

Alma Mater

Graceville High, We love thee,
Thy praise we ever tell,
'Til the hilltops tremble
And father time shall fail,
Thy noble virtues we acclaim,
We hail them to the sky,

With honor to thy name,
We'll ever loyal be,
Hail Graceville High School;
Hail to Graceville High.
Our Alma Mater noble;
Hail to thee, All hail

Graceville High School Mission Statement

Small Town...Big Thinkers!

ADMINISTRATORS.....are building a Safe Haven
FACULTY/STAFF.....are building Expectations
STUDENTS.....are building Imaginations
COMMUNITY MEMBERS....are building Endless Opportunities
PARENTS.....are building Tomorrow's Leaders

Assigned Areas and School Hours

Middle school students (grades 6-8) are to remain in the gym before school. High school students (grades 9-12) are to stay in the lunchroom before school. During breakfast high school students are to eat at the tables and middle school students are to eat in the booths. All students are to stay in the lunchroom during their lunch period. High school students are not allowed at the middle school building unless they are taking a class in the middle school building. Students are not to congregate in the lobby, restrooms, or in the halls. Students are not to be on campus outside of scheduled school hours of supervision unless supervised in an extracurricular activity. *Scheduled hours of supervision are from 7:10 am until 2:45 pm on regular school days.* **Students are not to wait at school for practices or games unless supervised by an adult.** During the time before school, lunch, and after school, students are to stay out of the classrooms, halls, lobby, portable building area, locker rooms (unless they are dressing out) and parking lot. The stadium, ball fields, and basketball/tennis courts are off limits to students unless accompanied by a teacher.

Athletic Participation

Any student planning to participate in athletics during the current school year must:

Have proof of a physical examination from a licensed medical doctor.

Show an original or certified copy of your birth certificate to your coach if it is the first time you have participated in any sport.

Have a medical waiver form, which is available from your coach.

Have parental permission form signed by your parents.

Provide information regarding your personal insurance.

Have a 2.0 GPA (cumulative) in the core classes. This applies to all High school athletes.

Athletes and students participating in extra-curricular activities must sign a waiver agreeing to random drug testing.

Attendance Policy and Check Out Procedures

Attendance is checked each class period during the day. If a student is marked absent, but was present earlier in the day and did not sign out, it will be assumed that he/she left the campus without permission. They will be considered as skipping and will result in disciplinary action. The teacher's records will be the final determination. The Graceville High School Attendance /Truancy Policy will be in accordance with the Jackson County School Board's adopted policies regarding attendance and tardiness. A parent or guardian must call and speak to an administrator or send a written note, with a phone number to verify, to the administrator for their

approval in order for a student to be checked out. Students will not be able to call and ask someone to check him or her out. Because a student is allowed to leave does not mean that the absence is excused. **Any check out of students between 10:30—1:00 must be done in person by a parent.** Students that leave the campus without permission will be disciplined. **STUDENTS ARRIVING LATE TO SCHOOL MUST CHECK IN AT THE OFFICE AND OBTAIN A BLUE ADMITTANCE SLIP TO CLASS.**

Automobiles

Driving a vehicle on campus is a privilege.

Students will park only in student parking lot and in their assigned space.

Driving privilege on campus can be revoked if it is in the best interest of the school.

Students must obtain a parking permit from the school resource officer and show proof of valid operator's driver license **within two weeks** of school starting.

Students are not permitted to go to their automobiles without permission from the office.

Knives, firearms, chemical sprays (such as pepper gas), drugs, alcohol, tobacco, and medications are not allowed on campus at any time. This includes your car.

For your protection, keep all vehicles locked.

School insurance does not cover motor vehicles parked on school property.

Speed limit on campus is 5mph.

When students arrive at school they are to exit the vehicle immediately and proceed to their designated area.

When students arrive on campus they must stay on campus. They cannot leave, even before the first bell rings, unless they check out through the office.

When students are dismissed they should leave the parking lot immediately or their driving permit may be revoked.

Students must submit to a random drug test to drive on campus.

Book Bags

Students can use book bags to bring books to and from school. **Book bags, back packs, athletic bags, and backpack like purses should be left in the lockers** during the school day. These type bags are not allowed in the library, classrooms, office and hallways. **Athletic bags must be small enough to fit in a locker and will be placed in gym lockers before the first bell. If students are carrying book bags during the school day they will be collected and not returned until the end of the day.**

Clubs and Organizations

The following is a list of clubs and organizations students may participate in at Graceville High School:

Jr/Sr Beta Club	Key Club	Student Council	Gentlemen/Princess	Anti-Bullying
FFEC	FFA	FBLA	FCA	

A student must have a 2.0 GPA to participate in extracurricular activities. Student participating in extracurricular activities must sign a waiver agreeing to participate in random drug testing.

Damage to School Property

Any student who willfully defaces school property (real or personal) shall be subject to suspension as well as being liable for restitution of damages. This includes discharging of the fire extinguishers and writing on property.

Students will be charged a fine for damaging school property. The amount will depend on the extent of the damages.

“Rolling the campus” is considered defacing school property.

False Fire Alarm activation is a danger to students and school personnel. Any student found responsible for false fire alarm activation will be suspended for up to 9 days and be charged criminally.

Disciplinary Policies

SPECIFIC GROUNDS FOR DISCIPLINARY ACTION:

Since misconduct of any degree or frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behaviors. Because some behaviors are more serious and disruptive than others, the frequency, nature and degree of the misconduct will determine the specific disciplinary action which will be taken. The Jackson County School Board shall invoke the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts on school property, on school sponsored transportation, during school sponsored activities, F.S. 1006.09(1)(b) at school bus stops or within 500 feet of the real property that comprises a public or private school during school hours or activities. Jackson County School Board considers any extra-curricular activity or school sponsored function to be an extension of the school. The Jackson County School Board takes the position that it is wrong and harmful to use illicit drugs, unlawfully and/or possess or use alcohol. Subsequently, the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities are prohibited. Guns, knives, including but not limited to razor blades, boxcutters, weapons, or items which can be used as a weapon by a student, and controlled substances, including alcohol, are prohibited in all schools and at all school-sponsored activities. Students who are apprehended for violation of this policy will be suspended and/or recommended to the Board for expulsion and the offense may be treated as a felony of the third degree.

Random Drug Testing Procedures for Participants in Extra-curricular Activities

I. Findings and Purpose

The School Board of Jackson County, Florida recognizes that an increasing number of students in the Jackson County School District and throughout our nation are involved in the illegal use of drugs and alcohol by students during school hours and at other times. This continues to have a direct detrimental impact upon students' behavior, academic performance and safety and may cause permanent physical and mental harm. The School Board also finds that some students who participate in extra-curricular activities and who are popular role models among their peers are also involved in the illegal use of drugs and alcohol. It has been determined that, in addition to the harm that any student would experience as a result of illegal use of drugs and alcohol, students will also experience other harmful effects including interference with their academic performance, as well as a higher risk of injury to themselves (due to the inability to feel pain) or their peers, including their athletic opponents or others who participate in school-sponsored events. There is also the possibility of reduction of motivation and the level of discipline that extra-curricular activities require.

II. Effective Date and Scope

These updated procedures shall be initiated in the Jackson County Public Schools, grades 6-12, with any extra-curricular programs as defined in the section III. Definitions. These Procedures shall remain in effect until such time as the School Board either repeals or amends this policy.

III. Definitions

For purposes of these procedures, the following terms and phrases shall be defined as follows:

- A. Extra-curricular activities shall mean any student enrolled in the Jackson County School District (to include private or home school students) who participate or applies to participate in any extra-curricular activity. Extra-curricular activities refer to programs, activities, clubs and organizations that meet inside/outside the regular school day/class. Some include, but are not limited to FCCLA, FFA, FBLA, HOSA, CECF, Academic Bowl Team, Beta, athletic teams, band, chorus and FCA, and obtaining parking permits and/or driving privileges.
- B. Alcohol shall mean any beverage, mixture or preparation, including any medications or other products, containing alcohol or ethanol.
- C. Drugs shall mean any substance or drugs identified in schedules I through V of 21 United States Code Section 202 (Controlled Substance Act) and as further defined by 21 CFR 1300.11 through 1300.15 and Section 893.03, Florida Statutes, and shall include, without limitation, cannabinoids (marijuana), amphetamines, benzodiazepine, ethanol (alcohol), cocaine, opiates, and Propoxyphene.

- D. Medical Review Officer or “MRO” is a licensed physician who has agreed to provide services to the School Board for the purpose of reviewing drug tests results and communicating with the extra-curricular student concerning any positive drug test as more specifically described herein.
- E. Parent shall mean the parent or legal guardian of an extra-curricular student.
- F. Positive Test Result is a drug test administered pursuant to this policy and deemed to have a positive result if the indicators show the presence of a drug or alcohol on the testing instrument, pending confirmation by a Medical Review Officer at a certified testing lab.

IV. General Probabilities for Extra-curricular Students

A. Standard of Conduct for Students in Extra-curricular Activities

The use or possession of a drug, as defined, herein, by a student who participates in extra-curricular activities at any time is both illegal and detrimental to the students’ ability to participate in any school activity and is hereby prohibited. Any student who participates in an extra-curricular activity determined to be in violation of this policy is subject to disciplinary action related to his or her participation in that activity, which shall include suspension or removal from participation for a part of that year or the entire year.

B. Code of Student Conduct

Nothing contained in these procedures for drug testing students involved in extra-curricular activities shall be construed to limit the application and enforcement of the Student Code of Conduct, including all of its provisions pertaining to drugs and alcohol pending confirmation by a MRO at the certified testing lab.

V. Testing Procedures

1. Sponsors/Coaches of all extra-curricular activities will submit a roster of participants to the Principal or School Designee. The Principal’s designee will submit the names of all student drivers.
2. Each student driver or student participating in extra-curricular activities and their parent must complete JC – 465, Student Random Drug and Alcohol Consent Test Form. Failure to complete and return the JC – 465 will result in the student not being allowed to participate in any extra-curricular activities or park on school grounds.
3. The Principal or School Designee will submit the roster of participants and drivers to the drug and alcohol testing company.
4. The company will randomly select students to be tested from the roster of participants and student drivers to the drug and alcohol testing company.
5. Drug Testing in schools will be done by a three-step process: (1) an initial immunoassay screening test that if non-negative (2) is confirmed by an alternate technology at a SAMSHA certified lab, and then (3) final results reviewed by a Medical Review Officer (MRO).
6. Students who wish to participate in any extra-curricular activity after the roster has been submitted must have their name added to the roster submitted to the drug testing company prior to participation in an extra-curricular activity.
7. All participants will be subjected to random drug testing a minimum of three times during the school year.
8. To be removed from the roster of students to be tested, the student must complete and submit JC – 466, the Activity Drop Form. Any student that submits an Activity Drop Form will be ineligible for any extra-curricular activity for one calendar year from date the form is signed.

VI. Refusal to Submit to Random Testing

If a student driver or student participating in extra-curricular activities who has signed form The consent and whose name was randomly selected for testing refuses to be tested for alcohol or drugs the following shall occur:

- A. The principal or his/her designee must immediately contact the student’s parent/guardian and advise them of the refusal to be tested or the student continues to refuse to be tested, then the student shall immediately

be suspended from all extra-curricular activities and on-campus driving privileges for one year from the date of the refusal.

- B. After at least thirty (30) school days of suspension, the student may choose to be drug tested. Upon receiving a negative result, the student may participate in extra-curricular activities and have on-campus driving privileges reinstated. The vendor used for testing must be the collection agency currently being used by the Jackson County School Board. The test results must be submitted in writing directly from the vendor to the Jackson County School Board Contact or his/her designee. The test will be done at the expense of the student or his/her parent/guardian.
- C. At the end of the one-year suspension, the student shall be required to submit to a drug test and render a negative result in order to participate in any extra-curricular activities or have on-campus driving privileges reinstated. The test will be done at the expense of the student or his/her parent/guardian.
- D. Failure to take the test the following year or years shall result in the same suspensions.

VII. Procedures In the Event of Positive Results

If a student tests non-negative on-site, the testing facility employee shall notify the District contact and the Superintendent. No one else will be notified of the pending result until it is confirmed by the MRO. Once a positive has been confirmed to the District Contact and the Superintendent, the Principal will be notified. The principal or his designee shall schedule a conference with the student and his/her parent/guardian and other appropriate school personnel, as deemed necessary, to discuss any positive test results and the consequences. This shall be referred to as the "Positive Test Conference".

A. First Positive

- 1. The student shall be ineligible to participate in all extra-curricular activities and on-campus driving privileges for one year from the date of the positive test; or
- 2. The student and his/her guardian must complete all of the following:
 - a) The student shall receive a fifteen (15) school day suspension from all extracurricular activities and on-campus driving privileges.
 - b) Upon completion of the fifteen (15) school day suspension, the student shall submit to another drug test. If the student has a negative test result, the student may resume participation in extracurricular activities and on-campus driving privileges.
 - c) In the event the test is positive, the student moves to the second positive result level.
 - d) The drug tests shall be at the expense of the student or his/her parent/guardian

B. Second Positive

- 1. The student shall be ineligible to participate in all extra-curricular activities and on-campus driving privileges for one year from the date of the positive test conference; or
- 2. The student and his/her guardian must complete all of the following:
 - a) The student shall receive a thirty (30) school day suspension from all extra-curricular activities and on-campus driving privileges.
 - b) Upon completion of the thirty (30) school day suspension, the student shall submit to another drug test. If the student has a negative test result, the student may resume participation in extra-curricular activities on-campus driving privileges.
 - c) In the event the test is positive, the student moves to the third positive result level.
 - d) The drug tests shall be at the expense of the student or his/her parent/guardian

C. Third Positive Result

- 1. The student shall be ineligible to participate in all extra-curricular activities and driving privileges for one year from the date of the positive test conference.

VIII. Non-Punitive

No student shall be penalized academically for testing positive for alcohol, or drugs. The result of the drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results will not be disclosed to criminal or juvenile authorities, absent legal compulsion by a valid and binding subpoena or other legal process, which the school shall not solicit. In the event of service of any such subpoena or legal process, the student and his/her parent/guardian will be notified at least 72 hours before response is made by the school.

DISCIPLINARY PROCEDURES

Schools and agencies shall maintain reciprocal and active communication and cooperation through avenues such as the existing Juvenile Justice Agreement. Such agreements allow collaboration between schools, law enforcement agencies, the Department of Children and Family Services, and the Juvenile Justice in sharing information that will help school officials make the best decisions regarding students' educational services and placement. Depending on the seriousness and frequency of the misconduct, certain disciplinary procedures will be followed. Repeated occurrences of less serious behaviors may be dealt with in the same manner as misconduct of a more serious nature. Corrective measures shall be taken for such behavior and the discipline options may include but is not limited to:

1. Corporal punishment
2. In-school suspension
3. Placement into the Alternative School Short Term Program
4. Out-of-school suspension
5. Recommendation for expulsion
6. Alternative Education (Staffing Process Required)
7. Expulsion (only upon principal/superintendent recommendation and Board approval).

Some of the violations of school rules are also violations of the laws in the Criminal Code of the State of Florida. If students violate these laws, not only will they be subject to suspension from school, but the local law enforcement officials will be contacted and the student's misconduct will also be handled by these authorities.

A major consideration in the application of the Code of Student Conduct is to identify the most appropriate disciplinary action necessary to bring about positive student behavior. To that end, the following plan has been developed to ensure orderly operation of the District's Schools.

Alternative School Program—Short Term

Short Term Alternative (STA) program is a viable approach designed to keep students in school. It offers an alternative to out-of-school suspensions, and helps students who are potential dropouts. Its objectives are: To reduce the number of out-of-school suspensions; to reduce disruptive and delinquent behavior in the classroom and on school campus; and to keep students attending school.

Referrals: Each student is placed in the program upon a referral by a school administrator. The referring school administrator determines the length of time the student must be present (ranges from 3-10 days), in accordance with the rules of the Plan. The school administrator who refers a student to the Short Term Alternative (STA), must complete JC-167 and send a copy to the Jackson Alternative School (JAS) Principal/Designee before the student can begin the program.

Dismissals: Each student is dismissed from the program after the referral period has been satisfactorily served.

Short Term Alternative (STA) Guidelines

1. Attendance in the program is mandatory for students who are referred from their regular school.
2. The parent/guardian of the student placed into the Short Term Alternative (STA) must meet with the Principal/Designee prior to the first day of placement in STA. Students can ride the bus to the STA Program. Students are subject to the bus behavior rules of JAS while riding a school bus to and from JAS.
3. Sending Schools are responsible for delivery of academic assignments and materials needed by the referred student. The STA teacher will send work (completed or not) back to the sending school upon completion of assigned days.

4. Parent/Guardian(s) of students referred to STA for the third time will have to meet with the Alternative School's Principal/Designee and will be informed that the next referral to STA will be for a minimum of 90 days.
5. Students cannot reenter the referring school until all days assigned are completed satisfactorily. Days not in attendance at the Alternative School, without proper documentation, will be counted as un-excused absences from the referring school.
6. After the student has completed the STA, the student will be released to return to their assigned school.
7. If the student has behavior issues while assigned to the STA, the Alternative School Principal/Designee may take appropriate discipline measures including adding more days to the assignment or Out of School suspension. The student will still be required to complete the original days of assignment and any additional days if added by the Alternative School Principal/Designee before being dismissed
8. A student sent to STA will not be permitted to attend or participate in any extra-curricular activities back at the referring school while assigned to STA.
9. Students who fail to follow the rules of the Alternative School personnel will be subject to having extra days assigned to the school, referral to the ACE program, or Expulsion.
10. Any tests to be administered to students attending STA will be sent to the JAS by the sending school. The tests, after being completed, will be returned to the sending school.

Classification of Violations

Violations of the Code of Student Conduct are divided into three classes. Class I—Minor; Class II—Intermediate; and Class III—Major. Each classification is followed by a disciplinary procedure to be followed by each school within the district. In the following classes of violations and disciplinary procedures, it is understood that the student will be provided with due process before any disciplinary action is taken. These classes of violations are designed to be used with students in Grades 5-12.

Class I – (Minor Offenses)

- A. Minor distraction of other students—any behavior that alters the teaching process of the classroom or educational activity.
- B. Use of profane or obscene language.
- C. Non conformity to Dress Code
- D. Minor misbehavior on a school campus.
- E. Inappropriate public display of affection between students (hugs, kisses, hand holding).
- F. Eating or drinking in unauthorized areas
- G. Locker misuse or abuse. Sharing lockers is not permitted. Violation of this rule will also result in loss of locker privileges.
- H. Littering of school property
- I. Use of cell phones, IPODS, MP3 Players, CD players, video games, radios, cards, or any electronic device that has storage and communication capabilities; and other inappropriate devices during the school day without administrative approval.
- J. Sitting in parked vehicles after arriving at school and/or during the school day
- K. Intentionally providing false information to school personnel such as forgery of parent/guardian name
- L. Minor physical conflicts (example: pushing, shoving) on campus which stops when reprimanded
- M. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
- N. Skipping class without leaving campus.

Disciplinary Actions For Class I Offenses

First Offense: Conference with student, parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: Parental contact and disciplinary action such as corporal punishment, in-school suspension, etc. After three Class I Offenses are earned by a student, the next (fourth and future) Class I Offense **may** be considered a Class II Intermediate Offense.

Class II – (Intermediate Offenses)

- A. Leaving campus without permission
- B. Gambling—Any participation in games of chance for money and/or other things of value
- C. Defiance of school board employee’s authority—any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee. (Overt and continuing to be determined by an administrator).
- D. Fighting—any physical conflict between two or more individuals on school grounds, on a school bus, or at any school sponsored activity (mutual combat, mutual altercation)
- E. Instigating Conflict—the deliberate attempt to incite, provoke physical conflict or verbal altercation between individuals
- F. Vandalism—Any intentional and deliberate action resulting in injury or damages to public property or the real or personal property of another
- G. Stealing, Larceny, Petty Theft—The intentional unlawful taking or carrying away of property valued at less than \$300 belonging to or in possession or custody of another
- H. Possession of stolen property totaling \$300 or less
- I. Threats, Intimidation, Extortion, Harassment—Verbally or by written or printed communication, maliciously threatening a person,
- J. Trespassing—Willfully entering or remaining on any school property without being authorized, licensed, or invited; or, having been authorized, licensed, or invited after being warned by an authorized person to depart and refuses to do so
- K. Possession of lighters, matches, fireworks/firecrackers etc.; and/or igniting fireworks or firecrackers
- L. Unjustified activation of a fire extinguisher
- M. Written or verbal proposition to engage in sexual acts
- N. Use of obscene gestures, racial slurs, illustrations, or language directed toward another person
- O. Mere possession of a knife (as defined in Florida Statute 1006.07),
- P. Touching/hitting of another person against his/her will
- Q. Possession and/or use of tobacco or tobacco products on school property—reported to school SRO for possible citation, including electronic cigarettes
- R. Major distractions—any behavior that alters the teaching process so as to prevent class activity from continuing in an orderly manner
- S. Any action by a student that constitutes an inappropriate use of a computer and/or network resource or to improperly restrict or inhibit others from using and enjoying those resources
- T. Reckless driving on School Board Property
- U. Refusal to give name or intentionally giving false information to authorized persons
- V. Misuse of lunch codes
- W. Use of unauthorized video/recording devices on campus

Disciplinary Actions for Class II Offenses

Upon a documented Class II Offense, the student will be given days at the Alternative School.

1st referral—assignment to STA for 3 days. Upon return from the 3 days assignment, the school’s RTI Team shall determine which if any interventions need to be initiated.

2nd referral—assignment to STA for 5 days. Upon return from the 5 days assignment, the school’s RTI Team shall convene and initiate/review RTI interventions.

3rd referral—assignment to STA for 10 days. Upon return from the 10 days assignment, the school’s RTI Team shall review the student’s referrals. In the event a pattern of misbehavior is occurring, the school’s RTI team shall convene and initiate/review his/her Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) to implement interventions.

4th referral—assignment to the ACE Program at JAS for 90 good days. The student’s RTI Plan must be submitted to JAS for documentation of interventions if applicable.

Class III – (Major Offenses)

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are so serious that they must include a Teacher-Student-Parent-Administrator Conference and require administrative actions which may result in the removal of the student from school or alternative placement. Such acts which require disciplinary action by the school and may result in criminal penalties and/or criminal prosecution. (F.S. 1001.42; 1006.07; 1006.13; 1006.21; 1006.22; 1006.28.)

Examples:

- A. Drugs or controlled substances and Alcohol—use of, possession of, distribution of, sale of, and/or under the influence of
- B. Possession of any instrument or object (as defined by Section 790.001(13), Florida Statutes,) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.
- C. Battery/Assault Upon a School Board Employee
- D. Robbery, Stealing, Larceny, Grand Theft--\$300 or more
- E. Burglary of school property
- F. Criminal Mischief—in the excess of \$300
- G. Arson of school board property
- H. Bomb Threats
- I. Explosions—preparing, possession, or igniting on school board property
- J. Sexual Acts—including but not limited to battery, sexual intercourse, attempted rape, or rape, and/or other acts considered inappropriate for school environment by the Principal
- K. Aggregated Battery
- L. Inciting or participating in a major student disorder which results in destruction or damage of property or personal injury to others (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
- M. Indecent exposure
- N. Unprovoked assault or attack on another individual (The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement or result in serious bodily harm. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.))
- O. Possession, distribution or manufacture of pornography
- P. Aggressive Bullying
- Q. Any other offense which the principal may deem reasonable to fall within this category after consideration of all circumstances.

Disciplinary Actions for Class III Offenses

Upon documented Class III offense, or meeting the criteria of a violent or disruptive student, the student will be given 9 Days of Out of School Suspension and one of the following:

- Recommendation for expulsion submitted to Superintendent
- Expulsion as determined by Jackson County School Board
- Alternative placement and/or referral to mental health services
- Referral to mental health services for involvement of firearms or weapons, threats or false reports.

Zero Tolerance

The Jackson County School Board supports and enforces the zero-tolerance policy for unlawful possession, use and distribution of illicit drugs, controlled substances of any kind, or is in possession of any drug paraphernalia. However, for a student's first offense of simple possession of a controlled substance, the Board may choose to offer the student and parent an alternative placement in the ACE program in lieu of expulsion. The terms of the alternative placement shall be as follows:

1. The student will be suspended for nine days and recommended for expulsion.
2. Prior to the expiration of the nine day suspension, the student and parents must notify the school district, in writing, that the student waives his/her right to an expulsion hearing and agrees to placement in the ACE program on the following terms and conditions:
 - a. ACE placement shall be for a minimum of ninety days and all rules and regulations of that program must be strictly adhered to;
 - b. Students referred for simple drug or alcohol offenses shall submit to drug testing by a Board-approved facility for the duration of his/her placement in ACE; however, ACE reserves the right to randomly test any student at the school's discretion. Drug testing shall be at the student's expense.
 - c. The student shall participate in a Board approved substance abuse program which shall be approved in advance by the ACE principal. Participation in the program shall at the student's expense.
 - d. If the student fails to take the drug tests as agreed, tests positive for controlled substances, fails to attend and complete the substance abuse counseling program, or fails to adhere to the rules and regulations of the ACE program, he or she shall be expelled for one calendar year and shall not have the right to any further hearing before the Board. This alternative placement shall only be available for a student's first offense for simple possession of a controlled substance or alcohol.

Interscholastic, Extracurricular Student Activities

In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must maintain satisfactory conduct. If the student is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, participation in interscholastic extracurricular activities will be denied. A student in the situation described above will not be allowed to participate for a minimum of nine weeks after which a school-based discipline review committee will be convened to determine the status of the student in regard to participation in extracurricular activities. Beginning with the 2013-14 school year, a student placed/sent to Short Term Alternative (STA) will not be permitted to attend or participate in any extra-curricular activities at the referring school while assigned to STA. For any student that has been or will be staffed into the ACE/CACL program, the student will remain ineligible for participation in any extra-curricular activity until he/she reaches Level II and permission is given by the JAS Principal and the referring principal.

Bus Discipline—Grades K-12

A system of pupil transportation is provided to students attending the Jackson County School system. The bus is an extension of the classroom, therefore, students are required to observe all school rules while being transported to and from school. A violation of bus rules will result in denial of riding privileges according to the following actions:

1. 1st Referral – Warning
2. 2nd Referral – Alternate seating
3. 3rd Referral - 3 Days suspension from the bus
4. 4th Referral - 5 Days suspension from the bus
5. 5th Referral - 10 Days suspension from the bus
6. 6th Referral - 15 Days suspension from the bus
7. 7th Referral - 30 Days suspension from the bus
8. 8th Referral and all subsequent referrals 45 Days suspension from the bus

Prior to suspension from the bus, school administration will determine if the suspension will result in the child being unable to attend school due to lack of transportation. Determination can be made by documentation of one or more of the following:

- Parent phone contact confirming alternate transportation can be provided
- Written confirmation that alternate transportation can be provided
- A Child Study Team (CST) Meeting notes that verify parent is able to provide alternate transportation.

If at least one of the afore-mentioned documentations can be provided the school administrator may proceed with the Bus Suspension. In the event that a student's bus suspension will prevent him/her from attending school, the school must pursue an alternate discipline such as:

- Corporal punishment with parent's approval
- Bus Clean up (when available) with parent's approval
- An agreed upon Discipline between parent and administration
- Suspension from the bus as a last resort and be due to a safety concern for the bus occupants

POSSESSION AND/OR USE OF WIRELESS COMMUNICATION DEVICES

A. Possession of Electronic Communication Devices

The Jackson County School District reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

1. Students may carry an electronic communication device to school and school-sponsored activities. However, the use of wireless communication devices, upon arrival on the school campus in the a.m. until the last dismissal bell in the p.m. on the school site, is prohibited and they shall be turned completely off and kept out of sight.
2. Electronic communicative devices include, but are not limited to, two-way radios, cellular phones and pagers, as well as PDA's and laptops with two-way messaging capabilities.
3. Wireless communication usage is not allowed, upon arrival on the school campus in the a.m. until the last dismissal bell in the p.m. on the school site. Usage is not allowed on any portion of the school campus at any time during the school day, including school-sponsored activities during the school day, unless an emergency situation exists, as defined by District or school staff.
4. Wireless communication device usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is prohibited. Distracting behavior that creates an unsafe environment will not be tolerated.
5. It is the students' responsibility to ensure that their wireless communication devices are turned off and out of sight during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including suspension as well as confiscation and return of the device to the student, student's parents or guardians after the end of the school day.
6. Students shall be personally and solely responsible for the security of their wireless communication devices. The Jackson County School Board shall not assume responsibility for theft, loss, or damage of a device, or unauthorized calls made on a cell phone.
7. There are criminal and noncriminal penalties for the offense of sexting. A minor commits the offense of sexting if he or she knowingly uses a computer, or similar device, to transmit or distribute to another minor any photograph or video of any person which depicts nudity and is harmful to minors, or possesses a photograph or video of any person that was transmitted or distributed by another minor which depicts nudity and is harmful to minors.

MIDDLE AND HIGH SCHOOL ATTENDANCE POLICY

Purpose: To establish procedures and guidelines for implementing the High School Attendance Policy to be utilized by parents, students and school and district staff.

Procedures:

1. General

- A. All questions relating to the attendance policy are to be directed to the school. The concerned party should contact the school's attendance office for clarification first and then, if not satisfied, the school principal.
- B. Each of the schools will document attempts to notify parents of each absence. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- C. Students will be allowed to make work up provided that the absence is excused. However, an unexcused absence will result in the student not being allowed to make up work for that class.
- D. The Attendance Verification Report signed by the teacher and/or the teacher's gradebook will be the final authority in determining the number of absences for each student.
- E. It is the right of the school Principal to excuse any student from tardies, checkouts, or absences due to special or extenuating circumstances.

2. Tardies

- A. A student who arrives unexcused to class after the scheduled beginning time will be recorded as tardy for that class.
- B. A student more than ten minutes unexcused tardy to class is to be marked "unexcused absent" for that class. A student must be present 80% of the allotted class time in order to be counted present. (ex: 40/50 minutes)

3. Absences

- A. Students are to sign in/out when missing a class for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.
- B. Excused absences will be given for the following reasons:
 - Religious instruction and/or religious holidays.
 - Sickness, injury or other medical condition.
 - Other academic classes or programs.
 - School leave – school approved trips such as instructional field trips, club events, athletics, etc.
 - Educational trips – when requested by parents, trips for educational purposes may be granted.
 - Pre-approved absences – absences from school approved by the administration prior to occurrence.
 - Funerals
 - Legal reason (documentation must be provided).

Students **MUST** bring a written excuse to explain their absence. Any absence for reasons not listed above will be considered unexcused unless approved by the administrator. Students must turn in excuse notes to the office within five (5) days after an absence. Excuse notes brought in after five (5) days will not be accepted. Students who accumulate five (5) absences in a 30 day period or ten (10) absences in a 90 day period will result in a mandatory Child Study Team meeting.

C. Unexcused Absence

Students shall receive a zero for all work missed and will not be allowed the privilege to makeup work.

4. Child Study Team Attendance Conference

In order to appeal an unexcused absence, the student and parent must request a hearing, at the school.

- A. The Child Study Team will hear and rule on the appeal.

5. Non-compliance with Attendance Requirements for Students-

- A. Refer – If the student exhibits a pattern of nonattendance, that is a student who has 5 absences (excused or unexcused) in a rolling 30 day cycle calendar period or 10 in a rolling 90 day cycle calendar period, the principal shall refer the parent and student to the Child Study Team. At the initial meeting the Child Study Team shall implement intervention that best addresses the problems. These may include, but not be limited to:

1. frequent communication between the teacher and the family

2. changes in the learning environment
3. mentoring
4. student counseling
5. tutoring, including peer tutoring
6. placement into different classes
7. evaluation for alternative education programs
8. attendance contracts
9. referral to other agencies for family services
10. other interventions, including, but not limited to a truancy petition pursuant to s.984.151

The Child Study Team shall work diligently in facilitating the intervention services, however, if a parent or child refuses to attend the CST meeting, the child and parent will be referred to Truancy Court.

B. Enforcement

1. If the Child Study Team efforts are unsuccessful in resolving the truancy/absence programs, the Superintendent or his designee may notify the Department of Highway Safety and Motor Vehicles, refer to Truancy Court or refer to Children and Family Services for reduction in cash assistance.

Dress Code

Definition of Standard District Wide School Attire Includes the Following:

Acceptable Attire in the Jackson County Schools:

- A. Khaki colored or plain blue denim jean pants, khaki colored or plain blue denim jean capris pants, khaki colored or plain blue denim jean shorts, khaki colored or plain blue denim jean skirts. Pants, capris, shorts, or skirts must be dress style or casual dress style.
- B. Collared, buttoned golf style shirts with short or long sleeves, in the solid color of white may be worn. Collared long sleeved or short sleeved button up shirts in the solid color of white may be worn. Individual schools may designate up to two additional solid colors for acceptable shirts. Plain solid white shirts or plain school colored shirts may be worn underneath the approved polo style and must be worn underneath button up style shirts provided that only the top button is left unbuttoned. Solid colored Sweatshirts and Sweaters in the school approved colors may be worn over the approved shirt provided they have no print on the front. Hoodies (sweatshirts with attached hoods) are not permitted.
- C. Chests and midriffs must be covered. Pants, capris, shorts, or skirts with elastic waistbands must be worn at the waist and do not require a belt. All others require a belt and must be worn at the waist. Shorts and skirts must extend to the knee.
- D. All clothing must be hemmed. No holes, other than button-holes, may be in any garments; no drawstrings, cut-offs, or rolled-up pants legs are allowed on pants, capris, shorts, or skirts.
- E. No clothing shall be modified, rearranged, adorned, or added to (such as rhinestones, patches, etc.)
- F. Not acceptable at GHS is headgear that covers the whole top of the head (toboggan, ball caps, etc.) or sunglasses.
- G. School Sponsored shirts may be worn with the permission of the school Principal on special school sponsored days (such as homecoming week). Principals will have the authority to approve occasional variations from Standard District Wide School Attire for particular groups of students. For example, athletic team members or cheerleaders may wear their sleeveless tops layered over an approved school shirt. Members of school clubs or students involved in a school sponsored activity may wear school-sponsored apparel on days designated by the Principal.

Drop-Off and Pick-Up Area

Students in 6-12 should be dropped off and picked up in the south parking lot only (by the band room) when teachers are on duty. Students should **not** use the circular parking lot for any reason including after school practice.

Drug Dogs

Students should be aware that drug dogs might be used on campus at any school-sponsored activity at ANY TIME. The drug dogs will be on campus at random and unannounced times.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT Section 1010.215, F.S.

2016-2017 SCHOOL FINANCIAL REPORT

GRACEVILLE HIGH SCHOOL

REVENUES Footnotes [1] and [2]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal	354,460	13.28%	10,154,049	16.88%	3,286,119,869	13.21%
State/Local (excludes Lottery)	2,315,416	86.72%	49,844,559	82.85%	21,522,040,210	86.50%
Lottery	0	0.00%	100,052	0.17%	47,000,042	0.19%
Private	0	0.00%	65,900	0.11%	24,507,821	0.10%
Total	2,669,876	100.00%	60,164,560	100.00%	24,879,667,942	100.00%

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS ** Footnote [3]	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Assistants (Salaries/Benefits)	4,477	4,378	4,703	1,326,772
Substitute Teachers (Salaries/Benefits)	Footnote [2]	Footnote [2]	Footnote [2]	Footnote [2]
Other Instructional Personnel ****	969	836	969	287,306
Contracted Instructional Services	67	147	206	19,824
School Administration	854	544	573	253,220
Materials/Supplies/Operating Capital Outlay	144	196	212	42,711
Food Service	613	574	508	181,685
Operation and Maintenance of Plant	1,692	1,141	892	501,568
Other School-Level Support Services	192	169	200	56,786
TOTAL SCHOOL COSTS **	9,008	7,985	8,263	2,669,872

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration, for Jackson County School District totaled \$6,233,348 or \$983 per FTE.

[2] The costs of substitute teachers are included in "Other School-Level Support Services". Costs for GRACEVILLE HIGH were \$11,981 or \$40 per FTE.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Assistants (Salaries/Benefits): Footnote [3]				
Basic Programs	4,189	3,602	3,959	1,055,220
ESOL	0	3,731	4,741	0
Exceptional Programs	6,974	8,095	7,355	184,613
Career Education Programs	4,830	3,556	4,164	86,939
Adult Programs Footnote [4]	[6]	[6]	[6]	[6]
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks	63	38	Not Available from State Data Base	18,803
Computer Hardware & Software	0	37	Not Available from State Data Base	0
Other Instructional Materials	71	101	Not Available from State Data Base	21,038
Other Materials and Supplies	10	21	Not Available from State Data Base	2,870
Library Media Materials	14	5	Not Available from State Data Base	4,109

[3] The total of "Teachers/Teachers Assistants" by program should agree to "Teachers/Teachers Assistants" reported in the previous section.

[4] Not funded by FEPP.

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.

Emergency Drills

Building emergency drills are held periodically throughout the year to familiarize and to provide each student with emergency procedures. Students should familiarize themselves with the emergency procedure for each of their scheduled classes. Evacuation routes are posted in all rooms and buildings. All students may be familiarized with bus drills as well.

When the emergency alarm sounds, the students should:

Follow the emergency procedure as instructed by teacher in a completely organized manner;

Stay together as a class during the entire emergency drill;

Students who are in the hallways when the emergency alarm sounds should move with the traffic flow and report to the nearest teacher.

Remain quiet and follow directions.

Students not following proper procedure will receive a discipline referral.

Food on Campus and Visitors at Lunch

Parents are allowed to bring students their lunch. The parents must bring the food into the office to deliver for the students. Students are not allowed to leave the classroom to meet parents at their vehicles. They can come by the office on their way to lunch. No open containers allowed (including drinks with straws). No glass containers are allowed. Students will **not** be allowed to leave class to pick up meals. Visitors, including parents, will not be allowed to have lunch with students on campus in the cafeteria without approval from administration. Parents are not allowed to bring food to be shared with other students. All students will receive free breakfast and lunch this year. A la carte items and extra milk/juice can be purchased. Students may bring money daily for these items or prepayment into your student's online account will still be accepted at www.sendmoneytoschool.com. No a la carte items will be charged.

Fund Raising Activities

On campus fund raising activities not sponsored by a school club or organization are prohibited. All fundraisers must be approved by the principal.

Grading and Reporting

Report Card Dates

October 19, 2018

January 11, 2019

March 22, 2019

The 4th report card will be available
2 to 3 weeks after school is out.

Progress Report Dates

August 31, 2018

September 21, 2018

November 2, 2018

November 30, 2018

January 25, 2019

February 15, 2019

April 12, 2019

May 3, 2019

Graduation Exercises

A student must meet all requirements for either a standard or special high school diploma or a special certificate of completion to be permitted to participate in the ceremonies for graduation. All financial obligations that are deemed mandatory must be settled. Participation in Graduation exercises is not a right.

Hall Passes

No student will be allowed in the halls, during regular class times, without a student planner authorized by the teacher in charge of the student during that time. **The only acceptable hall pass is the student's own planner.** This pass must be signed by the teacher to whom you are assigned for that class period. Students should take the

shortest quickest route possible without stopovers or interruptions of other classes. Replacement planners are \$20.

Homeroom Dues

Students in grades 6-10 will be requested to pay \$10.00 for homeroom dues. These dues will cover expenses of homecoming floats and class pictures. Juniors will pay \$20.00 per year to help defray Prom expenses. Seniors will pay \$50.00 per semester to defray senior expenses.

Lockers

Homeroom teachers will assign student lockers. Lockers should not be shared with anyone. Each student will be held responsible for the care of the locker and will be expected to pay for any damages to their locker. Lockers are the property of the Jackson County School Board, and are subject to inspection and search at any time by school officials. **Students may only go to their locker after the first bell, before lunch and after school.** Do not leave valuable items in lockers, hall or gym. PE lockers must have a lock on them. **Ball bags must be placed in the gym locker in the morning before reporting to 1st period. Bookbags, ball bags, etc. are not allowed in the classrooms.** Students may rent a lock for \$2.00 for their PE locker. Lockers must be locked at all times. **Failure to keep your locker locked may result in your locker privilege being taken away.**

Make-Up Work

Upon returning to school after a period of absence, the student will have three (3) days to make arrangements with his/her teachers to make up any daily work missed due to an excused absence. The time scheduled will be at the teacher's convenience and it will be the student's responsibility to make the arrangements. If a student misses a unit test, the test must be made up within three (3) days after returning to school. If the student has not met these requirements he/she will receive zeros.

Parent/Teacher Conferences

Parents and teachers are encouraged to communicate. Parents or teachers may schedule a conference before or after school. Parents should call the school office for an appointment. Parents may, after conference and scheduling, shadow a student. Parents may communicate via email through the GHS website.

<http://ghs.jcsb.org/>

Personal Items

Students are encouraged not to bring valuables to school. If you do, these items should remain with you or locked in your locker at all times. The school cannot be held responsible for lost or stolen items including electronic devices. Students should not have more than \$20.00 in their possession at any time while on campus.

Telephone

Only telephone calls deemed emergencies by the office will be allowed. Students will not be removed from class unless it is an emergency. A message will be taken and given to the students at lunch.

Video Surveillance Cameras

Graceville High School has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the Jackson County School District authorizes the use of video surveillance cameras by the District. This serves as notice that video surveillance/recording may occur while you are on school property.

PATRIOTISM

The Pledge of Allegiance to the Flag of the United States of America will be recited each morning before beginning instruction at Graceville High School. Students have the right not to participate in reciting the Pledge, per Florida Statute 1003.44. If a parent wishes for their student to be excused from reciting the Pledge of Allegiance, a written request for such must be submitted to the school and the student will be excused. Otherwise, all students will recite the Pledge.

CONTINUOUS POLICY OF NONDISCRIMINATION

The Jackson County School Board does not discriminate against any person on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, lack of English language skills, national origin, disability or pregnancy in violation of applicable state or federal law in the educational programs or activities (including vocational) which it operates or in the employment of personnel and does not tolerate any such discrimination. The district provides equal access to its facilities to the Boy Scouts and other patriotic youth group as required by the Boy Scouts of America Equal Access Act. Questions, requests for information or complaints alleging violation of this policy shall be made to the Equal Employment Officer (EEO).

EQUAL OPPORTUNITY OFFICER

Shirl Williams

(shirl.williams@jcsb.org)

Director of Student Services

2903 Jefferson Street

Marianna, Florida 32446

850-482-1200

ANNUAL NOTIFICATION OF NONDISCRIMINATION

The Jackson County School District offers the following career and technical programs to high school students wherein they may earn industry certification:

Agriculture, Arts/AV, Business/IT, DCT, EDU/Train, Engineering, Health and Hospitality

These programs are open to all students.

To access the list of programs, by school, visit the website at www.jcsb.org and follow the link to Career and Technical Programs (Industry Certification).

The district prohibits discrimination in the terms and conditions of employment and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age disability, pregnancy, marital status, sexual orientation or genetic information. Reasonable accommodations are available for persons with disabilities to complete application/interview process. Contact Mrs. Cheryl McDaniel, Deputy Superintendent (850)482-1200.

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Lack of English Language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

The School Board Policy and the Procedures related to the prohibition of discrimination and the grievance procedures for resolution of a complaint, are available upon request in each school office or the district superintendent's office.

Any violation of the provisions of the Florida Educational Equity act, Section 504 or Title IX should be reported to:

Shirl Williams, Equity Coordinator

Jackson County School Board

2903 Jefferson Street

Marianna, Florida 32446

850-482-1200

Any violations of the provisions of the Americans with Disabilities Act should be reported to:

Cheryl McDaniel, ADA Coordinator

Jackson County School Board

2903 Jefferson Street

Marianna, Florida 32446

850-482-1200

Visitors on Campus

Graceville High School operates under a closed campus policy. Absolutely NO visitors are allowed on campus WITHOUT the approval of the administration. Any one found in violation will be charged with trespassing. All visitors, salesmen, etc., (after clearance) are directed to their destination. Upon completion of their business, all visitors are asked to vacate the campus immediately. School visitors are not allowed on campus or to visit classrooms.