



Student Code of Conduct

Gilchrist County School District
2026-2027

Gina Geiger, Superintendent
School Board of Gilchrist County
310 NW 11th Ave
Trenton, FL 32693
352-463-3200

Christie McElroy, Assistant Superintendent



SUPERINTENDENTS' MESSAGE	3
2026-2027 School Calendar	4
FortifyFL	5
PREFACE	5
INTRODUCTION	6
RULES OF EACH SCHOOL	6
AUTHORITY OF THE TEACHER	6
A. SCHOOL PROCEDURES	7
Closed Campus	7
Communicable Disease	7
Head Lice	7
Hall Passes	7
Health and Safety	7
Threat Management Teams	8
Parental Notification & Involvement	8
Insurance	8
Lockers	8
Notice of Limited Supervisory Times	8
Parent/Teacher Conferences	8
Pledge of Allegiance	8
Moment of Silence	9
Student Functions/Activities	9
Student Parking	9
Telephone Use	9
**Textbooks, Materials, School Debts	10
Trips / Chaperones	10
Visitors/Parents Visiting School Campus	10
B. CODE OF STUDENT CONDUCT	11
Directory Information	11
VIOLATIONS OF THE CODE OF STUDENT CONDUCT:	11
In-Lieu of Suspension Options	11
Reduction schedule:	12
Discipline Decision Timelines	12
Limitations on Code of Conduct Violations Reporting	12
Code of Conduct Violations Reporting	12
Appeals Procedure for Discipline Concerns	12
District Discipline Review Committee (DDRC)	13
Review and Extension of Expulsion Period	13
Levels of Discipline General	13
Classroom-Based Behavior Documentation	13
Self Defense	13
Levels of Discipline	13
General	13
Level I	13
Level I Offenses:	14
Responses and Sanctions	14
Level II	14
Level II Offenses:	15

Responses and Sanctions.....	16
Level III.....	16
Level III Offenses.....	16
Responses and Sanctions.....	17
Level IV.....	18
Level IV Offenses (SESIR).....	18
Related Element Definitions:.....	20
Responses and Sanctions.....	20
Offenses with specific required responses and sanctions.....	21
Use of Alcohol and Drugs.....	21
Alcohol, Tobacco, Illegal Drugs and Paraphernalia.....	21
Bus Conduct.....	22
Bus Code of Conduct:.....	22
Dress Code.....	23
Dress Code Violations: (Florida Statute 1006.07).....	23
Electronic/Communication Devices.....	24
Gilchrist School Board Policy 5.25.....	24
1st Offense:.....	24
2nd Offense:.....	24
3rd Offense:.....	24
4th Offense:.....	24
Food/Drink.....	25
Service Animals.....	25
Trespassing on School Property.....	25
C. DISCIPLINE, BEHAVIOR AND SCHOOL POLICIES.....	25
Disciplinary Office Referrals.....	25
Corporal Punishment.....	25
Suspensions.....	25
Discipline for Exceptional Students (ESE).....	26
Students in the Evaluation Process.....	27
Policy of Zero Tolerance for Crime and Victimization.....	27
Recommendation for Expulsion of a Student.....	27
Recommendation for Expulsion Exceptional Student Education (ESE).....	28
Recommendation for Expulsion Section 504.....	28
Due Process shall include:.....	28
D. FEDERAL AND STATE COMPLIANCE.....	29
Title I Information for Parents.....	29
504 Information for Parents.....	29
Student Grievance Procedure for Sexual Harassment.....	31
Prohibition of Sexual Harassment by Students.....	31
Procedures.....	32
Penalties.....	32
Bullying and Harassment.....	32
Procedures for Responding to Requests for a Student with a Disability to Bring a Service Animal to School.....	33
E. STUDENT RIGHTS AND RESPONSIBILITIES.....	33
Assembly.....	33

Rights.....	33
Responsibilities.....	33
Attendance.....	33
Rights.....	33
Responsibilities.....	33
Free Speech and Student Publications.....	34
Rights.....	34
Responsibilities.....	34
Knowledge and Observation of Rules of Conduct.....	34
Rights.....	34
Responsibilities.....	34
Participation in School Programs and Activities.....	34
Rights.....	34
Responsibilities.....	34
Privacy.....	35
Rights.....	35
Responsibility.....	35
Respect for Persons and Property.....	35
Rights.....	35
Responsibilities.....	35
Right to Learn.....	35
Rights.....	35
Responsibilities.....	35
F. INTERNET SAFETY AND ACCEPTABLE USE POLICY FOR GILCHRIST COUNTY DISTRICT SCHOOLS.....	36
UNACCEPTABLE USES OF THE NETWORK INCLUDE:.....	36
Student/Parent Acceptable Use Policy Agreement.....	38

GILCHRIST COUNTY STUDENT HANDBOOK

SUPERINTENDENTS' MESSAGE

Dear Students and Families,

Welcome to the 2026 - 2027 school year in the Gilchrist County School District! It is a privilege to serve as your Superintendent, and I am honored to partner with our families, educators, and community to support every student's journey toward academic and personal success.

This Code of Conduct serves as a guide to help you understand the expectations, responsibilities, and supports in place to ensure a safe, respectful, and engaging learning environment for all. Our goal is to provide every student with the opportunity to thrive—academically, socially, and emotionally—while being supported by a caring and committed team of educators and staff.

As you review this handbook, I encourage you to take ownership of your learning, treat others with kindness and respect, and make choices that reflect integrity and responsibility. Together, we can create an environment where every student feels valued and prepared for a bright future.

Wishing you a successful and rewarding school year ahead.

Sincerely,
Gina Geiger
Superintendent, Gilchrist County School District

Florida Statutes require that all pupils entering kindergarten and first grade 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 first grade if he/she 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 immunization record and birth certificate.

AMERICANS WITH DISABILITIES

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

DIRECTORY INFORMATION

Students' parent(s), as defined by Florida Statutes, shall be notified annually in the Code of Student Conduct that the School Board may release "directory information" to the general public. See page 11 for what is classified as directory information.

2026-2027 School Calendar



2026

AUGUST						
M	Tu	W	Th	F	Sa	
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2026-2027 SCHOOL CALENDAR

FALL SEMESTER

AUGUST

- 3 Preplanning
- 4 Preplanning
- 5 Preplanning
- 6 Preplanning
- 7 Preplanning
- 10 PrePlanning
- 11 Teachers Return
- District Welcome Back
- Teacher Workday/PD
- No Meetings/PD/Open House
- District Professional Learning
- No Meetings/PD
- First Day for Students

SEPTEMBER

- 7 No School Labor Day
- 16 Early Release

OCTOBER

- 9 End Quarter 1
- 14 Early Release
- Week of 12-15 *Parent Conference Nights
- 23 *Teacher Workday/Student Holiday

NOVEMBER

- 11 Veterans Day
- 23-25 Fall Break
- 26-27 Thanksgiving Holiday

DECEMBER

- 17-18 Early Release/Midterm Exams
- 18 End Quarter 2
- 21-Jan.1 Christmas Break
- 25 Christmas Holiday

SPRING SEMESTER

JANUARY

- 4 Teacher Workday/Student Holiday/No PD
- 5 Teacher Workday - Close the Gap
- 6 Teacher Workday/Student Holiday
- 7 Students Return
- 18 Martin Luther King Jr Day - No School
- Week of 25-28 *Parent Conference Nights

FEBRUARY

- 15 President's Day - No School
- 16 *Teacher Workday/Student Holiday

MARCH

- 3 Early Release
- 12 End of Quarter 3
- 15-17 Fair Break
- 26 Good Friday/Early Release

APRIL

- 12-16 Spring Break

MAY

- 20 Bell High School Graduation
- 21 Trenton High School Graduation
- 26-28 Final Exams/Early Release
- 28 Last Day of School/End Quarter
- 31 Memorial Day

JUNE

- 1-2 Post Planning

GRADING PERIOD	PROGRESS REPORTS	REPORT CARDS
8/11-10/9	Sept. 11	Oct.16
10/13-12/18	Nov. 12	Jan. 8
1/7-3/12	Feb. 17	Mar. 19
3/18-5/28	April 21	June 1

- Parent Conference nights worked in lieu of Teacher Workday

- No School/Teachers and Students
- Early Release for Students
- Teacher Workday / Student Holiday

2027

JANUARY						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2			



FortifyFL

THE SCHOOL BOARD OF GILCHRIST COUNTY, FLORIDA CODE OF STUDENT CONDUCT

PREFACE

Welcome to Gilchrist District Schools. We are proud of the positive learning environment and general tone of good discipline that exists in the schools of Gilchrist County. This has been achieved largely through the cooperative effort among students, school personnel, and parents to establish an orderly and purposeful educational atmosphere.

This Code of Student Conduct applies to EVERY student who is under the jurisdiction of the School District. The Code of Student Conduct shall be in effect on school property and at any other property where teachers and school administrators have jurisdiction over students. For example, the Code of Student Conduct shall apply to any student who is in attendance at school or at any school sponsored activity. The Code of Student Conduct shall apply to any student whose conduct at any time or place conflicts with or obstructs the mission or operation of the School District or the safety and welfare of other students or employees. The Code of Student Conduct shall also apply to students when they are being transported on school buses.

The Code of Student Conduct shall be uniform throughout the school district. The Code of Student Conduct shall be distributed to each student, teacher, and administrator involved in student discipline. Additional copies will be made available to other persons upon request. The Code of Student Conduct is available on the district's website. Each school shall, to the extent possible, obtain a written acknowledgment of receipt of the Code of Student Conduct from the student and his/her parents/guardians.

The Code of Student Conduct provides information relating to attendance regulations and descriptions of various violations of conduct for which a student could receive disciplinary action up to and including a recommendation for expulsion from the School District. Matters such as student dress and/or discipline problems not specifically listed in the Code of Student Conduct shall be within the jurisdiction of each school. Each school is authorized to attach local school rules to the Code of Student Conduct provided school rules or discipline procedures do not conflict with the rules and procedures established by the district.

Florida law requires that a Code of Student Conduct governing student behavior be adopted for both elementary and secondary students. For your convenience, this copy of the Code of Student Conduct contains policies and procedures for both Elementary and Secondary students.

Note: It is beyond the scope of this handbook to identify all potentially relevant state laws, rules, regulations and School Board policies that may apply to a specific disciplinary case. Therefore, this publication of the Code of Student Conduct is not an exhaustive representation of every possible example of inappropriate behavior for which a student may receive disciplinary consequences. However, it does not represent a good faith effort to address the more frequently observed behaviors of students generally.

INTRODUCTION

The Code of Student Conduct is published to clearly communicate the behavioral expectations for students at all grade levels and to summarize the policies of The Gilchrist County School District relative to the management of student conduct. Therefore, this handbook:

- Outlines the responsibilities and rights of all school students
- Defines the District rules of conduct and the behavioral expectations for school students
- Identifies the consequences for violations of the rules of conduct
- Clarifies the procedures for processing disciplinary infractions

The Code of Student Conduct is published once a year. Therefore, this handbook may not contain recent changes in policies or procedures, which occur from time to time. When information is revised, the change will be communicated through school newsletters or other means of communication, at which time the published revision shall replace previous information.

The cooperation of parents and students is essential if good discipline in the school is to be achieved. Parents may contribute to good discipline by the following:

- Maintaining a positive attitude toward education,
- Showing an interest in their child's progress through regular communication,
- Teaching their child to be neat, clean and dressed in an appropriate manner,
- Ensuring their child's regular daily attendance,
- Reporting and explaining promptly any absence to the school,
- Teaching their child respect for authority,
- Informing the school immediately of any condition or circumstances which may affect their child's ability to learn, to attend school regularly, or to participate in school activities, and
- Cooperating with school personnel in solving disciplinary problems.

RULES OF EACH SCHOOL

It is anticipated that the disciplinary rules and consequences applied for a particular kind of misconduct may vary from school to school except that no school rules or discipline procedures can conflict with the rules and procedures established by the School Board in cases where serious violations of the Code of Student Conduct occur which may result in the recommendation for expulsion of a student from a school.

Rules regarding attendance, illegal possession or use of drugs, dangerous weapons, violence against persons or property, or any other behavior, which may result in a recommendation for expulsion of a student from a Gilchrist County School, shall be uniform throughout the School District.

In order that justice may be handled with mercy and understanding, the discretion of interpretation shall be in all instances left to the individual teacher, assistant principal or principal to modify corrective measures suggested in the Code of Student Conduct when extenuating circumstances seem to be present.

AUTHORITY OF THE TEACHER

Section 1003.32, Florida Statutes, grants teachers and other school staff members the authority for the control and discipline of students assigned to them, as well as on campus, and in other places where they may be assigned to supervise students. Students are expected and required to follow the requests and directives of all teachers, school staff members, school volunteers, and chaperones when on School District owned property or at other places where they are under the supervision of School District personnel.

Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident written on a referral form provided by the administration.

Note: Section 1006.11, Florida Statutes, provides that a principal, teacher, other staff member, or bus driver shall not be civilly liable for any action carried out in conformity with school.

Note: Sections 1006.11 and 1003.32, Florida Statutes, grants school personnel the power to use reasonable force to protect himself or herself, the student, or others from injury. In addition, teachers may have violent, abusive, uncontrollable, disruptive, disobedient, or disrespectful students removed from the classroom for behavior management intervention and/or directed for information or assistance from appropriate school or district personnel.

Note: Section 1003.32 (4), Florida Statutes, authorizes a teacher to remove a student whose behavior is determined by the teacher to interfere with the teacher’s ability to communicate with the class or the ability of the student’s classmates to learn.

Note: Section 1006.11, Florida Statutes, provides that a principal, teacher, other staff member, or bus driver shall not be civilly liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

Note: Section 1003.32 (1) (I), Florida Statutes, empowers teachers and other instructional personnel to press charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

A. SCHOOL PROCEDURES

Closed Campus

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

Communicable Disease

Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, live head lice, ringworm, impetigo, and scabies. Students are allowed 2 days as an excused absence for an infestation of head lice.

Head Lice

Head lice are a common occurrence in the school setting. Checks will be made by the health room staff or authorized personnel. Students with school verified cases of live head lice will have 2 days excused absences.

Hall Passes

During class time, any student out of his/her regular scheduled class must have a school-issued 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 people to contact in case of accidents, injury, or illness. School health staff are available at each school. Parents are to provide the school with a doctor’s note to return to school. To contact health offices, please call Trenton Elementary at 463-3224, Trenton High School at 463-4041, Bell Elementary at 463-3436, and Bell High School at 463-4116.

With the exception of over-the-counter headache medicine, all prescription and over-the-counter medications shall be delivered to the health room in accordance with school board policy.

Threat Management Teams

In accordance with Section 1001.212, Florida Statutes, and Florida Administrative Code Rule 6A-1.0019, the District implements the Florida Harm Prevention and Threat Management Model (The Florida Model). This model establishes a standardized, statewide operational process and instrument to evaluate and manage behavioral threats or potential threats to school safety.

The primary focus of the threat management process is health and safety—identifying individuals exhibiting concerning behaviors, assessing the risk of harm (self or others), and providing necessary interventions and support before any act of violence occurs.

Parental Notification & Involvement

Parents or guardians will be notified upon the completion of any threat management evaluation, including low-level summary closures, or if the process uncovers critical insights regarding a student's mental, emotional, or physical health. If an evaluation results in a Student Support and Management Plan (SSMP), parents will be notified and actively involved in the planning process. By law, notification may only be delayed if the school-based team documents that disclosure would imminently result in child abuse, abandonment, or neglect.

Insurance

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

Lockers

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

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

Notice of Limited Supervisory Times

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

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

Parent/Teacher Conferences

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

Pledge of Allegiance

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

Moment of Silence

In accordance with Florida HB 529, Section 1003.45, teachers in first period classes in all grades shall set aside at least 1 minute but no more than 2 minutes each day for a moment of silence, during which students may not interfere with other students' participation. A teacher may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.

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).

Parking in the outfield at extracurricular events is not permitted. For example, parking is not allowed in the outfield of softball and baseball games.

Students are expected to exhibit an attitude of good sportsmanship at all activities sponsored by the school.

Student Parking

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

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

Parking Pass for Motorcycle Drivers:

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

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

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

Telephone Use

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

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

1. Students are responsible for textbooks, library books, and district issued electronic device(s) including key card loaned for their use.
2. Parents or guardians are liable for any loss, destruction, unnecessary damage or failure to return such district issued/checked out items (1006.42 Florida Statutes).
3. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal (1006.28(4)(b) F.S.).
4. The school principal, upon request of the parent of a student in the school, shall sell to the parent any instructional materials used in the school (1006.28(4) (c) F.S.). A list of the instructional materials is provided on the GCSD District Website by selecting the menu and selecting resources.
5. A student who loses, severely damages or fails to return a textbook, library book, or district issued electronic device shall not be issued additional textbooks until such books are paid for or replaced. Monies collected from students shall be returned in the event the lost books/district issued electronic device are found and returned to the teacher responsible before June 30th of the current year. No refunds shall be made after that date.
6. Students are responsible for library books and other school materials /district issued electronic devices loaned to them. They shall replace or reimburse the school for loss or unnecessary damage to such items. Report cards and diplomas may be held up until such items are cleared.
7. Students enrolled in dual enrollment classes are required to return books to their guidance counselor.
8. 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.
9. Any student debt must be paid prior to high school graduation.
10. Middle/High School Students using county band instruments will be responsible for returning them and will be responsible for keeping instruments in working order.

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

Trips / Chaperones

Any approved field trips must enhance units of study taught in the classroom. Each class, grade level, or organization will send specific information to the parent regarding the field trip. All students participating in the field trip activity must have a permission slip signed by the parent/guardian. Students may ride home with their parents if a permission slip has been approved by the principal/designee. If parents request that their child ride home with someone else, they must submit a notarized request, and it must be approved by the principal at least 2 days prior to the event. Depending upon the activity, parents may request to be chaperones. However, approval of chaperones rests solely with school administration. Chaperones must be a minimum of 21 years of age or the biological parent if not 21. The list of chaperones must be approved by the principal or designee. Chaperones must undergo training, fill out the appropriate paperwork, and follow instructions concerning their roles and responsibilities during the trip. Only pre-approved chaperones (those who purchased tickets through school and approved by administration) may supervise children. Those approved chaperones are expected to monitor the students in their charge without the distraction of other adults/children who are not part of the trip. Parents who are chaperones may not take any additional children on the trip. Chaperones must adhere to all school board policies. Bus code of conduct is applied and should be adhered to on all trips. Additional information on field trips can be found in the Gilchrist County School District Field Trip Manual.

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

Per FS 435.12 any volunteer or chaperone supervising children who may be alone with students other than their own child must have Level 2 state approval which includes being fingerprinted. Volunteers or Chaperones will pay for this process.

Visitors/Parents Visiting School Campus

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

Per FS 435.12 any volunteer or chaperone supervising children who may be alone with students other than their own child must have Level 2 state approval which includes being fingerprinted. Volunteers or Chaperones will pay for this process.

School Board Approved 7/28/26 10

B. CODE OF STUDENT CONDUCT

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

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

Directory Information

The School District reserves the right to release "Directory Information" to the general public without obtaining prior permission from students or parents. However, a student or his/her parents may notify the principal of the desire NOT to have Directory Information released. This notification must be submitted, in writing, to the principal within ten (10) calendar days prior to the beginning of the school year or submitted ten (10) calendar days from the date of enrollment of a student after the start of the school year.

Directory Information includes the student's name, address, listed telephone number, date and place of birth, participation in school sponsored activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student.

The School District will publish routinely directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. Directory Information may also be released to law enforcement agencies and other governmental agencies (U.S. Department of Justice, branches of the armed forces, etc.). However, Directory Information shall not be released for commercial use. This includes mailing lists for solicitation, etc.

The parent/guardian may refuse to permit the release of any or all of the above Directory Information with respect to their child, by notifying the principal in writing, within ten (10) calendar days after receiving Public Notice, which any or all of the information designated should not be released. Such requests must be submitted annually. Lists of students will not be released except by School Board action.

In cases of child abuse, school officials are authorized and mandated by Florida Statutes to report same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT:

A violation of any school rule will result in disciplinary action. Students are expected to behave appropriately and follow behavior expectations at all times while at school, during school activities, on the school bus, while waiting at the school bus stop, and while crossing the street in the presence of a crossing guard. Certain law violations or activities that occur off-campus may result in school-based disciplinary consequences if they create a substantial disruption to the school environment or generate a reasonable fear, intimidation, or safety concern among students or staff. This includes, but is not limited to, communications via social media, off-campus altercations, or incidents that occur outside of school hours when the impact carries over into the school setting. School administration will consider the totality of the circumstances, including intent, escalation, and whether the behavior affects the safety or operation of the school.

Student disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe.

School District staff should intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will decide if disciplinary action is necessary. When discipline action is necessary, all school administrators will follow Gilchrist County Schools Discipline Matrix.

In-Lieu of Suspension Options

A student committing a petty act of misconduct as defined under the zero-tolerance policy may participate in a school-based diversion program (In-Lieu). Students may be afforded a one time, per school year, in lieu of option to reduce or remove an Out of School Suspension.

Reduction schedule:

- 1 day suspension reduced to 0 days
- 2 day suspension reduced to 1 day
- 3 day suspension reduced to 2 days

Discipline Decision Timelines

Following a reported behavioral incident, school administrators will conduct a prompt and thorough investigation. In most cases, disciplinary concerns will be investigated within 3 three school days and the outcome will be communicated to students and parents at the conclusion of the investigation. If extenuating circumstances prevent a final decision within this timeframe, school administration will provide an update to the parent or guardian explaining the delay and anticipated resolution in writing.

Limitations on Code of Conduct Violations Reporting

Reports of Code of Student Conduct violations must be submitted within thirty (30) calendar days of the alleged incident. Allegations submitted beyond this window will generally not be investigated unless there is a direct and ongoing threat to school safety, or a required legal or SESIR reporting obligation. Prompt reporting is essential to support student safety, ensure procedural fairness, and preserve the reliability of witness statements and evidence.

Code of Conduct Violations Reporting

Reports of Code of Student Conduct violations should be submitted within a reasonable time of the alleged incident. Allegations submitted beyond this window will generally not be investigated unless there is a direct and ongoing threat to school safety, or a required legal or SESIR reporting obligation. Prompt reporting is essential to support student safety, ensure procedural fairness, and preserve the reliability of witness statements and evidence.

This provision does not override legally mandated reporting requirements under state or federal law, including SESIR, Title IX, or protections afforded to students with disabilities.

Appeals Procedure for Discipline Concerns

Concerns related to student discipline should be resolved at the lowest possible level to promote timely and effective communication. Parents/guardians are encouraged to first address the concern with the staff member directly involved. If the concern is not resolved, it may be escalated to the appropriate school administrator and, if needed, to the district level. The original disciplinary action will remain in effect while the appeal is under review.

If the disciplinary action was issued by a dean, or assistant principal, the parent/guardian may submit an appeal to the school principal or designee within three (3) school days of the incident. The principal or designee will investigate the concern and provide a response within three (3) school days.

If the disciplinary action was issued by the principal, or if the parent/guardian is not satisfied with the principal's response, a written appeal may be submitted directly to the Superintendent's designee. The Superintendent's designee will review the matter and issue a final decision within three (3) school days of receiving the appeal. Appeals reviewed by the Superintendent's designee are expected to be resolved within three (3) days. If more than three days are needed to reach a resolution, the Superintendent's designee will communicate the reason for the delay and provide the parent/guardian with a clear timeline for final resolution not to exceed five (5) days.

Families are encouraged to be specific in their appeal request, including the reason for the appeal, any relevant facts, and the outcome they are seeking. The appeal process at the school level is the appropriate time for any information or evidence relevant to the matter to be provided to the school for consideration. Appeals should focus on the current incident and disciplinary decision under review.

The decision of the Superintendent's designee is final for school-level discipline matters and is not subject to further appeal within the district.

In cases where the District Discipline Review Committee (DDRC) recommends disciplinary reassignment to an alternative setting or expulsion, and the Superintendent forwards a recommendation to the School Board, the student and parent/guardian will receive formal written notice of the proposed action. This notice will outline the charges, supporting evidence, and the right to request a hearing before the School Board. The Board will conduct a hearing and issue a written final order.

District Discipline Review Committee (DDRC)

The DDRC is a district-level multidisciplinary committee that reviews cases in which a school is requesting a change in placement due to serious or persistent disciplinary concerns. The committee reviews relevant documentation, interventions, disciplinary history, and other pertinent student information to determine whether appropriate procedures have been followed and to develop a recommendation. Possible recommendations may include placement in the district's alternative education program, placement in a home-model setting, or referral for consideration of expulsion by the School Board. For a student with a disability, the DDRC may recommend an appropriate course of action; however, any change in educational placement must be determined by the student's Individual Educational Plan (IEP) team in accordance with applicable state and federal requirements.

The Superintendent will review the DDRC's recommendation, along with all relevant information, and determine whether additional district action is appropriate and consistent with School Board policy. When warranted, the Superintendent may recommend alternative educational placement, expulsion, or other action to the School Board for its consideration. Matters involving mandatory disciplinary consequences under Florida law or School Board policy will be handled in accordance with those requirements.

Review and Extension of Expulsion Period

Before the end of an expulsion period, the Superintendent shall review the student's status in consultation with the district's threat management team to determine whether the expulsion should be extended. If an extension is recommended, the student and their parent/guardian will receive formal notification in accordance with state law [s. 1006.08(1), F.S.], including the rationale for the extension and a description of the educational services that will be provided during the extended period.

Levels of Discipline General

All behaviors listed in this Code are not allowed. When a student's behavior disrupts instruction, the student may be temporarily removed from the classroom, and parents will be contacted. If concerning behavior continues over time, a teacher may request additional support, and a school-based committee may review the situation to determine appropriate next steps. In cases of ongoing or serious misconduct, expulsion may be considered. This is the most serious disciplinary action and requires documentation of the incident, prior interventions, and efforts to support the student. All expulsion recommendations are reviewed by district staff and must be approved by the School Board. Parents and students are given the opportunity to participate in the process and may request a hearing. This guidance does not override mandatory consequences for zero-tolerance offenses or incidents involving law enforcement action or investigation that occur off campus but impact the school environment. See Board Policy 5.12 Expulsion of Students for more information about classroom removal, expulsion procedures, and due process rights.

Classroom-Based Behavior Documentation

Teachers have the ability to address low level behavioral concerns that impact learning proactively within the classroom. As part of this effort, a behavior tracking form may be completed to document patterns of behavior, outline interventions used, and communicate with families prior to referring the matter to school administration for disciplinary action. This approach is intended to preserve the authority of the classroom teacher, foster collaborative problem-solving, and ensure families are informed and involved early in the process. Patterns of behavior that persist despite teacher interventions may be referred to the school's administrative team for further action in accordance with the Code of Student Conduct.

Self Defense

The use of physical force, including actions taken in response to perceived threats, may still be considered a violation of the Code of Conduct. School administrators will consider the totality of circumstances, including whether the student had a reasonable opportunity to seek help, de-escalate, or avoid the conflict.

Levels of Discipline**General**

All offenses defined in this Code are prohibited behaviors. NOTE: All responses and sanctions that include removal from class will involve a parent contact.

Level I

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

Level I Offenses:

- A. **Computer Mischief Minor:** Use of technology/computer resources in an unacceptable manner, but without meaning to harm others. Examples might include, but are not limited to: accessing unauthorized websites, online games, etc.
- B. **Disruption (level 1):** Non-threatening activity that is not appropriate in a school setting and is disruptive to the learning process. Engaging in loud or rough behavior that interferes with the safe and purposeful order in a classroom setting.
- C. **Dress Code Violation:** Failure to conform to School Board policy regarding the uniform dress code or failure to abide by required dress for specific courses/class, such as physical education, culinary classes, etc.
- D. **Electronic Device:** Possession and use of any electronic device without permission of staff. Examples include, but are not limited to: iPod, cell phones, tablets, smart watches, etc.
- E. **Failure to Return Daily Use Computer:** Failure to return school issued computers for daytime or daily use students.
- F. **Out of Area :** Presence of the student in an unapproved location or during an unapproved time.
- G. **Misconduct I:** Non-threatening activity that is not appropriate for the school setting that is not disruptive to the learning process. Examples include, but are not limited to: horseplay, chasing another student in the hallway or cafeteria, etc.
- H. **No Show Academic Assistance:** Failure to report as assigned by staff.
- I. **Excessive Tardies:** Late arrival to school or class four or more tardies
- J. **Misconduct Bus (Lv 1):** Conduct or behavior, which interferes with the orderly, safe, and expeditious transportation of students or other, authorized riders.
- K. **Profane Language (Lv 1):** The use of either oral or written language, gestures, objects, or pictures which are inappropriate for the school setting or which tend to disrupt the orderly school environment, a school function, or extracurricular/co-curricular activity.

Responses and Sanctions

If a student commits a Level I offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- o Counseling and direction with the student
- o Verbal reprimand/warning
- o Parent contact
- o Parent conference
- o Confiscation of item (with or without return to parent)
- o Time out
- o Written apology
- o Special work assignment
- o Withdrawal of privileges which may include, but not be limited to, computer access, participation in extracurricular or afterschool activities, bus riding privilege, and/or parking privileges, etc.
- o Return of property, payment for same, or restitution for damages
- o Behavior plan/contract
- o Lunch detention
- o In-school suspension
- o Referral to guidance
- o Referral to MTSS team
- o Schedule change
- o Level II sanctions for repeated offenses
- o Other school-based consequences as deemed appropriate by administration

Level II

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II offenses also include repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others.

Level II Offenses:

- A. **Academic Dishonesty-** dishonesty encompasses various acts that deliberately undermine the principles of independent, original work and honest representation of knowledge and skills, Examples include but are not limited too: plagiarism, cheating, academic fraud, fabrication and artificial intelligence (AI) misuse.
- B. **Chemical Spray Misuse:** Use of a spray item with malicious intent or the intent to cause harm or a disruption.
- C. **Computer Mischief:** Misuse of a computer/technology without malicious intent. Examples may include, but are not limited to: the sharing of inappropriate communications, pictures, videos, ect.
- D. **Data Network Acceptable Use Policy DN –** The act of inappropriately using a computer or other communication device including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, entering or distributing or printing unauthorized files, visiting inappropriate websites, (i.e., pornography), or downloading inappropriate materials. VPNs are not allowed to be accessed with any district device. School Board Rule 8.60 entitled, “Network Acceptable Use” in conjunction with the Code of Student Conduct applies to the School District of Gilchrist Guest Network.
- E. **Disrespect:** Conduct or behavior, which demeans, shames, irritates, humiliates, or embarrasses a person or group of persons.
- F. **Disruption (level 2):** Behavior, which disrupts the educational process but is not criminal or a safety concern, within school campus.
- G. **Disruption for Substitute:** Conduct that interferes with the process of teaching/learning, or disrupts the orderly nature of the environment while under the supervision of a substitute teacher.
- H. **Failure to Sign In:** Failure to comply with school policy for signing in to school after having arrived late.
- I. **False Reporting:** Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member.
- J. **Forgery/False Document:** The making of false or misleading written communications to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.
- K. **Inappropriate Touching/PDA:** Engaging in clearly inappropriate contact not suitable in a school setting.
- L. **Leaving Class Without Permission:** Leaving a classroom or educational experience without staff permission, but remaining on the campus.
- M. **Leaving School Without Permission:** Leaving a school campus without staff permission.
- N. **Misconduct II:** Engaging in behavior not appropriate for the school setting that is not disruptive to the learning process and may causes a safety concern on campus.
- O. **No Show to in-school suspension:** Failure to report as instructed by staff.
- P. **No Show to lunch detention:** Failure to report as instructed by staff.
- Q. **Pornographic Materials:** Possession of adult pornographic materials. Does not include possession of child images or materials.
- R. **Possession of prohibited items:** Possession of any item not required for school/educational lessons.
- S. **Skippping Class/School SK-** The act of not reporting to class/school without receiving proper prior approval.
- T. **Social Media.** General use of social media on campus without malicious intent.
- U. **Testing Misconduct –** Not following testing policies and procedures set forth by state, district, or classroom guidelines that may jeopardize the integrity of the test but does not meet criteria for cheating/plagiarism. Examples include but are not limited to: having cell phone out during testing, talking, leaving the testing area without permission, etc. Testing misconduct may result in receiving a zero or invalidation of the test.
- V. **Vandalism (under \$100):** Purposeful destruction of property with a replacement or repair cost of less than \$100.00.
- W. **Vehicle Violation:** Any misconduct that involves misuse of a vehicle. An example may include but are not limited to: speeding on campus, parking in an unauthorized location, etc.

Responses and Sanctions

If a student commits a Level II offense, the school administration may use any Level I response/sanction, and add Level II sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

- OSS (1-3 days)
- Assigned to OSS in-lieu program
- Mediation (peer or adult)
- Paired to a mentor
- Law Consultation
- MTSS interventions and/or placements
- Intent to Harm Evaluation
- Loss of credit on assignment or required to retake the assignment/test
- Safety Assessment
- Other school-based consequences as deemed appropriate by administration
- Schedule Change
- No Contact Agreement

Level III

Level III offenses are major acts of misconduct, which constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

Level III Offenses

- A. **Ammunition Possession:** Possession of any projectiles together with their fuses, propelling charges, and primers that are fired from guns.
- B. **Assault on Employee (non-SESIR):** An intentional threat on an employee (to include all GCSB staff) by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
- C. **Assault on Student (non-SESIR):** An intentional threat on a student by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
- D. **Computer/Technology (major):** Misuse of a computer/technology with malicious intent. Examples may include, but are not limited to: "system hacking" or making unauthorized changes to operating systems, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, the sharing of inappropriate communications, pictures, videos, etc.
- E. **Defiance/Insubordination:** Refusal or failure to comply with a direction or an order from a staff member. Failure to comply with State Law, School Board Policy, local school rule, behavior contracts, or classroom rules.
- F. **Disruption (level 3):** Behavior that causes a major disruption to the educational process and causes a safety concern on campus.
- G. **Drug Paraphernalia (non-SESIR):** Possession of any item used to smoke, ingest, or apply illegal, prescription, or over-the-counter drugs. Examples include, but are not limited to: pipes, papers, or other devices used to smoke or ingest marijuana or other illegal substances.
- H. **Excessive Referrals:** 3 or more level 1 referrals in a five-day (school day) period.
- I. **Explosives:** Unauthorized possession and/or igniting of explosive device.
- J. **Extortion:** Willful or malicious threats of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.
- K. **False Accusation Against Staff:** Intentionally making any claim against a staff member that is unfounded.
- L. **Fighting Mutual (non-SESIR):** Two or more individuals participating in physical conflict with both parties engaged. Applies when there is no injury AND the engaged party stops on verbal command.
- M. **Fireworks:** Unauthorized possession and/or igniting of fireworks or firecrackers.
- N. **Forgery (checks/electronic):** Submitting a check or falsifying electronic payment (ie Venmo, Cash App) with either a false signature or other false information on the check or under false pretenses.
- O. **Hazing:** Any activity expected of someone joining or participating in a group that humiliates, degrades or abuses them regardless of a person's willingness to participate.
- P. **Hit/Striking:** Non-mutual physical contact with malicious intent, but without injury to the victim.

- Q. **Misconduct III:** Engaging in behavior not appropriate for the school setting that is not disruptive to the learning process and causes a significant safety concern on campus.
- R. **Misconduct in ISS:** Engaging in behavior not appropriate for the school setting while in the in-school suspension room.
- S. **No Show to Saturday Detention:** Failure to report as instructed by staff.
- T. **Non-prescription drug possession/use:** Distribution or possession of any medication, other than prescription medication. Examples might include, but are not limited to: cold, pain, or allergy medication, etc.
- U. **Off-campus felony:** Any charging affidavit listing a felony crime for a student will be reviewed to determine if the student's presence may have an adverse effect on the school environment.
- V. **Planned Fight (non-SESIR):** A premeditated fight or physical attack where there is no serious injury AND the engaged party stops on verbal command.
- W. **Possession of a pocket knife:** Possession of a knife without intent. These knives are typically expected to be four inches or smaller when closed and have a hinged blade that closes into a covering, without a locking mechanism to keep the blade secured in an open position.
- X. **Possession of a stolen item:** Possession of an item stolen by someone else.
- Y. **Profanity to Staff:** Any use of profanity directed at any GilchristCounty School Board staff member.
- Z. **Secret Society:** Participating or joining in the initiation to any group that is not approved by school administration.
- AA. **Sexting:** Sending, or receiving without immediate deletion, any inappropriate texts, emails, messages, photos, etc. of a sexual nature on campus.
- BB. **Slur (Federally Protected Groups):** Use of inappropriate words with negative connotations, including verbal and written, words directed at a etc. certain individual or group of individuals. Examples include, but are not limited to comments based on race, gender, religion, ethnic background, sexual orientation, etc.
- CC. **Social Media (Major).** Use of social media on campus, on school transportation or school sponsored events with malicious intent.
- DD. **Theft (under \$750):** Stealing of an item valued at less than \$750.
- EE. **Threat to Harm (non-criminal):** Making a verbal or written statement, which does not meet the criteria of criminal assault. A low-level transient threat that poses minimal risk to the victim and public safety. The threat is vague and indirect; the information contained in the threat is implausible or seems unlikely to be carried out.
- FF. **Threat to property of staff:** Threat to harm property of a staff member. Examples might be written or verbal threats made directly to the staff member or shared with other students or staff. This could include a threat to vandalize a staff member's car or break into a home.
- GG. **Tobacco/Electronic Cigarettes possession/use/distribution (21 and older):** Possession/use/distribution of tobacco or electronic cigarette products by a student aged 21 or older.
- HH. **Trespassing:** Any unlawful presence on school property, usually applied when a student enters campus or a school bus while on OSS. Unlawful presence during non-school hours is a Level IV offense; this code does not apply.
- II. **Unauthorized Photograph/Recording-** Recording/photographing anyone through the use of electronic devices to include but not limited to: videotaping, audio recording, photographing, etc. without administrative or staff approval.
- JJ. **Under the influence (non-SESIR):** Student is under the influence of some substance as determined by physical response to stimuli or inability to perform in the normal manner of the student without other medical explanation.
- KK. **Vandalism (\$101- 999):** Malicious destruction of property with a repair or replacement value between \$101.00 - \$999.00.
- LL. **Violation of Restriction Notice:** Violating the rules and guidelines that are set forth in a school-based restriction notice which are put in place to help keep students safe and engaged in learning.
- MM. **Vulgarity:** Engaging in inappropriate physical actions or words usually of a sexual nature, but without meeting criteria for sexual harassment.

Responses and Sanctions

If a student commits a Level III offense, the school administration may use any Level I or II response/sanctions, and add Level III sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

- o Diversity Assignment
- o Assigned to In Lieu of OSS
- o Referred for counseling
- o MTSS interventions and/or placements
- o Tobacco Education in-lieu of OSS

- o District Discipline Review hearing
- o Alternative Placement - RISE Academy
- o Expulsion with or without services
- o Schedule Change
- o No Contact Agreement (Restriction Notice)
- o Law Consultation

Level IV

Level IV acts of misconduct are the most serious. All infractions must be reported to the Student Services Department. A student who commits a Level IV offense may also be subject to criminal proceedings.

Level IV offenses must be coded into data using SESIR (School Environmental Safety Incident Reporting) codes for data collection by the Florida Department of Education.

In order to determine whether an incident must be reported in SESIR, the following criteria must be met:

1. The incident meets one of the SESIR incident definitions and
2. The incident occurred on a K-12 school campus, on school-sponsored transportation, during off-campus school-sponsored activities, or off campus where the incident is accomplished through electronic means, if the incident substantially disrupts the educational process or orderly operation of a school.

The definitions of these events are provided directly by the FLDOE. For further information regarding School Environment Safety Incident Reporting please reference State Statue 6A-1.0017
<http://www.fldoe.org/core/fileparse.php/19887/urlt/6A-10017.pdf>

Level IV Offenses (SESIR)

- A. **Alcohol (Level I):** Possession, sale, purchase, distribution or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- B. **Aggravated Battery (Level IV):** A battery where the attacker intentionally or knowingly causes more serious injury such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
- C. **Arson (Level I):** Intentionally setting a fire on school property. To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.
- D. **Burglary (Level II):** Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- E. **Bullying (Level IV):** Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.
- F. **Criminal Mischief (Felony Vandalism - \$1,000 threshold) (Level III):** Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.
- G. **Disruption on Campus-Major (Level III):** Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.
- H. **Drugs Sale or Distribution (Level II):** The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
- I. **Drug Use or Possession (Level III):** The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.
- J. **Fighting (Level III):** Mutual combat, mutual altercation. When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or

medical attention. Lower level fights, including pushing, shoving, or altercations that stop upon verbal command are not required to be reported in SESIR.)

- K. **Grand Theft (\$750 threshold) (Level III):** The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.
- L. **Harassment (Level III):** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that; places a student or school employee in reasonable fear of harm to his or her person or damage to his or 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 including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.
- M. **Hazing (Level IV):** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
- N. **Homicide (Level I):** The unjustified killing of one human being by another.
- O. **Kidnapping (Level I):** Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- P. **Other Major Crime:** Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.
- Q. **Robbery (Level II):** The taking or attempted taking of money or other property from the person or custody of another, with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.
- R. **Sexual Assault (Level II):** An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.
- S. **Sexual Battery (Rape) (Level II):** Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual assault.
- T. **Sexual Harassment (Level IV):** Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.
- U. **Sexual Offenses (other) (Level III):** Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.
- V. **Simple Battery (Level II):** An actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.
- W. **Threat/Intimidation (Level IV):** An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.
- X. **Tobacco (Level IV):** The possession, use, sale, purchase, distribution, or use, of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.
- Y. **Trespassing (Level III):** To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported in SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.

- Z. **Weapons Possession (Level II):** Possession of a firearm or any instrument or object as defined by Section 790.001(6) and (13), F.S. that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

When reporting a SESIR incident, districts are required to report all related elements that are present or contribute to a reported incident. A related element must be reported even where it duplicates the incident. For example, when reporting an Alcohol incident, the Alcohol-related element must also be reported.

Related Element Definitions:

- a) **Alcohol-related:** An incident is alcohol related if there is evidence that those involved in the incident were caught drinking at the incident or had been drinking, based on testing or investigation of a Law Enforcement Officer at the scene, or if they admit to drinking, or if the incident is somehow related to possession, use or sale of alcohol. Schools are not required to test for the presence of alcohol.
- b) **Bullying-related:** An incident is bullying related if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.
- c) **Drug-related:** An incident is drug related if there is evidence that those involved in the incident were under the influence of drugs at the time of the incident; if they admit to using or being under the influence of drugs; if drugs were in the possession of individuals involved in the incident, based on testing or investigation done by a law enforcement officer as a result of the incident; or if the incident is somehow related to possession, use or sale of drugs. Schools are not required to test for drug use.
- d) **Gang-related:** An incident is gang-related if gang affiliation/association caused the incident or was a contributing factor to action that happened during the incident.
- e) **Hate Crime-related:** All SESIR incidents motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or mental/physical disability are required to be reported as Hate Crime-related.
- f) **Hazing-related:** An incident is hazing-related if the incident includes any action or situation that endangers the mental or physical health or safety of a student at a school with grades from 6-12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization.
- g) **Injury-related:** All SESIR incidents that result in serious bodily injury are required to be reported as Injury related. Less serious bodily injury means incidents which require immediate first aid or subsequent medical attention. More serious injuries include death or injuries with substantial risk of death, extreme physical pain, protracted and obvious disfigurement, and protracted loss or impairment of the function of a bodily member, organ, or mental faculty. Incidents where injury occurred, but first aid or medical attention is not needed, are not required to be reported in SESIR as Injury-related.
- h) **Vaping-related:** All SESIR incidents that involve the use of non-combustible vaping products, including electronic cigarettes, vapes and vape pens, or any electronic nicotine delivery system (ENDS) are required to be reported as Vaping-related, if the liquid used contains nicotine or a controlled substance. Schools are not required to test for nicotine or drugs in vaping devices. Incidents involving use or possession of vaping products that do not contain nicotine or controlled substances are not required to be reported in SESIR.
- i) **Weapon-related:** All SESIR incidents are required to be reported as Weapon-related where anyone involved possessed or used a firearm or weapon or if the incident was related to possession, use or sale of firearms or weapons, as defined in Section 790.001(6) and (13), F.S.

Responses and Sanctions

School districts may take age, development, and disability into account when determining appropriate discipline for a student.

When criminal charges are issued by law enforcement, school districts should review to determine whether the type of incident reported meets the reporting requirements of a SESIR.

If a student commits a Level IV offense, the school administration may use any Level I, II or III response/sanctions, and add Level IV sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

- o Expulsion without services

Offenses with specific required responses and sanctions

Alcohol, Tobacco, and Drugs

The use, possession, delivery, or sale of alcohol, tobacco or other drugs including counterfeit or synthetic drugs, whether on school property or at a school function, will not be tolerated.

Alcohol

Students are prohibited from using, possessing, delivering, selling or being under the influence of alcoholic beverages on school property, on a school bus or school-approved transportation, or at any school-related function or activity. Violation of this rule is a Level IV offense.

Tobacco/Electronic Cigarettes/Vapes

Smoking and tobacco possession is prohibited in school buildings, on school property, or at any school sponsored activity by persons of any age. All Gilchrist facilities and sites are tobacco-free 24 hours a day, 7 days a week. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed.

Drugs

"Drugs" shall include any unlawful drug, narcotic or controlled substance (including prescription medications), and any substance represented to be such a drug, narcotic or controlled substance. Students are prohibited from using, possessing, delivering, selling, intending to sell, or being under the influence of drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity. They are likewise prohibited from possession of drug paraphernalia, which includes devices, products and things used or intended to be used for the ingestion of drugs.

Students are also prohibited from possessing, using, delivering, selling, or intending to sell any counterfeit drug, which is a substance that (i) is represented to be, (ii) is represented to contain, or (iii) appears to be (looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant or controlled substance of any kind, on school property, on a school bus or school approved transportation, or at any school-related function or activity.

A violation of these rules is a Level IV offense, and may subject a student to arrest and prosecution.

Use of Alcohol and Drugs

A student who is under the influence of alcohol or drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity shall be deemed to have used and possessed alcohol or drugs. Evidence of such use includes, but is not limited to a student's admission of use of alcohol or drugs on or off campus; witness statements; a positive Portable Breath Test result indicating use of alcohol red and/or glassy eyes; drooping eyelids; odor of alcohol or drugs; difficulty communicating, walking or standing; difficulty with other motor skills; or other impaired faculties.

Students who violate the District's alcohol and drug policies are subject to the penalties provided for Level IV offenses. In addition, the principal may revoke the student's privilege of participating in non-academic school activities including, but not limited to, extracurricular activities, athletics, school trips, prom, and graduation exercises, and/or the revocation of school privileges, including, but not limited to, driving privileges.

Delivery or sale of alcohol or drugs, or intent to deliver or sell alcohol or drugs, is a more serious offense than use and possession of drugs or alcohol and shall result in a more serious penalty.

Alcohol, Tobacco, Illegal Drugs and Paraphernalia

Students are not allowed to bring, use, sell, buy, enter into an agreement to buy or sell, conspire to buy or sell, or distribute illegal and controlled drugs, prescription or over-the-counter drugs, tobacco, vapes, electronic devices for tobacco/illegal substances, 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 district may use a metal detecting wand to find hidden paraphernalia as appropriate. The term "unlawful substance" as used herein shall mean any drug or other controlled

School Board Approved 7/28/26 21

substance identified by 1006.09, Florida Statutes, for which the individual does not have a prescription issued by a physician. All school personnel are required to report to the principal/designee any suspected unlawful use, possession, sale or distribution of any controlled substance, counterfeit controlled substance, or alcoholic beverage by students. Students found in possession of, under the influence of, distribution of, sell, buy, enter into an agreement to buy or sell, conspire to buy or sell, or the use of the above items on school property or while attending a school activity will result in disciplinary action.

Bus Conduct

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

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

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

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

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

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

Bus Code of Conduct:

1. All school rules as part of the code of conduct apply while on the bus and waiting for the bus.
2. Students will obey the bus driver at all times.
3. Students must be at the bus stop on time (five minutes prior to scheduled pick-up). Buses cannot wait for students who are tardy.
4. Students shall wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. Stay in assigned seat. Students are not to move around on the bus.
6. Students should not yell, sing, or make loud noises on the bus. Students should be quiet at railroad crossings and while students exit the bus.
7. Students may not use the emergency exits for routine loading and unloading.
8. 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.
9. Keep all parts of the body (head, arms, etc.) and all objects inside the bus and out of the aisle.
10. Students should not throw objects inside or outside the bus.
11. Sit quietly, remain in your seat with your back and bottom touching the seat.
12. There shall be no pushing, fighting, or any type of misconduct at any time. Keep your hands/ feet to yourself.
13. Students should take care of the bus and bus equipment. Students will be responsible for the cost of any damage.
14. No sharp instruments or weapons of any kind are allowed on the bus.
15. Do not have unnecessary conversations with the driver.
16. The following items are not allowed on the bus: drinks, food, chewing gum, tobacco products, vaping paraphernalia, animals (dead or alive), glass containers, balloons, alcohol, flowers, skateboards, drugs, any illegal device, or any items deemed unsafe by a bus driver or that violates school board policy.

17. The use of textbooks and laptops by students while being transported on school buses is permitted.
18. Backpacks/book bags will not be allowed on buses the last few days of school as determined by school administration.

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.
2. Clothing must not expose the torso, even with arms lifted. Examples of unacceptable attire include see-through garments, halters, backless dresses, tube tops, spaghetti strap garments without over shirts, or shirts or blouses tied at the midriff.
3. Hats and caps may be worn on campus and in classrooms as long as they do not disrupt the school environment.
4. Sunglasses may not be worn indoors.
5. When outer garments with a hood are worn, the hood must be removed from the head while on school property.
6. Shorts, skirts and dresses must be within five inches above the top of the kneecap when standing. Holes, rips, tears, etc. with exposed skin in shorts, pants, skirts etc. shall not be more than five inches above the knee cap.
7. Clothing that is excessively tight, form-fitting, or revealing—such as spandex pants, shorts, or bicycle shorts—is not permitted. Shirts must provide appropriate coverage and must fully cover any tight-fitting clothing to ensure modesty.
8. Clothing such as boxer shorts, tights, or hosiery shall not be worn.
9. Clothing may not contain words or pictures which are degrading or distracting. Headgear and masks are included.
10. Clothing (to include masks) 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.)
11. Belt chains or wallet chains may not be worn on school grounds.
12. Any questionable clothing (to include masks) will be reviewed by the principal/designee for a decision regarding appropriateness and parent/guardian may be called.

Dress Code Violations: (Florida Statute 1006.07)

First offense:

- The student shall be given a verbal warning AND
- The school shall call the student's parent / guardian AND
- The student must change his/her clothes.

Second offense:

- The student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days AND
- The school shall meet with the student's parent / guardian AND
- The student must change his/her clothes.

Third or subsequent offense:

- The student shall receive an in-school suspension pursuant to FS 1003.01(5) for a period not to exceed 3 days AND
- The student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days AND
- The school shall call the student's parent / guardian & send the parent/ guardian a written letter regarding the student's in-school suspension & ineligibility to participate in extracurricular activities.
- The student must change his/her clothes

Electronic/Communication Devices

FS 1006.07 Prohibits elementary and middle school students from using wireless communication devices during the school day. For high school students, they are not allowed to use them during instructional time, unless permitted by a teacher for educational purposes. A student will be allowed to use a wireless communication device during the school day in accordance with;

- The student's individualized education plan;
- The student's 504 accommodation plan issued under s. 504 of the Rehabilitation Act of 1973; or
- A doctor's note from a physician licensed under Chapter 458 or Chapter 459 certifying in writing that the student requires the use of a wireless communication device based upon valid clinical reasoning or evidence.

Gilchrist School Board Policy 5.25

- Students may have a Wireless Communication Device, but it must be turned off and out of sight. This Wireless Communication policy applies to all functions of the phone, including, but not limited to, texting, videoing, games, internet use, downloading music, etc.
- Students may possess a Wireless Communication Device at school, but it may only be used after the final dismissal bell.
- The Wireless Communication Device must be off and out of sight before school.
- To avoid classroom disruptions, students may not display, use, or activate the Wireless Communication Device prior to the final dismissal bell. The prohibited time shall include lunch breaks, class changes, and any other structured or unstructured activity.
- Students are responsible for ensuring that the Wireless Communication Device is turned off and out of sight until the final dismissal bell.
- After the dismissal bell, students may use their Wireless Communication Device.
- At school-sponsored activities, including extended day and other after-school programs, students may use their Wireless Communication Device, provided the use does not interfere with the activity and follows the directives of the school administration.
- Students may only use their own Wireless Communication Device while on the bus, however video recording and audio recording are strictly always prohibited. In addition, sharing any material with other students while on the bus is strictly prohibited.

CHAPTER 5.00 - STUDENTS 5.25, Page 2 II. The following are procedures for handling the misuse of cell phones:

1st Offense:

- Wireless Communication Device will be taken from the student, and the student may pick up the Wireless Communication Device from administration at the end of the day.

2nd Offense:

- Wireless Communication Device will be taken from the student, and student may pick up the phone from administration.
- Students will lose the privilege of bringing a Wireless Communication Device to school until the end of the 2nd or 4th 9 weeks, depending on when the offense occurred.

3rd Offense:

- Wireless Communication Device will be taken from the student, and parent may pick up the Wireless Communication Device from administration.
- Students will lose the privilege of a Wireless Communication Device on campus for the remainder of the school year.

4th Offense:

- If a student violates the Wireless Communication Device policy again, it will be handled as insubordination and could result in suspension/expulsion.

Food/Drink

Outside Food and Drink

Students may bring a lunch prepared at home to school; however, food or beverages from outside vendors (including fast food, Uber Eats, DoorDash, Grubhub, or any delivery service) are **not permitted on campus during school hours**. Deliveries will not be accepted, and students may not arrange to meet vendors for food or drink on school grounds.

Service Animals

With the exception of GCSD approved service animals and animals for the agriculture programs, no animals (to include dogs) are allowed on GCSD property at any time.

Trespassing on School Property

The principal may request that law enforcement issue a trespass warning to any individual disrupting any school activity. If a trespass warning is issued to an individual, the individual is trespassed from all GCSD properties. 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 trespassing if they do so.

C. DISCIPLINE, BEHAVIOR AND SCHOOL POLICIES

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

School employees shall correct discipline problems anywhere they occur on campus, on buses, or during school activities.

Disciplinary Office Referrals

- Classroom teachers will have access to the discipline referral form electronically via Skyward. Individuals without Skyward access will be given to the Disciplinary Office Referral (DOR) forms. This referral form is initiated when a staff
- member/teacher/administrator witnesses a student engaging in or displaying inappropriate behavior.
- Depending upon the severity of the situation, the electronic referral/DOR form and the student are sent to the office
- immediately or the referral is turned in at the end of the school day.
- A copy of the DOR and parent contact will occur in a timely manner.

Corporal Punishment

Per FS 1002.20 a parent must provide consent for the school to administer corporal punishment. This permission should be obtained prior to each administration.

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 Students may be suspended.
2. Suspension dictates that the student shall not be allowed to attend school or school sponsored activities for the prescribed number of days. The student shall be allowed to make up any work. The student will be remanded to the custody of his/her parents/guardians during school hours.
3. While suspended, students are not allowed on Gilchrist County School Board property or school sponsored trips/Activities (see trespassing), or attending any school-related events, extracurricular activities, games/sports, etc. - home or away.
4. 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.
5. 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 the suspension notice to the student.
6. The following information shall be included in written notice of suspension to the parent/guardian via U.S. mail within 24 hours and written notification to the Superintendent. (Florida Statute 1006.09)

- 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.
7. 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.
 8. 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.
 9. A probationary suspension will be indicated as such on the notice and may be revoked upon a parent conference.

When a student's actions are disruptive to himself/herself or to the school as to violate law or School Board Policy, the Students may be suspended.

2. Suspension dictates that the student shall not be allowed to attend school or school sponsored activities for the prescribed number of days. The student shall be allowed to make up any work. The student will be remanded to the custody of his/her parents/guardians during school hours.

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

4. 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.

Where a student has attained 18 years of age, notice in writing, as required in Subsection 1, 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 the suspension notice to the student.

5. The following information shall be included in written notice of suspension to the parent/guardian via U.S. mail within 24 hours and written notification to the Superintendent. (Florida Statute 1006.09)

- (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.

6. 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.

7. 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.

8. A probationary suspension will be indicated as such on the notice and may be revoked upon a parent conference.

Discipline for Exceptional Students (ESE)

Students with disabilities are expected to comply with the Code of Student Conduct and school rules and are subject to the same disciplinary action as their non-disabled peers. There are, however, some special rules that pertain to suspensions and expulsions for those students protected under the Individuals with Disabilities Education Act 2004 (IDEA – 2004) or Section 504 of the Rehabilitation Act of 1973. The Gilchrist County School District has a specific procedure for guaranteeing a student's protection under IDEA and Section 504. The IDEA 2021 Procedural Safeguards may be reviewed at the student's

School Board Approved 7/28/26 26

school or by contacting the Director of Exceptional Student Education. If a student with a disability receives an in-school suspension, the student's Individual Education Plan (IEP) will continue to be in effect. The student must be provided a free, appropriate public education (FAPE) as outlined in their Individualized Education Plan (IEP). The student shall be provided education and related services under the supervision of an Exceptional Student Education (ESE) teacher, in accordance with their specific IEP provisions. Suspensions totaling more than 10 days, without special education services being provided in accordance with the IEP, are a violation of FAPE under IDEA.

A student with a disability may be suspended from school just like any other student. If there are 10 days of out-of-school suspension during the school year, the IEP team will convene to review services and complete a "Manifestation Determination." In addition, a Functional Behavioral Assessment and a Behavior Intervention Plan shall be considered.

For students with disabilities, when disciplinary actions and short-term suspensions (less than 10 days) occur, they will be subject to the same disciplinary procedures as their non-disabled peers. These disciplinary actions may include detentions, in-school suspension, or Saturday School.

A student with a disability may be reassigned to an Interim Alternative Educational Setting (IAES) under certain circumstances. School personnel may remove a student to an IAES for no more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability in cases where a student:

- A. carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
- B. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- C. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.
- D. Students with disabilities are subject to the same behavioral expectations as their non-disabled peers when utilizing school bus transportation and may be suspended from the bus. During the bus suspension, it is the student's/guardian's responsibility to obtain transportation to school, unless specialized transportation is being utilized. The need for specialized transportation must be identified in the student's Individual Education Plan (IEP).

Students in the Evaluation Process

If a student commits an infraction and the school/parent has already requested an evaluation to consider eligibility for services under Individuals with Disability Education Act (IDEA) or under a 504 plan, the student may be suspended for up to 10 days and the following must occur:

- The evaluation must be conducted in an expedited manner.
- The results of the evaluation must be considered in determining eligibility for services as a student with a disability and services provided as soon as possible.
- Pending the results of the evaluation, the student shall remain in the educational placement as determined by the school authorities.

Policy of Zero Tolerance for Crime and Victimization

Per FS.1006.13 for students who were expelled for bringing a firearm or weapon to school or making a threat or false report, the superintendent shall determine, before the expiration of the expulsion period and based upon the determination of the threat management team, "Whether the expulsion period should be extended and, if the expulsion period is extended, what educational services will be provided. A recommendation to extend the expulsion period must be provided to the student and his or her parents in accordance with s. 1006.08(1)

Recommendation for Expulsion of a 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.

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 outlined above or for any misconduct deemed serious enough to warrant such action.

2. Any student recommended for expulsion will be granted a hearing by the School Board and given the opportunity to have their parent/guardian and/or legal counsel present.

Recommendation for Expulsion Exceptional Student Education (ESE)

Any recommendation for expulsion of any Exceptional Education Student shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Education Act (IDEA). For any ESE student charged with an expellable offense that could subject the ESE student to a change in placement, the ESE student shall be granted the same opportunity as students without disabilities to attend a hearing in front of the School Board during which evidence and witnesses may be presented to challenge, on the basis of innocence or guilt, a disciplinary charge that had led to a recommendation for a change in placement in lieu of expulsion (please see pages 31-33 of this document for further explanation of these rights). The District shall provide parents/guardians of ESE students with written and verbal notice of their right to attend such a hearing. Please be aware that such a hearing before the School Board most likely will not be afforded to the student until after a manifestation determination meeting has been conducted. Further, where it states that the Superintendent may extend the student's suspension out-of-school until the student appears at a hearing before the School Board, this provision is not applicable to ESE students to the extent that this provision conflicts with provisions of the IDEA governing suspension of students with disabilities. Specific information may be obtained from the Office of Exceptional Student Education by calling 352-463-3153.

Recommendation for Expulsion Section 504

The same provisions shall apply to students determined eligible for disability-related services under Section 504 in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) Specific information may be obtained from the District Section 504 Coordinator at 352-463-3153.

Whenever possible, a hearing shall be given to the minor student and his parent/guardian or to the student 18 or over prior to the effective date of expulsion. Where the presence of a disruptive student interferes with the orderly discharge of normal school functions, such student shall be suspended forth with 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 investigate the charges and shall obtain written and signed statements from witnesses immediately after the incident. A recording device 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 afforded due process of law prior to this expulsion and during any such hearing.
5. A probationary suspension will be indicated as such on the notice and may be revoked upon a parent conference.

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 on 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.

- 1) 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.
- 2) Where such an 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.
- 3) A copy of the notice of the additional suspension shall be sent to the principal.

D. 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 designates 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, therefore Title I Entitlement Grant funds support supplementary personnel and services for those schools. The mission of Title I Part A is to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Title I schools are required to disseminate an annual report card to parents, which is available 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.

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

In addition, you have the right to request parent meetings regarding Title I information. If you would like to request an informational meeting with the Title I Director, please contact the district office at (352) 463-4408. A NCLB Parent's Guide is available online at www.ed.gov/parents/academic/involve/nclbguide/parentsguide.html. 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. Our Parent and Family Engagement Plan and School Improvement Plans are available on the district website at www.gilchristschools.org. *For more Title I information, please call the Title I Director at (352) 463-4408.*

Para mas información de Title I en español, llame por favor el director de Title I en (352) 463-4408.

504 Information for Parents

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

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

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

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

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

16. You also have a right to file a complaint with the Office for Civil Rights (OCR) of the Department of Education.

If your child currently has a 504 plan, we hope that appropriate academic growth is taking place. We want to make certain though that you are aware of your options. Among them is the option to participate in the Family Empowerment Scholarship for Students with Unique Abilities, formerly known as the McKay Scholarship Program. This program was created to provide several options to parents of students with disabilities. If your child has an IEP or 504 Plan, attended a Florida public school during the previous school year, and you believe that he or she is not progressing adequately in the current public school, you may consider having your child:

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

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

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

Student Grievance Procedure for Sexual Harassment

1. Any student that feels they have been the victim of sexual harassment by a student or staff member should file
2. 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.
3. The principal, (Superintendent's designee) shall investigate the alleged incident following all local and Title IX guidelines 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.
4. 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.
5. 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.
6. The Superintendent's or Designee's decision shall be final.
7. The right to confidentiality, both for 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. Claims will be handled consistent with local and Title IX guidelines.

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 for 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.

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

The entire School Board Policy 5.101/D Bullying and Harassment may be found on the District Website at: <https://www.gilchristschools.org/page/school-board-policies>.

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

School Board Policy 3.41, Service Animals, is applicable for any student requesting to bring a service animal to school. The student and/or parent should discuss the need with the school-based administrator so that appropriate arrangements may be made. Gilchrist County School Board policies are found on the district website at www.gilchristschools.org under School Board Policies. Please contact the school's principal with any questions or concerns you may have regarding service animals.

E. STUDENT RIGHTS AND RESPONSIBILITIES

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 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, 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; students wishing to exercise this right must meet with their guidance counselor to be counseled and properly document this decision.

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 work missed within three days following an excused absence.
- 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 immediately upon return after the absences.
- Students have the responsibility to provide the school with an adequate explanation including 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 the rules of conduct available 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

Positive association with others 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 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 people.

Rights

- Students have the right to expect a safe school environment in which to learn.
- Students have the right to expect courtesy, fairness and respect from members of the school staff and other students.
- 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 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 grades in each class should represent his/her progress in that class fairly and impartially. 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 for meeting 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.

Notice to Students School authorities may search student lockers or other areas when reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statute.

F. INTERNET SAFETY AND ACCEPTABLE USE POLICY FOR GILCHRIST COUNTY DISTRICT SCHOOLS

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

Acceptable Use: All use of the District systems 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 system's functions: databases and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

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

UNACCEPTABLE USES OF THE NETWORK INCLUDE:

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

**Any student who mistakenly accesses an inappropriate website on a computer or device must immediately inform the instructor and show them the site. The instructor is responsible for contacting school administration so that the site can be blocked by filters.*

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 malicious software or computer viruses onto the Internet or host site. Deliberate attempts to degrade or disrupt a system's performance will be viewed as criminal activity under applicable state and federal law.

Cyber-stalking as defined in Florida Statutes, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Cyber-stalking is not permitted; students engaging in cyber-stalking will be subject to disciplinary action.

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

Cyber-bullying is not permitted; students engaging in cyber-bullying will be subject to disciplinary action.

Using Network/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. Users are expected to observe reasonable time limits on the network.

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

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

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

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

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

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

Security: Security is a high priority. If you identify a security problem, you must notify the 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.

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



Student/Parent Acceptable Use Policy Agreement

Student's Full name (please print): _____

Grade: _____ **School:** _____ **Student ID:** _____

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

Student Signature: _____ **Date:** _____

-----Parent or
Guardian (required if student is under age 18)

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

and belief.

Parent or Guardian's name (please print): _____

Contact email: _____ **Contact Phone:** _____

Signature: _____ **Date:** _____

This agreement will stay in effect for as long as the student is enrolled in Gilchrist County School District.