



2024-2025

STUDENT/PARENT HANDBOOK

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HONOR CODE

“As a member of Gulf Stream School, I pledge my academic and personal integrity through honorable behavior and support to the School community, as I expect others to be responsible and to do the same.”

Students are expected to be honest in all their words and deeds and to respect the rights, property, and reputation of every member of the School community. Each student has a duty to accept individual responsibility in promoting the atmosphere of trust engendered by the Code. Those who choose to violate that atmosphere jeopardize their ability to remain in the School’s community. All students in grades 5-8 and their parents must sign the school’s Handbook Acknowledgment Form indicating they understand and will abide by these expectations.

Penalties for violation of the Honor Code will be in accordance with the Schools’ Disciplinary Procedures.

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact the Head of School.

MISSION STATEMENT

Gulf Stream School empowers children to succeed, inspires intellectual curiosity, and celebrates both effort and accomplishment.



HISTORY OF THE SCHOOL

Gulf Stream School was founded in 1938 by Ada Belle and William C. Johnston. At the outset, the School's acreage and physical plant were owned by Bessemer Properties, the company that planned and developed the community of Gulf Stream in the 1920s. The Johnstons were able to purchase the School from Bessemer in the late 1940s and retained ownership until June of 1962 when, in anticipation of their retirement two years later, they transferred the School and its property to the not-for-profit entity that continues today.

In 1998, former faculty member David Winans wrote *The Little School by the Sea*, the first full history of Gulf Stream School. The 75-page book offers a complete and compelling history of the School, tracing its growth through six decades and detailing its philosophies and the people who helped make it the school it is today. The book is available in the School bookstore.

SCHOOL PHILOSOPHY

Gulf Stream School's educational philosophy is anchored in a "whole child" approach, seeking to address the full scope of every child's developmental needs. Warm and abiding teacher-student-parent relationships are central to this approach and are achieved through small classes, individual support when challenges arise, multiple opportunities for families to connect with teachers and administrators, and a host of traditional bonding activities, including field experiences and travel.

Student experiences are aligned to include all co-curricular classes, community service, and athletics or PE, as we believe participation in the "life" of the school is essential to achieving "whole child" education. Social/emotional learning and a school-wide emphasis on diversity, equity, inclusion, and belonging deepen all learning opportunities, while enriching the school community and ensuring all students are known and valued.

SCHOOL ORGANIZATION

The School is governed by a Board of Trustees and the Head of School. Many trustees have or have had children attend Gulf Stream School or have attended Gulf Stream themselves. They represent a diversity of talent and expertise and are committed to the School.

The Head of School is accountable to the Board of Trustees. The Head's responsibilities include the School's operation, supervision of the faculty and faculty development, staff, policies, curriculum implementation, discipline, admissions, finances, alumni, public relations, and plant management. Numerous faculty and staff members assist the Head of School, including the Assistant Head of School, CFO, the Director of Development, the Director of Admissions, and various faculty coordinators.



When an occasional concern or grievance arises, the School should be notified so the matter can be addressed at once. A parent should first contact the appropriate teacher to discuss the situation. If the outcome is not satisfactory to the parent, the next step is to speak to the appropriate Division Coordinator. If the matter is still unresolved, the parent may wish to meet with the Head of School.

STATEMENT OF EXPECTATIONS

At the heart of Gulf Stream School is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of students. All members of the community have an obligation to know and uphold the School's values and strive to embody them in word and deed.

Some places it is and other place it is not We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates an environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to the Head of School.



All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

ACCREDITATION AND MEMBERSHIPS

Our School is accredited by the Florida Council of Independent Schools (FCIS) and is a member of the National Association of Independent Schools (NAIS) and the Elementary School Heads Association (ESHA).

NON-DISCRIMINATION POLICY

The School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, sex, color, creed, ethnic, disability, sexual orientation, gender identity or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

If a transgender or non-conforming gender student or his or her parent/guardian wish to request accommodations at the School, please contact the Head of School. The Head of School and/or the Head of School's designee(s) will work closely with the student and/or the parent/guardian, if appropriate, to discuss individual needs and requested support and accommodations. The School will determine whether requested support and accommodations will be implemented.



ACADEMIC PROCEDURES AND GUIDELINES

General

Students are expected to be at School every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The School requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of School prior to a School break. Should that be unavoidable, teachers will assist in providing assignments to students, but there should be no expectation that missed material will be re-taught when the student returns. Whenever possible, regularly scheduled medical appointments should be made after School hours. Students with excessive absences, may be denied re-enrollment or promotion and may cause the student to risk being out of compliance with the State of Florida's attendance statutes. The School will closely monitor attendance and will communicate with any families that may approach this threshold.

Making Up Missed Assignments

It is the responsibility of the individual student to see his/her teacher(s) to make up missed assignments. If assignments are missed due to absence, students will have as many day(s) to make up assignments, as they are consecutively absent. Should a student not complete make-up assignments, within the allotted time, the assignment may be penalized at the discretion of the teacher, up to and including a zero on the assignment.

Should an assignment miss a deadline for reasons other than absence, students must meet any new deadline established by their teacher. Assignments that do not meet final deadlines may be penalized at the discretion of the teacher, up to and including a zero on the assignment.

Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the test's value may be reduced or the student may not be given the test, and receive a zero.

Students or parents may request assignments for extended absences. A student returning to School during the School day is required to locate the teacher of each class missed to get any assignment(s) and/or take any test(s) missed, or make arrangements to take them.



Tardies

Students arriving to School after 8:10 are considered tardy and must check in at the front office. Consistent lateness may result in communication from the School and a plan or agreement to address the issue. **Please remember that punctuality is important. We are building the foundation for your child's future.**

Sign-in and Sign-out Procedures

There are specific procedures for signing a student in and out of School. The Front Office must be notified beforehand, preferably in an email to dsuggs@gulfstreamschool.org. If arriving late, the child must sign in at the Front Office; similarly he or she must sign out at the Front Office if departing early.

The School will not allow a student to leave School with a person other than his or her parent, nor to leave campus unsupervised, unless authorized by the student's parent to do so.

After School Program (ASP)

Gulf Stream School's After School Program (ASP) operates five days a week from 3:15-4:15 and is available to students in PK3 - Grade 5. Please notify your child's teacher and the Program Director in advance if there is to be a planned drop-in to or absence from the program. More information may be obtained from the Program Director. The fees for ASP are available on the website .

Arrival, Drop-Off, Dismissal and Pickup

Students must arrive between 7:50 and 8:05 a.m. Students in PK-Grade 3 or students in a carpool with peers in PK-Grade 3 are dropped off and picked up in front of the School. Students in Grades 4-8 are dropped off in front of the Chapel. Drop off and pick-up are not permitted in the east parking lot. Cars should approach School via Lakeview Drive (via Golfview at pick-up on Fridays) and depart via Sea Road. The Gulf Stream Police enforce the speed limit throughout the town and expect all vehicles to come to a full stop at all STOP signs. The Gulf Stream Police are a welcome presence on our campus and are generally present at our arrival and dismissal times.

Parents should stay in their cars and should not use cell phones, drink coffee, or allow pets out of their vehicles. Children may walk or transport themselves to School, but they may not use their bicycles, etc. during the school day or on campus when an event is being held. Students may not drive themselves to and from school in golf carts that they intend to park on campus throughout the day. The School does not take responsibility for bicycles, etc.

Florida law requires that all children under the age of six must be buckled up while riding in a vehicle regardless of where they are sitting. Children through the age of three must be secured in a



federally-approved child restraint seat or an integrated child safety seat. Four- and five-year-olds must be secured by a federally-approved child restraint seat or a safety belt.

Palm Beach County requires PreK parents or a designated adult to sign students in and out during drop-off and pick-up each day. Signup sheets will be available in the drop-off and pick-up line.

Dismissal times can be found below:

Monday through Thursday

PK3 - Grade 5 - 3:15 p.m. (unless students are staying for ASP until 4:10, in which case they will be picked up at 4:15)

Grades 6-8 and all students in sports - 4:15 p.m.

Friday

PK3 - Grade 5 - 3:15 p.m. (unless students are staying for ASP until 4:10, in which case they will be picked up at 4:15)

Grades 6-8 - 3:15 p.m. (unless students are staying for extended study hall until 4:10, in which case they will be picked up at 4:15)

Students who are not picked up by their dismissal time will be enrolled in ASP for the day and their accounts will be charged the daily ASP rate.

The School is not responsible for students who are not picked up by 5:00 p.m., except when there is an official School-related activity. Under no circumstances should students be on campus unsupervised after dark.

Dismissal for game days is explained in the Athletics and Physical Education section which follows.

If a situation arises which necessitates taking a child out of School, the parent/guardian is required to notify the front office. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the School grounds, except for an authorized School trip, or under the conditions



described above. Students who remain after School for sports or other activities will not be allowed to leave the School grounds and then return for pick-up.

Assemblies

Assembly happens at the beginning of each week and is a valuable opportunity for the full school to meet together in one place at one time. Communal meeting time affords students the opportunity to experience their personal membership in a wider and unique learning community, dedicated to doing what is best for children. It is a good time to show self-respect and respect for classmates and teachers, to set good examples for one another, and to hear announcements.

ACADEMIC PROGRAM AND INFORMATION

Grading and Conduct Rating

The School places an emphasis on “academic vigor” defined in the School’s mission as: a challenging educational experience that fosters the skills, habits, and passion for lifelong learning. We seek to adhere to our mission at every grade level, but do not begin formally grading students until the second trimester of fourth grade. This practice enables students to experience being graded and become accustomed to the expectation for achievement, without grades being placed on a student’s transcript for high school admissions. Students should expect a diverse range of assessments and for grades to be posted within one week of the assignments’ due dates. Beginning in fifth grade, the following are recorded on our official transcripts: grades, academic honors, effort/conduct honors, and attendance records.

Gulf Stream School’s Grading Scale:

95-100 = A

90-94 = A-

87-89 = B+

83-86 = B

80-82 = B-

77-79 = C+

73-77 = C

70-72 = C-



67-69 = D+

63-66 = D

60-62 = D-

<60 = F

At the end of each trimester, Middle School students with high academic standing may receive Academic Distinction or may be named to the Head of School's List. To earn Academic Distinction, a student must have an overall average of 87% in core academic courses. To be placed on the Head of School's List, a student must have an overall average of 92% in core academic courses.

Report Cards

In the first two trimesters, report cards and comments will be available online prior to conferences. Third trimester report cards will be available online roughly one week after the end of the school year.

Until the second trimester of Fourth Grade, report cards consist of checklists and comments. In the final two trimesters of Fourth Grade, grades supplement the checklists. In Middle School, students will receive, for each class, an academic grade in the form of a numeric percentage and an effort/conduct grade on a scale of 1 to 5. (See Effort/Conduct Honor Roll for more information.)

Additional reports may be sent home between regular reporting periods. Parents who wish to meet with their child's teacher other than during regular Conference Days must contact the teacher to arrange a mutually convenient time. Administrators are also available for conferences with parents.

Please note, report cards and electronic access to report cards may be withheld for nonpayment of tuition or fees.

Effort/Conduct Honor Roll

In addition to an academic grade, Middle School students receive an Effort/Conduct grade from each teacher each trimester. Effort/Conduct is graded on a scale of 1 to 5. To receive a given Effort/Conduct grade, students must consistently exhibit every criterion for that grade. In the event of any violation either of the Honor Code or the Technology Code of Conduct, a student will receive no higher than a 2 for the trimester in Effort/Conduct in the class where the violation occurred. To earn a place on the Effort/Conduct Honor Roll, a student must have a grade of 4 or better in *every* class.



Criteria for effort/conduct honor roll

5 – Excellent

- Student maintains daily, on-time attendance, with all necessary materials, exudes positivity, actively participates, and makes insightful contributions.
- Student has no late assignments, completes all work to the best of his/her ability, takes pride in both content and presentation, and actively seeks to improve his/her work.
- Student is respectful of the learning environment and the people in it at all times, speaking and behaving appropriately to both peers and teachers.

4 – Very Good

- Student maintains regular, on-time attendance, with all necessary materials, exudes positivity, and routinely participates and makes contributions.
- Student has fewer than three late assignments, completes the majority of assignments to the best of his or her ability, takes pride in both content and presentation, and actively seeks to improve his or her work.
- Student is respectful of the learning environment and the people in it, speaking and behaving appropriately to both peers and teachers.

3 – Good

- Student maintains attendance, mostly on-time, usually with all necessary materials, with a positive attitude, and participates voluntarily.
- Student has fewer than five late assignments, meets the requirements for content and presentation for the majority of assignments, and accepts as well as applies suggestions for improvement.
- Student is mostly respectful of the learning environment and the people in it, usually speaking and behaving appropriately to both peers and teachers.

2 – Needs Improvement

- Student is intermittently absent from class or late and/or arrives without necessary materials; requires encouragement to display a positive attitude and to participate.
- Student has five or more late assignments, does not always meet the requirements for content and presentation of work, and sometimes accepts as well as applies suggestions for improvement.
- Student requires reminders to be respectful of the learning environment and the people in it, sometimes speaking and behaving inappropriately to peers and teachers.

1 – Unsatisfactory

- Student is frequently absent from or late to class arriving without necessary materials; despite encouragement; does not display a positive attitude or participate.



- Student has more than six late assignments, sometimes turns in work that reflects insufficient thought or care, and resists suggestions for improvement.
- Student requires frequent reminders to be respectful of the learning environment and the people in it and to speak and behave appropriately to peers and teachers.

Art, Music, Technology, and Athletics Effort/Conduct

In Middle School, students receive only an effort/conduct grade in art, music, technology and athletics. See the section entitled EFFORT/CONDUCT HONOR ROLL for more information. Effort/conduct grades in athletics are based on the criteria listed in that section of this handbook as well as on attendance at practices and games determined in part based on absences from practice or games, in accordance with the following scale: 5/4 - Excellent/Very Good, fewer than three absences; 3 – Good, fewer than five absences; 2 – Needs Improvement, fewer than seven absences; 1 – Unsatisfactory, more than six absences.

To earn a place on the Effort/Conduct Honor Roll, a student must have a grade of 4 or better in *every* class, including athletics.

Plagiarism and Cheating

In accordance with the Student Honor Code, all work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Plagiarism & Cheating. Cheating and plagiarism are academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or, deception.

Situations involving cheating or plagiarism on School work (tests, quizzes, homework) will result in a zero, and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.



Use of Artificial Intelligence (AI)

The use of AI, such as Chat-GPT, to complete assignments is not permitted, without the permission and supervision of a teacher. The School asks that families monitor work children are doing at home and not permit the use of AI for any homework assignment.

Homework

Practice and review are important parts of the student’s educational routine. Much of that practice can take place in class, but nightly review and preparation for the following day are important habits to cultivate. As both short and longer-term assignments are given, it is necessary for students, with the assistance of faculty and parents, to learn to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned, to return homework assignments to the teacher by the designated time, and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school appropriate. When making videos or a presentation or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette/vaping references or innuendoes. Additionally, students must not ridicule others because of their disability, gender, religion, ethnic, or racial characteristics at any time.

The amount of time spent on homework varies from student to student, particularly since many have daily study halls. Homework for First and Second Graders consists of practice exercises and projects. At this level, parents are urged to read to their children as much as possible and with the guidance of the teacher, have their children read to them.

The following homework guidelines are *suggested* and are *exclusive* of expected independent reading times:

First Grade	10 minutes
Second Grade	15 minutes
Third Grade	20 minutes
Fourth Grade	25 minutes
Fifth and Sixth Grades	30 minutes
Seventh and Eighth Grades	up to 40 minutes

In an attempt to keep the amount of homework and studying time manageable for most children, each academic subject area in Middle School is assigned a “test day.” Teachers make every effort to give tests



on the day assigned to their subjects. Quizzes, which require less preparation, may be given on any day. In addition, during the School year, inevitably situations arise which make it impossible for teachers to stick to their assigned days. Therefore, multiple tests on one day may occur from time to time during the year.

The School makes every effort to give extra help to students during study halls and classes.

Standardized Testing

Standardized tests are administered to students each year. Students are tested in several academic areas.

The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas and may be used to determine eligibility for promotion to the next grade or the need for summer School. Also, test results are used to determine the effectiveness of educational programs and how programs can be improved.

Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the School when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The School will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the School and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

Parent/Teacher Conferences

Gulf Stream School operates on trimesters with a mandatory Conference Day following the first two trimesters and an optional one following the last trimester. Lower School students do not come to School on Conference Day; Middle Schoolers attend the conferences with their parents.

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

Tutoring

Before making arrangements for a child to be tutored, parents should meet with the teacher so the need can be reviewed. Though the School has no policy to discourage parents from seeking extra help, there should be close coordination between teachers and tutors so that the tutoring will be effective, and the



tutor will understand both the nature of the subject and the needs of the student. Faculty may not tutor students whom they teach in the subject area. For example, your child's math teacher may not tutor him/her in math, but may tutor him/her in other subjects. Tutoring by faculty may begin at 3:15 in the LS and at 4:15 in the MS, unless permission is given to begin earlier by the Head of School. Tutors not employed by Gulf Stream School are not permitted to tutor on campus without permission from the Head of School.

SAFETY

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Head of School.

Harassment and Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to



race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student or grab his or her



clothing. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the appropriate division coordinator. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the appropriate division coordinator and ask.



A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to their division coordinator. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Use of Surveillance Equipment

The School utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities are being recorded and maybe monitored. These video recordings are the property of the School.

Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including dismissal.

Visitors

This is a closed campus. Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration. Visitors who need to visit campus during School hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
2. **Check-in in the main office:** When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge
3. **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.



Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, dismissal, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the coordinators or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

SOCIAL GUIDELINES AND EXPECTATIONS

Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.



Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the School community at large.

On and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

From time-to-time parents may use the School's facilities for parent-sponsored events, such as the 7th/8th grade basketball game, birthday parties, etc. In these circumstances, school rules still apply. If a student is serving a suspension during such an event, he or she may not attend the event; students who have been dismissed from the School may not attend parent-sponsored events on campus.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these School values may result in disciplinary action.



Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will, sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling, and profanity are not permitted. The “Golden Rule” will be the foundation of all personal relationships.

In addition, the health and well-being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student’s or another person’s body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, Internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from School.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the School’s administration.

Behavior in Class/Halls/Walkways/Assemblies

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student’s mouth, not playing in the corridors, not blocking entrances or walkways, etc.



Cooperation with School Staff

Students are expected to be honest and cooperative with school staff at all times.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a serious misdemeanor or a felony (whether charged by law enforcement or not) is grounds for dismissal. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require consequences to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned consequences. All decisions involving suspension or dismissal are subject to the final approval of the Head of School .

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any School-related events, such as kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a School-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Testing: Students may be required to submit to substance testing and/or examination under certain circumstances. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or



providing testing results promptly to the school) is also a violation of our policy and will result in dismissal.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify the School Nurse. All drugs administered at school must be done so in the Nurse's Suite, by the School Nurse.

Self-Reporting: The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion, and other similar processes.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose additional or different requirements as appropriate for the circumstances. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests may result in dismissal.

Fighting or Horseplay

Fighting, pushing, hitting, tripping, physical horseplay, or roughhousing of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum in the School.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.



Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student, or to require the student to withdraw from school.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at School-sponsored events.

Laptop Security

Students have been assigned lockers capable of holding their computers as well as books. Computers should not be left anywhere on campus unattended; the provided lockers should be used. The School does not assume or accept any responsibility for loss or damage to laptops not properly secured in the provided lockers.

Leaving School Campus

It is a serious infraction to leave campus without authorization. Students who do may be subject to discipline in accordance with School policy.

Food and Special Events

Gulf Stream School seeks to maintain a healthy environment for all and encourages making nutritious snacks and drinks available to students.

- *In the classroom:* Teachers are not to offer candy as an incentive or reward for performance.
- *Birthdays:* Individual birthdays are recognized verbally in the classroom and during the weekly announcements in Assembly. Treats and snacks are not to be sent or brought to School for an individual's birthday. Instead, monthly birthday celebrations will take place during lunch, with both sections of each grade participating on the same date. Dates are determined by the teachers and coordinated by the Room Parents. Every attempt should be made to ensure that a nutritious snack is served. Candy and soda are not permitted.



- *Holidays and non-birthday celebrations:* Please refrain from serving excessive treats during the celebration of a special event or date; one age-appropriate nutritious treat is sufficient. Candy and soda are not permitted. Drink options include water, sports drinks, or juice.
- *Fundraisers and School Events:* Baked goods are available on several occasions throughout the year, including bake sales, Halloween, Field Day, Hot Lunches, Founders' Day, and Grandparents' and Special Friends' Day.
- *Hot Lunches:* Hot Lunches provided by the Parents' Auxiliary should focus on nutritious and healthy food.
- *Lunches brought from home:* The School's lunch provider offers only healthy options, and parents and students are encouraged to do the same with lunches brought from home.

Lockers and Cubbies

Students are to keep their locker or cubby clean. Lockers are not to be shared. Personal items should be taken home each evening. Lockers may be inspected periodically without prior notice or consent. Each student must provide the locker combination or key, if asked. Lockers will be assigned during the first week of school. Locks put on before then may be removed.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

It is the student's responsibility to keep the locker combination secure and locker locked. The School assumes no financial responsibility for items taken from lockers. Administration reserves the right, in its discretion, to open and/or search lockers.

Lost and Damaged Books

Students who lose or damage library books are charged a flat fee of \$25.00 per book unless the current replacement price is higher. A refund is given only if the item is returned within ten days of the date on the bill sent by the librarians. Because specific pre-processed editions of books are purchased for the library, replacement copies bought by parents are not accepted. Students who lose or damage classroom books are charged a flat fee of \$25.00.

Lunches and Snacks

Students are provided a lunch every day that school is in session for a full day. Students, however, may bring lunches from home if they wish to do so.. Students are welcome to bring water bottles to class; however, they may contain colorless water only. Snacks may be brought to School to be eaten during the mid-morning recess. No glass containers of any kind may be brought to School.



Nut Policy

In consideration of our nut-allergic students, families are asked to refrain from sending nut products to School. This includes peanuts and tree nuts of all kinds. We have children with life-threatening nut allergies and feel compelled to ask for your help in protecting them. The School understands that this request may be an inconvenience to families whose children love nuts and nut products. However, when that inconvenience is weighed against the potentially tragic consequences of an allergic child being exposed to nuts, the latter must take precedence.

No institution can guarantee that it is nut-free, and we encourage allergic children and their families to remain vigilant at all times and to be responsible for their own health and well-being. However, the developmental stages of our very young students mean that they need the help of the School community in avoiding temptation and/or accidental contact. Therefore, when you are preparing your child's snack or lunch or when you are sending in treats for a birthday or holiday party or when you are preparing a dish for a hot lunch, please help us by checking the ingredients in order to avoid sending any food that includes nuts or is made with nut products.

Parents' Nights

Twice each fall, the School hosts a Parents' Night. During the Lower School Parents' Night, parents of students in PreK through Grade Four meet their children's teachers, hear an overview of the curriculum, and experience the classroom environment through hands-on activities. On Middle School Parents' Night, parents enjoy classroom visits and conversations with teachers about the curricula and expectations.

Parking

Cars must not be parked along Gulf Stream Road or in the southeast parking lot by the buses. Even if a space is available, faculty and buses come and go during the day and need to be able to count on their spaces.

On Opening Day and for special events such as holiday programs or Graduation, parents should park in the southeast parking lot and the parking area in front of the Office where guest parking is available. Armour Field may also be used for overflow parking during special events.

Personal Belongings

Personal belongings should remain at home, unless permission has been given by a teacher to bring them to School. Delivery of approved personal belongings must be made to the School Office and not to the classroom.



Inappropriate Images

The possession, viewing, or distribution of inappropriate images on campus, in either electronic or hard copy form, is a violation of School rules and students who violate this rule will be subject to discipline. The School reserves the right to determine what material is inappropriate.

Pre-K4 Expectations

It is expected that all students are fully potty-trained and able to use the restroom independently on the first day of school. We understand that accidents may happen and ask that families send a change of clothes to keep at School, for that reason.

Fully potty trained includes the following behaviors:

- recognizing and verbalizing the need to use the bathroom
- undressing and redressing without assistance
- Sitting on the toilet independently
- wiping independently
- flushing the toilet
- washing their hands

Parents will be called to pick up a child when:

- they have a urine accident twice in a day
- they have a bowel movement accident

However, repeated accidents may lead the School to ask parents to keep children home for an extended period of time to practice until they are able to meet expectations.

Property

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the School and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Publications

The Current is a comprehensive newsletter that includes campus and alumni news and photographs. It is mailed to all members of the Gulf Stream Family. *Stingray Tales* is an e-newsletter for current parents to



inform them of campus activities. It is emailed home weekly. The School's annual publications are *The Nautilus*, a literary magazine, and *The Mariner*, a yearbook.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with the same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or dismissal. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

Telephone Use

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child, or text or call your child's phone or other device(s) when he or she is at school. This should be done prior to school. Students are discouraged from calling home for homework, test papers, folders, or to arrange playdates, etc. If a true emergency occurs, the Office should be notified. Students may not use their cell phones at school. If they bring one to school, they must check it in at the front desk upon arrival and retrieve it at the end of the day.

The School telephone lines are very busy and are needed to conduct School business. Therefore, we request that **OUTGOING CALLS BY PARENTS AND STUDENTS BE LIMITED TO EMERGENCIES.**

Truancy

A student is truant if he/she is absent from School without the permission of a parent or guardian or leaves the School grounds once he/she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

DISCIPLINARY PROCEDURES

The School's mission places an emphasis on character, "Gulf Stream School develops moral courage, integrity, kindness, empathy, responsibility, courtesy, and respect for different backgrounds, talents, and interests." These personal qualities and behaviors that bring credit to our students and to the School, are the expectation and extend to when students are off campus.



When a student makes an error in judgment or engages in improper behavior, the School acts in an appropriate manner, considering the individual needs of all involved. Parents are notified of behavioral problems, and the child is given the opportunity to learn from the experience through counseling and/or disciplinary action. All teachers are responsible for monitoring student behavior. At their discretion and judgment, and after a warning, teachers may impose in-school disciplinary measures such as sitting out during recess or being sent to the Front Office to speak with the Head or Assistant Head.

Serious disciplinary matters may be addressed through separation, suspension, or dismissal, and may include other components such as evaluations shared with the School, for a child to return. Examples of behavior that may result in serious disciplinary consequences include, but are not limited to, use or possession of drugs or alcohol, use or possession of weapons, harassment, threats, bullying, a pattern of consistently distracting behavior, any behavior that brings discredit or embarrassment to the School, including behavior that takes place online or off-campus. The School may dismiss a student immediately or choose not to extend an agreement to return at year's end for any of these or similar behaviors.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco, vaping products, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.



TECHNOLOGY

All technology use should be consistent with the mission, purpose, philosophy, and goals of GSS and should be used to bring credit to students and the School. Students, faculty, and staff have the opportunity to create, discover, and develop new levels of personal and educational growth through access to the Gulf Stream Network, G-Suite for Education, and a variety of devices and applications. All computers, workstations, tablets, and other devices are specifically configured to run on the network and to meet the needs of everyone using the system. Gulf Stream School has defined and established a set of responsibilities and rules. Any individual who fails to abide by any of the rules may lose the privilege to utilize School technology. These rules remain effective at all times.

Cell Phones and Other Electronics

Cell phones are not permitted at school unless they are turned off and locked inside a bin at the Front Office. Phones should be brought to the office at arrival and picked up at dismissal. Bringing any electronic device to school is done so at one's own risk. The School will not be responsible for the theft, damage, or loss of such devices. The visible/audible content stored on an electronic device such as images, wallpapers, and ringtones are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School rule. Students are not permitted to use electronic devices in restrooms and locker rooms..

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Computer and Systems Usage Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular phones, video cameras, etc.) on School property or at a School-related event or



used at or away from School for school work on a regular or intermittent basis. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including dismissal for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community--students, faculty, administrators and staff-- have the privilege of access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the School's local or network hard drives.

The School provides a filtering system, however no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot entirely restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is inappropriate, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.



Network Access/Passwords: Accessing or attempting to gain access to passwords, accounts, and files of others is prohibited. Attempting to impair the School's network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the School's network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the School's system under your password.

School's Right To Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus, to a School-related event, or used at or away from School for school work on a regular or intermittent basis. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the School's systems are private.

Electronic Communication: Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily. Electronic communication, such as e-mail and text messaging, may not be used to harass or threaten others. The School reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be retrieved.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Viruses and Other Risks: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. Further, students use the School's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the School's negligence or by a student's errors or omissions. The School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The School will not be responsible



for any damages or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

Care of School Computers: Members of the School community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the appropriate division coordinator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties.

In order for our students to use these programs and services, certain personal identifying information—generally the student’s name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to



provide personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recordings of your child’s image, voice, and identity may be used for any purpose deemed appropriate by the school, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify the Head of School. .

Sexting

Sexting is the term used to describe a minor’s sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School’s systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action, but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to address the School’s expectations on an ongoing basis.

Use at School or a School-Related Event: We do not permit students to access social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School sanctioned site **and** the use is for school related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property: It is not our goal to regulate a student’s personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student’s relationships with other students or School employees or School rights



that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

Guidelines: You should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.



DRESS CODE

The Faculty and Administration of the School wish to maintain the standards of dress and appearance appropriate to serious academic pursuits. The Dress Code encourages pride in self, concern for others, and pride in School. The School reserves the right to determine the appropriateness of any student's appearance and grooming as a reflection of School standards.

In addition, jewelry should be conservative, appropriate for the School environment, and not attract undue attention. Hair for all students should be clean, shaped, well groomed, and worn in a style that is not in any way extreme. Students should not display any body piercing or tattoos. Clothing must be neat, clean, well-fitted, and worn as intended with shirts tucked in, ties knotted properly, and skirts of appropriate length (tips of fingers must reach the bottom of the skirt/skirt when arms are held at the side; midriff must not be visible when arms are extended above the head).

Washable tattoos, excessive makeup, nail polish, or fake nails, expensive jewelry, feathers in the hair, and other similar accessories are examples of items that should not be worn to School. The School Administration is the sole judge of dress code compliance. Students will be warned if they are out of uniform and may be sent home to change or asked to have a parent bring appropriate clothes to School.

All clothing should be marked clearly with the student's name. Inquiries about lost clothing should be addressed to the appropriate teacher or coach.

Lands' End: Every student wears a uniform from Lands' End. Their telephone number is 800-469-2222 and their website is www.landsend.com/school. The preferred School number is 900132101. School belts, ties, Lower School book bags, and school spirit wear are available at the School bookstore.

The dress code notes what students may wear to School, not what they may not wear to School. Thus, the expectation is that students will be dressed in the clothing listed below.

Lower School Dress Code

Monday-Thursday:

- Short-sleeved, white GSS polo shirt
- Navy skort or shorts, zippered and belted for all children except those in PreK to Grade 1 who may wear elastic waistbands without belts
- GSS belt
- Sneakers (no wheels)
- White socks showing above the sneakers



Fridays:

- Pleated, khaki jumper
- Khaki shorts, zippered and belted for all children except those in PreK to Grade 1 who may wear shorts with elastic waistbands without belts.
- Light blue GSS blouse with a Peter Pan collar
- Light blue, short-sleeved, GSS shirt
- GSS belt
- Sneakers (no wheels)
- Navy socks showing above the shoe

Cooler weather options:

- Navy GSS cardigan
- White GSS turtleneck
- Navy leggings or tights
- Navy GSS crewneck sweater or appropriate GSS spirit wear purchased from the School bookstore.
- Khaki pants, zippered and belted for all children except those in PreK to Grade 1 who may wear pants with elastic waistbands
- Outerwear, such as jackets, may be worn when it is cooler, but are only permitted outside.

Middle School Dress Code

Mondays through Thursdays:

- Blue, pink, yellow, or white short-sleeved GSS polo shirt
- Khaki skorts or shorts with a belt that reach the end of one's fingertips when arms are hanging straight down or Khaki pants with a belt
- Sneakers (no wheels) or closed-toe, closed-heel, black, brown, tan, or navy shoes with a heel of no more than one inch. Topsiders and loafers are acceptable. Pumps, sandals, and beach shoes are not.
- White or navy socks that show above the top of the shoe
- GSS belt

Fridays:

- Long-sleeved, light blue GSS Oxford cloth shirt
- (Eighth Grade ONLY) – A long-sleeved, blue pinstriped Oxford cloth shirt



- Khaki shorts that reach the ends of one's fingertips when arms are hanging straight down, khaki shorts or pants (pants must be worn November - March) with a belt.
- Sneakers (no wheels) or closed-toe, closed-heel, black, brown, tan, or navy shoes with a heel of no more than one inch. Topsiders and loafers are acceptable. Pumps, sandals, and beach shoes are not.
- Navy socks that show above the shoe
- GSS belt
- GSS necktie or bowtie

Cooler weather options:

- Navy tights or leggings or khaki pants, zippered and belted
- GSS belt (if pants or shorts are worn)
- Navy GSS cardigan or crewneck sweater, or a navy GSS crewneck sweatshirt, or appropriate spirit wear purchased from the School bookstore.
- White or navy GSS turtleneck

Special Occasions (Middle Schoolers wear blazers)

Veterans Day, the Holiday Sing and Reflections, Grandparents' and Special Friends' Day, Recognition ceremonies, Graduation, and other events as scheduled are considered special occasions. On these days, students must come to school in Friday dress, with the addition of closed toe, closed heel, black, tan, or navy shoes such as Topsiders, loafers, or Mary Janes with no heels higher than a half inch. Students in grades 5-8 are required to wear a blazer.

Physical Education Dress Code

Mondays through Thursdays, Students in Grades 6-8 bring clothing for sports and keep it in their lockers until changing into it before sports begin.

P.E. clothing:

- White socks
- Navy GSS gym shorts
- White or Navy GSS tee shirt
- Sneakers or cleats (depending upon the season)
- GSS spirit wear purchased from the bookstore/online spirit store

Cooler weather options:

- Navy GSS sweatshirt or GSS spirit wear purchased from the bookstore



- Navy GSS sweatpants or GSS spirit wear purchased from the bookstore

Dress Down Days

Occasionally, days are designated as Dress Down days. While students may wear clothing of their choice on these days, there are basic guidelines of conservative dress that all students must follow:

- Tank tops and shirts with spaghetti straps are not allowed
- Shorts, skorts, and/or skirts must be long enough to extend past the wearer's fingertips when his or her arms are hanging straight down at his or her sides.
- T-shirts may not have inappropriate messages
- Flip flops may not be worn

HEALTH

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.



Health Care, Immunizations, Medications, and Clinic

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering the School. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original (no photocopies) Certificate of Immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School office. Students may not attend School without an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Many students must have medication available at School for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a student must receive medicine at School. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the nurse together with the signed permission form. All medication must be delivered to the School nurse [or the administration]. Students are not permitted to carry medications except for epi pens and then only with specific physician instructions and a signed release from the parents.

Students who return to School after an extended illness or surgery or who may not participate in sports or physical education classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to School and any necessary limitations or restrictions.

Parents are responsible for informing the School nurse of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the School Nurse or Division Counselor about behavior, comments, or other concerns that potentially evidence that their child could harm himself or any other individual.

Concussion

Any student who is observed to, or is suspected of, suffering a significant blow to the head, has fallen from any height, or collides hard with another person or object, may have sustained a concussion. Symptoms of a concussion may appear immediately, may become evident in a few hours, or evolve and worsen over a few days. Concussions may occur at places other than school. Therefore, faculty/staff who observe a student displaying signs and/or symptoms of a concussion, or learn of a head injury from the student, should have the student accompanied to the school nurse. If the School Nurse is unavailable, the School should contact the parent/guardian.



Any student suspected of having a concussion either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body must be removed from athletic activity and/or physical activities (e.g., PE class, recess), and observed until an evaluation can be completed by a medical provider. Students should be sent to the school nurse or contact parent/guardian if the nurse is not available. The school nurse will evaluate the student utilizing the CDC Heads Up Concussion Signs and Symptoms Checklist. The school nurse will contact a parent/guardian to notify of injury and request pickup for further evaluation by a physician.

A student diagnosed with a concussion is not to be returned to athletic activities until at least 24 hours have passed without symptoms and the student has been assessed and cleared by a medical provider to begin a graduated return to activities. The student must be evaluated by, and receive written and signed authorization from a physician in order to return to athletic activities in school.

If a student has clearance to return to school, but will require additional learning services, documentation by a physician must be provided to the school and discussed between school nurse, school administration, learning specialists, and teachers in order to be able to provide appropriate accommodations.

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.



Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary



to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

COVID-19 Disclosure

The novel coronavirus (“COVID-19”) has been classified by the World Health Organization as a global pandemic. COVID-19 is a new disease and the state of scientific and medical knowledge regarding COVID-19 is evolving. COVID-19 and its variants are reported to be highly contagious and spread easily from person to person. COVID-19 may result in serious illness, debilitating injury, or death. The School has put in place measures in an effort to reduce the spread of COVID-19. However, notwithstanding any such efforts, it is simply not possible to guarantee that COVID-19 is not present nor to prevent you or your child from becoming exposed to, contracting, or spreading COVID-19. By entering School premises, attending school in-person, and attending or participating in School activities in-person, you, your child and your household are exposed to the risk of contracting or spreading COVID-19. By participating in certain activities associated with greater rates of disease transmission, you, your child, and your household are exposed to a high risk of contracting or spreading COVID-19. Activities that may pose a high risk for COVID-19 include (but are not limited to): group transportation, singing, choir, performing arts, exercise, athletics, any activity where people are closer than 6 feet apart, any large gathering of people indoors, etc. Participation in in-person School and School activities evidences parents’ and students’ acknowledgement of the risk to themselves and other individuals they live or associate with of exposure to, contracting, or spreading COVID-19, whether from the acts, omissions, or negligence of themselves or others, including but not limited to School employees, agents, representatives, volunteers; other students, program participants, and their families; and/or other individuals who may be present in school facilities or in attendance at any school activity and that such exposure or infection may result in personal injury, illness, permanent disability, or death.

STUDENT SERVICES

Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student’s medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School’s policy and general guidelines for addressing such requests.

General Policy: In general, it is our School’s policy to provide accommodations or adjustments for a student’s minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant



disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on School employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the School Nurse to discuss the need. The School Nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

Emerging Learning Concerns

GSS provides screenings in PK3, PK4, and Kg. It is recommended that families follow through with any recommended therapies. Teachers pass all observations and concerns regarding difficulties in learning to



the Learning Specialist. The Learning Specialist then interacts with the child to observe any indication of learning needs and judges the need for an in-house or external evaluation. GSS can provide a series of useful evaluations but cannot perform psycho-educational testing. If psycho-educational testing is warranted, the School is happy to refer a family to a known psychologist.

If the Learning Specialist concurs that there is a need for evaluation, contact is made with the student's family and observations and/or evaluation may take place, as needed. The Learning Specialist reports the results of any evaluation to the student's family and may suggest further outside testing. A provisional intervention may be put in place to assist the student.

Guidance Counselor

The Guidance Department is staffed by a professionally trained counselor. The counselor is available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that our School's philosophy is that conversations with guidance counselors will not be treated as confidential. The guidance counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The guidance counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the guidance counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

Julien Arts and Innovation Center

The Julien Arts and Innovation Center is designated as a quiet zone used for studying, reading, research, and checking out books. Its use may be denied to students who do not comply. All books, periodicals, or other cataloged materials which are checked out by students, must be returned and cleared by the Librarian prior to taking final exams or having files forwarded to any other institution or released to any individual.

- There is to be no food, drinks etc. in the Julien Center.
- Talking or socializing is allowed with permission from a faculty member.
- Students must sign out all materials at the main desk prior to leaving the Julien Center.
- Students are responsible for taking care of and returning any book checked out to them. If a book is lost or damaged while checked out to a student, that student will be expected to pay for it.



Field Trips

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend.

Most trips are taken during the School day. Tuition covers the cost of day trips. Middle School students take extended trips which in recent years have included St. Augustine, the Everglades, Canada, Manatee Encounter, and the Grand Canyon. The cost of overnight trips is the family's responsibility.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to pick up and/or provide transportation home for the student.

A condition of a student's or parent's participation in any field trip is the execution of the School's standard Participation Release. For any students whose parents have not executed the release, the student will remain at home.

Crocker Pavilion

Students are expected to conduct themselves appropriately and to help make the meal pleasant. Adherence to all pavilion regulations is to insure continued food service to the students. When students have completed their meal they are to dispose of all litter, return any borrowed items to the proper place, and exit the pavilion. Violations of this policy may result in disciplinary action being taken. A student may be assigned isolated seating in the pavilion or denied admission at the discretion of an administrator or faculty member when behavior causes disruption and/or interferes with the orderly operation of the pavilion.

TRANSPORTATION

Bus Transportation

The School transports students on buses for athletic contests, field trips, and other special events. The following behaviors are expected of all students when riding the bus:

1. Be on time at the designated loading zone or bus stop. Wait until the bus is completely stopped before moving forward to enter.
2. Refrain from crossing a highway until the driver signals it is safe.
3. Go immediately to a seat and be seated.



4. Wear your seatbelt on the School buses (if one is available). Bus drivers will report those who refuse to buckle up. Repeated failure to buckle up could result in a child not being permitted to use School transportation.
5. Remain seated while the bus is in motion.
6. Keep heads, hands, arms, and legs inside the bus at all times.
7. No littering in the bus or throwing anything from the bus.
8. No eating or drinking beverages on the bus.
9. Do not tamper with the bus or any of its equipment.
10. Remain seated until the bus is stopped.
11. Do not engage in any activity on the bus that would constitute a violation of the school rules.
12. Do not talk to anyone outside of the bus.
13. Do not throw objects or put your hands or arms out of the windows.
14. Respect the bus, the bus driver, and other passengers.
15. Once the bus has arrived at School or home, exit in an orderly fashion and walk from the bus toward your destination.

A student who becomes a behavior problem on the bus shall be and may be denied the privilege of riding the bus and may be disciplined up to and including dismissal.

Transportation [Private/Carpools]

Parent(s) are expected to provide transportation for their son(s) and daughter(s). The School will be glad to help identify neighboring families; however, School personnel cannot be responsible for transporting students in private vehicles, or the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the School has been notified. A note to the classroom teacher, a fax to the office or, in an emergency, a telephone call to the office will serve as notification.

Teachers and Transporting Students

Teachers and school employees may not transport students in private vehicles without a signed Waiver of Liability.

Ride Sharing

Use of Uber, Lyft, or similar transportation services to or from School or any School-related activity must be approved by a parent and communicated to the Front Office.



Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Should the School become aware of a violation, it may contact the third-party car service and report it.

OTHER IMPORTANT INFORMATION AND POLICIES

Auxiliary

The Auxiliary is the School's parent association and seeks to create a closer relationship between School and parents by sponsoring and hosting non-academic events such as the Opening Day Coffee, the Family Picnic, Book Fair, and receptions on Founders' Day, Grandparents' and Special Friends' Day, and Graduation. Dues are \$50 per family per year and are billed by the School. All parents with a child enrolled at GSS are members of the Auxiliary.

Book Bags and Backpacks

Gulf Stream School book bags can be purchased in the School Bookstore. Students from PreK through Second Grade must use a GSS book bag. All others must use a book bag or backpack.

Bookstore

The Bookstore is located across from the Pavilion and is operated in the morning by the Auxiliary. Basic classroom supplies can be purchased there and will be charged to the student's account.

Charges Other Than Tuition

Throughout the year, there are numerous events such as bake sales, and Birthday Book purchases that you may charge to your School account. Some events such as Birthday Book purchases will require your pre-approval. Others such as bake sale purchases will not. For those events not requiring your pre-approval, please discuss, with your child, his or her spending limit. Cash will not be advanced to students

Diplomas and Advancement

While 60% is considered passing, the expectation is that students will strive for the best grades they can achieve. Students who are not meeting expectations, at the discretion of the faculty and Head of School, may be required to remediate their grades; in extreme cases students may not be permitted to continue their enrollment at GSS.



Completion of required financial, academic, and athletic obligations, good citizenship, and regular attendance in accordance with the School's accrediting agency is required to advance from grade to grade and receive a diploma at graduation. Only with permission of the Head of School are any of these requirements waived or remediation approved.

Evacuation

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps.

Students should move quickly and quietly to the designated area. Movement and noise during fire drills should be kept to a minimum. Talking is prohibited.

Happy Helpers

The School has long emphasized the importance of children helping to maintain their own environment, learning to be responsible, and working together. All students are required to tidy up classrooms and the lunch area and to cooperate in other ways for the good of all. Happy Helpers are older student volunteers who do valuable and necessary work on campus, such as assisting the youngest children in getting to their classrooms each morning and helping in ASP.

Inclement Weather Policy

The School will make its own decisions regarding closing or delays due to inclement weather, but will consider recommendations from Palm Beach County and other authorities. Families should tune into local radio or TV stations for additional information. In addition, families will receive a message on their phones and information will be displayed on the School website.

Inspection Policy

Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without



limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Invitations

Gulf Stream School believes that if half or more of the students in a class are being invited to a party, the entire class should be included. Only under those circumstances may party invitations be distributed on campus. Parents must give specific written permission to the Office for their child to leave campus with the party host.

Lost and Found

Books, clothing, and other personal items which are left at the end of each day may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

Labeling of all items helps prevent loss.

Posters and Announcements

All posters must be approved at the office before they are displayed in School. If a student wishes to put up a poster, he/she should bring it to the office first. General announcements are made in the morning. Student announcements must be approved by a faculty member.

Payment of Tuition and Fees

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

Financial assistance for tuition is not a consideration for admission, is solely need based, and is awarded by the School after financial need is assessed by a third-party, Smart Aid. All financial aid information is confidential. Further information can be obtained from the Admissions Office.



Residence

It is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or Florida court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a Student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.



The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled.

In situations of divorced or separated parents, if one parent believes that the other parent is restricted in receiving information about their child(ren) from the School, in visiting/picking-up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

Principles and Expectations Relating to the Parent/School Relationship

We have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

- (1) As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.
- (2) Parents must cut the constant phone ties from their students. Let your student make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.
- (3) Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor, mentor, or other person installed on campus.
- (4) When parents contact the school without the student's knowledge ("John doesn't know I'm calling, but . . ."), the School will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.
- (5) The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.
- (6) Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.
- (7) Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.



(8) The School will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.

(9) Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.

(10) All communications between the parents and any person at the School must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years.

Fund Raising

No class, individual, or organization is to begin any money raising activity without permission from the School. No class, individual or organization may request money from any other class, individual, or organization within or outside the School without permission from the School administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.



School Business Office Hours

The School's Business Office is open from 7:50 a.m. to 4:30 p.m. Monday through Friday during the school year. The Business Office has shortened hours during the summer.

Athletics and Physical Education

Students in PK-Grade 3 are exposed to a variety of sports and physical activities through which they learn basic skills, rules, strategies, sportsmanship, cooperation, and healthy competition. In Lower School, P.E. generally meets four times a week.

Fourth and fifth graders participate in Physical Education class. Skills-based units will be alternated with Sports-based units and intramural competition.

Students in Grades 6-8 participate in a team sports program that generally meets four times a week. This required program is fundamental in creating School unity and in developing an essential connection between a strong mind and a strong body. Through team memberships, students learn that they have a responsibility to themselves, their teammates, and their coaches to maximize the development of many interpersonal skills such as listening, expressing one's opinion, following directions, accepting constructive criticism, and supporting the decisions of teammates and coaches.

The sports program consists of games and practices each weekday afternoon except for Friday. The sports and the seasons during which they are played are:

Season 1	Boys--flag football	Girls--volleyball
Season 2:	Boys--soccer	Girls--basketball
Season 3:	Boys--basketball	Girls--soccer
Season 4:	Boys--lacrosse	Girls--lacrosse

Season 5: (Last 3-4 weeks) Boys and Girls: Regular PE, Golf, and/or Tennis

Waiver Policy

In some cases, the School will consider waiving the team sports requirement if a student, for example, participates in a sport not offered by GSS. Because physical activity, wellness, and fitness are core



components of the School's program, the School must be able to verify that the student is practicing/competing four to five hours a week in his or her sport. Students may obtain a waiver form from the Athletic Director (A.D.) and submit it to the A.D. for his or her approval.

Dismissals On Game Days

Team sports schedules are emailed home, posted on the School's website, and published in Stingray Tales, so that parents know what time athletic contests may end, and thus when their child(ren) is dismissed.



Addendum: Additional Policies for Pre-primary Students at the Delray Beach Campus

Behavioral Guidelines:

At the Delray Beach Campus we prioritize fostering a positive and respectful learning environment. Our approach to student behavior is rooted in positive redirection and continuous modeling of desirable conduct. Safety is our utmost concern, and we allow time for self-correction in situations where safety is not compromised. Our students will be encouraged to explore freely and thoughtfully and learn from their actions.

In instances where guidance is needed, we may temporarily separate children to provide them with the opportunity to reflect on their actions before rejoining their peers. Conflict resolution skills are actively taught, enabling students to effectively resolve conflicts and develop positive peer relations. Discipline is viewed as guidance rather than punishment. We establish clear boundaries and communicate expectations on an age-appropriate level. Our disciplinary approach is founded on fairness, love, and consistency.

Health and Safety Guidelines:

Ensuring the health and well-being of our students is a top priority. If any child is suspected of having a communicable disease or displays symptoms such as:

1. Persistent and/or productive cough.
2. Yellow or green mucus.
3. Difficult or rapid breathing.
4. Stiff neck.
5. Temperature of 100 degrees Fahrenheit or higher.
6. Unusually dark urine and/or gray or white stool.
7. Yellowish skin or eyes.
8. Vomiting.
9. Diarrhea.
10. Conjunctivitis (pink eye)
11. Untreated skin rash.
12. Pediculosis (head lice, nits) a child who has head lice shall not be permitted to return until treatment has occurred. Treatment shall include the removal of all lice, eggs, and egg cases (nits).
13. Any other unusual sign or symptoms of illness.



Parents or authorized guardians will be promptly notified. The child must be picked up from School as soon as possible. Children may only return to the School once they have been symptom-free for 24 hours without the use of fever-reducing medication. In some cases, a doctor's note may be required for re-entry.

Under extraordinary circumstances, such as widespread illness among staff or students, or in the event of a serious outbreak, the School may temporarily close to allow for thorough disinfection procedures to ensure the well-being of our entire community. We appreciate your cooperation and understanding in adhering to these health and safety guidelines.

Lunch and Snack Guidelines

At Gulf Stream School's Delray Beach Campus, lunches or snacks are not provided and must be prepared and brought from home. Understanding the importance of good nutrition for children's overall development and well-being, we have established the following guidelines to ensure the safety and success of all students during meal and snack times:

Food Preparation and Safety:

- **Choking Hazards:** All food items must be prepared and cut to eliminate any choking risks. For example, grapes should be halved or quartered, and carrots should be cut lengthwise. Any food that presents a risk of choking will be sent back home.
- **Nut Policy:** Refer to our Nut Policy on page 29 for more details.
- **Lunchbox Packing:** Please pack lunch and snack items in a single lunch box with an ice pack. Refrigeration is not available at the Delray Beach Campus. All uneaten items will be sent home in your child's lunch box so you can monitor what your child has eaten daily.

Promoting Independence:

Meal times are an opportunity for children to develop fine motor skills, self-help abilities, and independence. Please consider the following when packing lunches:

- **Ease of Eating:** Ensure that foods are easy for children to handle and consume on their own.
- **Readiness to Serve:** Prepare lunches that are ready to be served to minimize delay as well as the staff's workload during this busy time.



Your cooperation in following these guidelines is greatly appreciated, as it helps create a safe and supportive environment for all students during lunch and snack times.

Dress Code:

Pre-K1 and Pre-K2 Dress Code

Monday-Friday:

- Uniforms are not required for PK1 and PK2 students.

Daily Clothing Guidelines:

1. Clothing: Children should wear clothing that is suitable for a variety of activities that can be easily managed to meet bathroom and diaper changing needs.
2. Avoid: Items such as suspenders, belts, onesies, rompers, long dresses, costumes and overalls that can cause tripping or bathroom mishaps

Footwear Requirements:

1. Closed-Toed Shoes: Children must wear closed-toed shoes with socks, such as tennis shoes, for safe play. Open-toed sandals, flip flops, dress shoes, crocs, and similar footwear are not allowed due to safety hazards.
2. Avoid: Boots, high-top shoes, and shoes with long or dangling shoelaces

Extra Clothing:

1. Full Change of Clothes: Each child must have a full change of clothes (top, bottoms, underwear, and socks) to be left at school in case of accidents.
2. Seasonal Outerwear: During cooler months, children are encouraged to bring a labeled jacket or sweater that can be left at school.



Labeling:

- All clothing and items brought to school must be marked with the child's name to prevent loss and confusion.

Pre-K3 Dress Code

Monday-Friday:

- Short-sleeved, white GSS polo shirt
- Navy skort or shorts, with elastic waistbands without belts
- Sneakers (no wheels or lights)
- White socks showing above the sneakers

Cooler weather options:

- Navy GSS cardigan
- White GSS turtleneck
- Navy leggings or sweatpants
- Navy GSS crewneck sweater or appropriate GSS spirit wear purchased from the School bookstore.
- Outerwear, such as jackets, may be worn when it is cooler, but are only permitted outside.

Diaper and Potty Expectations:

PK1 Diaper Expectations

1. Diaper/Pull-ups Requirement: All children must wear a diaper or pull-ups.
2. Soiled Clothing: Staff cannot wash soiled clothing due to CDC regulations. Soiled items will be placed in a ziplock plastic bag for parents to take home and wash.
3. Clothing Guidelines: Children should wear loose-fitting clothing that allows free movement. Avoid tight clothing, excessive snaps/buttons, and costumes.
4. Supply Requirements: Parents must supply diapers/pull-ups and extra clothing (including socks) daily.
5. Labeling: Ensure all items brought to school are labeled.



PK2 Diaper/Toilet Training Expectations

1. Diaper/Pull-up Requirement: Children must wear diapers or pull-ups or until fully potty trained and accident-free.
2. Readiness for Toilet Training: Children should show signs of readiness and be able to control their bladder and bowel movements.
3. Toilet Training Collaboration: Begin fundamental toilet training skills at home. Teachers will support and encourage children while at school.
4. Potty Encouragement: Children will be encouraged to use the potty every 30 minutes.
5. High Activity Level: Be aware that high activity may distract children from responding to potty urges.
6. Potty Willingness: Staff will not force children to use the potty.
7. Soiled Clothing Handling: Staff cannot wash soiled clothing due to CDC regulations. Soiled items will be placed in a ziplock plastic bag for parents to take home and wash.
8. Parent-Teacher Communication: Regular communication with teachers during potty training is essential and encouraged.
9. Naptime Diapering: A pull-up or diaper will be worn during naptime.
10. Toilet Training Goal: Children should be toilet trained before leaving PK2 and must be fully potty trained before entering PK3.
11. Clothing Guidelines: Children should wear loose-fitting clothing that they can manage independently. Avoid tight clothing, pants with snaps/buttons, overalls, costumes, and tight leggings.
12. Supply Requirements: Parents must supply diapers/pull-ups and extra clothing (including socks) daily.
13. Labeling: Ensure all items brought to school are labeled.

Pre-K3 Bathroom Expectations

1. Fully Potty-Trained Requirement: Students must be fully potty trained and able to use the bathroom independently on the first day of school.
2. Change of Clothes: Families should send a change of clothes to keep at school in case of accidents.
3. Fully Potty-Trained Behaviors:
 - Recognizing and verbalizing the need to use the bathroom
 - Undressing and redressing without assistance



- Sitting on the toilet independently
 - Wiping independently
 - Flushing the toilet
 - Washing hands
4. Accident Protocol:
- Parents will be called to pick up children who have two urine accidents in a day or one bowel movement accident.
 - Repeated accidents may result in the child being asked to stay home for extended practice until they can meet bathroom expectations.

Biting/Pushing Policy:

Understanding Biting/Pushing Behavior:

- Biting and pushing are not uncommon behavioral actions of toddlers as they are in transition and unable to utilize other forms of communication effectively.
- Our goal is to identify and resolve the causes of biting/pushing while ensuring the safety of all children and staff.
- If an incident occurs, parents of both the child who bit/pushed and the child who was bitten/pushed will be contacted. Children's names are not shared with either parent.

For the Child Who Was Bitten/Pushed:

1. First Aid: Clean the bite with soap and water; cover with a bandage if the skin is broken.
2. Notification: Parents of the injured child are notified.
3. Documentation: An "Incident Report" form is completed.



For the Child Who Bit/Pushed:

1. Immediate Response: The teacher will firmly say, "We do not bite/push," and ask the child to check in with the hurt child.
2. Discussion: The child discusses with the teacher how the hurt child might feel and explores other ways to handle frustration.
3. Notification: Parents of the biting/pushing child are notified.
4. Documentation: An "Incident Report" form is completed.

Preventive and Observational Measures:

- The child will be shadowed to prevent further incidents.
- Teachers will observe the child to identify triggers (teething, communication issues, frustration, etc.).
- The child will receive positive attention and reinforcement for good behavior.

Handling Recurring Incidents:

1. First Recurrence: If a child bites/pushes twice in one week (5 days) causing broken skin, bruising, or significant marks, a parent-teacher conference will be held to discuss behavior modification.
2. Second Recurrence: If the child bites/pushes twice again in one week (5 days) causing similar injuries, the child will be sent home and may return the next day.
3. Third Recurrence: If the child bites/pushes twice again in one week (5 days) causing similar injuries, the child will be asked to take a one-week break from school.
4. Behavior Reset: If the child goes two weeks (10 school days) without incident, the process resets to step one if biting/pushing occurs again.

This policy ensures a balanced approach, prioritizing the safety and well-being of all children while providing guidance and support to those learning to express themselves appropriately.



STANDARDS OF ETHICAL CONDUCT

Gulf Stream School

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of



education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. Shall not make malicious or intentionally false statements about a colleague.

f. Training Requirement: All employees, educational support, instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators All employees, educational support, instructional personnel and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees should be made to:

Dr. Gray Smith, Head of School

gsmith@gulfstreamschool.org

Reports of misconduct committed by administrators (including the Head of School) should be made to:

TJ Glanfield

Board of Trustees President

Legally sufficient allegations of misconduct by Florida-certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the faculty room and business office and on our [school website](#).

Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at:

<http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse: The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.



Signs of Sexual Abuse: The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect: The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections: Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)