



*Where Learning is the Expectation  
and Caring is a Commitment*

2021-2022

Code of Student Conduct

Sandra "Sam" Himmel  
Superintendent of Schools



THOMAS KENNEDY  
DISTRICT 1

VIRGINIA BRYANT  
DISTRICT 2

DOUGLAS A. DODD  
DISTRICT 3

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DISTRICT 4

LINDA B. POWERS  
DISTRICT 5

**SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS**

*"Where Learning is the Expectation  
And Caring is a Commitment"*

Dear Students/Parents/Guardians,

It is my pleasure to welcome you to the 2021-2022 school year. As your Superintendent, I want to continue our effective communication with you and to share important information for your understanding. Our greatest student success is through a cooperative and supportive partnership between the home and the school.

It is with this priority in mind that I want to provide you with a copy of the Code of Student Conduct. Parents and guardians, please take the time to read and review this year's Code of Student Conduct with your child(ren). It contains information on the requirements for attendance, student dress and student behavior. This Code of Student Conduct also provides the explanations of the consequences and penalties associated with failing to meet requirements and standards set forth by this policy. Your knowledge and understanding of the information provided in this booklet is very important.

Please note that the District's *attendance policy* is printed in this booklet. The *attendance policy* gives complete information to students and parents regarding absences, tardies and the potential impact on academic progress. In Florida, as in other states, mandatory school attendance is established through state laws and rules. It is important for parents and students to understand and comply with those requirements. Regular and effective communication between parents and school officials will reduce or eliminate potential serious issues related to student attendance in schools.

Also included in the Code of Student Conduct are the *dress code requirements and guidelines* for student clothing. This information will assist students and parents in determining the appropriate clothing to wear at school and school-sponsored activities. The information should also be very helpful to parents and students when purchasing clothes to be worn to school.

I want to emphasize the position of the Citrus County School Board on *zero tolerance* for school-related violent crime, controlled substances, alcohol and student victimization. Violations of the *zero tolerance* policy will result in the most serious of disciplinary actions. Our goal is to prevent students from harming themselves or others. The *zero tolerance* position of the Citrus County School Board helps to ensure a safe school environment for students, parents and school personnel.

The appropriate behavior of students is critical to achieving student success, establishing a comfortable teaching and learning environment and maintaining school safety. Parents, guardians and students have an important role in ensuring safety in schools. It is your responsibility to report any action(s) and/or information that have the potential or intent to compromise the safety of students, school personnel and others in the school environment. To report information of this nature, please call the School Safety Hotline number at 1-888-ANY-TIPS.

On behalf of the Citrus County School District, I want to express my appreciation for your understanding of and support for the Citrus County Code of Student Conduct. I also want to thank you for your continued efforts to maintain the priority of a safe school environment. We believe all students are entitled to the greatest opportunities for success in our schools. Students should also be served in safe and comfortable learning environments. Your involvement in our schools and your support of the policies established by the School Board are vital efforts to achieve these goals.

Best wishes for a successful, exciting and enjoyable school year.

Sincerely,

Sandra "Sam" Himmel  
Superintendent of Schools

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Please visit <http://www.flsenate.gov/statutes> for more information on the statutes referenced in this booklet.



## **CITRUS COUNTY SCHOOLS** **CODE OF STUDENT CONDUCT**

Students in our schools have rights. These rights are given to students by the Constitution and are protected by laws and regulations. Students also have the responsibility to obey these laws and regulations which include federal laws, state laws, and rules established by the Citrus County School Board and individual schools. Many of the laws, regulations, and rules are explained in this booklet. Zero tolerance is an important aspect of Citrus County School Board policy. It is important that everyone understand that our zero tolerance policy applies to all students.

The law requires that each school district develop a Code of Student Conduct. Our Code of Student Conduct was developed through input from the school community. The Code of Student Conduct is made available to students, parents or guardians, and school personnel at the beginning of each school year and is available on the District website at [www.citrusschools.org](http://www.citrusschools.org) - Parents & Students.

The Code of Student Conduct applies to all students, regardless of the location that educational services are being delivered. Students are required to follow the Code of Student Conduct whether attending school traditionally at a school site, or attending school through the virtual environment. Students who attend school through the virtual environment consent to the recording of the virtual classroom.

Students in Citrus County schools will be able to participate in any educational program or activity without regard to race, color, national origin, religion, sex, marital status, or disability. If students feel that this policy is being violated, they should discuss it with school personnel. If students are not satisfied after discussing the problem with school personnel, they should contact the District Equity Contact, at the address below for the procedures to follow for filing a complaint:

District Student Services  
2575 S. Panther Pride Drive  
Lecanto, FL 34461  
(352) 527-0090

## CITRUS COUNTY SCHOOL DISTRICT

### *Core Values*

- ❑ A safe and caring environment is essential for the learning and well being of all individuals.
- ❑ Individuals and organizations are accountable for their behaviors and actions.
- ❑ High expectations and challenging standards promote continuous improvement and high achievement.
- ❑ All individuals can learn at different times, in different ways, and at different rates.
- ❑ Mutual respect is a keystone of learning.
- ❑ Recognition promotes higher accomplishment and self-esteem.
- ❑ Parent and Community involvement and teamwork are critical to a high quality educational system.
- ❑ We embrace the diversity of individuals, ideas, talents, and learning styles.
- ❑ High quality education demands innovation and risk.
- ❑ The balance of academics and extracurricular activities is essential for a well-rounded education.
- ❑ Students require discipline and direction in order to be successful learners.
- ❑ Open and honest communication is essential to effective human interaction.
- ❑ Lifelong learning improves the quality of life.

### **SCHOOL SAFETY HOTLINES**

*You can anonymously report crime or safety concerns.*

#### **Crime Stoppers of Citrus County - 3 WAYS to Submit a Tip**

1. CLICK - CrimeStoppersCitrus.com → "Submit a Tip"
2. DOWNLOAD the Citrus Crimestoppers app on your phone or mobile device
3. CALL 888-ANY-TIPS (888-269-8477)

#### **FortifyFL**

- Download the FortifyFL App on your phone or mobile device

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

By law, the Citrus County School Board provides a public education program. All students have the right to participate in public education. The Citrus County School Board understands this right and will ensure that all students, including exceptional, migratory, pregnant, and married students are provided the opportunity for a quality education.

Students need to understand that with these rights come certain responsibilities. If students do not meet these responsibilities, then their individual rights may be limited. Below is a list of some students' rights and responsibilities.

1. Students have the right to attend school. Unless excused, they have a responsibility to be there every day and on time. They also have the responsibility to do their best work and to obey all rules and regulations.
2. Students have the right, within the dress code, to choose the clothes they wear to school. However, they have the responsibility to wear clothes that do not disrupt the learning atmosphere or affect their personal safety.
3. Students have the right to expect a safe school environment in which to learn. Students have a responsibility to follow safety rules and to report anything they consider unsafe.
4. Students have the right to expect courtesy, fairness, and respect from the school staff and other students. Students have the responsibility to treat others in the same manner.
5. Students have the right to express their ideas and opinions. However, students have the responsibility to express these ideas and opinions in a way that is not hurtful or disruptive.
6. Students living two or more miles from school have the privilege of free bus transportation. Students have the responsibility to follow all school rules and bus rules while using this transportation.
7. Students have a right to disagree and inquire about the policies of the schools. If students feel that a policy is being violated, they should discuss the problem with school personnel. If students are not satisfied after discussing the problem with school personnel, they should contact the District Office at (352) 726-1931.
8. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes. Students have the right not to participate in reciting the pledge. Upon written request by his or her parent/legal guardian, a student shall be excused from reciting the pledge, including standing and placing the right hand over his or her heart. (Pursuant to Florida Statute 1003.44)
9. When the National Anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. (Pursuant to Florida Statute 1003.44)

10. Parents have the right to request his or her child transferred to another classroom teacher; however, parents do not have the right to choose a specific classroom teacher. Parents wishing to request to have his or her child transferred to another classroom must do so in writing to the school Principal. The school Principal must approve or deny the transfer within two (2) weeks of receiving the request. If denied, the school must notify the parent and specify the reason for the denial.
11. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled, however parents do not have the right to choose a specific classroom teacher. The Parent wishing to request to have his or her child transferred must do so in writing to the school Principal. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s. 1003.03 and s. 1, Art. IX of the State Constitution. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial.
12. Pursuant to Florida Statute § 1002.20, the following are the School Grades and amount of money expended per student for the 2019-2020 school year (the most current information available):

	<b><u>SCHOOL GRADE</u></b>	<b><u>MONEY PER STUDENT</u></b>
<b>ELEMENTARY</b>		
Central Ridge Elementary	Not Reported	7,461
Citrus Springs Elementary	Not Reported	8,248
Crystal River Primary	Not Reported	9,081
Floral City Elementary	Not Reported	10,579
Forest Ridge Elementary	Not Reported	8,827
Hernando Elementary	Not Reported	8,233
Homosassa Elementary	Not Reported	9,827
Inverness Primary	Not Reported	8,962
Lecanto Primary	Not Reported	7,790
Pleasant Grove Elementary	Not Reported	9,012
Rock Crusher Elementary	Not Reported	8,542
<b>SECONDARY</b>		
Citrus Springs Middle	Not Reported	8,821
Crystal River Middle	Not Reported	8,178
Inverness Middle	Not Reported	8,573
Lecanto Middle	Not Reported	8,435
Citrus High	Not Reported	8,091
Crystal River High	Not Reported	9,059
Lecanto High	Not Reported	7,482
<b>CITRUS COUNTY SCHOOLS</b>	Not Reported	

For more information regarding how the "money per student" is calculated, please go to the Citrus County School District webpage located at [www.citrusschools.org](http://www.citrusschools.org), located under the Parents & Students Tab, you can find the school Financial Report for each school.

## **ELECTRONIC DEVICES**

Students who receive any electronic device from the School District (i.e. iPad) shall only use the electronic device for school related educational purposes. Any personal use of the electronic device may be violation of the Code of Student Conduct and lead to disciplinary action. Additionally, students and parents are responsible for the safety and maintenance of the electronic device and will be responsible for all damages and/or replacement value of the electronic device.

## **ATTENDANCE POLICY**

It is the position of the Citrus County School Board that students must attend school on a regular and timely basis to maximize educational opportunities offered in Citrus County Schools. Regular and timely student attendance can be successfully achieved through a strong partnership between the home and school representatives.

This policy is applicable for all Pre-K-12 students in Citrus County, both in brick and mortar schools or online through virtual learning. The superintendent may approve exceptions to this policy for special programs, such as alternative education, magnet programs, and adult education programs for the purpose of enhancing the goals of these programs.

### **I. SCHOOL ATTENDANCE**

The parents or guardians are responsible for their child(ren)'s attendance and to follow compulsory attendance laws.

Florida Statute 1003.21 requires: All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. Students are obligated to attend one hundred eighty (180) days of school each year. Regular attendance is a critical component for student success. Students between sixteen (16) and eighteen (18) years of age who plan to terminate their school enrollment must complete a formal Declaration of Intent signed by the student and the student's parent or guardian prior to the termination going into effect.

Pursuant to Florida Statute 1003.26(1)(b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent



must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

#### **A. Parent Responsibilities**

1. Florida Statutes 1003.21 and 1003.24 clearly define the responsibility of parents for the attendance of their child(ren) at school. The school district expects parents to fulfill their responsibilities to ensure student attendance in school.
2. It is the responsibility of the parent(s) to be aware of all absences and the penalties associated with excessive absences and unexcused absences and tardies. Schools will provide information to parents about attendance requirements, will make reasonable attempts to notify parents of student absences, and will work with parents to resolve attendance concerns. The principal/designee will contact the parent or guardian to determine the basis for unexcused absences or absences when the reason is unknown.
3. If a student has unexcused absences and it is determined that the student's parent or legal guardian is at fault for these absences, the appropriate school personnel will adhere to Florida Statutes 1003.24, 1003.26 (Enforcement of School Attendance), and 1003.27 (Court Procedures and Penalties).

#### **B. Non-enrollment of Compulsory Attendance Age Students**

Written notice shall be given in person or by return-receipt mail to the parent(s) or guardian(s) or other person exercising *in loco parentis*, when no valid reason is found for a child's non-enrollment. If the notice and requirement are ignored, the designated school representative shall report the case to the superintendent and refer the case to the Student Services Department for compliance with the Florida Compulsory Attendance Statute (Florida Statute 1003.21).

#### **C. Notification of Loco Parentis**

In cases in which a student is not residing with his/her parent(s)/guardian(s), the parent of the student must designate in writing the adult person(s) with whom the student resides who stands in *loco parentis* so that the student may be admitted to or continue in school. This statement must be notarized and presented to the principal/designee for acceptance.

## **II. STUDENT ABSENCES**

#### **A. Excused Absences**

1. Excused absences, tardies, and permission to leave school early will be allowed only for the following:

- Illness of the student when provided medical documentation.
  - Medical appointments of the student seen by a medical provider. This does not apply to students with documented chronic conditions.
  - Treatment of autism spectrum disorder by a licensed health care practitioner or certified behavior analyst
  - Head lice, a maximum of two (2) days for each occurrence
  - Major illness in the immediate family of the student
  - Death in the immediate family of the student
  - Religious holiday of a student must be documented by parent/guardian (3) days in advance
  - Subpoena or forced absence by any law enforcement agency to fulfill civic duties, (A copy of the subpoena or court summons must be presented to the principal or designee.)
  - Major disaster that would justify absence in the judgment of the administration
  - Planned absences approved in advance by the principal/designee
2. It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for the absence within two (2) days of the student's return to school. If the written statement is not provided by the parent, the absence(s) will be unexcused. The written statement must include the following information for each absence:
- Date the excuse is written
  - Date(s) of the absence(s)
  - Full name of the student
  - Reason for the absence
  - Day time telephone number of parent or guardian
  - Signature of the parent or guardian

Final determination of whether an absence, tardy, or early dismissal is excused or unexcused is the responsibility of the local school principal/designee. Any planned absences, other than medical appointments, must be approved in advance by the principal/designee.

### **III. TARDIES & UNEXCUSED DISMISSALS**

- A. A tardy is defined as an arrival to class or school after the designated starting time or the tardy signal has sounded. Reasons for excused tardies are the same as for excused absences. Three (3) unexcused tardies are equivalent to one (1) unexcused absence.
- B. Students may leave early for those reasons accepted for excused absences. To leave school early without an acceptable reason is an unexcused absence/early dismissal. Three (3) unexcused early dismissals are equivalent to one (1) unexcused absence.

- C. Parents are encouraged to maintain student attendance for the entire school day with minimal interruptions or unnecessary requests to leave school early. For high school, a student must attend each class period a minimum of 50% to avoid being marked absent.
- D. When tardies or early dismissals become excessive, the problem may be addressed through a required parent conference with the school principal/designee, and appropriate disciplinary action may be taken. The disciplinary actions may include, but not be limited to:
  - Detention
  - In-School Suspension
  - Saturday School

#### **IV. SCHOOL RESPONSIBILITY AND AUTHORITY**

- A. After 10 days of excused or unexcused absences, a written statement of illness from a licensed health care practitioner will be required for subsequent absences due to illness indicating they are under the supervision of the physician. Absences previously documented by a licensed health care practitioner, a court official, a church official and out-of-school suspension are excluded from the 10-day absence count.

(NOTE: For purposes of this policy, a licensed health care practitioner is defined as follows: medical doctors and persons who are licensed to practice medicine in psychiatry, osteopathy, podiatry, optometry, dentistry, or chiropractic medicine. An Advanced Registered Nurse Practitioner (ARNP) or a Physician's Assistant (PA) practicing under the protocol of a supervising physician is also allowed to sign.)

If no medical documentation is provided, further absences are considered unexcused. Failure to comply with these requirements, followed by continued absences of the student, may result in disciplinary action as defined in the Code of Student Conduct (i.e., detention, in-school suspension, Saturday school, etc.) and considered appropriate by the school principal.

A parent conference with the school's social worker may also be required to discuss compliance with the Florida Compulsory Attendance Statute (Florida Statute 1003.21).

- B. If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student's primary teacher shall report to the school principal/designee that the student may be exhibiting a pattern of non-attendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

- C. After fifteen (15) unexcused absences accumulate within any ninety (90) calendar days, District Student Services will determine the appropriate steps for the enforcement of the Florida Compulsory Attendance Statute (Florida Statute 1003.21).

## **V. PROVISIONS AND DIRECTIONS FOR MAKE-UP WORK**

### **A. Excused Absences**

1. Students with excused absences are given the privilege of making up work for credit. Students are allowed the same number of days for make-up work as the number of days absent, not to exceed six (6) school days. The principal/designee may grant extensions to the make-up time limit for extenuating circumstances. It is the student's responsibility to obtain and complete all make-up work within the time specified.
2. All scheduled tests and assignments that were due on the first day of a student's absence will be taken or turned in on the day the student returns to school.
3. Planned absences, other than medical appointments, must have the prior approval of the principal/designee. At least three (3) school days prior to the absence, students are to make pre-arrangements for their test(s) and school work to be completed. Tests are to be taken and work will be due the day the student returns to school.

### **B. Suspensions**

Students suspended out of school may be denied the opportunity to make up work for credit. Determination of this consideration is the responsibility of the local school principal/designee.

## **VI. ENFORCEMENT OF COMPULSORY SCHOOL ATTENDANCE**

In cases of excessive absences, tardies, or early dismissals, a school social worker may visit or make other contact with the parent(s) or guardian(s) at the home or other places to discuss the attendance problem for the purpose of returning the student to regular attendance. Legal action against a student and parent(s) or guardian(s) may be taken for not complying with the Florida Compulsory School Attendance Statute (Florida Statute 1003.21).

## **VII. DRIVING PRIVILEGES**

Students who fail to comply with attendance requirements will lose their driving privileges. Pursuant to Section 322.091, Florida Statute requires schools to report to the Department of Highway Safety and Motor Vehicle (DHSMV) the names of minors who attain the age of 14 and above that have accumulated 15 unexcused absences in a period of 90 calendar days. The school principal/designee is the contact for additional information regarding these requirements.

## **VIII. ATTENDANCE RECORDING**

Student attendance records are to be maintained in accordance with School Board Policy. Students who are on hospital/homebound or home placement instruction are counted as present.

## HEALTH INFORMATION

School Health Services are provided per Florida Statutes and per the School Health Services Plan. Specific laws governing health related issues and medication in schools include Florida Statute 1006.062 and Florida Administrative Code 64F-6.0002. School Health Services are supervised by the Florida Department of Health and the Florida Department of Education, however, the Principal at each school has immediate supervisory authority over the health personnel working for each school. The Director of District Student Services has immediate supervisory authority over the itinerate nursing staff in the district. School Health Services include: health assessment, nursing assessment, preventative dental programs when available, vision screening, hearing screening, scoliosis screening, growth and development screening, health counseling, referral and follow up of suspected or confirmed health problems by local health department, meeting emergency health needs, referral of students to appropriate health treatment, consultation with parent/guardian regarding the need for health attention, review and maintenance of health records, and assisting ESE with placement and re-evaluation of ESE students.

Per Florida Statute 381.0056, a student will be exempt from School Health Services if his or her parent or guardian requests such exemption in writing. Written consent of a student's parent or guardian shall be obtained prior to any invasive screening (any screening which the skin or body orifice is penetrated; i.e. dental sealants).

### Medication

Medications should be brought to school only if it is necessary to give the medication during school hours.

Students are not allowed to carry medications on their person. This includes prescription and over-the-counter medications. Tylenol, cough drops, and eye drops are examples of over-the-counter medications. The only exception to this rule is for students who carry a metered dose inhaler, epinephrine auto injector (i.e. epi-pen), diabetic supplies or pancreatic enzymes and have a "*Student Authorization to Carry*" form signed by their parent/guardian and a licensed health care practitioner (for definition, see "NOTE" on page 8).

Established protocols for medications are included in the Citrus County School Board Policy Manual and the School Health Procedures and Forms manual which are located at each school. Key points include:

- Medication **must** be brought to school by an adult.
- Medication must be brought to school in its original container.
- All prescription medications require a "*Authorization for Medication*" form be completed and signed by the parent/guardian.
- All Over-The-Counter medications require a "*Authorization for Medication*" form be completed and signed by a parent/guardian and a licensed health care practitioner (for definition, see "NOTE" on page 9).
- Student medication authorization forms are available in each school clinic and on the Citrus County School's website under the "*Parents & Students/School Health Services*" tabs.
- A separate form is needed for each medication.
- New student medication authorization forms are required at the beginning of each school year.

- Alternative medicines and treatments, such as herbal treatment for ADD/ADHD, caffeine pills, aloe for burns, meat tenderizer for bee stings, etc., require a note from a licensed health care practitioner, (for definition, see “NOTE” on page 8).
- Herbal medication prescriptions may be accepted by a Doctor of Oriental Medicine that has a valid license issued by the Florida Board of Acupuncture and require a “Student Authorization for Over-The-Counter Medication” form be completed and signed by a parent/guardian and the Doctor of Oriental Medicine.
- All medications will be dispensed in the school health room unless a specific individual need is being addressed. Accommodations must be approved by the school administrator.
- Parents/guardians are encouraged to pick up student’s medications at the end of the school year. Leftover medications will be disposed of under direction of the school nurse within one day of the last day of school.

### **Specialized Medical Equipment in Schools**

Any equipment to be used by or for a student must have a written order from a physician. This order must be specific as to timing, dosage (if medication is involved), special usage, and length of time.

A note from the parent/guardian authorizing school personnel to operate or supervise usage of specialized equipment will be in force for the duration of the doctor’s order. At the start of the new school year, a new note from the parent will be required.

- Examples of Equipment: Canes, Crutches, Glucometers, Halter Heart Monitors, Nebulizers, Suction Machines, Tube Feedings, Wheelchairs, etc.
- Parents/guardians are encouraged to notify the school nurse if their student comes to school with a sling, cast, ace bandage, special dressings, or any other medical needs.

### **Allergies**

Most allergies are minor annoyances which may cause sneezing, runny nose, watery eyes, or itching. Occasionally a student or staff member may have a severe allergy which causes respiratory distress, swelling, or an anaphylactic reaction as documented by a physician’s statement. In an effort to accommodate these individuals, it may be necessary to request students or staff members to refrain from wearing perfume or cologne, having animals in class, or

bringing in identified food products such as peanuts. It is our hope that in these cases everyone will respect the right of all individuals to work and learn in an environment that will not make them physically ill.

### **Health Screening**

School-based screenings are conducted at Citrus County Schools as required by Florida Statute 381.0056. This is a cooperative program of the Citrus County School Board and the Citrus County Florida Department of Health. The Homosassa Lion’s Club assists with Vision Re-Screens. A student will be exempt from the screenings if his/her parent/guardian requests such exemption in writing. The note must include the student’s name, type of screening to exclude from, parent/guardian signature, and date. The note must be given to the School Nurse within the first two weeks of school or the first two weeks of school enrollment to ensure receipt before screenings start.

## **ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME**

It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The Citrus County School Board and Administration are determined to provide an environment that is drug-free and protects students' physical and mental health, safety, and civil rights. This goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, including parents, in achieving this goal. Although education and prevention strategies are the preferred means of achieving safe schools, there must be a clear statement of policy that violence in schools will not be permitted. The law enforcement agency that has jurisdiction shall be notified as soon as possible of all violations involving violent criminal acts.

Students who are determined by the School Board to have committed one of the following violations as defined by Florida Law or this code while on School Board owned, operated or maintained property (including a school bus or other school or School Board vehicle) or while at a school/School Board sponsored activity (whether on or off a school site, or School Board owned, operated or maintained property) **WILL** be expelled from all Citrus County public schools, with or without educational service, from the student's regular school for a period of not less than one (1) calendar year.

- (a) Bringing a firearm or weapon, as defined in Florida Statute 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school.

<p><b>NOTE:</b> For the purposes of zero tolerance, a "firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.</p> <p>"Weapon" means any dirk, knife, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife.</p>
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**Students will be referred to mental health services identified by the school district pursuant to Florida Statute 1012.584(4) and the criminal justice or juvenile justice system.**

- (b) Making a threat or false report, as defined by ss. 790.162 (Threatening to throw, project, place or discharge a destructive device "i.e., bomb") and 790.163, (False Report concerning planting a bomb, an explosive, or weapon of mass destruction, or concerning the use of firearms in a violent manner) respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity. The School Board takes these matters seriously and any violation will result in the most serious of disciplinary consequences.

**Students will be referred for criminal prosecution and mental health services identified by the school district pursuant to Florida Statute 1012.584(4), for evaluation or treatment, when appropriate.**

NOTE: If a student poses a threat of violence or physical harm to himself/herself or others, it shall be reported to the School's Threat Assessment Team for evaluation. Threat Assessment Team evaluation becomes part of the student's educational record and is transferred to any school the student attends within 3 days pursuant to Florida Statute.

District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student who has a disability, the district school board shall comply with applicable State Board of Education rules.

Any student found to have committed a violation of Florida Statute 784.011(1), (2), or (3) (Assault or battery on specified officials or employees) shall be expelled or placed in the district alternative school or other alternative program as deemed appropriate. Upon being charged with an offense under Florida Statute 784.011 (1), (2), or (3), the student shall be immediately removed from his or her school of regular attendance and placed in the district alternative school, or other alternative program as deemed appropriate and as required by Florida Statute 1006.13(5).

It is the policy of the Citrus County School District that no student shall possess a firearm in a vehicle on a school campus. This policy is in conjunction with Florida State Statute 790.115 (2) (a) 3.

The school district will invoke the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts on school property, on school-sponsored transportation, at school bus stops, on school buses, or during school-sponsored activities. **Violent or disruptive students WILL be assigned to an alternative educational program or be referred to mental health services identified by the school district pursuant to Florida Statute 1012.584(4).**

Violent criminal acts include, but are not limited to, the following offenses:

- a. Homicide (murder, manslaughter)
- b. Sexual Battery
- c. Armed Robbery
- d. Aggravated Battery
- e. Battery or Aggravated Battery on a teacher or other school personnel
- f. Kidnapping or Abduction
- g. Arson
- h. Possession or Use of a Firearm or other Weapon, as defined on page 26
- i. Possession or Use of any Explosive Device
- j. Bomb Threat



## **ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL**

It is the intent of the Citrus County School Board and Administration to make very clear that there is a **zero tolerance** relating to drugs and alcohol. There will be disciplinary action taken in matters involving possession, usage, delivery, sale, or the intent to sell or distribute drugs or alcohol on school property, on school-sponsored transportation, at school bus stops, on school buses or during school-sponsored activities. The law enforcement agency that has jurisdiction shall be notified as soon as possible of all violations involving drugs and alcohol.

The School Board does not consider the individual use of the following to be violations of this section if used according to the manufacture's recommendations:

- a. Non-medicated lip balm, i.e. chap stick
- b. Sunscreen protection in a liquid or lotion form. No aerosol sunscreen protection is allowed.
- c. Hand Sanitizer is an exception to the zero tolerance policy provided it is used to sanitize hands and is not taken internally.

Controlled drugs and narcotic substances will include those substances listed in Chapter 893 of the Florida Statutes and any prescription drug in the possession of anyone other than the individual for whom the drug or narcotic was prescribed. The delivery of a prescribed drug to someone other than the person for whom it was prescribed will also violate school policy and subject the student to disciplinary action.

**Possession of controlled substances or alcohol by a student with or without consumption or usage** will result in suspension for a minimum of 10 days pending further investigation for possible expulsion. If expulsion is determined to be warranted, the expulsion will be for a minimum of **one academic quarter** with or without continuing education services.

**Possession of controlled substances or alcohol by a student and the giving, sharing, delivery, or the intent to distribute** the controlled substance or alcohol to another person will result in expulsion from the school district for a minimum of **two academic quarters** with or without continuing education services.

**Possession of controlled substances or alcohol by a student and the sale or delivery, or the intent to deliver for compensation to another person** will result in expulsion from the school district for a minimum of **one academic year** or four continuous quarters with or without continuing education services.

Consequences of zero tolerance relating to controlled substances and alcohol may be modified at the elementary level through the recommendation of the principal and the approval of the Superintendent or designee.

Our School Board always retains the right to review each case on its merits and circumstances and determine the appropriate penalty notwithstanding the minimum set forth herein. Additionally, principals at each school shall have the discretion of waiving or modifying the mandatory 10-day suspension for students in possession of controlled substances or alcohol, provided the incident is the first incident of drug or alcohol possession by said student, and the student cooperates in the admission of possession or voluntarily assists administration in the apprehension of others involved in drug or alcohol possession or distribution.

### **ZERO TOLERANCE FOR STUDENT VICTIMIZATION**

Any student who is found to have committed or pleads guilty or nolo contendere to a felony violation of any of the crimes identified in Florida Statute 1006.13(5) shall be subject to transfer from the student's home school if said student is attending a school attended by the victim or sibling of the victim of the offense. The student may be transferred from said school and shall not attend any school attended by the victim or victim's sibling or ride on the school bus on which the victim or sibling of the victim is riding. The offending student or the parents of the offending student shall be responsible for arranging and paying for transportation associated with the transfer of schools.

### **ZERO TOLERANCE FOR GANG-RELATED ACTIVITY**

No student shall participate in a gang or secret society, or engage in a gang-related activity that is in violation of the Florida School Law; including, but not limited to, any action that promotes gang participation, the advertising of gangs, or gang-related activities.

## **DISCIPLINE**

Students, both individually and in groups, are expected to follow all laws, regulations, and school rules. School personnel shall have the authority to enforce all school district rules on school property, on school-sponsored transportation, at school bus stops, on school buses and at school-sponsored activities. Any student or group of students not following the instructions of teachers or others in authority (i.e., teacher aides, bus drivers, etc.) will be reported to the principal/designee and disciplined appropriately.

It is impossible to list all the ways that a student could misbehave. The following are a few examples of acts that would be a reason for some type of discipline:

1. Refusing to follow instructions given by school personnel
2. Hitting any person
3. Damaging property
4. Breaking any bus rules or doing anything on the bus or at bus stops to cause an unsafe condition
5. Not following the Dress Code described in the Code of Conduct
6. Excessive hugging, kissing, or other acts not proper in a school setting
7. Skipping classes or school
8. Buying or selling items on school property unless permission is granted by school personnel
9. Breaking classroom or school rules
10. Parking on campus without a permit or parking in an undesignated area

NOTE: More serious violations are addressed elsewhere in this booklet (i.e., tobacco, alcohol, and other controlled/over-the-counter drugs, weapons, etc.)

## **DISCIPLINARY INTERVENTIONS**

Everyone in society must follow rules and regulations in their daily lives. School rules and regulations are necessary to promote learning and provide for health and safety. There are consequences for those who break the rules. It is vital that parents support our actions when rules are broken.

### **TYPES OF DISCIPLINARY INTERVENTIONS**

Every school must use the options that best meet the agreement of their school:

1. **REVIEW OF RULES & POSSIBLE CONSEQUENCES**  
Students who break a rule may participate in a discussion with administrators, teachers, certified school counselors, school resource officers, or others in the school system. This discussion may include suggestions as to how the rule can be followed in the future and consequences if the rule is broken.

2. VERBAL CORRECTION  
Any member of the school staff may verbally correct a student at the time of the misconduct.
3. TIME OUT  
Time out (removal from class activities) may be utilized to help students gain control over inappropriate or disruptive behaviors in accordance with local school guidelines. Time out levels include in-class, out-of-class, and monitored isolation.
4. IN-SCHOOL SUSPENSION  
Students may be removed from their regular classes and be given other supervised activities. These activities may include work details. (See item #10)
5. DETENTION OR SATURDAY SCHOOL  
Students may be required to stay after school, come to school early, or attend school on Saturday. Reasonable attempts will be made in advance to notify parents or guardians when this alternative is assigned. Transportation is not provided by the school.
6. SUSPENSIONS OF BUS PRIVILEGES  
A student who misbehaves on the bus may be kept from riding the bus for a period of time. The student is still required to attend school, but it is the parent's or student's responsibility to find other transportation.
7. PARENT CONFERENCES  
A conference between the parent or guardian and school personnel may be required. During this conference, ways to change behavior will be discussed.
8. WRITTEN ASSIGNMENTS  
Students may be given extra written work as a consequence for misconduct. This work will be of an educational nature and not repetitive writing.
9. ALTERNATIVE PROGRAMS  
Schools may establish special programs. These programs may require a student to attend special classes in an attempt to change behavior.
10. WORK DETAILS  
Students may be required to serve on supervised work details. These details may include cleaning, washing, picking up litter or other appropriate work.
11. PAYMENTS FOR DAMAGES  
Parents or guardians may be required to pay for damages when students have stolen or destroyed property.

12. REMOVAL FROM LEADERSHIP POSITIONS  
A student may be removed from a leadership position (i.e., class officer, club president, team captain, safety patrol, etc.).
13. RESTRICTED FROM ACTIVITIES  
A student may be kept from attending or participating in any school-sponsored activities (i.e., athletic contests, band concerts, plays, field trips, etc.).
14. STUDENT BEHAVIORAL AGREEMENT  
After discussions among school officials, parents or guardians, and the student, a written agreement may be developed. This agreement is designed to improve student behavior.
15. CIVIL CITATIONS  
Students may be referred to law enforcement for civil citations. Civil citations may be issued for misdemeanors, including possession of tobacco products, within 1,000 ft. of school.
16. REMOVAL FROM CLASS  
Teachers may recommend that students be removed from class for repeated disruptive behavior or a violent incident (Florida Statute 1003.32).
17. ALTERNATIVE EDUCATION CENTER  
Students may be assigned to an Alternative Education Center in an attempt to change their behavior. Students will be excluded from participating in all sports and extra-curricular activities for the duration of their enrollment at the Alternative Education Center.
18. SUSPENSION FROM SCHOOL  
Students may be suspended by the principal for up to ten days. Students will be remanded to the custody of their parent(s)/guardian(s) during the specified suspension. The superintendent may extend the suspension through the next regularly scheduled School Board meeting in the event a recommendation for expulsion is received by the superintendent. Students on suspension are prohibited from being on any school property, on school-sponsored transportation, at school bus stops, on a school bus, or attending school-sponsored activities during their suspension. Suspensions are considered unexcused absences. Students on first-time suspensions are allowed to make up graded work only if they make a request to the principal or designee no later than 2 days after their return to school. All made up work must be submitted for grading within 3 days of receiving the assignments or within 3 days following the conclusion of their suspension. Students with multiple suspensions, extended suspensions, or suspensions resulting from misbehavior related to in-school suspension, detention or Saturday school may be ineligible for this consideration.

19. EXPULSION

Expulsion is the removal of the right in Citrus County to attend school, be on any school property, on school-sponsored transportation, at school bus stops, on school buses or to attend any school-sponsored activities. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services. The School Board of Citrus County has the exclusive authority to expel a student from school upon recommendation of the superintendent when the student has committed any one or more of the following behaviors. This is not meant to be an all-inclusive list.

**DEFINITIONS OF ACTS FOR DISCIPLINARY INTERVENTION**

The following is a list of definitions of acts which may be grounds for disciplinary intervention, including but not limited to suspending or expelling a student from school. These offenses may also result in the arrest of the student.

This is not a complete list but will give an idea of some of the things which are considered serious:

a. AGGRAVATED BATTERY

(intentional great bodily harm) A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

b. ARSON

(intentionally setting a fire on school property) To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

c. ASSAULT

To threaten another person by word or act.

d. BATTERY

The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury.

WARNING: Battery on a school district employee is considered a felony pursuant to Florida Statute §784.081(2)
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e. BURGLARY

(illegal entry into a facility) The unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

f. BULLYING

(intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: physical, verbal, emotional or sexual.

If you are the victim, witness, or have knowledge of alleged bullying, it is your responsibility to report the bullying to a teacher, certified school counselor, or other adult.

There will be consequences for a student found to have wrongfully and/or intentionally accused another as a means of bullying.

ANY ACT OF BULLYING/HARASSMENT IS NOT TOLERATED IN CITRUS COUNTY SCHOOLS. FOR FURTHER INFORMATION ON OUR BULLYING/HARASSMENT POLICY, (5.321), PLEASE REFER TO THE FOLLOWING LINK:

<https://go.boarddocs.com/fl/citrus/Board.nsf/Public#>

g. CYBER BULLYING

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

- h. CYBER STALKING  
Cyber stalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person(s), causing substantial emotional distress to that person(s), and serving no legitimate purpose.
- i. DIRECT DEFIANCE OF AUTHORITY  
To refuse or fail to obey, to show lack of respect, to be rude, or to refuse to do what someone in authority has said to do.
- j. DISORDERLY CONDUCT  
Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff/others, or repeated misconduct.
- k. DISRUPTION ON CAMPUS-MAJOR  
(major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.
- l. DISRUPTIVE BEHAVIOR  
Any behavior that tends or is likely to throw into confusion the normal learning processes or procedures, including a boycott, walkout, sit-in, or any similar disruptive action.
- m. DRUG AND ALCOHOL VIOLATIONS  
Any act of unlawful cultivation, manufacturing, distribution, sale, intent to distribute or sell, purchase, possess, transport or being under the influence of any controlled drug, narcotic substance, counterfeit controlled substance, alcohol, inhalant, over the counter drugs, or paraphernalia (equipment and devices used for preparing or taking narcotics or drugs). Additionally, items that promote and/or advertise drugs or alcohol are prohibited. Controlled drugs and narcotic substances will include any prescription drug in the possession of anyone other than the individual for whom the drug or narcotic was prescribed. The delivery of a prescribed drug to someone other than the person for whom it was prescribed will also violate school policy and subject the student to disciplinary action.

Students are prohibited from possessing, using, or distributing by sale or otherwise, any substance that is represented to be, represented to contain, mimics, or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law.

Substance includes, but is not limited to, any substance that contains or is represented to contain chemicals or any substance that produces



the same effect as or is represented to produce the same effect as a controlled substance or any analogue of a controlled substance including, but not limited to, K-2, also known as "Spice" or "legal weed", or any substance containing THC.

- n. EXTORTION  
To obtain or attempt to obtain any property including money by intimidation.
- o. FALSE ACCUSATIONS OR OTHER MISLEADING ACTIONS  
To make bomb threats, false fire alarms, false 911 calls, false accusations or other misleading actions including any false reporting of biological or chemical agents. (Bomb Threat - mandatory 1 year expulsion)
- p. FIGHTING  
(mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention
- q. HARASSMENT  
Harassment means any threatening, insulting, or dehumanizing gesture or image, use of data or computer software, or written, verbal or physical conduct directed against a person(s).  
Malicious Harassment/Hate Crimes: intentionally intimidating or harassing another person because of that person's race, religion, color, sexual orientation, ancestry, disability, marital status, or national origin.  
Sexual Harassment: any slur, suggestion, other verbal, or physical conduct reflecting on an individual's gender which has the purpose of or effect of creating an intimidating, hostile or offensive educational environment. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- r. HAZING  
Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to:
  - a. Pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or,
  - b. Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
- s. HOMICIDE  
(murder, manslaughter) The unjustified killing of one human being by another.
- t. INAPPROPRIATE BEHAVIOR  
Lying, making false accusations against students and school district employees, unsuitable or improper behavior, gestures, or language, leaving school grounds or class without permission, gambling.

u. INAPPROPRIATE USE OF THE INTERNET

The use of the Internet, either through the School District's portal or by access through a cellular network on school property, on schools sponsored transportation, at school bus stops, on school buses or during school-sponsored activities is a privilege granted students of the Citrus County School District. Students shall only use their assigned username and password to access the District Internet or electronic resources and access shall be for instructional purposes only. Students are prohibited from accessing the Internet, either through the School District's portal or through a cellular network on school property, on school sponsored transportation, at school bus stops, on school buses or during school-sponsored activities for prohibited activities. Prohibited activities include, but are not limited to, the following: accessing the School District's protected files or programs; sites of pornography; sites that use profanity, obscenities, and/or promote hate crimes; sites that do not support the appropriate classroom lessons or curriculum; and/or sharing inappropriate or intentionally false information. This also includes any computer activity that would harm or disrupt the School District's computer systems and network. Any violation or inappropriate use of the Internet may cause this privilege to be revoked by the principal/bus driver or their designees, in their sole discretion. Additionally, inappropriate use of the Internet shall result in disciplinary action, including expulsion.

v. KIDNAPPING

(abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.

w. ONLINE COURSEWORK VIOLATION

It is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation. Any person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Any student who uses another person to complete coursework, or any student who completes course work for another student, is subject to disciplinary action, which may include loss of credit.

x. OTHER MAJOR

(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified.

y. PHYSICAL ATTACK

Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

z. PLAGIARISM AND CHEATING

Plagiarism

According to Merriam-Webster's online dictionary, plagiarism is to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.

Some examples are, but are not limited to the following:

- Copying and pasting a report from the Internet and representing it as your own work
- Copying any other work and not properly citing authorship

Cheating

According to Merriam-Webster's online dictionary, cheating is defined in multiple ways. To influence or lead by deceit, trick, or artifice a: To practice fraud or trickery b: To violate rules dishonestly.

Some examples are, but are not limited to the following:

- Providing questions/answers/ or work to another student
- Receiving questions/answers/ or work from another student

A variety of consequences may be administered when a student is caught cheating or plagiarizing in any course, whether online or in the classroom. These consequences range from resubmission of an assignment to expulsion from any online coursework for up to one year or a grade of zero in the classroom setting. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted to the transcript.

aa. POSSESSION/USE OF CELL PHONES

The possession of cell phones/wireless communication devices by students is a privilege granted to students by the Citrus County School District. Students may possess these devices on school property, on school-sponsored transportation, at school bus stops, on school buses or during school-sponsored activities, as allowed or defined by School Administration. It is the responsibility of the student and parent to ensure cell phones/wireless communications devices are used properly. Any use of these devices for access to the School District's protected files or programs, criminal intent or other inappropriate use may cause this privilege to be revoked by the principal/bus driver or their designees, in their sole discretion, confiscation of the device, and additional discipline upon further investigation. The Citrus County School District is not responsible for theft, loss, unauthorized use, or damage to cell phones or other wireless devices.

Pursuant to testing regulations as outlined in the Standard Test Administration Manual, "cell phones and/or any electronic devices are not permitted during standardized testing. If a student is found to be in possession of a cell phone or any electronic device during standardized testing, his or her test must be invalidated."

**WARNING:** The taking, transferring, or sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.), may constitute a crime under state and/or federal law. Any person

taking, transferring, or sharing nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

bb. POSSESSION/USE OF A DANGEROUS INSTRUMENT

To possess/use any instrument or object that is able or likely to cause harm (i.e., pocket knives with a blade less than 4 inches, fireworks, explosive devices, mace, etc.).

cc. POSSESSION/USE OF ELECTRONIC DEVICES

The possession of electronic devices, including but not limited to cameras, MP3 players, cell phone cameras, video cameras, tablet devices, computers, or any other wireless communication devices, and other similar communication or recording devices by students is a privilege granted to students by the Citrus County School District. Students may possess these devices on school property, on school-sponsored transportation, at school bus stops, on school buses or during school-sponsored activities, as allowed or defined by School Administration. These devices may not be used for transmitting, retrieving, sharing, or storing any communication of obscene or discriminatory material. The use of any of these devices for access to the School District's protected files or programs, criminal intent or other inappropriate uses may cause this privilege to be revoked by the principal/bus driver or their designees, in their sole discretion, confiscation of the device, and disciplinary action upon investigation of the infraction. The Citrus County School District shall not be responsible for theft, loss, unauthorized use, and/or damaged devices.

**WARNING:** The taking, transferring, or sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.), may constitute a crime under state and/or federal law. Any person taking, transferring, or sharing nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

dd. POSSESSION/USE OF A FIREARM

Firearms per Florida Statutes Section 790, which mandates a minimum one year expulsion with or without services per Florida Statute Section 1006.13: The possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to any firearm. Firearm means any weapon (including a starter gun), which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon, any firearm muffler or firearm silencer; any destructive device (as defined in Florida Statutes Section 790); or any machine gun.

**Additional items that could be considered a firearm by the Board:**

Additionally, the possession or use of the following could be considered by the Board to be a firearm per school board policy: any kind of starter pistol, stun gun, b-b or pellet gun, air soft gun, paint ball gun, "look-alike" firearm, or replica or facsimile of a firearm; whether operable or inoperable, loaded or unloaded.

ee. POSSESSION/USE OF TOBACCO

(cigarettes or other forms of tobacco/nicotine) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.

To possess/use cigarettes, electronic cigarettes (e-Cig), cigars, smokeless or spit-less tobacco, chewing tobacco, dip, or any other tobacco product including lighters and matches. Electronic Cigarette means any oral device that provides a vapor of liquid and/or other substance and the use or inhalation of which simulates smoking. Students who violate this section of the Code of Student Conduct are subject to the following disciplinary actions:

**First Offense** - One (1) day of In School Suspension, attend and complete a tobacco, drug and alcohol course within 30 days that has been approved by the Superintendent. Failure to complete the course within 30 days will result in further discipline, including suspension from school.

**Second Offense** - One (1) week of In School Suspension, attend and complete a tobacco, drug and alcohol course within 30 days that has been approved by the Superintendent. Failure to complete the course within 30 days will result in further discipline, including suspension from school.

**Third or Subsequent Offense** - Suspension and/or Expulsion from school, attend and complete a tobacco, drug and alcohol course within 30 days that has been approved by the Superintendent.

ff. POSSESSION/USE OF A WEAPON

**Weapons per Florida Statutes Section 790, which mandates a minimum one year expulsion with or without services per Florida Statute Section 1006.13:**

(possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

**The possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, any dirk, knife, metallic knuckles (aka brass knuckles), slungshot, billie (billy club), tear gas gun, chemical weapon or device, or other deadly weapon.**

**Additional items that could be considered a weapon by the Board:**

Additionally, the Board considers the possession or use of a weapon to be any instrument or object (including replicas of weapons), deliberately used or intended for use to inflict harm upon another person or used to intimidate another person, including, but not limited to, pocket knives, straight blade knives, chains, pointed instruments, razor blades, box cutters, sharp cutting instruments, ice picks, pipes, nunchakus, Chinese stars, chemical irritants, mace, tear gas, pepper spray, poisonous gases, electrical weapons or devices, and “look-alike” weapons.

- gg. ROBBERY  
(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstance of force, or threat of force or violence, and/or by putting the victim in fear.
- hh. SEXUAL ASSAULT  
An incident that includes threatened rape, fondling, indecent liberties, child molestation. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.
- ii. SEXUAL BATTERY  
(attempted or actual) Forced or attempted sexual contact as defined in Florida Statute §794.011(1)(h) located at [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0794/Sections/0794.011.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0794/Sections/0794.011.html); and at the Florida Department of Education's Office of Safe Schools School Environmental Safety Incident Reporting (SESIR) located at <http://www.fldoe.org/safe-schools/sesir-discipline-data/>. Both males and females can be victims of sexual battery.
- jj. SEXUAL HARRASSMENT  
(undesired sexual behavior) Unwanted verbal, nonverbal, or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation, as defined in Rule 6A-19.008, F.A.C.
- kk. SEXUAL OFFENSES (OTHER)  
(lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner
- ll. STEALING/THEFT/LARCENY  
(taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The item(s) value must be \$750.00 or more to report in SESIR.)

mm. TEEN DATING VIOLENCE AND ABUSE

Teen Dating Violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager.

Abuse is mistreatment, which may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

nn. THREATS/INTIMIDATION

(instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent: an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear: a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability: the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

oo. TRESPASSING

(illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry

pp. UNAUTHORIZED ACCESS TO ANY SCHOOL EQUIPMENT, COMPUTERS, OR RECORDS

Unauthorized access to any school equipment, computers, or records.

qq. VANDALISM

(destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.

rr. VIOLATION OF RULES

To disregard or break school, bus, or cafeteria safety rules and/or driving privileges.

## **ADDITIONAL REASONS FOR DISCIPLINING STUDENTS**

1. Committing any act which disrupts or tends to disrupt the orderly, peaceful, normal, or efficient operation of any school activity.
2. Engaging in less serious but continuing misconduct that is detrimental to the educational function of the school.
3. Students making direct or indirect threats of violence against individuals and/or groups are subject to appropriate disciplinary consequences, up to and including: suspension and/or expulsion. Any threat of such violence should be reported immediately to staff and/or school administrator and may be referred to Law Enforcement.
4. When students use social media to threaten other students or school employees which has a direct effect on a school function, Law Enforcement may be requested to conduct a home visit and/or become involved, which could result in criminal prosecution, suspension, and/or expulsion.
5. Suspension proceedings may be initiated against any student enrolled who is formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if the incident is shown, in an administrative hearing with notice provided to the parents or guardians or custodians to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled (Florida Statute 1006.09). Should circumstance warrant, the student may be prohibited from participating in future school-sponsored activities.

## **DUE PROCESS PROCEDURES FOR SUSPENSION AND EXPULSION**

1. A student, who is accused of misconduct which, in the opinion of the principal, is serious enough to warrant suspension or expulsion from school or the school bus, must be given the following Due Process:
  - a. The student must be told by the principal/designee the reason(s) for the suspension or expulsion recommendation.
  - b. The student must be allowed to present his/her side of the matter verbally or in writing and the student may also have witnesses for his/her version of the incident.
  - c. The student and the parent/guardian will be provided a written copy of the official Citrus County suspension form. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the student's parent/guardian by United States mail. Each suspension and the reasons for the suspension shall also be reported in writing within 24 hours to the district school superintendent or designee.
  - d. The student and the parent/guardian have a right to a hearing with the principal upon the request of the parent/guardian to discuss the discipline



imposed. All such requests must be made within three (3) school days of the sending of the notice of suspension.

- e. The parent/guardian may request an Administrative Review by the superintendent or designee after the principal conference described in Step d. The sole purpose of this review is to decide if the student was given Due Process at the school. All such requests must be in writing and must be submitted within three (3) school days after the principal conference described in Step d.
  - f. When the behavior of a student with a disability documented with an IEP or Section 504 plan results in a change of placement (removal is for more than 10 consecutive days or a series of removals that constitute a pattern because the removals cumulate to more than 10 school days in a school year), an IEP (Individual Education Plan) or 504 meeting is held as soon as possible, but no later than 10 school days after the removal decision in order to conduct a manifestation determination. Suspension from the bus that results in the student being absent from school may count toward the student's cumulative suspensions for the school year if transportation is noted on the student's IEP.
- 2. Any expulsion recommendation from the Principal to the Superintendent shall include a documented report by the principal on the alternative or corrective measures taken prior to his/her recommendation of expulsion.
  - 3. The superintendent has the authority to extend a principal's suspension of a student being recommended for expulsion. This suspension may be extended by the superintendent until the next regularly scheduled School Board meeting. The superintendent may also assign any student suspended or being considered for expulsion to an individually designated program or other special placement.
  - 4. A Resolution meeting can be held to determine if a mutually acceptable resolution can be agreed upon. If a mutually acceptable resolution cannot be then the student or parent has the right to have the recommended expulsion presented at the next regularly scheduled School Board meeting for a Due Process Hearing.
  - 5. If the superintendent recommends expulsion, she may recommend that the student be expelled for the remainder of the school year, plus an additional school year.
  - 6. When the behavior of a student with a disability results in a pending expulsion, an IEP or 504 meeting will be held as soon as possible, but no later than 10 school days after the removal decision in order to conduct a manifestation determination. If the IEP or 504 team determines the student's behavior was related to the disability, the student's placement cannot be changed by school personnel as a disciplinary intervention. If the IEP or 504 team determines that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities. However, services are provided in accordance with Rule 6A-6.03312(5) FAC.

## **SEARCH & SEIZURE**

School officials have a responsibility for the health, safety, and welfare of their students. Lockers are school property, and any student who chooses to use a school locker should understand this. School lockers may be opened and searched by school authorities at any time upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

Driving to school is a privilege for students. School officials have the legal right to inspect the interior, exterior or any compartment of any vehicle brought onto a school campus if it is suspected that the vehicle may contain items that are illegal or prohibited.

School officials may conduct a warrantless search of a student's person, locker, or any other storage area (i.e., bookbags, purses, cell phone and/or electronic devices) on school property if they have reasonable suspicion to believe that illegal, prohibited, or harmful items or substances may be concealed on the student's person or in such areas.

## **TRESPASSING**

Everyone except school staff and students must report to the school's Main Office when entering school property. The Citrus County School Board and Florida law give school administration the authority to direct any individual or group to leave any school district property, school-sponsored transportation, school bus stops, school buses, or from school-sponsored activities. If the individual or group does not leave, they are subject to arrest. Students currently on suspension or expulsion are prohibited from being on any school district property, school-sponsored transportation, school bus stops, school buses, or from attending school-sponsored activities.

## **ATHLETIC ELIGIBILITY STANDARDS**

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss.1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the following criteria in s. 1006.15(3)(h):
  - a. Dependent children of active military personnel whose move resulted from military orders.
  - b. Children who have been relocated due to a foster care placement in a different school zone.

- c. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- d. Authorized for good cause in district or charter school policy.
  - 1. Move to a new residence - the student moves to a new home address due to a move by the student and a person or person(s) with whom he/she has been previously living that makes it necessary for the student to attend a different school.
  - 2. Move to a new residence following the marriage of the student.
  - 3. Reassignment by the District School Board or Charter School Board.
  - 4. Transfer of school within the first twenty days - i.e. acceptance into a previously applied for program.
- 3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).

**The following is a list of examples, such as, but not limited to, that could potentially affect the athletic eligibility of a student:**

- Alcohol, tobacco, and drug related behavior
- A High School student must have a 2.0 cumulative GPA based on a 4.0 scale at the conclusion of each semester to be eligible for participation. Should a student's cumulative GPA drop below a 2.0, the student will be ineligible until the student once again achieves a 2.0 cumulative GPA
- School/Classroom discipline issues
- Social Media issues - inappropriate comments and/or pictures
- Bullying/Harassment
- Sportsmanship/Ejections - students who are ejected from a contest will be ineligible to participate in events for the amount of time determined by the FHSAA or school administration
- Violation of Dress Code Policy
- Four Year Limit of Eligibility (High School) Three Year Limit of Eligibility (Middle School)
- Age Limit -19 years old on or before July 1<sup>st</sup> (High School) 15 years old on or before September 1<sup>st</sup> (Middle School)
- Lack of a Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Violation of established team rules
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

## TRANSPORTATION

The Citrus County School Board provides transportation for any student living two miles or more from their zoned school. While students are riding the school bus, they are under the authority of the school principal or designee and the school bus driver. Students may be videotaped any time while on school buses. The video cameras contain audio components. Any student who misbehaves on the bus will be reported to the principal or designee and may be **suspended** or **expelled** from riding the bus. In such cases, it will be the parent or guardian's responsibility to provide transportation.

Pre-kindergarten and Kindergarten students will not be released from the bus if a parent/guardian or approved adult is not at the bus stop. Any adult who is approved to receive students must be listed on the student's emergency form. If there is no parent/guardian or approved adult at the bus stop when the bus arrives to receive a pre-kindergarten or kindergarten student, the student will be returned to the school.

### INSTRUCTIONS FOR STUDENTS RIDING SCHOOL BUSES

1. Students are expected to arrive at bus stops five minutes ahead of the scheduled stop time to avoid missing the bus. Parents/guardians and students are responsible for their safe travel during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including, during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
2. Students shall respect the driver and follow instructions.
3. Students shall remain seated, keep head and arms inside the bus and keep their hands, feet, and other objects to themselves.
4. Students shall keep door and the aisle clear of all obstacles. No pets, glass, or large items, including large band instruments or skateboards will be allowed on the bus.
5. Students shall not throw anything, at the bus, out of the bus, or inside the bus.
6. Students shall be absolutely quiet when the dome lights are on.
7. Students shall not eat, drink, or chew gum on the bus. All food, water and other items shall be securely stowed and put away.
8. Students shall keep conversations quiet.
9. Students shall not use profanity or obscene language or gestures.

10. At the bus stops, students shall cross the road in front of the bus after waiting for the driver's signal.
11. Students shall only ride their assigned school bus and get off only at their assigned bus stop, except when the district has approved alternative buses or arrangements. To ride an alternate bus, students must present a permission slip, signed by a parent/guardian and the principal or designee.
12. Students shall maintain complete silence at all railroad crossings.
13. Students shall comply with all regulations in the Code of Student Conduct while riding the bus, and when students are at the school bus stops. Parents and/or guardians shall provide necessary supervision during times when the bus is not present.

**REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. GOOD BEHAVIOR IS THE ONLY WAY TO CONTINUE RIDING.**

## **STUDENT DRESS CODE FOR CITRUS COUNTY SCHOOLS**

The Citrus County School Board recognizes that clothing fashions change and that fads come and go, but distinctions still need to be made as to what is acceptable attire for educational purposes. Some clothing which might be appropriate in other settings would be completely inappropriate and disruptive for the learning atmosphere in a school setting.

**The principal or designee is responsible for interpreting and clarifying the student dress code** upon student or parent request. The principal or designee is the final authority for interpreting and applying the student dress code related to special events and activities conducted at the school.

**Students will dress in attire which does not distract from the learning process or the educational environment.** The Citrus County School guidelines specify the following:

- Clothing should not be sexually suggestive, and it should cover and conceal body parts, e.g. chest, midriff, back, legs (to mid-thigh or longer), shoulders (2" wide shoulder straps minimum).
- Clothing should cover all undergarments.
- Shorts, skirts, or pants should be worn at natural waistline.
- Attire should not illustrate, enhance, or depict tobacco/alcohol/drugs, nor have offensive, racial, gang-related, sexual or violent messages, or images.
- Attire should contribute to the health and safety of all students and staff. Jewelry, shoes, accessories, hair color and hair styles must be free of conditions that could be considered hazardous or disruptive.
- Accessories such as, but not limited to, spiked necklaces, spiked wristbands, spiked earrings, and wallet chains are not permissible.
- Blankets used for jackets and sleepwear (i.e., pajamas, house slippers) are not allowed.



### **HEAD COVERS**

Hats and distracting head covers should not be worn in designated school areas at any time, except for recognized religious purposes.

### **FOOTWEAR**

Footwear should contribute to the health and safety of all students and staff. Roller shoes and house slippers are not permitted. Tennis shoes/sneakers may be required for physical activity.

### **CLOTHING**

The following administrative guidelines must be followed by all students when wearing shorts, skirts, pants, and dresses:

1. Length of shorts, skirts, and dresses must be mid-thigh or longer (please refer to diagram provided on page 35).
2. Dresses, skirts, and shorts that are too tight or too baggy will not be permitted. Items such as leggings, bicycle shorts, aerobic shorts, etc. or

other tight-fitting clothing are not permitted unless covered by other approved clothing.

3. Pants that are too tight, too baggy, or too long will not be permitted.

**NOTE:** It is the responsibility of each student to come to school in the appropriate dress, have respect for self and others, and understand the role that appropriate dress and respect for self and others has on an orderly learning environment. Therefore, students, while attending school during the regular school day, are prohibited from wearing clothes that expose underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Any student who violates this dress policy is subject to the following disciplinary actions:

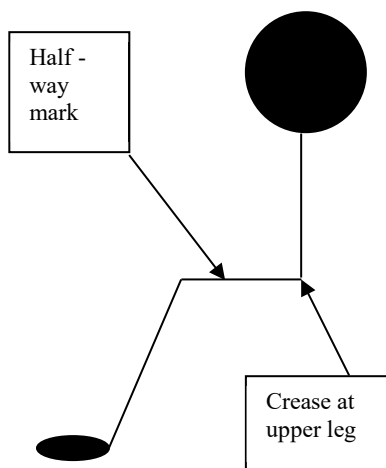
1. For a first offense, a student shall be given a verbal warning and the school principal/designee shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal/designee shall meet with the student's parent or guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), *Florida Statutes*, for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal/designee shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

## **VIOLATION OF THE STUDENT DRESS CODE**

Any student violating the student dress code may be sent home to change, or the parent may be asked to bring a change of clothes to the school for the student. Any absence caused by a student dress code violation will be an unexcused absence for each period or day missed. A violation may also result in a suspension.

**Nothing in this section is intended to keep school principals from using their best judgment as to how to best implement this code.**

## **DRESS CODE GUIDELINE FOR STUDENTS/PARENTS**



Parents: Use this quick technique to make sure your child(ren) is(are) in compliance with our Dress Code policy as to appropriate length of shorts, skirts, and dresses.

The halfway mark is defined as: while in the seated position, measure halfway from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee.

In a standing position, whatever students are wearing should be as long or longer than the half-way mark.

## **PUBLIC NOTICE - STUDENT RECORDS**

### **PURPOSE**

The Citrus County Public Schools maintain educational records on each student for the purpose of planning instructional programs, for guidance of students, for preparation of state and federal reports, and for research. Student records are for the educational benefit of the student, and the information recorded and maintained is in keeping with the best educational interest of the student.

### **ACCESS TO STUDENT RECORDS**

Those persons having access to student records are members of the School Board, the superintendent and her staff, professional staff of the school, the parent or guardian of the student, a court of competent jurisdiction, and other persons as the parent or guardian may authorize in writing. These records are maintained under the direction of the school principal in each school. The Citrus County School System recognizes further the rights afforded parents and students in keeping with the Family Educational Rights and Privacy Act (FERPA).

### **CITRUS COUNTY REGISTRATION AND EMERGENCY INFORMATION FORM**

A student's social security number is not required as part of the registration process and students will be assigned a student number identifier.

For additional information and details regarding student records contact your school's guidance department.

## **ANNUAL NOTICE OF RIGHT TO REVIEW STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights include:

1. The right to review the student's education records within a reasonable time period from the day the district receives a request for access.

Parents should submit to the school principal a written request identifying the records they wish to inspect. The principal will make arrangements for access and notify parents of the time and place that the records may be inspected.

2. The right to request the amendment of your child's education records that you believe are inaccurate or misleading.

Parents should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If there is agreement, the necessary steps to expunge or correct the information will be taken. If agreement is not reached, parents will be notified and advised of their right to a hearing regarding their request.

3. The right to authorize disclosures of personally identifiable information contained in student records except to the extent that FERPA and Florida Statute 1002.22 authorizes disclosure without consent.



Exceptions include school district officials having a legitimate educational interest, a person or company with whom the district has contracted to perform a specific task, state or local authorities who are legally authorized to receive such information, or a person serving on a committee, such as a discipline or grievance committee.

4. Upon request, the district discloses education records without consent to officials of another school district or education institution in which the student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The right pertaining to access and challenge described herein are transferable to your child upon attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

**Directory Information may be released without your consent unless you make a request to the contrary, in writing, by September 15 or within 30 days of receiving this notice. Directory Information includes full legal name; image or likeness in pictures, videotape, film, or other medium; dates of attendance; major field of study; participation in officially recognized sports and activities; height and weight of athletic team members; degrees and awards received; most recent previous educational institution attended; subsequent educational institution attended; and academic work intended for publication or display.**

The request for non-disclosure shall only remain valid until the end of the school year in which the request was made. All requests for nondisclosure shall be in writing, addressed, and delivered to the principal of the school where the student attends and must be received by September 15 or 30 days after receipt of this notice.

Military recruiters and representatives of institutions of higher education are entitled, under existing federal law, to a listing of names, addresses, and telephone numbers of all high school students. This list will be provided, including the names of all students, upon request unless the parent/guardian provides a written objection to the student's principal indicating a desire that a specific student's name, address, or telephone number not be included. The request for non-disclosure shall be valid for the school year in which it is received. The request must be re-instituted annually. Students, parents and guardians provided confidentiality protection and exemption under F.S. 119.07 must provide written notification or other required verification that these restrictions apply.

## **REQUEST FOR STUDENT EDUCATIONAL RECORDS**

Copies of student educational records are available, within 30 days, to the parent or eligible student. A minimal fee is charged for these copies.

Please note: Both natural or adoptive parents' right of access will be honored by the school unless there is a legal document or court order on file at the school specifically denying the right to one or both parents.

If you have further questions, please contact your school's main office.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act (ESSA) was signed into law in December 2015, amending the Elementary and Secondary Education Act of 1965 and replacing No Child Left Behind provisions. Florida's state plan continues to support the original Elementary and Secondary Education Act (ESEA) by committing to holding all students to high academic standards, preparing all students for success in college and career, and holding schools accountable for student outcomes. In support of these goals, Florida's state plan establishes ambitions, rigorous academic standards for all students; measures mastery of those standards and publicly reports results and informs parents of individual student performance. If you have any questions regarding ESSA, please contact the Coordinator of Title I at the Citrus County School District office.

## **NON-DISCRIMINATION INFORMATION**

- No person shall, on the basis of race (including anti-Semitism), color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by Citrus County School Board (CCSB), except as provided by law.
- CCSB shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- CCSB prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race (including anti-Semitism), color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information.
- Lack of English language skills will not be a barrier to admission and participation. CCSB may assess each student's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students for successful participation.
- CCSB will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108.

### **District Equity Contact:**

Kit Humbaugh  
Director of Student Services  
Equity and Compliance Officer  
2575 S. Panther Pride Drive  
Lecanto, FL 34461  
Email: [humbaughk@citruschools.org](mailto:humbaughk@citruschools.org)  
Telephone: (352) 527-0090

### **Section 504 Contact:**

Gary Percy  
Email: [pearcyg@citruschools.org](mailto:pearcyg@citruschools.org)  
Telephone: (352) 726-1931 Ext. 2328