



Gulf District Student Handbook

Including Code of Conduct

2024-2025

Board Approved: July 30, 2024

Mission Statement

Gulf District Schools shall provide a safe, nurturing environment and a comprehensive curriculum that meets the needs of all learners.

We believe:

- A safe and caring environment is essential for learning and the well-being of all individuals.
- Individuals and organizations are accountable for their behaviors and actions.
- High expectations and challenging standards promote continuous improvement and high achievement.
- Community involvement and teamwork are critical to a high quality educational system.
- Respect for individual diversity and ideas is essential.
- High quality education demands innovation and risk.
- All decision-making must be child-centered.
- The balance of academics and extracurricular activities is essential for a well-rounded education.
- Students require discipline and direction in order to be successful learners.
- The practice of sound fiscal management is essential to the stability of the system.
- All students can learn when provided instruction commensurate with their individual talents and learning styles.

Port St. Joe Junior/Senior High Mission Statement

The faculty and staff of Port St. Joe Junior/Senior High School are dedicated to providing a safe, challenging, and diverse learning environment that will enable students to become productive citizens and lifelong learners.

Wewahitchka Junior/Senior High Mission Statement

The faculty and administration of Wewahitchka High School realize the importance of their roles as educators of the most valuable asset of any community – its youth. We believe education is a process that begins at birth and continues throughout life. Learning is a highly complex and individualized function of growth, social interaction, and development that is facilitated by a broad, diverse learning environment. We believe that in order to prepare students to function in and contribute to an ever-changing,

Port St. Joe Elementary School Mission Statement

Port St. Joe Elementary School strives to be a school where children are challenged to learn beyond today and for life! We have a vision that our school will be a learning environment...with enthusiasm, positive attitudes, respect, and 100% participation from all stakeholders. We envision the family, the school, and the community working together in a cooperative effort and committed to the idea of helping each child to be ready to learn and to achieve

Wewahitchka Elementary School Mission Statement

Wewahitchka Elementary School strives to establish a safe and caring learning environment by promoting the highest level of achievement for ALL students. We are committed to implementing high expectations of character development with respect, responsibility, honesty, hard work, attitude, and self-control. The faculty and staff at Wewahitchka Elementary School work to develop well-rounded, responsible individuals to build a foundation for life-long learning.

Gulf District School Faculty and Staff

Superintendent

Jim Norton
850-229-8256

School Board Members

Cindy Belin, Marvin Davis, Ruby Knox, Denny McGlon, Brooke Wooten

Principals

Jessica Brock – Port St. Joe Elementary School
2201 Long Avenue
Port St. Joe, Florida 32456
850-227-1221

Sissy Godwin – Port St. Joe Junior/Senior High School
100 Shark Drive
Port St. Joe, Florida 32456
850-229-8251








Jennifer Guffey – Wewahitchka Elementary School
514 East River Road
Wewahitchka, Florida 32465
850-639-2476

Karen Shiver – Wewahitchka Junior/Senior High School
One Gator Circle
Wewahitchka, Florida 32465
850-639-2228

Contacts:

PSJES Fax: 850-227-3422
PSJHS Fax: 850-227-1803
WES Fax: 850-639-3298
WHS Fax: 850-639-5394
GCSB: 850-639-2871 or 850-229-8256
OIS: 850-639-2422 or 850-229-6940
Transportation: 850-227-1744
Website: www.gulfcoschools.com

2024-2025 School Calendar

| | | | | | | |
|--|--|---|--|---|--|---|
|  Teacher Planning |  Students 1 st & Last Day of School |  Holiday Schools Closed |  End of Grading Period |  Progress Reports Issued |  Report Cards Issued |  Early Dismissal No Lunch |
|--|--|---|--|---|--|---|

| July 2024 | | | | | | | January 2025 | | | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|-----------------|-------------------------------------|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | January 1 | New Year's Day |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | January 3 | Teachers Work Day |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | January 6 | Students Return |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | January 14 | Report Cards |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | January 17 | ½ Employee Inservice |
| 28 | 29 | 30 | 31 | | | | 26 | 27 | 28 | 29 | 30 | 31 | | January 20 | MLK Day |
| | | | | | | | | | | | | | | January 22 | Hero Cards |
| August 2024 | | | | | | | February 2025 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | August 1 | Teachers Begin |
| | | | | 1 | 2 | 3 | | | | | | | 1 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | February 7 | Progress Reports |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | February 17 | President's Day |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | | February 28 | ½ Employee Inservice |
| | | | | | | | | | | | | | | | |
| September 2024 | | | | | | | March 2025 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | September 2 | Labor Day |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | 1 | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | March 14 BNL | End of 3 rd 9 Weeks (48) |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | March 17 – 21 | Spring Break |
| 29 | 30 | | | | | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | | 30 | 31 | | | | | | | |
| October 2024 | | | | | | | April 2025 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | October 11 | BNL |
| | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 | April 1 | Report Cards |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | April 8 | Hero Cards |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | April 17 | ½ Employee Inservice |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | April 18-21 | Easter Break |
| 27 | 28 | 29 | 30 | 31 | | | 27 | 28 | 29 | 30 | | | | April 24 | Progress Reports |
| | | | | | | | | | | | | | | | |
| November 2024 | | | | | | | May 2025 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | November 14 | Progress Reports |
| | | | | | 1 | 2 | | | | | 1 | 2 | 3 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | May 26 | Memorial Day |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | May 28 BNL | Student Last Day (45) |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | May 30 | Teachers Last Day |
| | | | | | | | | | | | | | | | |
| December 2024 | | | | | | | June 2025 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | December 1 | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | December 20 BNL | End of 2 nd 9 Weeks (43) |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | December 23 – 2 | Christmas Break |
| 29 | 30 | 31 | | | | | 29 | 30 | | | | | | | |

District Priority: Attendance

School attendance is the responsibility of the student and parent/legal guardian.

- Students shall begin each new school year with zero (0) absences.
- All school personnel shall encourage regular attendance.
- Schools shall publish and distribute their attendance procedures to students and parents/legal guardians.

Regular attendance provides students the opportunity to master required skills at each grade level. Each public K-12 student must remain in attendance throughout the school year, unless excused by the school for illness or other good cause and must comply fully with the school's code of conduct. Types of absences listed as excused absences are considered to be "good cause." Therefore, with the goal of promoting student success, the Gulf District School Board has adopted a uniform attendance policy. It is our intent to encourage honest, accurate and consistent adherence to this policy by all students, parents, teachers, and administrators. It is the goal of Gulf District Schools that the parent of each public K-12 student comply with the school's reasonable and time-acceptable parental involvement requests, 1003.04, F.S.

Parent Responsibility

Florida law (1003.24, F.S.) requires each parent of a child who has attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, to be accountable for their child's school attendance and holds parents responsible for providing an explanation for any absence from school.

When a student reaches 16 years of age the student is no longer required to attend school if they file the required formal declaration of intent to terminate school enrollment with district and the declaration is signed by the parent. The declaration must acknowledge that leaving school will likely reduce the student's earning potential. The district is required to notify the child's parent or legal guardian that the student has filed a declaration of intent to leave school.

If a student has unauthorized absences that jeopardizes academic progress and it is determined that the student's parent or legal guardian is at fault for the absence, in accordance with 1003.24, F.S., the procedures under 1003.26 and 1003.27, F.S., shall be followed.

Minimum Attendance Requirements for Awarding High School Credit

For the purposes of high school graduation, 1003.436, F.S. defines one full credit means a minimum of 135 hours of classroom instruction. This equates to 67.5 hours of classroom instruction for one half credit. Any student who has not been in attendance for the minimum hours of instruction must demonstrate mastery of the Florida standards through their performance on formative assignments and summative assessments.

Absences

Absence is nonattendance of a student at school. Absence occurs when a student is not physically present at school or not participating in an approved Gulf District Schools' activity as defined under the compulsory school law. A school-related absence is coded as an approved educational activity or program on days when school is in session and does not count towards absences.

Excused Absences: The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator, financial reasons and certain other special circumstances or insurmountable conditions. A student with an excused absence is not subject to any disciplinary or academic penalties.

Absences shall be excused for the following:

- Illness*, injury, or other insurmountable condition;
- Recognized (or established) religious holidays and/or religious instruction;
- Medical appointments;
- Legal appointments;
- Participation in an approved activity or class of instruction held at another site;
- Prearranged absences of educational value with the principal's prior approval (up to 5 days maximum a school year);
- Pediculosis (head lice) infestation (up to four (4) days per school year); or
- Catastrophic disasters that significantly impact the life of the student (e.g. loss of residence from natural disaster).

*If a student is repeatedly absent from school due to illness, the principal or truancy officer is authorized to require the parent/legal guardian to provide a written physician's statement for each subsequent absence to be considered excused.

Parents may request and be granted preapproval for an absence from school for religious instruction or religious holidays 1003.21(2)(b), F. S.

Makeup Work for Excused Absences

Following an **excused** absence, the students have the responsibility to contact their teachers on the next attendance day to obtain any missed assignments. Work assigned during the student's excused absence is due within 5 school days upon return for **FULL CREDIT**. If work is turned in after 5 school days, it will be counted as a grade of a ZERO.

Projects or summative assessments assigned and worked on prior to the absence are due the day the student returns to school.

Approvable Documentation of Excused Absence

On a daily basis, student absences will be recorded as unexcused until an acceptable excuse has been provided by the parent/legal guardian indicating the reason for the student's absence. The

principal has the ultimate authority to decide whether an absence shall be excused. Attendance documentation must be submitted to the school within 48 hours of the student's absence. For special circumstances, the principal may extend this deadline beyond 48 hours.

Unexcused Absences

An unexcused absence takes place any time a student is out of school for reasons not recognized in the law. A student with an unexcused absence is subject to disciplinary or academic penalties and may receive make up work for academic practice.

Makeup Work for Unexcused Absences

Following an **unexcused** absence, the students have the responsibility to contact their teachers on the next attendance day to obtain any missed assignments. Work assigned during the student's unexcused absence is due within 5 school days upon return for PARTIAL CREDIT, UP TO 69%. If work is turned in after 5 school days, it will be counted as a grade of a ZERO. When a student has an Out of School Suspension (OSS), they can make up work with these same requirements.

Any absences are detrimental because students miss valuable instruction time, whether missing a full or partial day of school.

Elementary: Unexcused absenteeism that jeopardizes academic progress at the elementary level is defined as a student being absent 5 days in a calendar month or 10 days in a 90-day calendar period. A student must be present at least half the school day to be considered present for the day.

Junior High and High School: For each class in which the student has 10 or more unexcused absence(s) a grade of "F" shall be assigned for that 9-week grading period (1001.53, 1003.21-27, 1003.31, F. S., and GSB Policy 5.40, Student Attendance).

Tardiness

Tardiness is any arrival to school or class after the bell to begin has sounded without an approved excuse. Leaving school early before the end of the school day also falls under this category. Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without approvable documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy 5 times.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness of 5 tardies will be recorded as unexcused absence. (1003.02 (1)(b), F.S.)

- **ELEMENTARY:** Unless the reason for arriving late or leaving early is covered under Florida Statute, elementary students who are chronically tardy or who leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) times in a 90-day calendar period will be subjected to action as dictated by 1003.27, F.S.

If it is determined that the parent is the cause of the chronic tardiness or early check out without an acceptable excuse, then a referral shall be made to the State Attorney's Office. For the purposes of this policy, tardiness and early check out without an acceptable excuse are seen as violations of 1003.21, F.S. (compulsory attendance).

- **JUNIOR HIGH AND HIGH SCHOOL:** Unless the reason for arriving late or leaving early is covered under Florida Statute, students who are chronically tardy or who leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) times in a 90-day calendar period will be subjected to action as dictated by 1003.27, F.S.

Students Checking out During the School Day

Checking students out of school is a process. It should be utilized on a limited basis and for one of the reasons for an excusable absence.

1. No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. All schools will establish procedures for early release that ensure that all students are treated consistently.
3. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance is established by tardiness, early-sign-outs, or absences for all or any part of the day.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (1003.02 (1)(b), F.S.)

- **ELEMENTARY:** Students are not permitted to be checked in and out of school by phone call. A parent must come to the front office in person.

- **JUNIOR HIGH AND HIGH SCHOOL:** The campus is closed during the school day to ensure the safety of the students. Checking out for lunch is not permitted due to the time constraints of the lunch time. Parents may opt to bring lunch to a student.

Students may be permitted to be checked in and out of school by a verified phone call or by submitting a note signed by the parent with approvable reason to sign out early prior to the first break during the school day.

Compulsory Attendance- Truancy and Penalties

A student exhibiting truancy will move into attendance intervention when exhibiting either pattern of nonattendance:

- at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or

- ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-day calendar period.

A student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian is considered a habitual truant and will receive Tier 3 attendance intervention.

If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Superintendent or their designee shall refer the case to the district staff and Child in Need of Services/Family in Need of Services (CINS/FINS) provider committee and/or pursue Truancy Court and /or revocation of driving privileges on or off school campus and/or cash assistance.

Driving Privileges and Cash Assistance

Florida Statute 322.091 and 1003.27(2)(b) requires school districts to report to the Division of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex and social security numbers of students ages 14–18 who accumulate 15 unexcused absences in any consecutive 90 calendar day period. Districts are also required to hold hardship hearings if requested by a student whose license has been suspended. The Board authorizes the Superintendent to develop administrative procedures to implement this legislation. The principal/designee will conduct the hardship hearing within 30 calendar days of receiving the request in accordance with the procedures established by the Superintendent. Students are eligible to have their driving privileges reinstated if they accumulate 30 consecutive days of attendance.

Minors between the ages of fourteen and eighteen years of age who drop out of school, or who accumulate 15 unexcused absences in any 90-calendar-day period, will not be issued a learner's permit or will have their driving privilege suspended by the Florida Department of Highway Safety and Motor Vehicles pursuant to 322.091, F.S., as well as other appropriate agencies, such as the Learnfare program, 414.1251, F.S., in which temporary cash assistance can be reduced.

Students may have driving privileges on and off school campus revoked.

Attendance Requirements for Home Education

Florida Statutes 1003.26 specifies requirements to be followed if a parent or guardian of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to 1002.41, F.S. These requirements are as follows:

- Requires the Superintendent of schools to provide the parent or guardian with a copy of 1002.41, F.S., and accountability requirements of this paragraph and to refer the parent or guardian to a home education review committee composed of the district contact for home education and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and who have indicated a willingness to serve on the committee.

- Provides that the home education review committee must review the student's portfolio, as defined by 1002.41, F.S., every 30 days of the regular school term until the committee is satisfied that the home education program, 1002.41, F.S. The first portfolio review must occur within the first 30 calendar days of the establishment of the program. Once the committee determines that the home education program follows 1002.41, F.S., then provisions for failure to produce a portfolio, as described below, no longer apply.
- Provides that if a parent or guardian fails to produce a student portfolio pursuant to 1002.41, F.S., the committee shall notify the Superintendent, who shall then terminate the home education program and require the parent to enroll the child in an attendance option under 1002.41, F.S., within three days. Upon termination of a home education program, the parent or guardian shall not be eligible to re-enroll the child in a home education program for 180 calendar days. Failure to enroll the child in an attendance option, after termination of the home education program, shall constitute non-compliance with compulsory attendance requirements 1003.01, F.S., and may result in criminal prosecution under 1003.27, F.S. Nothing in this section shall restrict the ability of the Superintendent of Schools or his or her designee to review the portfolio pursuant to 1002.41, F.S.

Gulf County School District Code of Conduct

Level 1 Offenses:

- 08 - Profanity/Obscene Lang.
- 14 - Bus Misconduct (minor)
- 16 - Class/Campus Disruption
- 21 - Excessive Tardy
- 23 - Unauthorized Location
- 37 - Electronic Device
- 40 - Public Display of Affection
- 41 - Fail to Follow Class/School Rules
- 42 - Horseplay
- 46 - Disobey/Disrespect Others
- 47 - Dress Code Violation
- 53 - Wandering Halls

Level 2 Offenses:

- 06 - Leaving Campus/Classroom
- 07 – Defiance
- 09 - Inappropriate Touching
- 10 - Skipping Class
- 39 - Safety/Security Violation
- 43 - Altercation
- 48 - Failure to Complete Disc.
- 49 - Intentional Provocation
- 52 - Poss. Dangerous Object/Not Weapon
- 62 - Throwing/Propelling Object
- 63 - Inappropriate Use of Electronic Device
- 66 - Teasing/Taunting

Level 3 Offenses:

- 02 - Hit or Strike Student
- 05 - Fight (Major)
- 07A - Insubordination
- 11 - Tobacco Related (TBC) SESIR
- 12 - Stealing/Theft Less < \$750
- 13 - Dangerous Implement
- 15 - Academic Fraud
- 24 - Bus Misconduct (major)
- 25 - Forgery, Non-Crime

Level 1 Consequences:

- 1st Offense: conference, corporal punishment, work detail, lunch detention, afterschool detention, loss of privileges, other
- 2nd Offense: detention, 1 day ISS, corporal punishment, work detail
- 3rd Offense: 2-3 days ISS
- 4th Offense: 1-3 days OSS

Each subsequent referral will result in OSS for the previous number of days plus 1, up to a maximum of 10 days per event with the possibility of a recommendation for expulsion.

Level 2 Consequences:

(In an effort to preserve instructional time, Level 1 interventions may also be applied)

- 1st Offense: 1-3 days ISS, 1 day OSS
- 2nd Offense: 3-5 days ISS, 2 days OSS
- 3rd Offense: 5 days ISS, 3 days OSS
- 4th Offense: 3-5 days OSS

Each subsequent referral will result in OSS for the previous number of days plus 1, up to a maximum of 10 days per event with the possibility of a recommendation for expulsion.

Level 3 Consequences:

- 1st Offense: 3-5 days ISS or 1-2 days OSS
- 2nd Offense: 5 days ISS or 3-5 days OSS
- 3rd Offense: 3-5 days OSS

Each subsequent referral will result in OSS for the previous number of days up to a maximum of 10 days.

*Insubordination may take several forms. Any show of disrespect to a staff member, defiance, either physical or verbal, refusal to accept and abide by administrative decisions, language, attitude, tone of voice, etc., are modifying factors.

- 35 - Threat/Intimidation (TRE) SESIR
- 44 - Instigating a Fight
- 45 - Excessive Mischief
- 50 - Aggressive Acts
- 54 - Disorderly Conduct
- 61 - Distribution of Vape Product
- 64 - Vaping/Poss. of eCigarette or Vaping Paraphernalia
- 67 - Sexting (minor)

Level 4 Offenses:

- 17 - Vandalism less than \$1K
- 18 - Taking Part in Group Disruption/Riot (DOC) SESIR
- 22 - False Fire Alarm (BDOC) SESIR
- 51 - Sexual Assault (SXA) SESIR
- 55 - Hazing (HAZ) SESIR
- 65 - Possession of Drug Paraphernalia
- 68 - Sexting (major)

Level 5 Offenses:

- 01 - Alcohol (ALC)
- 03 - Aggravated Battery (BAT)
- 04 - Drugs Poss./Use (DRU)
- 04S - Drug Poss./Sales/ Distribution (DRD)
- 05S - Fight/Major (FIT)
- 12S - Stealing/Theft over \$1K (STL)
- 13S - Weapons (WPO)
- 16S - Major Campus Disruption (DOC)
- 17S - Vandalism \$1K (VAN)
- 20 - Bomb Threat (BOM) SESIR
- 26 - Arson (ARS)
- 27 - Burglary (BRK)
- 32 - Sexual Battery (SXB)
- 33 - Sexual Harassment (SXH)
- 34 - Sexual/Lewd Conduct (SXO)
- 36 - Trespassing (TRS)
- 38 - Bullying/Harassment (BUL)
- 38S - Harassment (HAR)
- 56 - Other Major Offenses (OMC)
- 57 - Simply Battery/Physical Attack (PHA) SESIR
- 58 - Sexual Assault (SXA)

Level 4: Consequences:

1st Offense; 5-10 days OSS,
consideration for expulsion
2nd Offense: 10 days OSS and
consideration for expulsion

Level 5 Consequences:

Each offense may result in a 10 day
OSS and an expulsion hearing.

Note:

Following the 5th referral, the student & parent will enter into a behavioral contract to address specific behaviors/interventions.

Once a student has acquired 10 referrals or 10 days ISS/OSS, the student may be placed at Gulf Academy for a minimum of 45 days. The student must meet specified objectives before returning to the main campus.

All SESIR incidents are reported to the State.

Tobacco Products and e-Cigarettes

All uses of tobacco products in any form including synthetic tobacco and use of electronic cigarettes are prohibited in any District-owned facility or property. Possession or distribution of tobacco, vaping and possession of vaping paraphernalia are Level 3 disciplinary offenses.

Hazing

No form of hazing anytime or anywhere, on or off campus is permitted. Any student guilty of hazing or participating in any type of gang activity will be disciplined and referred to the School Resource Officer.

Zero Tolerance Policies

The Gulf County School Board has adopted a policy of ZERO TOLERANCE pertaining to weapons. A weapon is any device which will or is designed to or may readily be consorted to expel a projectile by the action of an explosive such as but not limited to a pistol, rifle, shotgun, bomb, grenade, rocket, mine, or similar device. A student who has, carries, or conceals any sword, knife, razor, or any other weapon or instrument (an object) deliberately used, intended for use to inflict harm upon another person or used to intimidate any person (pencil, pen, etc...) on the school bus, or in an automobile or vehicle parked on school grounds or adjacent thereto, or while attending any school sponsored activity on or away from campus, may be suspended or expelled from school.

All Gulf District School campuses are a drug-free school zone. There is zero tolerance for the possession, use or sale of a controlled substance.

Gulf Academy

Gulf District Schools may require students who have multiple disciplinary referrals, are habitually truant, or other disciplinary issues to attend our alternative placement school, Gulf Academy. Students with felony charges pending against them (whether school-related or not) must attend Gulf Academy. Gulf Academy students are not permitted on any Gulf County School District campus.

Dress Code

The dress code is designed to ensure the health and safety of students and to avoid distractions to the educational process, while preserving the basic rights of individuals. Unsafe or inappropriate is defined as anything which could undermine the morale or endanger the physical well-being of a student. It is our belief that good taste and judgment are keys to proper attire and appearance. The dress code puts focus on academics, not fashion and allows students to express themselves through personality and individual achievement. Dressing

appropriately creates a sense of school pride and belonging as well as reducing discipline issues. Students are asked to dress in a manner that demonstrates they have respect for themselves and for others.

- Students (male & female) may wear shorts if they are no shorter than five (5) inches above the top of the kneecap. No biking shorts, spandex, or tight-fitting shorts.
- Students may wear jeans with holes or tears provided no flesh is visible 5 or more inches above the knee.
- Skirts or dresses may be worn to school if they are no shorter than three (3) inches above the top of the knee cap (slits or openings in skirts or dresses cannot extend beyond three (3) inches above the top of the kneecaps). If tights, jeggings, or leggings are worn, they must be under shorts, skirts, dresses, or skirts that meet dress code lengths. Leggings worn under blouses are only acceptable if blouses hang below the buttocks.
- K-2 students should wear shorts beneath skirts and dresses.
- Shirts, blouses and/or dresses must be worn at all times and must be long enough in length to cover the stomach and back completely. Crop tops are not permitted. Shirts must fall below the waistband.
- Necklines may not expose cleavage.
- Girls may wear sleeveless tops having a minimum two (2) inch wide shoulder strap.
- Boys are not allowed to wear tank tops.
- Pajamas must not be worn except on designated days.
- Blouses made of sheer fabric may be worn only as an over blouse to tops that meet previously stated guidelines.
- Pants must be worn at the waistline. Low riding, sagging pants are not allowed. If belts are worn they must be buckled.
- Hoods, hats, caps, head stockings, hair rollers, sunglasses, bandanas, combs, wide headbands, and other types of headwear shall not be worn except in designated areas and on designated days.
- Shoes must be worn at all times. Bedroom slippers or shower shoes are not to be worn. All students must wear soft soled athletic shoes in PE classes. Hard soled shoes are not permitted in gymnasiums.
- Clothing or accessories bearing profane, suggestive, offensive, obscene or gang related language, symbols, slogans or advertising alcoholic beverages, tobacco products or unlawfully controlled substances are not permitted.
- Appropriate undergarments must be worn at all times and must not be seen.
- Beach attire is not to be worn at school.
- Wallet chains, dog collars, or other inappropriate chains or accessories will not be allowed on campus.
- Trench coats and other distracting oversized clothing will not be allowed on campus.

Exceptions to the dress code shall be permitted when:

- A student's parent requests a reasonable accommodation to address the student's disability.

- The wearing of clothing in compliance with the dress code violates a student’s sincerely held religious beliefs. Such students and the parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy.

The school administration is the final authority regarding the appropriateness of dress and grooming. The student code of conduct will be applied to violations of the dress code. Students wearing clothing that does not meet dress code may be provided school issued sweatpants or a shirt. At the close of the day, the student must return the school issued clothing and will be given their personal clothing items. If a student refuses to wear the school issued attire, he or she may be assigned to in-school suspension.

Riding Buses

The bus is considered an extension of the school and all classroom rules will apply.

- The driver is in full charge of the bus and students. Students must obey the driver.
- Classroom conduct is to be observed.
- The driver has the right to assign seats to students, if necessary, to promote order.
- No movement is allowed within the bus while it is in motion.
- No eating, drinking, using tobacco products, or unauthorized chemical substances.
- No glass containers or oversized objects.
- Arms and heads must be kept inside the bus.
- Students must be quiet at railroad crossings.
- The bus must come to a complete stop before students will be allowed on or off.
- Students must be at the bus stop on time and stand off the roadway. Buses will not wait for those who are tardy.
- Students who wish to ride a bus other than the one to which they are assigned, must present the driver with a signed and dated note written by the parent or guardian and verified through the school office.

Cell Phones/ Wireless Communication Devices

Students may carry an electronic communication device to school and school sponsored activities. Students may use such devices while being transported on district vehicles. **While students may still possess a cell phone or wireless communications device while at school, the use of wireless communication is not allowed during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communication devices during instructional time.**

- It is the student’s responsibility to ensure that their wireless communication devices are turned off and out of sight. Students who violate the district policy shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including ISS, suspension, expulsion, as well as confiscation and

return of the device to the student's parents or guardians after the end of the school day. Distracting behavior that creates an unsafe environment will not be tolerated.

- Students shall be personally and solely responsible for the security of their wireless communication devices. The GCSD shall not assume responsibility for the theft, loss, or damage of a device, or unauthorized calls made on a cell phone.
- Students may not have cellular telephones or other personal electronic devices in their possession during testing, including state testing, as it may invalidate test results.

Sexting

Sexting is a violation of school rules as well as a violation of the laws in the Criminal Code of The State of Florida. If students violate these laws, not only will they be subject to suspension from school, but the local law enforcement officials will be contacted to handle the student's misconduct. Sexting is "the act of electronically sending sexually explicit messages or photographs of one's self or others." A minor who knowingly:

- Uses a computer or any other electronic device capable of electronic data transmission or distribution to transmit or distribute to another minor any photograph or video of any person which depicts nudity as defined in statute and is harmful to minors.
- Possesses a photograph or video of any person that was transmitted or distributed by another minor, which depicts nudity as defined by statute and is harmful to minors.

The student will be suspended and remanded to the court as stated in the statute. The number of days suspended will depend upon the level of the offense.

Cafeteria Regulations

Gulf District Schools are **CLOSED CAMPUSES**. Students are not to leave campus for lunch and may receive disciplinary action if they leave. **Lunches brought in by parents must be dropped off in the main office. Students are NOT allowed to go outside to pick up lunches.** As part of the Community Eligibility Provision (CEP), all students may eat breakfast and lunch **FREE OF CHARGE** provided they accept a full tray. High School students wishing to dine a la carte (select portions of the tray) must purchase each item at their expense. Additional cartons of milk are 50 cents. Items in the Gator Hole and Shark Hole are various prices and are not free. Vending machines are available at high schools during designated portions of the day.

Driving Privileges / Parking Lot Regulations

Motor vehicles must be registered with the SRO and always display a proper permit. Requirements for vehicle registration are:

1. Valid state vehicle registration
2. Valid driver's license
3. Parent permission form completed

The speed limit is 10 miles per hour on the school grounds and 15 miles per hour in all school zones. Speeding or reckless driving on school grounds may result in suspension of driving privileges. Students are to park in designated student parking areas. After parking vehicles, students should proceed to the commons area. LOITERING in the parking areas is not permitted at any time after cars are parked. Students should not return to vehicles until the end of the school day or as they are leaving campus with permission. STUDENTS SHOULD KEEP THEIR CARS LOCKED. THE SCHOOL IS NOT RESPONSIBLE FOR LOSSES.

Bicycle racks are provided; however, bikes may not be ridden on the campus during school hours.

SCHOOL ADMINISTRATION RESERVES THE RIGHT TO SUSPEND DRIVING PRIVILEGES AT ANY TIME.

District Grading System

Report cards will be issued following each nine-week period, and every student will receive a progress report at the mid-nine week grading period. Parental access to grades and attendance is available 24 hours a day through the school's website and the FOCUS Portal. Access information is available in the school's guidance office.

Kindergarten Standards-Based Report Cards help families know how a child is progressing toward Florida Standards that are most critical to success in the First Grade. The Florida Standards are written based on the skills and knowledge that a student is required to have by the END of the school year. Families should expect to see the number of standards reported increase over the course of the school year.

Each nine weeks, **progress toward a list of standards will be reported on a report card. The standards will be reported at a "MASTERY" level or "CHECKPOINT" level.**

- **MASTERY LEVEL:** This is the complete standard. A rubric is used to determine if the student has not made progress, shows limited progress, making progress or met expectation.
 - These standards have a weighting of "2" in the overall nine weeks calculation.
- **CHECKPOINT LEVEL:** This is a small part of a larger standard. A rubric is used to determine if the students met this checkpoint (expectation). If the student hasn't met the checkpoint, the report card will indicate if the student has not made progress, shows limited progress, or is making progress.
 - These standards have a weighting of "1" in the overall nine weeks calculation.

Grading Scale for Kindergarten:

| | |
|---|------------------|
| X | Not yet reported |
| 0 | No progress |

- 1 Limited progress
- 2 Making progress
- 3 Met expectation

Gulf District Grading Scale for 1st-12th grade

| Grade, Percent | Grade Definition | High School Grade Point Value Non-Weighted | High School Grade Point Value, Weighted <i>Honors high school courses</i> | High School Grade Point Value, Weighted <i>AP, IB, AICE, Dual enrollment</i> |
|----------------|--|--|---|--|
| A= 90-100 | Outstanding Progress | 4 | 4.5 | 5 |
| B= 80-89 | Above Average Progress | 3 | 3.5 | 4 |
| C= 70-79 | Average Progress | 2 | 2.5 | 3 |
| D= 60-69 | Lowest Acceptable Progress- In Danger of Failing | 1 | 1.5 | 2 |
| F= 0-59 | Failing | 0 | 0 | 0 |

The weighted Alpha GPA will be used to determine class ranking and the honor status of the valedictorian and salutatorian at each high school. In the rare event of a tie, the numeric GPA will be utilized. Students must be full-time students to be included in class ranking.

Honors and High Honors Graduates

Students having a 3.850-3.999 weighted Alpha GPA will graduate with honors and those having a 4.0 and above will graduate with high honors.

Weighted Courses

The following courses are weighted on a 4.5 scale in the calculation of the GPA:

- Honors

The following courses are weighted on a 5.0 scale in the calculation of the GPA:

- Academic Dual Enrollment
- Advanced Placement (AP)
- Pre-International Baccalaureate (Pre-IB)
- International Baccalaureate (IB)
- Pre-Advanced International Certificate of Education (Pre-AICE)
- Advanced International Certificate of Education (AICE)

Classification by Credits in High School

- Any student entering high school for the first time must enter as a 9th grader (freshman) no matter how many credits were earned while in junior high.
- In order to be classified as a sophomore (grade 10 student), the student must have completed one year of high school earning 6 credits.
 - In order to be classified as a junior (grade 11 student), the student must have completed two years of high school earning 11 credits.

Juniors may be eligible for midyear promotion to seniors if they earned a minimum of 21 credits at the end of 1st semester.

- In order to be classified as a senior (grade 12 student), the student must have completed three years of high school earning 18 credits. Seniors with less than 21 credits at the end of first semester must co-enroll in Gulf Adult High School.

An 18-credit track must be identified and agreed upon with the student, parent and school administration no later than the beginning of a student's junior year.

Commencement Exercises

Students who are no more than one credit short of meeting all graduation requirements may participate in commencement exercises but will not be awarded a diploma until all requirements are met. Homeschooled students may not participate in commencement exercises. Students must be full-time students to be included in class ranking.

Extracurricular Activities

In accordance with 1006.15(3)(a), F.S. a student must maintain a 2.0 on a 4.0 scale to be eligible for interscholastic athletic competition. The FHSAA does not have the authority to provide waivers of the minimum GPA requirement.

- A junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester.
- A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester.

A student's academic eligibility is determined by his/her GPA on the first day of each semester. A student's academic eligibility cannot change during the semester. Any coursework completed throughout the semester will be calculated into the GPA at the conclusion of the semester.

An academic performance contract provides a student in tenth grade with the opportunity to gain eligibility for one semester without needing a cumulative 2.0, should the student meet all of the requirements of the contract.

Who can use an academic performance contract?

A student whose cumulative GPA falls below a 2.0 at the conclusion of their first semester of

ninth grade, or second semester of ninth grade, may enter into an academic performance contract.

What is required for the student to gain eligibility?

A student on an academic performance contract must sit out from all athletics at all levels in the semester immediately following academic ineligibility. During that semester of ineligibility, the student must achieve at least a 2.0 GPA and attend summer school, virtual school, or its equivalent. If all standards of the contract are met, the student will be eligible for one semester regardless of their cumulative GPA. A 2.0 cumulative GPA is required when the student starts their 11th grade year.

Home education students may participate in extracurricular activities at the school to which they would have been assigned according to district attendance policies or which the student could have chosen to attend pursuant to district controlled open enrollment provisions.

Expectations of Athletes

- Exemplary conduct in all classes and during sporting events is expected.
- Yearly statement of parental consent and athletic physical required prior to participation.
- Students who quit a sport after the first scheduled event may not join another sport until the sport season is over.
- Students who participate in two sports during the same sport season may choose to participate in just one sport with the Athletic Director permission if it becomes too challenging.

School Insurance if Student Injured

School insurance pays expenses not reimbursed by health insurance after a \$100 deductible is paid to the medical provider.

- Insurance provided by school board for participation in school-sponsored activities.
- It is accident coverage only and does not replace current dependent health insurance.
- \$100 deductible is to be paid by parent/guardian before reimbursements from school insurance.
- Claim must be filed with primary health insurance carrier first.

College Dual Enrollment

The Dual Enrollment Program allows high school students to earn college credit while at the same time earning credits toward their high school diploma. Dual enrolled students have access to rigorous postsecondary courses while reducing the time and cost of completing a college certificate or degree. Dual enrollment is authorized by 1007.271, F.S. The dual enrollment program is an opportunity to take challenging courses and accelerate educational opportunities. Students should understand, however, that dual enrollment courses are college courses and the amount of work necessary to succeed in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment courses become part of a

student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Poor performance as a dual enrollment student can ultimately impact one's postsecondary career, including acceptance into a state university, academic standing and financial aid eligibility.

In accordance with 1007.271, F.S., an articulation agreement has been established with Gulf Coast State College, establishes rules, regulations, and policies of Dual Enrollment.

The Dual Enrollment Program provides an opportunity for students to simultaneously earn high school and college credit. Course credit earned in college-level courses shall be counted as college-level credit and may also be used to meet high school academic unit credit. It is not recommended that students duplicate potential college credit through dual enrollment, AP, AICE, or IB. This may have negative financial and degree completion implications at the postsecondary level. Dual Course credit earned in these courses with a grade of "C" or better, shall transfer as college-level credit to a state college/university in Florida. College credit is transferable to other colleges according to the individual college guidelines and requirements.

All academic dual enrollment courses are weighted. See Section 6 Grading Systems for more details.

The Dual Enrollment Articulation Agreement lists Dual Enrollment courses and credits meeting specific subject area credit toward graduation. Certain Dual Enrollment courses may be used to satisfy specific required courses for graduation.

[Florida Department of Education Dual Enrollment Equivalency List](#)

Per 1007.271, F.S., there are no tuition, registration, laboratory fees, or textbook costs to students participating in the Dual Enrollment Program. However, students are responsible for textbooks that must be returned. Fees will be charged to students who lose or damage textbooks. Students will be responsible for parking permits, identification card fees, late fees, library fees, special course fees, etc. or other course-related materials.

Dual Enrollment students must meet the following criteria:

- Have demonstrated prior high school academic achievement on a minimum of five credits by attaining a minimum of a 3.0 unweighted cumulative grade point average for academic courses or a 2.0 unweighted cumulative grade point average for career and technical courses.
- Present qualifying designated placement test scores (CPT, PERT, SAT or, ACT) for computation and communication courses.
- Obtain permission of a parent/guardian.
- Provide verification from the high school guidance counselor or verification of home school status the district.

The following courses and/or programs cannot be taken through dual enrollment:

- College preparatory courses
- Orientation courses

- Physical education courses
- Limited access programs

Dual enrollment grades are recorded on both college and high school transcripts.

If a student enrolls in a dual enrollment class and the district purchases the textbook and the student does not complete the course, the student and the parent/guardian must reimburse the district for the textbook. Students will not be eligible to register for another dual enrollment course until the reimbursement has been made.

Students who take dual enrollment classes will be subject to the drop/add period established by the college. If a student drops a course after the drop/add period, he/she will not be permitted to enroll in another dual enrollment course for a period of one year.

Withdrawals from School

- Obtain and complete withdrawal forms from guidance
- Follow prescribed procedure with parental permission
- Turn in books and materials with signatures
- Turn in library books and materials with signatures
- Turn in all forms to guidance secretary
- Pay all debts
- Transcripts and records sent to new school when process completed

Classroom Transfer

A parent may request that his/her child be transferred to another classroom teacher in the school for just cause. If a child is assigned to an out-of-field teacher, the parent may request that the child be assigned to an infield classroom teacher in the same grade within the school if one is available. The request to transfer must be submitted in writing and will be approved or denied within two weeks after receipt of the request. If the request is denied, the school must notify the parent and state the reason(s) for denial. The transfer of the student to a different classroom teacher shall not violate the maximum class size regulations.

Medication Policy

Students complaining of illness will be directed to the school health nurse. To comply with State Law 232.46 F.S., school personnel are not permitted to dispense any medication or nebulizer treatments without a complete Administration of Medication Permission Form signed by both parent and physician. This is necessary for any non-prescription medication. The medication bottle and form must match. Changes in medication dosage require a new form. These forms are available through the school office and the health services office.

Student Checking Out During the School Day

Checking students out of school is a process. It should be utilized on a limited basis and for one of the reasons for an excusable absence.

1. No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. All schools will establish procedures for early release that ensure that all students are treated consistently.
3. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance is established by tardiness, early-sign-outs, or absences for all or any part of the day.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (1003.02 (1)(b), F.S.)

- **ELEMENTARY:** Students are not permitted to be checked in and out of school by phone call. A parent must come to the front office in person.

- **JUNIOR HIGH AND HIGH SCHOOL:** The campus is closed during the school day to ensure the safety of the students. Checking out for lunch is not permitted due to the time constraints of the lunch time. Parents may opt to bring lunch to a student.

Students may be permitted to be checked in and out of school by a verified phone call or by submitting a note signed by the parent with approvable reason to sign out early prior to the first break during the school day.

Visitors to Campus

All visitors must report to the office upon arrival on the school grounds and classroom visits need to be prearranged with the teacher and principal.

Lockers

Lockers are issued to the students and are the property of the Gulf District Schools. Lockers are subject to inspection and search at any time without prior notification to the student or parent when there is reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes. Lockers are for books. It is not advisable to leave anything of value in your locker. It is the responsibility of each student to keep his/her locker in good order, or permission for use may be denied. It is recommended that lockers be locked. The school is not responsible for theft or loss. Students should not open or enter any locker not assigned to him or her. Locks placed on unassigned lockers **will be** cut off.

Schedule Changes

Schedule changes, after school begins, need to be kept to a minimum. Changes will be allowed only during the first week of school. After the first week, any change request must be made in the guidance department and will be allowed only based on hardship and/or needs for graduation, and with administrative approval only.

School Trips

- Students are to travel to and from events on school transportation
- Students return via transportation provided by the school unless extenuating circumstances exist
 - **Prearrangements** must be made with coach/sponsor notified before leaving for event
 - Note from parents/guardian required during school day
 - Principal and/or designees must be informed by coach prior to acknowledging approval of note by initials
 - Coach/sponsor must see student leave with parent/guardian/grandparents
- Students are not counted absent when on a school sponsored trip
- Students must make up the work missed, as with any other absence
- All regular school rules and regulations apply
- Luggage and bags for overnight trips are subject to search prior to departure
- Parents are responsible for any costs incurred by student having to be suspended from a trip and returned home
- School sponsored trips are a privilege with administration reserving the right to withdraw privilege for school safety

Pledge of Allegiance

Parents have the legal right to have their child opt out of participation in the recitation of the Pledge of Allegiance for personal or religious reasons by submitting a written notice to the school office or to the child's teacher. Such notice should be resubmitted annually.

Communications- Social Media, Posters and Signs

Any social media posts, posters or signs should be reviewed and approved by the principal before it is displayed on campus. Social Media posts, posters and signs advertising non-school projects must be preapproved by the administration.

Pre-K

Hours of Operation: 8:15 am-2:45 pm whole day
8:15-11:15 am half day

- Enrollment: The class maintains a 1 to 11 teacher/pupil ratio.
- Fees: 3 & 4 year old ESE students: no charge
Half-Day 4 year old VPK: no charge
Whole Day 4 year old VPK: \$10 per day
- Eligibility: All children who live in Florida who turn 4 years of age or by September 1, of the current are eligible to participate in Florida's FREE VPK program, including children with a disability.
- ELC contact info: 703 W. 15th Street, Suite A
Panama City, FL 32401
(850) 747-5400
(850) 747-5450 (fax)

Virtual Instruction Program

Gulf District Schools offers both a part-time and a full-time virtual K-12 instructional program. To achieve academic success, online students must be self-disciplined, self-motivated, responsible, and ready to accept the challenge of rigorous online course work. Parents must play an active role in monitoring their child's progress and make sure their child maintains a regimented work schedule. It is very important for parents and students to have ongoing dialogue with the Virtual School instructors to ensure there is no miscommunication about your child's academic performance while participating in these online programs. While virtual instruction does allow some daily flexibility, students must make progress in each course at an established pace or they will be withdrawn from the course.

All students are eligible to participate in the district part-time or full-time kindergarten through grade 12 virtual instruction program under 1002.45(1)(b), F.S. Each student enrolled in a virtual instruction program must comply with compulsory attendance requirements for 1003.21, F.S. and take statewide assessments pursuant to 1008.22, F.S.

Students and parents will be made aware of these options during registration and open houses. Approval of the principal and/or guidance counselor is required to ensure that the courses meet the student's expectations, academic needs and/or graduation requirements. Students may take courses from the virtual school before or after school hours. However, a classroom is not available for virtual classes during the school day and work must be done at home. Students are expected to complete virtual assignments independently and must stay on track to continue in the course. The Initial Enrollment Forms, Student and Parent Agreement, for the school year and summer must be complete for enrollment.

Deadlines for Virtual Enrollment

- May 15th is date for enrollment for Summer course(s)
- July 15th is date for enrollment for Fall semester

- December 15th is date for enrollment for Spring semester

Pacing Guidelines

Start of the year: A student must complete at least 10% of the course with at least a “C” average by the end of drop/add timeframe to stay enrolled in the course.

After first month of enrollment: A student must complete at least 20% of the course with at least a “C” average to stay enrolled in the course.

Summer Enrollment: A student must complete at least 10% of the course with at least a “C” average by the end of the first week to stay enrolled in the course.

Internet Use Policy

Accessing the Internet using District equipment or personally-owned equipment and/or the District’s network is a privilege, not a right, and inappropriate use may result in the revocation of the privilege. Use of the network must support and be consistent with the educational objectives of the District. In using personally-owned equipment, users are responsible for ensuring their devices use security applications to protect the devices from infection and prevent spreading infections from the devices. The District has the right to review any material on user accounts to maintain adequate filespace and monitor appropriateness of material transmitted through the network. All users are expected to follow the generally accepted rules of network etiquette. All students and parents must sign an Internet User’s Agreement prior to the use of equipment and the District network. The District prohibits the transmission of copyrighted materials, threatening or obscene material, or material protected by trade secret, which violate local, state, or federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Love Shouldn’t Hurt – Domestic Violence Information

The Gulf County Domestic Task Force is a local organization which works in conjunction with the Salvation Army, whose mission is to stop domestic violence in Gulf County through education, working with law enforcement and local agencies as well as providing counseling and emergency aid to victims. If you need assistance, please call 850-229-2901 or the confidential crisis hot line 800-252-2597. More information visit www.gcdv.org and www.facebook.com/GCDVTF.

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) and Florida law afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 30 days after the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the records they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the

parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to

outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Gulf District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Gulf District Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Gulf District Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. ¹

If you do not want Gulf District Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 31. Gulf School District has designated the following information as directory information:

Note: an LEA may, but does not have to, include all the information listed below:

- | | |
|--|--|
| • Student’s name | • Degrees, honors and awards received |
| • Address | • The most recent educational agency or institution attended |
| • Telephone listing | • Dates of attendance |
| • Electronic mail address | • Grade level |
| • Photograph | • Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.) |
| • Date and place of birth | |
| • Major field of study | |
| • Participation in officially recognized activities and sports | |
| • Weight and height of members of athletic teams | |

Gulf District Schools does not discriminate on the basis of race, color, religion, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Josh Dailey, Assistant Superintendent for Business
150 Middle School Road

Port St. Joe, FL 2456
850 229-8256

Student Grievance Procedure

STEP 1: Informal - Within ten (10) school days of the alleged violation, the student will informally discuss the alleged grievance with the principal (except for instances of discrimination or harassment which is 60 days for the initial reporting). Within five (5) school days, the principal shall give an answer orally to the student. If the student is not satisfied with the disposition, he/she may initiate a formal grievance within five (5) school days of the answer. Appeals from one of the following steps to the next highest step shall be filed within ten (10) working days following the expiration of the time limits established for disposition of grievances at each step or the date of receipt of an official response to the grievance or whichever comes first. **Both students and employees may skip the informal step and go directly to the formal stages or file outside the process at any time.**

STEP 2: Formal. A formal written grievance must be filed with the principal. The grievance should contain dates, names of all persons involved, a description of the incident or action, and the student's desired resolution. Within ten (10) school days of the receipt of the grievance, the principal shall provide the student a written disposition of the grievance.

STEP 3: If the student is not satisfied with the disposition or if time limits expire without a disposition, a formal written grievance may be submitted to the Superintendent. Within ten (10) school days after receipt of the grievance, the Superintendent shall indicate the disposition of the grievance in writing to the student.

STEP 4: If the student is not satisfied with the disposition or if time limits expire without a disposition, the grievance may be submitted to the School Board. The School Board does not have to consider the grievance, but if it decides it will, it has the authority to set up a hearing and decision procedures. Within thirty (30) calendar days after receiving the grievance, the School Board will notify the student of its decision. If the Board elects to hear the grievance, it will provide the student with a written decision within five (5) school days after conclusion of the hearing.

If the point of contact is the person accused of harassment of discrimination the student of employee may contact:

Josh Dailey, Assistant Superintendent for Business
150 Middle School Road

Port St. Joe, FL 32456
850229-8256

Notification of Nondiscrimination for Vocational Education Programs

Gulf District Schools offers career and technical education programs in Agriscience, Applied Information Technology, Carpentry, Culinary Arts, EKG, Phlebotomy, Unmanned Air Systems (Drones), and Welding. Admission to these programs is open to all students.

It is the policy of Gulf District Schools not to discriminate on the basis of race, color, religion, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Gulf District Schools takes steps to assure that lack of English language skills are not a barrier to admission and participation in all educational and vocational programs.

Complaints of discrimination or harassment should be reported to:

Josh Dailey, Assistant Superintendent for Business
150 Middle School Road
Port St. Joe, FL 32456
850-229-8256