



# **Gulf District Student Handbook**

**2023-2024**

Board Approved

August 8, 2023

# 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

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.

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  
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850-227-1221

Sissy Godwin – Port St. Joe Junior/Senior High School  
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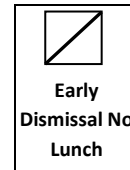
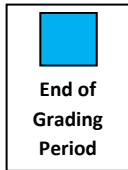
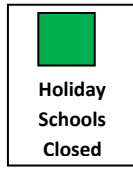
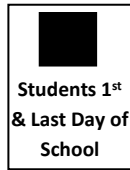
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OIS: 850-639-2422 or 850-229-6940  
Transportation: 850-227-1744  
Website: [www.gulfcoschools.com](http://www.gulfcoschools.com)

# Gulf County School District 2023-2024 School Calendar



July 2023							January 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1		1	2	3	4	5	6	January 3	Teacher Workday
2	3	4	5	6	7	8	7	8	9	10	11	12	13	January 4	Students Return
9	10	11	12	13	14	15	14	15	16	17	18	19	20	January 19	Report Cards
16	17	18	19	20	21	22	21	22	23	24	25	26	27	January 15	MLK Day
23	24	25	26	27	28	29	28	29	30	31				January 26	Gold Cards
30	31													January 31	½ day–Employee Inservice
August 2023							February 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5					1	2	3	February 6	Progress Reports
6	7	8	9	10	11	12	4	5	6	7	8	9	10		
13	14	15	16	17	18	19	11	12	13	14	15	16	17		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	February 19	President's Day
27	28	29	30	31			25	26	27	28	29			February 28	½ day–Employee Inservice
September 2023							March 2024								
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	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	10	11	12	13	14	15	16	March 11	End of 3 <sup>rd</sup> 9 Weeks
17	18	19	20	21	22	23	17	18	19	20	21	22	23	March 18 -22	Spring Break
24	25	26	27	28	29	30	24	25	26	27	28	29	30	March 28	BNL Report Cards
							31							March 29	Good Friday
October 2023							April 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7	1	2	3	4	5	6		April 5	Gold Cards
8	9	10	11	12	13	14	7	8	9	10	11	12	13	April 10	½ day - Employee Inservice
15	16	17	18	19	20	21	14	15	16	17	18	19	20	April 15	Day Off
22	23	24	25	26	27	28	21	22	23	24	25	26	27	April 23	Progress Reports
29	30	31					28	29	30						
November 2023							May 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4				1	2	3	4		
5	6	7	8	9	10	11	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	19	20	21	22	23	24	25	May 24	BNL Student Last Day
26	27	28	29	30			26	27	28	29	30	31		May 27	Memorial Day
														May 31	Teacher Last Day
December 2023							June 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2							1		
3	4	5	6	7	8	9	2	3	4	5	6	7	8	Summer Reading Camp	
10	11	12	13	14	15	16	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	23	24	25	26	27	28	29		
31							30								

## 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).
- Each student will be allowed 3 absences per 9 weeks. Each subsequent absence will be marked unexcused unless a doctor's note is provided or approval is granted by an administrator.

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 per 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 seventy percent (70%) 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 will 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.**

Florida law supports the active involvement of parents\* until the student graduates from school (F.S. 743.07, 1003.26; 1003.21). It is presumed that students are dependent students (as defined by FERPA 34 C.F.R. §99.31(a)(8) and by Internal Revenue Code § 152). When a student reaches the age of majority (18 years of age), the parent shall continue to perform the parental functions of a dependent student, including, but not limited to, provide excusal of absences and tardiness, permission slips for early release, field trips, other activities, as necessary, and to register or terminate (withdraw) school enrollment, until the student graduates, except under the following circumstances:

(1) The student has submitted specific and acceptable documentation (such as rental agreement, lease etc.) to establish that he or she is independent of his/her parents and that the presumption of a dependent student does not apply.

(2) The student has been emancipated in compliance with Florida laws (FS 1003.21(1)(c), F.S. 743.07).

(3) When the student has no parent and this fact is verified by the school administration (e.g. by communications with relatives, the Homeless Education Program, or the Florida Department of Children and Families, as is appropriate).

\* The term parent is defined to include biological parents, any guardian, any person in a parental relationship or "any person exercising supervisory authority over a student in place of the parent." 1000.21(5), F.S.

### **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 after an absence.** Make-Up work must be completed and turned in within **3** days after returning to school unless additional time is approved by the principal.

**Make up work not submitted within the make-up period may receive a grade of 0.** 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. Projects may be submitted in advance.

### **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 five (5) total tardies per nine week grading period without a penalty.

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:**

- 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
- 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 1 Consequences:**

- 1<sup>st</sup> Offense: conference, corporal punishment, work detail, lunch detention, afterschool detention, loss of privileges, other
- 2<sup>nd</sup> Offense: detention, 1 day ISS, corporal punishment, work detail
- 3<sup>rd</sup> Offense: 2-3 days ISS
- 4<sup>th</sup> 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)**

- 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

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:**

- 1<sup>st</sup> Offense: 3-5 days ISS or 1-2 days OSS
- 2<sup>nd</sup> Offense: 5 days ISS or 3-5 days OSS
- 3<sup>rd</sup> 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.

#### **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:**

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.

#### *Note:*

**Following the 5<sup>th</sup> 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**

The Gulf School District 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. Student 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 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. Students wearing clothing that does not meet dress code may be provided school issued sweatpants or shirt. As 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 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.**

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. Additional cartons of milk are 30c. Items in the Gator Hole and Shark Hole are not free.

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.

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 each nine week 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 student's has 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

#### **Grading Scale for grades 1-12:**

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 honor status of each graduate as follows:

- Summa Cum Laude = 4.0+
- Magna Cum Laude = 3.8 -3.99
- Cum Laude = 3.5-3.79

**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 .50 per semester course or 1.0 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

### **Semester 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)
- Cumulative 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. Students must maintain a 2.0 grade point average in dual enrollment courses, or he/she will not be permitted to enroll in another dual enrollment course for a period of one year.**

**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.**

**During any given semester, for every dual enrollment class taken at a college campus, the students must take a class on the high school campus. This does not apply to full-time early enrollment.)**

#### **Dual Enrollment 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

### **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. In an effort 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.

### **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.

### **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. 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 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



- Luggage and bags for overnight trips are subject to search prior to leaving
- 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

### **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.

### **Pre-K**

Hours of Operation: 8:00-2:30 whole day  
8:00-11:00 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 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.

We are committed to providing educational excellence for all virtual students anytime, anywhere, at any pace, and at any level for any student. We provide the highest quality education so that all students are empowered to choose to lead productive and fulfilling lives as lifelong learners and responsible citizens.

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

Students and parents will be made aware of these Virtual Instruction Program Policy & Procedures in writing during the school enrollment process, at Open Houses, Parent Meetings, Kindergarten Round-Up/Registration, and when registering for classes each semester. As a part of the Student Progression Plan, these policies and procedures may also be found online at the district website.

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). Enrollment opens March 1 of each year and closes 30 days prior to the beginning of the school year. 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.

Students 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.

All Virtual Instruction Program instructors serving Gulf District Schools have met all required background screening requirements. Documentation of those screenings is kept on file at the District Office.

### **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:

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  
Gulf County School Board  
150 Middle School Road  
Port St. Joe, FL 32456  
850-229-8256 or 850-639-2871**



### **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, 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 or 850-639-2871**