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GILCHRIST COUNTY STUDENT HANDBOOK

SUPERINTENDENT'S MESSAGE

...
On behalf of the Administration and Faculty of the Gilchrist County School District, I want to welcome you to the 2009-2010 School Year. I am excited about what the year has in store for you. I look forward to watching as you grow academically and physically on your journey towards high school graduation.

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

Don Thomas
School Superintendent
Gilchrist County

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

AMERICANS WITH DISABILITIES

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

To and From School

Parents are responsible for ensuring safe travel and conduct of their child (children) not under custody or control of the school.

A. SCHOOL PROCEDURES

Closed Campus

Students are required to eat in designated areas on all school campuses.

Communicable Disease

A student who has been ill of a dangerous communicable disease shall in no case be allowed to return to school except upon the written permission of the full-time health officer, nurse or other reputable physician licensed to practice in the State of Florida. Head lice are a common occurrence in the school setting. Gilchrist County School District has a "no nit" regulation meaning that before students may be re-admitted to class, all nits must be removed. Checks will be made by the health room staff or authorized personnel. Elementary schools do school wide checks for head lice at least twice a year.

Hall Passes

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

Health and Safety

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

Insurance

Parents who do not have their children covered under their own policies are urged to take advantage of the school insurance plan approved by the Gilchrist County School Board.

Lockers

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

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

Notice of Limited Supervisory Times

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

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

Parent/Teacher Conferences

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

Student Functions/Activities

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

Student Parking

Student driving and parking on the school campus is a privilege and may be revoked at any time as deemed necessary by the administration. A student parking permit is required to park on campus ½ hour before school to ½ hour after school. In order to receive this permit, a student must provide (1) a valid Florida Driver's License, (2) valid proof of insurance as required by Florida Statute, and (3) valid proof of vehicle registration. Students must also pay the parking fee for that school year. A copy of these rules will be signed by the student and parent and kept on file at the school. The school will not be responsible for valuables lost or stolen from student vehicles. All valuables should be removed from vehicles and vehicles should be locked. All vehicles parked on the school campus are subject to search by school authorities or by law enforcement personnel working with them. Searches may be conducted for any reasonable purpose. **Listed below are the rules and procedures that are to be followed:**

1. Vehicles must remain parked during the entire school day in designated parking spaces between the lines.
2. Speed limit on campus is 5 mph.
3. Students must follow all Florida driving laws, including seat belt use.
4. Students must drive and park on asphalt only.
5. Students must display safe and prudent behavior around any vehicle.
6. When buses are present in the bus loop, students must wait until ALL buses have left before driving in the bus loop area.
7. Upon arriving at school, students are to leave their cars immediately.
8. Students are not allowed in the parking lot during school hours without proper authorization.
9. All vehicles must display the school parking permit. The number on the permit must be visible.
10. If the parking permit is lost, a new one must be purchased. Parking permits are non-transferable and are registered to only one student.

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

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

Telephone Use

School telephones are for business use only. Their use by students is to be discouraged except in needed cases and should not occur during instructional time. No personal long distance calls shall be charged to the school.

Textbooks, Materials, School Debts

1. Students are responsible for textbooks loaned for their use.
2. Parents or guardians are liable for any loss, destruction, unnecessary damage or failure to return such books. (1006.42 Florida Statutes)
3. A student who loses, severely damages or fails to return a textbook shall not be issued additional textbooks until such books are paid for or replaced.
4. Monies collected from students shall be returned in the event the lost books are found and returned to the responsible teacher before June 30th of the current year. No refunds shall be made after that date.
5. Students are responsible for library books and other school materials loaned to them. They shall replace or reimburse the school for loss or unnecessary damage to such items. Report cards and diplomas may be held up until such items are cleared.
6. Students enrolled in Dual Enrollment classes are required to return books to their Guidance Counselor.
7. All Non-Sufficient Funds (NSF) checks for school and district accounts will be processed by Federal Automated Recovery Systems (FARS). All checks must include name, address, and phone numbers.
8. Any student owing a school debt will not be permitted to participate in the Graduation ceremony.

Trips

Any approved field trips must enhance units of study taught in the classroom. Each class, grade level, or organization will send specific information to the parent regarding the field trip. All students participating in the field trip activity must have a permission slip signed by the parent/guardian. Students may ride home with parents if a permission slip has been approved by the Principal. If parents request that their child ride home with someone else, they must submit a notarized request and it must be approved by the Principal. Depending upon the activity, parents may be requested to be chaperones. Chaperones must be a minimum of 21 years of age. The list of chaperones must be approved by the Principal or designee. Chaperones will be instructed on their responsibilities during the trip. Parents who are chaperones may not take any additional children on the trip. Chaperones must adhere to all school board policies.

Visitors

Parents or visitors to school shall be cleared through the office and be issued a visitor's pass. Anyone picking up students during the day must be authorized on the registration form and must meet the student in the office. No student visitor permits will be issued. Students found associating with unauthorized visitors on campus may be subject to disciplinary action. Changes in after school pick-up may be called into the office prior to 1:00 p.m. Please do not call frequently to have messages given to your children. Each time messages must be given reduces learning time for the entire class.

B. CODE OF STUDENT CONDUCT

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

For students with disabilities, consideration of change of placement resulting from an infraction of the district's Code of Student Conduct must be consistent with the requirements and procedures in Rule 6-A6.03312.F.A.C.

Alcohol, Tobacco and Illegal Drugs and Paraphernalia

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

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

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

Arson

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

Assault, Bullying, Violence and/or Intimidation

Acts of assault, bullying, violence and/or intimidation shall be reported to the appropriate administrator. No one shall engage in harassment or discriminatory conduct which creates a hostile, intimidating, abusive, offensive or oppressive environment during any educational program or activity, during any school-related or school sponsored program or activity, on a school bus or through the use of data or through the use of data or computer software. This shall include cyber-bullying/intimidation/harassment, etc. Disciplinary action may be up to expulsion and/or may be reported to the proper law enforcement agencies. (FS 1006.147)

Bomb Threats and Throwing Explosive or Noxious Substances

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

Bus Conduct

Students who are eligible to be transported are entitled to free transportation only so long as the student abides by the rules of safety and behavior necessary for the operation of the system. Students may only ride their assigned bus. Students may not ride bus home with friends without prior written approval from parents and administration.

Serious infraction of rules may cause the students to lose this privilege. It is the responsibility of the parent to see that the student abides by bus regulations or to provide for the student's transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations.

Basic bus conduct rules are;

1. Stay in assigned seat. Students are not to move around on the bus.
2. Students should not yell, sing, or make loud noises on the bus. Students should be quiet at railroad crossings and while discharging pupils.
3. Students will obey the bus driver at all times.
4. Students shall wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. Proper rules of conduct should occur while waiting for the bus.
6. Enter or leave the bus only at the front door after the bus has come to a complete stop.
If necessary, cross the highway in the proper manner and as instructed after leaving the bus. Always cross the roadway 10 feet in front of the bus.
7. Keep head, elbows, and hands inside the bus windows at all times.
8. Refrain from throwing objects inside or outside the bus.
9. Refrain from using profane or objectionable language or engaging in any other objectionable conduct.
10. There shall be no pushing, fighting, or any type of misconduct at any time.
11. Avoid damaging or defacing the bus or bus equipment. Students shall be responsible for the cost of any such damage.
12. No sharp instruments or weapons of any kind are allowed on the bus.
13. Be on time - buses cannot wait on students who are tardy.
14. Do not talk to the driver unless it is absolutely necessary.
15. Do not eat, drink, chew gum, or have tobacco products on the bus.
16. Do not bring animals (dead or alive) on the school bus; ie. dogs, cats, rabbits, chickens, snakes, fish, etc.
17. Do not bring anything in glass containers.
18. Balloons and flowers are not allowed on the bus.
19. Back packs/book bags will not be allowed on buses the last week of school.

Cheating

Cheating is an offense which shall be handled by the teacher and/or administration in whatever manner, in his/her judgment, will best serve the interest and development of the student.

Dangerous or Disruptive Items

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

Dress Code

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

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

Electronic Devices

Students are not allowed to bring radios, CD's, DVD's, headsets, pagers, MP3's, IPODS, jump drives, electronic games, lap top computers (must be scanned and approved by tech team), cameras, etc. on the school bus, on school property, or in attendance at school activities (not to apply to appropriately behaving spectators attending an after school athletic event, etc.) unless they have been previously approved by a teacher and are used in direct conjunction with the instructional curriculum. ONLY materials approved by teachers or administration are appropriate at school. They must be used only under that teacher's direct supervision and the teacher and parent must take direct responsibility for all materials that are heard or viewed. If any of the above listed items are brought to school and are not approved for classroom use, they will be taken and returned only to the parent/guardian. These items may be screened for inappropriate materials by school administration.

The same guidelines will be used for any inappropriate use of electronic equipment on campus, including computers that belong to the Gilchrist County School District. Any student who mistakenly accesses an inappropriate website on a computer must immediately inform the instructor and show them the site. The instructor is responsible for contacting school administration so that the site can be blocked by filters.

Cell phones are allowed on campus but must be turned off and not seen during class. Cell phones not in the off position in buildings and during class will be taken and returned only to the parent/guardian. Repeated infractions will result in loss of privilege to bring cell phone to school.

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

Extortion

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

False Reporting

Students who make false reports or prank calls are subject to disciplinary actions which may result in expulsion and/or referral for prosecution.

Food/Drinks

No food or containers are to be taken from the cafeteria unless authorized by the Principal.

Students shall not be permitted to bring food or drinks on the school grounds during the school day except for packed lunches.

Fundraisers

Any fund raisers must be approved by the School Administration.

No sales of candy, food or drink other than in the lunchroom are permitted during the school day.

Gambling/Games of Chance/Sell or Trade items

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

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

Inciting Others or Disruption

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

Leaving the School Grounds Before the End of the School Day

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

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

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

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

Miscellaneous

1. All prescription or over-the-counter medications shall be delivered to the health room in accordance with the school board policy.
2. Students are to exhibit an attitude of good sportsmanship at all activities sponsored by the school.
3. All students are to remain outside the buildings in the morning. Supervision begins 30 minutes before the school day begins. During bad weather, students will go to the designated areas.
4. Students are not to interrupt other classes unnecessarily and no student is to be excused from class unless prior approval of teacher or Principal is obtained. Teachers will not keep students from another teacher's class without prior approval from that teacher.
5. Students will make transitions between classes, to lunch, and before and after school in an orderly fashion.
6. Middle/High School Students using county band instruments will be responsible for returning them and will be responsible for any repairs.
7. Prior to going to a parked car during school hours, students must obtain specific permission from Principal or designee.
8. Backpacks/book bags will not be allowed at school the last week of school.
9. Toys, skateboards, shoes with wheels, and other distracting items are not permitted on school grounds.

Profanity

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

Public Affection

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

Theft and Pilfering

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

Trespassing on School Property

The principal may request law enforcement to issue a trespass warning to any individual disrupting any school activity.

The principal has the authority to refuse entrance to school property to convicted sex offenders or sexual predators. Any person requested by the principal to leave shall do so immediately.

Students who have been suspended or expelled are not allowed on school campuses and will be considered as trespassing if they do so.

Vandalism and Tampering

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

Weapons, Knives, and Firearms

Knives or other dangerous instruments are prohibited from the schools and school activities.

Firearms, ammunition, guns, replicas, (such as potato/zip guns), or weapons as defined in Florida Statutes or any item that can be used as a weapon are not to be brought on school property in a concealed or non-concealed manner.

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

Willful Disobedience

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

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

C. DISCIPLINE, BEHAVIOR AND SCHOOL POLICIES

Students are responsible for taking home all papers sent home by the school, Principal, etc.

Teachers shall correct discipline problems anywhere they occur on campus.

Student Discipline in the Elementary Schools

Elementary classrooms have sets of rules and consequences for discipline. Parents may be called if their child does not follow the classroom code of discipline. After this contact, if the child continues to be a discipline problem, they will be referred to the Principal's Office where additional disciplinary actions may occur:

- a) Warnings and calls to parents.
- b) Alternative punishment such as supervised detention before or after school, lunch or during recess may be used.
- c) Corporal punishment may be administered by the Principal and/or designee and must have parent permission. Corporal punishment shall be administered in the presence of an adult school personnel witness. A regulation paddle shall be used.
- d) In-School suspension. Students may be removed from class or classes and assigned to in-school suspension as a result of misconduct. This program may involve work detail.
- e) Suspension from school will occur after the above methods have not changed a child's behavior and/or if the misbehavior is deemed severe enough to warrant immediate suspension. A parent conference may be requested before a child may re-enter school from a suspension.
- f) Other methods of discipline may involve parents coming to school and shadowing their child throughout the day; students preparing and presenting a written plan for behavior improvement; missing recess or special activities including field trips, etc.
- g) Each time the principal/designee's office receives a written referral for discipline, one copy of the report will be sent to the parent, one to the school employee and one to be retained in the principal's/designee's office.

Procedures for Discipline in the Middle/High Schools

In the Middle/High Schools, violations of the school rules and policies may result in one or more of the following:

- | | | |
|-----------------------|---|-------------------------------|
| 1. Counseling | 6. Suspension in or out of school | 10. Corporal Punishment |
| 2. Detention | 7. Referral to law enforcement agencies | 11. Physical Exam (Drug Test) |
| 3. Parent Conference | 8. Supervised upkeep and/or maintenance | 12. Expulsion |
| 4. Parent Escort | 9. Non-attendance to school functions | 13. Alternative placement |
| 5. Loss of privileges | | |

Disciplinary Office Referrals

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

Suspensions

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

Suspension from Riding the Bus

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

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

Suspension/Dismissal Procedures

1. The Principal/designee may suspend a student from school or from riding a bus for infractions of the student code of conduct or school board policies. Such suspension shall be reported immediately in writing to the parent/guardian and to the Superintendent; no suspension shall be for more than 10 days and no suspension shall be made a dismissal unless so ordered by the School Board in an expulsion hearing.
-Where a student has attained 18 years of age, notice in writing, as required in Subsection I, shall be made directly to the student, but notice to the parent/guardian shall not be required except as provided in the School Board Policy. The Superintendent shall receive a copy of suspension notice to the student.
2. The Principal may suspend a student who is transported to and from school at public expense, from riding a school bus for a period not to exceed 10 days; provided that written notice is given immediately to the parent/guardian and the Superintendent. Any student 18 years of age shall be given written notice directly and a copy thereof sent to the Superintendent as provided in these rules.
3. The following information shall be included in written notice of suspension to the parent/guardian or a student 18 or over and to the Superintendent:
 - (a) Nature of the offense.
 - (b) The date of the offense and the beginning date of suspension and the date on which the student may return to school.
 - (c) Any conditions involving the suspension such as a possible reduction of the suspension following a conference and assurances from the student of a change of attitude.
4. A copy of a student's suspension notice shall be sent home by the student and the parents shall be notified by telephone, if possible. A student 18/over shall be notified in person and given a copy of the suspension notice.
5. Whenever possible, a hearing shall be given the minor student and his parent/guardian or the student 18 or over prior to the effective date of the suspension. Where conditions do not judiciously allow a delay in the suspension, the parent/guardian and the minor student or the student 18 or over shall be offered a hearing at the earliest possible moment following the effective date of suspension. If a student 18 or over is involved (s)he shall be notified as to a conference date subsequent to the effective date of the suspension.
6. A probationary suspension will be indicated as such on the notice and may be revoked upon a parent conference.

Dismissal of Student

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

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

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

Due Process shall include:

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

Expulsion

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

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

D. ACADEMIC INFORMATION

I. GRADES AND REPORTING

A. Grading Scale

ALPHA GRADE	NUMERICAL RANGE
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
S (Satisfactory Progress)	100-70 (A – C)
N (Needs Improvement)	60-69 (D)
U (Unsatisfactory Progress)	59 or below (F)

B. Grading System

1. KINDERGARTEN

Kindergarten shall have grades of Satisfactory (S=A, B, or C), Needs Improvement (N=D) and Unsatisfactory (U=F) for Reading Readiness/Reading, Language & Written Communication, Math, Science, and Social Studies.

2. GRADES 1-2

Grade 1 shall have:

- a. Numerical grades equivalent to A, B, C, D, and F for Reading, Spelling, English/ Written Communication and Math;
- b. Grades of Satisfactory (S=A, B, or C), Needs Improvement (N=D) and Unsatisfactory (U=F) for Handwriting, Science and Social Studies.

3. GRADES 3-5

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

C. Report Cards

1. Report cards for grades K-12 shall be issued at the end of each nine-week period.
2. The final report card for the year shall contain an end-of-year status comment.
3. The report card and performance report shall indicate if the student is:
 - o Working below grade level;
 - o Having lessons and/or assignments modified below grade level;
 - o Having accommodations provided.

If a student has not had sufficient time (2 days upon returning to school unless extended by the teacher) when the grading period ends, an "I" (Incomplete) shall be indicated on the report card. The "I" shall be converted to the appropriate grade by the end of the next grading period.

D. Progress Reports

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

E. Exams for Middle/High

1. Mid-term and End-of-Course Exams are required in all full credit courses.
2. Mid-terms are optional and End-of-Course Exams are required in .5 credit courses.
3. Exams may be performance based.
4. All students will take exams. Exams will count as 15% of grade for the nine weeks.
5. There will be no new material to be covered on the exam introduced for two days prior to exams. This time should be used for exam review.

F. Honor Roll

The "A" honor roll student shall achieve all A's and S's. The "A-B" honor roll student shall achieve all B's, S's and above. Behavior grades shall not be considered for honor roll eligibility. Eligibility for the honor roll in grades 1-5 shall be computed on ALL subjects listed on a student's report card (Reading, Language Arts, Math, Science, and Social Studies).

II. GRADUATION REQUIREMENTS. TRANSFER STUDENT PROCEDURES. AND ACCELERATED GRADUATION OPTIONS (F.S. 1003.429)

A. Graduation Requirements (Regular Diploma)

Graduation Requirements for 9th, 10th and 11th grades in 2009-2010

- Must earn a passing score on the grade 10 Florida Comprehensive Assessment Test (FCAT)
- Graduation requires successful completion of 26 credits in grades 9-12 as follows:

English—4 Credits

Mathematics—4 Credits

Student must demonstrate successful completion of Algebra I or a series of courses equivalent to Algebra I (or a higher level math course)

Science—3 Credits (2 must include lab component)

American History—1 Credit

World History—1 Credit

Economics—.5 Credit

American Government—.5 Credit

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

Fine Arts—1 Credit

Physical Education- (HOPE) 1.0 Credit

Electives—Varies

Grade Point Average- requires students to maintain a cumulative GPA of 2.0 on a 4.0 scale or its equivalent for all courses taken in high school that have not been forgiven.

Graduation Requirements for 12th grade in 2009-2010

The graduation requirements for 12th grades are the same as above with the following exceptions:

- There is no Fine Arts credit required
- There is no Physical Education- (HOPE) 1.0 credit required.
- 1 credit is required in practical arts **or** 1 credit in performing arts **or** .5 credit in each.
- 1 credit is required in physical education (.5 credit must be in personal fitness)
- .5 credit is required in LMS (Life Management Skills)

B. Accelerated Graduation Options (F.S. 1003.429) (Amended March, 2004)

Three-year Career Preparatory Program

18 Credit Program

Students who enter the ninth grade in the 2004-2005 school year and thereafter may select the three-year career preparatory program. Prior to selecting this graduation option, the student must have achieved a score of 3 on FCAT reading, writing and mathematics on the most recent test administration.

In order for a course to count towards the required 18 credits, a grade point average of 2.0 must be earned in each course, and a cumulative grade point average of 3.0 must be achieved.

If you are interested in an accelerated graduation option, there are deadlines to when you have to declare. See your guidance counselor for more information.

Pass the grade 10 FCAT.

Grade Point Average– requires students to maintain a cumulative GPA of 3.0 on a 4.0 scale.

Earn credit in the required number and distribution:

- A. 4 credits in English with concentration in composition & literature**
- B. 3 credits in mathematics, one of which must be Algebra I and above**
- C. 3 credits in natural sciences, two of which must have a lab**
- D. 3 credits in social sciences (World History, American History & American Government and Economics)**
- E. 3 credits in career and technical education in a single vocational or career education program, three credits in career and technical certificate dual enrollment courses, or five credits in career and technical education.**
- F. 2 credits of electives unless 5 credits are earned in (E)**

Requirements subject to change.

Three-year College Preparatory Program

18 Credit Program

Students entering the ninth grade may select the three-year college preparatory program. Prior to selecting this graduation option, the student must have achieved a score of 3 on FCAT reading, writing and mathematics on the most recent test administration.

In order for a course to count as part of the required 18 credits, a grade point average of 3.0 must be earned in each course, and a cumulative grade point average of 3.5 must be achieved. In addition, 6 of the 18 credits earned as part of this option must be earned in dual enrollment or equivalent courses.

If you are interested in an accelerated graduation option, there are deadlines to when you have to declare. See your guidance counselor for more information.

Pass the grade 10 FCAT and a 3.0 on the FCAT Writing Test.

Grade Point Average– requires students to maintain a cumulative GPA of 3.0 on a 4.0 scale.

Earn credit in the required number and distribution:

- A. 4 credits in English with concentration in composition & literature**
- B. 3 credits in mathematics, all of which must be Algebra I and above**
- C. 3 credits in natural sciences, two of which must have a lab**
- D. 3 credits in social sciences (World History, American History, American Government. and Economics)**
- E. 2 credits in the same second language**
- F. 3 elective credits**

Requirements subject to change.

E. ATTENDANCE REGULATIONS

COMPULSORY ATTENDANCE (FS 1003.21)

1. A child who has attained the age of six (6) years of age or who will have attained the age of six (6) years by February 1 of any school year or who is older than six (6) years of age but who has not attained the age of 16 years is required to attend school regularly during the entire school term.
2. A child who has attained the age of five (5) on or before September 1st of the school year shall be eligible for admission to a public kindergarten. Any child who enters school as a kindergartner shall be required to abide by the district attendance policy and the district Student Progression Plan.
3. Each parent, guardian, or other person having control of a child within the compulsory attendance age is responsible for the child's school attendance.
4. The Legislature finds that poor academic performance is associated with nonattendance and that schools shall take active roles in enforcing attendance policies.
5. Schools shall track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance.

ATTENDANCE REQUIREMENT FOR PROMOTION (Elementary)

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

EXCUSED ABSENCES, TARDIES, AND EARLY CHECKOUTS

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

1. Personal sickness, injury, or other insurmountable condition;
2. Death of a member of the family;
3. Established religious holidays or religious instruction;
4. Dental and medical appointments;
5. Emergencies approved by the principal upon request by the parent, guardian, or other person having control.
6. The parent, guardian, or other person having control of a child who desires to be absent or tardy for personal reasons shall request approval from the teacher and the principal at least two (2) school days prior to the absence or tardy.

PROCEDURES FOR ABSENCES, TARDIES, AND EARLY CHECKOUTS

1. Upon the sixth absence (excused or unexcused) in the grading period, the student shall fail the class unless they pass a mastery test for the class. For the student to be eligible to take the mastery test, a student must have a passing grade in the class.
2. A zero will be assigned for any work not made up.
3. Any assignment or test announced prior to an absence must be made up on the day the student returns (unless special arrangements are made with the teacher).
4. Work must be turned in within three days upon return (unless special arrangements are made with the teacher).
5. School related activities are not considered an absence.
6. Students must have notes for absences within three (3) school days upon their return to school or the absence will remain unexcused.
7. Any family trip must have PRIOR administrator approval for the absences to be excused.
8. Notes from parents will be accepted for 5 absences for each 18-week grading period. All absences over 5 per 18-week grading period will require further documentation (i.e. medical provider, religious official, or funeral program, etc.)
9. A student arriving late or leaving early at school must check in/out at the office. The parent, guardian, or other person having control of the child must provide the office with the reason. The office personnel shall determine if the reason is excused or unexcused and shall indicate such on an admit form, which shall be required by the teacher.
10. Students may not check out during lunch time unless the parent/guardian signs out their child in person at the time of check-out.

NOTES REQUIRED FOR ABSENCES, TARDIES AND EARLY CHECKOUTS

1. A child arriving at school after an absence shall be required to provide the child's teacher with a note explaining the reason for the absence within three (3) school days. The office personnel shall determine if the absence is excused or unexcused and shall indicate such on an admit form, which shall be required by the teacher.
2. A child arriving late or leaving early at school shall be required to check in/out at the office. The parent, guardian, or other person having control of the child shall provide the office with the reason.
3. After five (5) absences in an 18 week grading period or 10 absences in a school year, an official written verification (by the medical provider or religious official) or a printed funeral announcement shall be presented to the school in order for the child's absence to be excused. Otherwise, the child's absence shall be considered unexcused.

UNEXCUSED ABSENCES, TARDIES, AND EARLY CHECKOUTS

1. Any absence, tardy, or early checkout without a note from the parent, guardian, or other person having control;
2. Any absence, tardy, or early checkout for which the reason is unknown;
3. Suspensions;
4. Truancy;
5. Other avoidable situations.

MAKE-UP WORK FOR ABSENCES

The child shall make up assigned work within three (3) school days after returning to school from an absence (excused or unexcused). An extension of time may be permitted if the child's teacher determines that a 3-day allowance is not reasonable.

PROCEDURES FOR TARDIES AND EARLY CHECKOUTS

1. **LIMITS**-A child shall not exceed the limit for tardies or early checkouts, which is:
 - a. Three (3) tardies or early checkouts in a consistent pattern (such as every Friday);

OR

 - b. Three (3) unexcused tardies or early checkouts exceeding a total of 30 minutes.
2. **PARENT NOTIFICATION** - The teacher shall notify the child's parent, guardian, or other person having control when the child is in danger of reaching the specified limits for tardies or early checkouts.
3. **DISCIPLINARY OPTIONS** - The teacher shall recommend disciplinary action, if needed, for a child who has exceeded the limit for tardies or early checkouts listed above. The recommended disciplinary options may be:
 - a. A referral to the school administrator, who may report the child to the truancy officer;

AND/OR

 - b. In-school and/or after-school detention to make up missed assignments and/or time;

AND/OR

 - c. Other appropriate discipline.

PROCEDURES FOR UNEXCUSED OR EXCESSIVE ABSENCES

1. **Parent Contact for Unexcused or Excessive Absences**-Upon each unexcused absence, or absence for which the reason is unknown, the child's school shall contact the child's parent, guardian, or other person having control in a timely manner to determine the reason for the absence and to require a note stating such reason.

2. **To School Administrator by Teacher for Unexcused Absences (5 per month or 10 per 90 Days) or 15 Total Absences per Year** – The child's teacher shall report to the school administrator that the child may be exhibiting a pattern of non-attendance if a child has had at least:

- a. 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month;

OR

- b. 10 unexcused absences, or absences for which the reasons are unknown, within 90-calendar-days

OR

- c. 15 total absences (excused or unexcused), therefore nearing the district limit of 18 absences within the school year.
3. **Referral to Child Study Team by School Administrator for Unexcused Absences (5 per Month or 10 per 90 Days) or 15 Total Absences per Year- Truancy Red Folder is Started-** The school administrator shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Child Study Team with parent, guardian, or other person having control.
 4. **Child Study Team Meeting with Parent, Guardian, or Other Person having Control is held to Determine Interventions.** The Child Study Team with parent, guardian, or other person having control shall implement interventions that best address the problem. The Child Study Team shall be diligent in facilitating intervention services. The interventions may include, but need not be limited to:
 - a. Frequent communication between the teacher and the family;
 - b. Changes in the learning environment;
 - c. Mentoring;
 - d. Student counseling;
 - e. Tutoring, including peer tutoring;
 - f. Placement into different classes;
 - g. Evaluation for alternative education programs;
 - h. Attendance contracts;
 - i. Referral to other agencies for family services;
 - j. In-school and/or-after school detention to make up missed assignments and/or time; or
 - k. Other interventions, as specified by the Child Study Team.
 5. **Appeal Procedures** - If the parent, guardian, or other person in charge of the child refuses to participate in the remedial strategies because (s)he believes that those strategies are unnecessary or inappropriate, the parent, guardian, or other person in charge of the child may appeal to the school board. The school board may provide a hearing officer and the hearing officer shall make a recommendation for final action to the board. If the board's final determination is that the strategies of the Child Study Team are appropriate, and the parent, guardian, or other person in charge of the child still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance
 6. **Referral to Superintendent by Child Study Team if Attendance Problem is not Resolved-** The Child Study Team shall report the case to the Superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, guardian, or other person having control, or the Superintendent or his or her designee shall refer the case to the case staffing committee and the Superintendent or his or her designee may file a truancy petition.
 7. **Written Parental Notice of Truancy Petition by School Administrator and Required Attendance within 3 Days-** Under the direction of the Superintendent, the designated school administrator shall give written notice in person or by return-receipt mail. to the parent, guardian, or other person having control when no valid reason is found for a child's non-enrollment in school which requires enrollment or attendance within 3 days after the date of notice.
 8. **Referral by School Administrator to Superintendent or Case Staffing Committee-** If the notice and requirement are ignored, the designated school administrator shall report the case to the Superintendent, and may refer the case to the case staffing committee.
 9. **Criminal Prosecution Process against Parent, Guardian, or Other Person having Control by Superintendent-** The Superintendent shall take such steps as are necessary to bring criminal prosecution against the parent, guardian, or other person having control.
 10. **Compliance-** If a child who is subject to compulsory school attendance is responsive to the interventions and has completed the necessary promotion requirements (other than the attendance requirement) as indicated in the Gilchrist County Student Progression Plan, the child shall not be considered habitually truant and shall be promoted.

F. FEDERAL AND STATE COMPLIANCE

Title I Information for Parents

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

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

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

The No Child Left Behind Act of 2001 provides you, the parent, the opportunity to request information regarding the professional qualifications of your child's teacher, such as certificate type (professional or temporary), subject area coverage / grade level of coverage, and degree(s) / defined major of study. You may also request information regarding the qualifications of any paraprofessionals who are providing instructional services to your child. If you would like to request any of the above information, please contact your school's principal.

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

For more Title I information, please call the Title I Director at (352) 463-4408.

504 Information for Parents

Rights Afforded by Section 504 of the Rehabilitation Act of 1973

If it is determined that your child has a physical or mental condition that substantially limits a major life activity and, as a result, requires instructional or other appropriate accommodations within the school environment, your child is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if your child does not have a disability but has a record of a disability or is considered disabled by school personnel, your child is protected from discrimination under Section 504. If your child is disabled or you believe that your child is disabled or has been discriminated against, you are entitled to certain rights. This notice is designed to provide you with information about those rights.

Under Section 504, you have the right to:

1. Have your child participate in all school activities without discrimination solely on the basis of disability;
2. Have your child educated in facilities and receive services that are comparable to those provided to non-disabled students;
3. Have your child receive a free appropriate public education (FAPE) which consists of regular or special education and related services designed to meet the educational needs of your child. If it is determined that your child is eligible for special education, those services will be provided under the Individuals with Disabilities Education Act (IDEA) through an Individualized Education Plan (IEP);
4. With respect to the provision of educational services, you are entitled to:
 - a. Notice with respect of the identification/eligibility, evaluation or educational placement to your child;
 - b. Access to all records relevant to decisions concerning identification/eligibility, evaluation or educational placement of your child;
 - c. The right to challenge any decision made concerning the identification/eligibility, evaluation or educational placement of your child by requesting mediation or an impartial hearing or, in the alternative, filing a grievance with the School System's Section 504 Coordinator.
 - d. The right to attend any hearing requested;
 - e. The right to be represented by counsel if a hearing is requested; and
 - f. The right to have an decision made at a hearing reviewed.

Any request for a hearing should be made to the District Section 504 Coordinator.

5. With respect to complaints of discrimination that do not relate to the identification/eligibility, evaluation or educational placement of your child, you have the right to file a local grievance with the school system in accordance with its grievance procedures.
6. With respect to complaints of discrimination based upon a record of a disability or the fact that school personnel are treating your child as disabled, you have the right to file a local grievance with the school system in accordance with its grievance procedures.

Student Grievance Procedure for Sexual Harassment

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

Prohibition of Sexual Harassment by Students

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

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

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

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

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

Specific Prohibition

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

Procedures

Any student who alleges sexual harassment by another student should complain to the building principal, assistant principal(s), guidance counselors or school-based equity coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

Penalties

A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

Bullying and Harassment

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

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

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

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

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

G. STUDENTS WITH DISABILITIES
Identification and Procedural Safeguards

Under state and federal regulations, the School Board of Gilchrist County is required to inform all parents of policies for protecting the confidentiality of child identification data.

Gilchrist County Schools actively seek to identify and serve students with disabilities and maintain information on identified students. Several kinds of information are gathered to help schools locate and serve students with disabilities. Information may include the following areas of behaviors and abilities: social, emotional, physical, academic, psychological and communication. Students with disabilities refer to all of the following: Autism Spectrum Disorder, Deaf or Hard-of-Hearing, Developmentally Delay, Dual-Sensory Impairment, Emotional/Behavior Disability, Homebound or Hospitalized, Intellectual Disability, Language Impairment, Orthopedic Impairment, Other Health Impaired, Specific Learning Disabled, Speech Impairment, Traumatic Brain Injury, and Vision Impairment.

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

Data about students is used to help in the development of appropriate educational programs for students with disabilities and for reports required by state and federal agencies. Students are screened periodically for vision, hearing, speech and academic achievement or readiness. These are the first steps in identifying students with suspected disabilities. If school personnel determine that further evaluation of a child is called for, the child's parent/guardian will be consulted before the school proceeds.

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

Parents have the following rights to protection in evaluation procedures:

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

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

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

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

- o Be accompanied and advised by counsel and experts in the pertinent area.
- o Present evidence and confront, cross-examine and compel the attendance of witnesses.
- o Obtain an independent educational evaluation to be presented as evidence.
- o Examine and reproduce all relevant school records.
- o Prohibit introduction of evidence that has not been disclosed at least five days prior to the hearing.
- o Have the child who is the subject of the hearing present and open the hearing to the public.
- o Obtain a record of the hearing.
- o Appeal the decision of the hearing.

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

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

H. PARENTS' RIGHTS IN STUDENT RECORDS

Annual Notification of Parents, Guardians and Adult Students of Their Rights under the Provisions of Federal Privacy Rights of Parents and Students Act of 1974 and the State Board of Education

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

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

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

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

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

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

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

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

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

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

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

I. STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Rights

- Students have the right to assemble.

Responsibilities

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

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

Rights

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

Responsibilities

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

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

Rights

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

Responsibilities

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

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

Rights

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

Responsibilities

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

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

Rights

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

Responsibilities

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

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

Rights

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

Responsibility

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

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

Rights

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

Responsibilities

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

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

Rights

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

Responsibilities

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

J. NON-DISCRIMINATION -- FEDERAL COMPLIANCE

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

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

K. HEALTH, SCREENING, IMMUNIZATION

Consent for Health Screening

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

Enforcement of Immunization Law (FS 1003.22)

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

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

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

L. PROHIBITION OF DISCRIMINATION

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

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

M. COMPLAINTS AND GRIEVANCE PROCEDURE FOR STUDENTS

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

1. Definition:

- a. Discrimination is conduct which deprives the victim of the opportunity to participate in employment, educational programs or activities, school board or school sponsored activities, or in any other activities offered or provided by the school board on account of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law.
- b. Harassment is conduct directed by a person or persons against another person or persons on account of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law which is severe, persistent, pervasive, and objectively offensive to the point that the prohibited conduct substantially impairs the victim's participation in their employment, educational programs, school sponsored activities, or any other activities offered or provided by the school board.

2. Any employee, student, or applicant who believes that (s)he has been the victim of discrimination/harassment based upon any factor identified above, may and is encouraged to file an Educational Equity Complaint/Grievance with the Equity Coordinator or any school or county level administrator. All such complaints must be immediately forwarded to the District Equity Coordinator or other person who has been designated to handle complaints of discrimination/harassment.

3. The Superintendent may identify, upon request of complainant, a designee for the Equity Coordinator when in his/her judgment it is warranted. The alternate first point of contact or designee shall be the Director of Personnel. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.
4. The following complaint/grievance procedures are established to receive complaints. However, when any county or school level administrator learns of an alleged incident of discrimination/harassment, the District is obligated to investigate. All supervisors are required to report complaints to the Equity Coordinator.
 - a. The complaint/grievance may be made orally or may be filed in writing, or may be filed using the Educational Equity Complaint Grievance Form bearing the signature of the complainant. The complainant has 60 days from the date of the incident for the initial filing of complaint/grievance form. If the complaint is made orally, the Equity Coordinator or other county level or school administrator receiving the complaint shall record it in written form, which shall be reviewed and acknowledged by the complainant to verify its accuracy. A written complaint may be amended to correct technical defects, omissions, or to clarify or amplify allegations made therein. An amended may be filed at any time before the investigation is completed. A complaint may be withdrawn by the complainant at any time. All complaints of discrimination/harassment will be investigated by the District regardless of whether a complaint conforms to a certain format or whether or not it is committed to writing.
 - b. Upon receipt of the complaint of discrimination by the Equity Coordinator, written acknowledgment of receipt of the complaint shall be forwarded to the complainant within five working days. If the complaint has been received by a district or school level administrator, the administrator receiving the complaint shall provide the complainant with a written acknowledgment of receipt of the complaint and notice that the complaint has been forwarded to the Equity Coordinator. The acknowledgment by the Equity Coordinator shall identify the person responsible for investigation of the complaint if a designee has been assigned to conduct the investigation.
 - c. The investigator will within five working days after acknowledging receipt of the complaint interview the complainant to obtain any additional information needed to clarify the complaint.
 - d. When the complaint is received, the respondent shall be advised of the existence of the receipt of the complaint, provided with a copy of the complaint, and advised that any interference in the investigation or any retaliation against the complainant will subject the respondent to disciplinary action. The respondent shall be given an opportunity to respond to the complaint. Such response shall be made to the investigator either orally or in writing. Oral responses shall be immediately recorded by the investigator and signed by the respondent to verify its accuracy.
 - e. The Equity Coordinator, at this point, may inquire of the complainant as to a possible resolution of the complaint. If the complainant is amenable to a resolution of the complaint prior to implementation of Section f, the Equity Coordinator shall begin discussion regarding a resolution. If an acceptable resolution cannot be reached within 30 calendar days, the complaint shall be further investigated.
 - f. If the investigation proceeds further, within 30 calendar days after receipt of the initial complaint, the investigation shall include but not be limited to investigating all allegations by the complainant and respondent, interviewing any witnesses, including coworkers and supervisors, and taking statements from witnesses and other persons who may be able to provide valid and relevant information. Upon completion of the investigation, the investigator shall provide a final written disposition of the complaint containing a summary of findings, and an analysis and conclusion to the complainant and respondent.
 - g. The complainant may request a review from an appropriate alternate of the final disposition from the Equity Coordinator by notifying the Superintendent within five working days after receiving the final disposition.
 - h. Within 15 working days following receipt of the complainant's request for review, the alternate shall render a written decision to the complainant and the respondent, either to dismiss the complaint or to initiate corrective action.
5. A substantiated charge shall subject such employee or other violator to disciplinary action including but not limited to warning, reprimand, suspension or termination subject to applicable procedural requirements or as provided by the Code of Student Conduct.
6. Retaliation against an individual for filing a complaint or against an individual providing information regarding the investigation of any complaint is prohibited.
7. The use of these complaint/grievance procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.
8. To the extent permitted by law, confidentiality will be maintained to the highest degree possible since an effective investigation requires the discussion of certain information with certain individuals. The District must discharge its duty to prevent and correct discrimination/harassment.
9. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

N. NOTICE OF PRIVACY PRACTICES
School District of Gilchrist County

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

PLEASE READ CAREFULLY FOR FURTHER INFORMATION

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

COMPLAINTS

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

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

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

Effective Date

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

References

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

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

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

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

Privileges: The use of Internet is a privilege. Inappropriate use will result in the cancellation of that privilege for an appropriate time commensurate with the misuse. Each individual will receive information pertaining to the proper use of the network (FIRN/Internet). School and district administrators with input from parents will decide what is appropriate use. In the event of misuse an account may be closed for a specified period of time by the teacher or staff member in conjunction with the administrator of the school or site, as well as further disciplinary action.

"Netiquette": You are expected to abide by the generally accepted rules of network etiquette. Be polite. Use of vulgar or obscene language is an absolute violation of this contract. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not private. Do not disrupt the network, the data, or other users.

UNACCEPTABLE USES OF THE NETWORK (including FIRN/Internet) include:

- School Board computers for personal use
- Teachers: Access of chat rooms and instant messaging services*
- Students: Access of chat rooms, use of instant messaging services, and sending, checking, or receiving personal e-mail
- Using the Internet for any illegal purpose including so called "hacking" over a network or online
- Violating student or staff's rights to privacy including the unauthorized disclosure, use, and dissemination of personal information regarding minors online
- Using the Internet without application of common sense
- Using profanity, obscenity, or other language, which is absolutely forbidden
- Sending or receiving pornographic text and/or graphics (FIRN'S filtering system is currently being used to safeguard this from occurring in Gilchrist County)
- Making changes to the windows system, desktop, or music
- Sending, receiving or downloading copyrighted materials, including computer software, without permission, or material protected by trade secret
- Reporting personal communications without the author's prior consent
- Using for commercial activities, product advertisement, or political lobbying
- Using other e-mail accounts without the owner's knowledge. (E-mail is an electronic messaging system restricted to non student use except for generic student accounts used for retrieval of assignments when a student is enrolled in the Florida Virtual High School.)
- Printing material without permission
- Personnel may apply for special consideration to use instant messaging relating to a specific job-related need or classroom project which would include subject, time needed and any other Information required. Applications are available at the County Office.

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

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

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

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

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

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

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

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

Exception of Terms and Conditions: All terms and conditions stated in this document are applicable to all users of the Network (FIRN/Internet) and local domain. These terms and conditions reflect an agreement of the parties and will be governed and interpreted in accordance with the laws of the State of Florida, the United States of America, and Gilchrist County School Board Policies.

Gilchrist County District Schools
Student/Parent-Guardian/District Employee
Network (FIRN/Internet) Responsibility Contract

Please Print All Information

User's full name: _____

Home Address: _____

City/Zip: _____ Home Phone: _____

Grade: _____ School: _____

Student/District Employee Agreement:

I, _____ understand and will abide by the Terms and Conditions for Use of Telecommunications and Networks (FIRN/Internet) in Gilchrist District Schools. Unacceptable violations will result in losing my access privileges. In addition, violations may result in school disciplinary action and/or any appropriate legal or criminal action being initiated against me.

Signature: _____ Date: _____

Parent/Guardian (Required if applicant is under the age of 18.)

As the parent or guardian of this student, I have read the Terms and Conditions of the Gilchrist County School District Acceptable use of Telecommunication and Networks (FIRN/Internet) Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Gilchrist County School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the Internet.

Further, I accept full responsibility for supervision of Internet use by my child outside a school setting. I give permission to establish Internet privileges for my child. (Please sign the appropriate space below, either allowing or denying permission)

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Work Phone: _____

(Please print name)

OR

_____ I do not give permission to establish Internet privileges for my child to use a classroom account.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Work Phone: _____

(Please print name)

Teacher Network (FIRN/Internet) Responsibility

I have read the Terms and Conditions for Use of Telecommunications & Networks (FIRN/Internet) in the Gilchrist County School District and agree to promote this agreement with the student. As the teacher I do agree to instruct the student on acceptable use of the network (FIRN/Internet) and proper network (FIRN/Internet) etiquette and will report and/or terminate privileges of any student using the network (FIRN/Internet) unacceptably. I recognize and accept my responsibility to be present while the network (FIRN/Internet) is being used by the student and to monitor that use.

Teacher's Signature: _____ Date: _____

Teacher's Name: _____ Work Phone: _____

(Please print name)

Administrator's Signature: _____ Date: _____

Administrator's Name: _____ Work Phone: _____

(Please print name)