site Administrator or supervisor must be forwarded to the District's EEO Officer within five days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO Officer (310 NW 11<sup>th</sup> Avenue, Trenton, FL). If the complaint is against the District's EEO Officer, the Superintendent or other member of the School Board the complaint may be filed with the School Board Attorney.
  - c. Upon receipt of the written complaint by the District EEO Officer, the District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the

complainant and the accused; interview any witnesses identified by the complainant, accused or by other sources; take statements from all witnesses; and review any relevant documents or other evidence.

d. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the District EEO Officer as to whether there is reasonable cause to believe a violation of the District's anti-discrimination policy has occurred.

c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the District EEO Officer within 30 days, or to the School Board Attorney within 30 days, if the complaint is against the District EEO Officer. The District EEO Officer or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation and determine within 10 days whether there is a reasonable case to believe a discriminatory practice occurred.

5. A substantiated charge shall subject such employee or other violator to disciplinary action including but not limited to warning, reprimand, suspension or termination subject to applicable procedural requirements or as provided by the Code of Student Conduct.
6. Retaliation against an individual for filing a complaint or against an individual providing information regarding the investigation of any complaint is prohibited.
7. The use of these complaint/grievance procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.
8. To the extent permitted by law, confidentiality will be maintained to the highest degree possible since an effective investigation requires the discussion of certain information with certain individuals. The District must discharge its duty to prevent and correct discrimination/harassment.
9. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

***P. NOTICE OF PRIVACY PRACTICES***  
***School District of Gilchrist County***

This notice describes how medical information about your student may be used and disclosed and how you can get access to this information.

**PLEASE READ CAREFULLY FOR FURTHER INFORMATION**

Requests for further information about the matters covered by this notice may be directed to the person who gave you the notice or to the School District of Gilchrist County, 310 NW 11th Avenue, Trenton, Florida 32693, telephone (352) 463-3200.

**COMPLAINTS**

**If you believe your student's privacy health rights have been violated, you may file a complaint with the:**

***School District of Gilchrist County***  
310 NW 11<sup>th</sup> Avenue Trenton, Florida 32693  
Telephone: (352) 463-3200

The complaint must be in writing, describe the acts or omissions that you believe violate the privacy rights of your student, and be filed within 180 days of when you knew or should have known that the act or omission occurred. GCSB will not retaliate against you for filing the complaint.

**Effective Date**

**This notice of Privacy Practices is effective beginning October 16, 2003, and shall be in effect until a new Notice of Privacy Practices is approved and posted.**

**References**

"Standards for the Privacy of Individually Identifiable Health Information; Final Rule." 45 CFR Parts 160 through 164. Federal Register 65, no. 250 (December 28, 2000).

**Q. Internet Safety Policy and Acceptable Use Policy for  
GILCHRIST COUNTY DISTRICT SCHOOLS**

Terms and Conditions for Use of Telecommunications and Networks (FIRN/Internet)

**Terms and Conditions for Use of Telecommunications and Networks (MYGCSD/Internet)**

**Acceptable Use:** All use of the network must be in connection with education and research that is consistent with the educational goals and policies of the Gilchrist County District Schools. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's functions: data bases and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

**Privileges:** The use of School Internet Access is a privilege. Inappropriate use will result in the cancellation of that privilege for an appropriate time commensurate with the misuse. Each individual will receive information pertaining to the proper use of the network. School and district administrators with input from parents will decide what appropriate use is. In the event of misuse an account may be closed for a specified period of time by the teacher or staff member in conjunction with the administrator of the school or site, as well as further disciplinary action. "Netiquette": You are expected to abide by the generally accepted rules of network etiquette. Be polite. Use of vulgar or obscene language is an absolute violation of this contract. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not private. Do not disrupt the network, the data or other users.

**UNACCEPTABLE USES OF THE NETWORK INCLUDE:**

- School board computers for personal use
- Teachers: Access of chat rooms and sending, checking, or receiving personal e-mail
- Students: Access of chat rooms, use of instant messaging services, and sending, checking or receiving personal e-mail
- Using the Internet for any illegal purpose including so-called "hacking" over a network or online
- Violating student or staff's rights to privacy including the unauthorized disclosure, use and dissemination of personal information regarding minors online
- Using the Internet without application of common sense
- Using profanity, obscenity, or other language which is absolutely forbidden
- Using any proxy or filter avoidance software
- Sending or receiving pornographic text and/or graphics (A Palo Alto filtering system is currently being used to safeguard this from occurring in Gilchrist County)
- Making changes to the windows system, desktop or music
- Sending, receiving or downloading copyrighted materials, including computer software, without permission, or material protected by trade secret
- Reporting personal communications without the author's prior consent
- Using for commercial activities, product advertisement or political lobbying
- Using other e-mail accounts without the owner's knowledge. (E-mail is an electronic messaging system)
- Printing material without permission

**Vandalism:** Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software and/or data. This includes the creation of or the uploading of computer viruses onto the Internet or host site. Deliberate attempts to degrade or disrupt a system's performance will be viewed as criminal activity under applicable state and federal law.

**Cyber-stalking** as defined in Florida Statutes, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Cyber-bullying** means systematically and chronically inflicting psychological distress on one or more students or employees through the use of electronic mail or electronic communication.

**Using Network Resources:** There is a limit to the resources available for users on the network. Each user should attempt to conserve resources and allow others to access the network. Users are expected to observe reasonable time limits on the network.

Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the Internet, and for assuring that students understand if they misuse the Internet they will lose their access privilege for a specified period of time.

Teachers are responsible and will monitor their students' use of the computers and for assuring that students understand if they mistreat the equipment, they will lose their computer privileges.

**Use of Screening/Search Tools:** Teachers will use search tools that screen incoming text and graphics to restrict user access to material that is consistent with standards of selection of materials specified in federal and Florida statutes and Gilchrist County School Board policies.

**Use of Filter Avoidance or Bypass Software:** The use of any software that enables the circumvention of security or content filtering on any device connected to the network, wired or wireless, is strictly prohibited.

**Contracts:** In order to access the network, teachers are required to enter into a Teacher Network Responsibility Contract. Parents/Guardians and students are required to enter into a Network Responsibility Contract. These contract forms will be approved by the Gilchrist County School Board.

\*\* Personnel may apply for special consideration to use instant messaging relating to a specific job-related need or classroom project which would include subject, time needed and any other information required. Applications are available at the County Office.

**Warranties:** The Gilchrist County District Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Gilchrist County District Schools will not be responsible for any damages you suffer including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this Internet connection.

**Security:** Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Attempts to log on as another user will result in cancellation of your privileges and disciplinary action for a specified period of time. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

**Exception of Terms and Conditions:** All terms and conditions in this document are applicable to all users of the network and local domain. These terms and conditions reflect an agreement of the parties and will be governed and interpreted in accordance with the laws of the State of Florida, the United States of America and Gilchrist County School Board policies.



**Student/Parent Acceptable Use Policy Agreement**

Please Print:

Student's Full Name: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Student ID: \_\_\_\_\_

I understand and will abide by the Terms and Conditions for Use of Telecommunications and Networks as described in the GCSD Internet Acceptable Use Policy. I understand that violations of this policy may result in the restriction or suspension of my access privileges. In addition, violations may result in school disciplinary action and/or appropriate legal or criminal action being initiated against me.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
\_\_\_\_\_

Parent or Guardian (Required if student is under age of 18)

As a parent or guardian of this student, I have read the Terms and Conditions for the Use of Telecommunications and Networks as described in the GCSD Internet Acceptable Use Policy. I understand that this access is designed solely for educational purposes and the School District has taken reasonable precautions to supervise and filter Internet usage. I also recognize that it is impossible for the District to restrict access to all controversial materials and I will not hold the District liable for information or contacts acquired on the network. Further, I accept full responsibility for supervision of Internet usage by my child outside of the school setting. I hereby give permission for the District to establish network privileges for my child and certify that the information contained on this form is true and correct to the best of my knowledge and belief.

Parent or Guardian's name(Please Print): \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement will stay in effect as long as the student is enrolled in Gilchrist County SD.