

# Mission Statement

The Gulf School District 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, pluralistic society our curriculum should be kept as current as possible.

## 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 his/her greatest potential.

## Wewahitchka Elementary School Mission Statement

The Wewahitchka Elementary School community is committed to providing children with academic direction and an environment conducive to attaining essential learning skills with cooperation, innovation and discovery; contributing to the student's ability to make well-reasoned choices and to become responsible citizens today and in the future.

Superintendent

Jim Norton  
850-229-8256

School Board Members

Cindy Belin, Danny Little, Billy Quinn, Brooke Wooten, John Wright

Principals

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

Debbie Baxley – Port St. Joe Junior/Senior High School  
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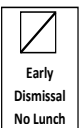
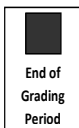
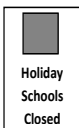
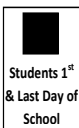
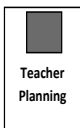
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WHS Fax: 850-639-5394  
GCSB: 850-639-2871 or 850-229-8256  
OIS: 850-639-2422 or 850-229-6940  
Transportation: 850-227-1744  
Website: [www.gulf.k12.fl.us](http://www.gulf.k12.fl.us)

# Gulf County School District 2017-2018 School Calendar



July 2017							January 2018																
S	M	T	W	T	F	S	S	M	T	W	T	F	S										
						1	July 4 – Independence Day							1	2	3	4	5	6	January 3 Teacher Planning			
2	3	4	5	6	7	8			7	8	9	10	11	12	13	14	15	16	17	18	19	20	January 4 Students Return
9	10	11	12	13	14	15			14	15	16	17	18	19	20	21	22	23	24	25	26	27	January 8 Report Cards
16	17	18	19	20	21	22			21	22	23	24	25	26	27	28	29	30	31				January 15 Martin L. King, Jr. Holiday
23	24	25	26	27	28	29			28	29	30	31											January 16 Gold Cards
30	31																						
August 2017							February 2018																
S	M	T	W	T	F	S	S	M	T	W	T	F	S										
						1							1	2	3	4	5	6	7	8	9	10	February 5-9 FTE Week
6	7	8	9	10	11	12	August 7-11 Teacher Planning	11	12	13	14	15	16	17	18	19	20	21	22	23	24	February 6 Progress Reports	
13	14	15	16	17	18	19	August 14 Students Begin	18	19	20	21	22	23	24	25	26	27	28				February 19 Presidents' Day	
20	21	22	23	24	25	26	August 21 Gold Cards	25	26	27	28												
27	28	29	30	31																			
September 2017							March 2018																
S	M	T	W	T	F	S	S	M	T	W	T	F	S										
						1							1	2	3	4	5	6	7	8	9	10	March 9 End of 3 <sup>rd</sup> 9 Weeks
3	4	5	6	7	8	9	September 4 Labor Day	11	12	13	14	15	16	17	18	19	20	21	22	23	24	March 16 BNL	
10	11	12	13	14	15	16	September 15 Progress Report	18	19	20	21	22	23	24	25	26	27	28	29	30	31	March 19-23 Spring Break	
17	18	19	20	21	22	23																March 26 Report Cards	
24	25	26	27	28	29	30																March 30 Good Friday	
October 2017							April 2018																
S	M	T	W	T	F	S	S	M	T	W	T	F	S										
1	2	3	4	5	6	7	October 9-13 FTE Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	April 1 Easter Sunday	
8	9	10	11	12	13	14	October 13 End of 1 <sup>st</sup> 9 weeks	15	16	17	18	19	20	21	22	23	24	25	26	27	28	April 4 Gold Cards	
15	16	17	18	19	20	21	October 16-17 Fall Break	22	23	24	25	26	27	28	29	30						April 19 Progress Reports	
22	23	24	25	26	27	28	October 26 Report Cards	29	30														
29	30	31																					
November 2017							May 2018																
S	M	T	W	T	F	S	S	M	T	W	T	F	S										
			1	2	3	4	November 2 Gold Cards			1	2	3	4	5	6	7	8	9	10	11	12		
5	6	7	8	9	10	11	November 11 Veterans Day	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
12	13	14	15	16	17	18	November 21 BNL	20	21	22	23	24	25	26	27	28	29	30	31			May 25 Students Last Day BNL	
19	20	21	22	23	24	25	November 17 Progress Reports															May 28 Memorial Day	
26	27	28	29	30			November 22-24 Thanksgiving Holidays																
December 2017							June 2018																
S	M	T	W	T	F	S	S	M	T	W	T	F	S										
					1	2						1	2	3	4	5	6	7	8	9	June 1 Teachers Last Day		
3	4	5	6	7	8	9								10	11	12	13	14	15	16			
10	11	12	13	14	15	16	December 19 End of 2 <sup>nd</sup> 9 Weeks	17	18	19	20	21	22	23	24	25	26	27	28	29	30	BOARD APPROVED	
17	18	19	20	21	22	23	December 19 BNL															MARCH 8, 2017	
24	25	26	27	28	29	30	December 20-January 2 Christmas Holidays																
31																							

## Attendance Policy

Attendance is compulsory for students from ages 6 to 16 unless exempt by law. F.S. 1003.21, requires that students between the ages of 16 and 18 years attend school regularly unless a formal intent to withdraw from school is filed and signed by the student and the parent. Upon receipt of the form, the Superintendent must notify the Board of the student's intent to withdraw from school. In each ninety (90) day calendar period the following criteria will apply to attendance:

- Excused absences due to sickness or injury must be documented by a parent or a physician if the student is continually sick or repeatedly absent from school.
- Fifteen (15) unexcused cumulative absences - the principal or the principal's designee notifies the superintendent who in turn initiates the notification of Division of Highway Safety and Motor Vehicles as well as other appropriate agencies (i.e. Learnfare and the court).

Grades 9-12 state law defines a minimum of 67.5 hours of instruction as one half (1/2) credit or 135 hours as 1 credit. Any student who has not been in attendance for instruction for a minimum of 59 hours must demonstrate mastery of the student performance standards through testing, class work, projects, and homework to receive credit. Student promotion to the next higher grade will be seriously jeopardized when a student's absenteeism is in excess of three (3) days per nine (9) weeks. After five unexcused absences within a calendar month [i.e. September, January] a parent conference will be held...F.S. 1003.26. After ten absences (excused or unexcused) a doctor's note may be required. If a pattern of nonattendance is established the child study team will suggest options such as attendance contracts, alternative programs, or other strategies which will encourage attendance. Period attendance is defined as being present fifty percent (50%) of the class. Attendance will be recorded as excused or unexcused. Upon return to school within three (3) days the student must bring a note from parents explaining the absence. School is in session 180 days and students are expected to attend unless they have an excusable absence. Excused absences will be given only to requests that fall under the following:

- a) Absences for religious instruction or religious holiday as defined in Florida Statutes 1003.21 and 1003.24;
- b) Absences due to sickness or injury. If a student is continually sick or repeatedly absent from school, a doctor's note may be required;
- c) Absences due to death within the immediate family;
- d) Absences due to legal reasons;
- e) Absences due to participation in an academic class or program; and
- f) Absences due to other insurmountable conditions that may arise.

The principal may rule on special situations. Approval to miss school for college visitation trips and/or **educational** family trips is granted at the discretion of the principal and must be approved **PRIOR TO THE ABSENCE. EDUCATIONAL TRAVEL WILL BE APPROVED FOR NO MORE THAN A MAXIMUM OF THREE (3) EXCUSED DAYS PER SCHOOL YEAR BY THE PRINCIPAL.**

## Make-up Work

The student is expected to make up all work and all tests missed during an absence according to the following conditions:

1. The student must contact the teachers on the first day back in each class in order to make arrangements to make up the work.
2. It is the student's responsibility to make up work within the given time frame unless other arrangements are made due to extenuating circumstances. The time frame for make-up work is the number of days

absent plus one (1) day commencing immediately upon return from the absence. (i.e., 1 day absent plus 1 equals 2 days to make up work). If a student misses a test due to an absence and returns to school the same day, he/she may be required to take the test missed that day. **If a project or assignment is due on the day of an absence, the project or assignment may be required to be turned in on the day student returns to school.**

3. **If the absence was unexcused or the reason for the absence is unknown, students may score no higher than 59 on made-up assignments and tests.**

### Tardy Policy

The student is responsible for regular and punctual class attendance. Students must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. Students will be allowed one (1) tardy in each class per (9) weeks without a penalty. When a student is issued two (2) tardies in a class, he/she may be referred to the office for disciplinary action. An administrator or his designee will contact the parents.

The only excusable tardies are those meeting the following criteria:

- Doctor excuse
- Court
- Late bus
- With administrative approval

### Gulf County School District Code of Conduct

#### **Level 1 Offenses:**

- 14 - Bus Misconduct
- 16 - Class / Campus Disruption
- 21 - Excessive Tardy
- 22 - Not Cooperating
- 23 - Unauthorized Location
- 37 - Electronic Device
- 39 - Rude/Discourteous
- 40 - Public Display of Affection
- 41 - Fail to Follow Class/School Rules
- 42 - Horseplay
- 46 - Disobey/Disrespect Others
- 47 - Dress Code Violation
- 49 - Disruptive
- 51 - Lack of Books/Materials
- 53 - Wandering Halls

#### **Level 2 Offenses:**

- 02 - Strike/Student
- 06 - Leaving Campus/Classroom
- 07 - Defiance
- 08 - Profanity/Obscene Lang.
- 10 - Skipping Class
- 48 - Failure to Complete Discipline
- 50 - Aggressive Acts

#### **Level 1 Consequences:**

1<sup>st</sup> Offense: Conference, detention 1 day  
ISS, corporal punishment, work detail

2<sup>nd</sup> Offense: Detention, 2 days ISS, corporal  
punishment, work detail

3<sup>rd</sup> Offense: 3-5 days ISS, or 1 day OSS

4<sup>th</sup> Offense: 1-3 days OSS

5<sup>th</sup> Offenses: 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:**

1<sup>st</sup> Offense: 1-3 days ISS, 1 day OSS

2<sup>nd</sup> Offense: 3-5 days ISS, 2 days OSS

3<sup>rd</sup> Offense: 5 days ISS, 3 days OSS

4<sup>th</sup> Offense: 3-5 days OSS

5<sup>th</sup> Offenses: 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 Offenses:**

- 07 – Insubordination\*
- 11 - Tobacco (TBC) - SESIR
- 12 - Stealing/Theft Less < \$300
- 15 - Cheating
- 25 - Forgery, Non-Crime
- 35 - Threat/Intimidation (TRE) - SESIR
- 43 - Altercation
- 44 - Instigating a Fight
- 45 - Excessive Mischief
- 52 - Poss. Dangerous Object/Not Weapon
- 54 - Disorderly Conduct

\*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.

### **Level 4 Offenses: – All SESIR incidents are reported to the state**

- BOM Bomb Threats / False Fire Alarms
- EXT Extortion / Take Money by Force
- HAZ Hazing
- HIT Hitting / Striking School Employee
- PRP Destroy / Damage School Property
- RIO Taking Part in Group Distortion / Riot

### **Level 5 Offenses: – All SESIR incidents are reported to the state**

- 01 - Alcohol (ALC)
- 03S - Battery (BAT)
- 04 - Drugs Poss./Use (DRU)
- 04S - Drug Poss./Sales/Distrib. (DRD)
- 05S - Fight/Major (FIT)
- 12S - Stealing/Theft (STL)
- 13S - Weapons (WPO)
- 16S - Major Campus Disruption (DOC)
- 17S - Vandalism \$1K (VAN)
- 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)
- 58 - Sexual Assault (SXA)

### **Level 3 Consequences:**

1<sup>st</sup> Offense: 5 days ISS or 3-5 days OSS

2<sup>nd</sup> Offense: 3-5 days OSS

3<sup>rd</sup> Offense: 5-7 days OSS

4<sup>th</sup> Offense: Each subsequent referral will result in OSS for the previous number of days up to a maximum of 10 days.

### **Level 4: Consequences:**

1<sup>st</sup> Offense; 5-10 days OSS, consideration for expulsion

2<sup>nd</sup> Offense: 10 days OSS and consideration for expulsion

### **Level 5 Consequences:**

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

## **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.

## **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**

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

## **Dress Code**

The dress code is designed to insure 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 and distractions. Student are asked to dress in a manner that demonstrates they have respect for themselves and for others

- Shorts / skorts may be worn to school if they are no shorter than five (5) inches above the top of the kneecap. No biking shorts, spandex, or tight fitting shorts.
- If jeans with holes are worn, holes exposing skin must not be any higher than five (5) inches above the top of the kneecap.
- 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 WORN UNDER SHORTS, SKORTS, SKIRTS OR DRESSES THAT MEET DRESS CODE LENGTHS. LEGGINGS WORN UNDER BLOUSES ARE ONLY ACCEPTABLE IF BLOUSES MEET DRESS CODE LENGTH OF SKIRTS/DRESSES.

- 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.
- 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 waist line. 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, etc. 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 student's 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.

**1<sup>st</sup> Violation:** Warning, Required to change clothing

**2<sup>nd</sup> Violation:** 1 day ISS or wear school-provided clothing

**3<sup>rd</sup> Violation:** 1-3 days ISS

**Additional Violations:** OSS for remainder of the day

### 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.**

**1<sup>st</sup> Offense:** 1 day of bus suspension or corporal punishment

**2<sup>nd</sup> Offense:** 1-3 days bus suspension of corporal punishment

**3<sup>rd</sup> Offense:** 3-5 days bus suspension

**The general Code of Conduct and consequences may be applied if the severity of offense merits.**

### Cell Phones & Electronic Devices

Use of any electronic devices such as iPods, radios, compact disc players, and MP3 players for listening to music are not permitted during the school day. Please be aware that if a student has such a device lost, damaged or stolen, the school will not accept responsibility and no investigation into the matter will occur.

**Headphones and earbuds** are not permitted.

- In grades 7-12, cell phones may be used before the morning bell rings, lunch and after school.
- Cell phones must be turned off before entering any classroom, office, media center, locker room, lab, etc. Cell phones must not be visible while in these locations, even if turned off. Exceptions may be made by the teacher if the phone is to be used as an instructional device.
- If a cell phone rings, vibrates or is used for any reason or is visible during any prohibited time, the student will be required to surrender the phone. At any time school personnel feel the presence of a cell phone to be detrimental to the learning/teaching environment, the student will be required to surrender the phone. Refusal to surrender the phone will be considered an act of defiance punishable according to the Code of Conduct.
- No photos or videos should be taken without administrative approval.
- Emergency calls will be allowed with approval.
- In the event of theft, the school will accept no responsibility and no investigation will occur.
- **Students may not be in possession of a cell phone during standardized testing. Failure to comply will result in the invalidation of the test. Similarly, cell phones are not permitted during other testing situations or in dual enrollment classes. Violation of this policy will result in serious disciplinary consequences.**

**1<sup>st</sup> Offense:** Phone will be confiscated and the student may claim it at the end of the school day.

**2<sup>nd</sup> Offense:** Phone will be confiscated and the parent will be required to claim it.

**3<sup>rd</sup> Offense:** Phone will be confiscated and the parent will be required to claim it. The student will serve 1 day ISS.

4<sup>th</sup> Offense: Phone will be confiscated and the parent will be required to claim it. The student will serve 2 days ISS.

5<sup>th</sup> Offense: Phone will be confiscated and the parent will be required to claim it. The student will serve 1 day OSS.

### Sexting

There is legislation regarding the offense of “sexting”. PLEASE REFER TO THE DISTRICT CODE OF CONDUCT FOR DETAILED INFORMATION. A link to the District Code of Conduct may be found on the website.

### Cafeteria Regulations

Gulf County 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.**

Elementary School Prices are:

Full Pay Breakfast - \$1.35; Reduced Pay Breakfast - 40c

Full Pay Lunch - \$2.70; Reduced Pay Lunch - 50c

Milk – 30c

High School Prices are:

Full Pay Breakfast - \$1.60; Reduced Pay Breakfast - 40c

Full Pay Lunch - \$2.70; Reduced Pay Lunch - 50c

Milk – 30c

Pre-payment for school meals is acceptable. Payment may be made by clicking on the link located on the GCSB website or through the Food Service Cashier.

Vending machines are available at the high schools during designated portions of the day.

### Driving Privileges / Parking Lot Regulations

Motor vehicles must be registered with the SRO and display a proper permit at all times.

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.**

## 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.

### **Grading Scale:**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

## Grade Point Average/Honor Graduates

The weighted Alpha numeric GPA will be used to determine class ranking and the salutatorian and valedictorian at each high school. In the rare event of a tie, co-salutatorians or co-valedictorians will be named. In order to be an honor graduate, a student must meet all criteria for high school graduation by the time final grades are submitted for seniors. Students having a 3.5-3.849 weighted Alpha numerical average will be graduated with honors and those having a 3.850 and above will be graduated with high honors. Students on the 18 Credit Option track may be honor graduates.

**Teachers may not assign a grade higher than 100 for any course.**

The GPA will be determined by the following point system:

- A (90-100) - 4
- B (80-89) - 3
- C (70-79) - 2
- D (60-69) - 1

The following courses are weighted .25 per semester course or .50 per year course in the calculation of the GPA:

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

## Final Exams

- Last 3 days of each semester
- No exams given early
- Students need to be present
- Must be made up first day of second semester or first two days of post-planning
- Students may not be in possession of cell phones during testing

### Athletics /Extra-Curricular Activities

- FHSAA rules in effect, [www.FHSAA.org](http://www.FHSAA.org)
- GPA 2.0 required for sports participation
- Satisfactory conduct in all classes expected
- All school rules apply at school events
- Yearly statement of parental consent for participation required
- Yearly medical forms parent/guardian signatures required
- Forms (EL2 and EL3) are available at [www.FHSAA.org](http://www.FHSAA.org)
- Annual physical exam required
- Student who quits a sport after the first scheduled event may not join another sport until sport season is over
- Athletic handbook available
  - Insurance provided by school board for participation in school-sponsored activities
  - accident coverage only
  - does not replace current dependent health insurance
  - \$100 deductible paid by parent/guardian before reimbursements from insurance
  - claim filed with health insurance carrier first
  - school board insurance pays expenses not reimbursed by health insurance and after \$100 deductible paid to medical provider

### College Dual Enrollment

Under the terms of annually updated articulation agreements between Gulf County School Board and accredited post-secondary institutions, students in grades 6-12 may receive both high school and post-secondary credit upon successful completion of approved courses. In addition to the Common Placement Examination (P.E.R.T.), student qualifications for college credit dual enrollment courses must include a 3.0 un-weighted grade point average, and teacher/guidance counselor/principal recommendation. Student qualifications for vocational certificate dual enrollment courses must include a 2.0 un-weighted grade point average. F.S. 1007.27

\*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 may not enroll in another dual enrollment course until the reimbursement has been made.

**Dual Enrollment – SAT or ACT scores for Placement, PERT cut scores are 106 for reading, 104 for writing, and 123 for math.**

**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.**

### **Schedule Changes/ Drop & Add**

- Open for 5 school days
- Closed sections are not available
- **Class size limits must be met**
- Guidance counselor and principal approval required

### **Withdrawals from School**

- Obtain withdrawal forms from guidance
- Follow prescribed procedure with parent/guardian involvement
- Fill out all forms
- 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
- Records sent when above completed

### **Medication Policy**

Students complaining of illness will be directed to the school health nurse. In an effort to comply with State Law 232.46F.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.

### **Leaving School During the School Day**

Upon arriving on campus, a student is considered in attendance at school, and must officially sign out through proper procedures in the main office BEFORE leaving campus. Once students arrive on campus, they must remain on campus unless permission to leave is granted by a school administrator. In order to allow for parental contact/verification, students planning to check out during the school day must turn notes in to the attendance secretary before 1st period. Valid phone number(s) where parent/guardian may be contacted for verification (i.e., home phone, cell phone, work phone) must be included on notes in order for students to be allowed to check out. Permission to leave is granted after parent approval has been confirmed. The student must sign the check-out book in the front office giving his or her name, the time, and their destination. Office personnel will initial and record the name and relation of the person granting the permission. If a student returns to school that day, he or she must sign the same book, noting their time of return and make up any tests missed during that school day. Students must bring in a note within three days of the absence. Those students who habitually leave school early disrupt

instruction and frequently miss important end-of-day announcements. We ask that you refrain from picking your child up prior to the scheduled dismissal time unless absolutely necessary.

### **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 or principal.

### **High School Hall Passes**

High School student handbooks include hall passes. A student must have handbook/hall pass when he/she leaves assigned classroom during a class period. It is the responsibility of the student to gain permission from their teacher to leave the classroom. There is a charge of \$5.00 to replace lost handbooks.

### **Lockers**

Lockers are issued to the students and are the property of the Gulf County School Board. 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. Students should not open or enter any locker not assigned to him or her. Locks placed on unassigned lockers **will be** cut off.

### **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.

### **Posters and Signs**

Any poster or sign should be reviewed and initialed by the principal or principal designee before it is displayed on campus. Posters and signs advertising non-school projects must be preapproved by the administration.

### **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 on the basis of 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
- Parents responsible for any costs incurred by student having to be suspended from a trip and returned home
- School sponsored trip is a privilege with administration reserving the right to withdraw privilege for reasons relevant to school safety or reputation

### Office Telephone

- Office telephones for official use
- Students may place calls for emergencies
- Permission must be granted

### Pre-K

Hours of Operation: 7:50-2:40 whole day  
7:50-11:00 half day

Enrollment: The class maintains a 1 to 11 teacher/pupil ratio.

Fees: ESE Students: no charge  
Half-Day 4 year old VPK: no charge  
Whole Day 4 year old VPK: \$100 per week  
Half-Day: \$50 per week

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  
1-866-269-3022 (toll free)  
(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 its students. This program provides parents and students an educational opportunity that uses an interactive learning environment created through technology and the Internet in which students are separated from their professionally certified teachers by time and/or space.

Students are eligible to participate in the district virtual instruction program if they are legal residents of Gulf County and also meet at least one of the following conditions as specified in Florida Statute 1002.455:

- The student is eligible to enter kindergarten or first grade per Florida Statute 1002.455(2)(e)
- The student is eligible to enter grades 2 through 5 and is enrolled fulltime in a school district virtual instruction program, virtual charter school or the Florida Virtual School per Florida Statute 1002.455(2)(f)
- The student entering into 6 through 12 has spent the prior year in attendance at a State of Florida public school and was enrolled and reported by a public school district for funding during the preceding October and February Florida Education Finance Program (FEFP) surveys per Florida Statute 1002.455(2)(a)
- The student entering into K-12 was enrolled during the prior school year in a Florida school district virtual instruction program under this Florida Statute, a K-8 Virtual School Program under Florida Statute 1002.415, a virtual charter school, or a full-time Florida Virtual School program under Florida Statutes 1002.37(8)(a) or 1002.455(20)(c)
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to the State of Florida from another state or from a foreign country pursuant to the parent's permanent change of station orders per Florida Statute 1002.455(2)(b)
- The student has a sibling who is currently enrolled in a school district virtual instruction program that sibling was enrolled in such program at the end of the prior school year per Florida Statute 1002.455(2)(d)

Because of the unique nature of the program, approval of the principal 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 on campus during school hours or after school hours in addition to the regular school day. Initiating enrollment in virtual coursework is done through [www.FLVS.net](http://www.FLVS.net) and must be done prior to end of the first week of each semester. If a student elects to drop the course, he/she must do so within the first fourteen (14) calendar days. If dropped after that time, the grade will reflect work submitted to that point and zeroes accumulated for work not submitted after that point for the remainder of the course. If a student withdraws or doesn't complete a course he/she may not take another virtual



course for a period of one (1) year unless the student is in his/her senior year and the course is a needed to graduate. The same grading scale applied to traditional classes also applies to virtual coursework.

In lieu of the daily presence of a face-to-face teacher, parents are encouraged to take the lead in guiding the students through the curriculum, submission of work samples, assignments, online class sessions, producing products, and reviewing for quizzes and tests. The student must demonstrate continuous progress and pass all courses each semester in order to continue enrollment. Progress will be considered adequate if it mirrors the school calendar. For example, a student should be 25% complete with a year-long course by the end of the first nine weeks and 50% complete by the end of the first semester. Students who do not maintain this pace may be withdrawn from the course.

Student may register for only one (1) course the first time he/she enrolls in a virtual class and may register for no more than (2) during any semester unless granted permission from the principal.

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 materials such as copyrighted material, 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.

#### **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](http://www.gcdv.org) and [www.facebook.com/GCDVTF](http://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 a 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 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Gulf School District 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 School District 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.<sup>1</sup>

If you do not want Gulf School District 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, 2016. 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
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- Dates of attendance
- Grade level
- 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.)

*Gulf School District does not discriminate on the basis of race, color, 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:*

*Bill Carr, Assistant Superintendent for Business  
150 Middle School Road  
Port St. Joe, FL 32456*



