



SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS

*“Where Learning is the Expectation
And Caring is a Commitment”*

THOMAS KENNEDY
DISTRICT 1

VIRGINIA BRYANT
DISTRICT 2

DOUGLAS A. DODD
DISTRICT 3

SANDRA BALFOUR
DISTRICT 4

LINDA B. POWERS
DISTRICT 5

Dear Students/Parents/Guardians,

It is my pleasure to welcome you to the 2015-2016 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

Mission Statement

"To educate all students through relevant curriculum and experiences for life in an ever-changing world"



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

2015-2016

Code of Student Conduct

Sandra "Sam" Himmel
Superintendent of Schools

TABLE OF CONTENTS

CODE OF STUDENT CONDUCT.....	2
CORE VALUES	3
STUDENTS' RIGHTS AND RESPONSIBILITIES.....	4
SCHOOL SAFETY HOTLINE.....	4
ATTENDANCE POLICY.....	5-9
SCHOOL ATTENDANCE AND STUDENT ABSENCES.....	5-6
TARDIES & UNEXCUSED DISMISSALS.....	7
SCHOOL RESPONSIBILITY AND AUTHORITY.....	7-8
PROVISIONS AND DIRECTIONS FOR MAKE-UP WORK.....	8-9
ENFORCEMENT AND DRIVING PRIVILEGES.....	9
HEALTH INFORMATION.....	10-11
ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME	12-13
ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL.....	13-14
ZERO TOLERANCE FOR STUDENT VICTIMIZATION.....	14
ZERO TOLERANCE FOR GANG-RELATED ACTIVITY.....	15
DISCIPLINE.....	15
DISCIPLINARY INTERVENTIONS.....	15-18
DEFINITIONS OF ACTS FOR DISCIPLINARY INTERVENTION.....	18-26
ADDITIONAL REASONS FOR DISCIPLINING STUDENTS	26
DUE PROCESS PROCEDURES FOR SUSPENSION AND EXPULSION	26-27
SEARCH AND SEIZURE.....	28
TRESPASSING.....	28
TRANSPORTATION.....	29
STUDENT DRESS CODE FOR CITRUS COUNTY SCHOOLS.....	30-31
VIOLATION OF THE DRESS CODE.....	31
DRESS CODE GUIDELINE FOR STUDENTS/PARENTS.....	31
PUBLIC NOTICE - STUDENT RECORDS.....	32
ANNUAL NOTICE OF RIGHT TO REVIEW STUDENT RECORDS.....	32-33
REQUEST FOR STUDENT EDUCATIONAL RECORDS.....	34
NO CHILD LEFT BEHIND ACT.....	34
NON-DISCRIMINATION INFORMATION.....	34

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.

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:

Student Services Center
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.
- ❑ 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.

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.

School Safety Hotline: Campus Crime Stoppers

TEXT: "Citrus & your tip" to 274637

CLICK: www.crimestopperscitrus.com

CALL: 1-888-ANY-TIPS

The Campus Crime Stoppers Program offers the safety of complete anonymity, while allowing students to take action against victimization and crime.

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. 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.

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 sufficient enough to jeopardize academic progress 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
- Major illness in the immediate family of the student
- Medical appointments 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
- Head lice, a maximum of two (2) days for each occurrence
- 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 within a nine-week grading period 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 within a nine-week grading period 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 suspensions 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 attendance assistant or school 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, the Student Services Center 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. Unexcused Absences

Each school will develop administrative practices and procedures regarding make-up work for students with unexcused absences. Input and involvement from the faculty, staff, and school enhancement council should be included in the development of these practices and procedures. To maintain academic progress, students should be encouraged to make up work, even if credit will not be awarded. Parents and students will be provided information regarding these practices and procedures.

C. Suspensions

Students suspended out of school may be denied the opportunity to makeup 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, an attendance assistant or 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

Specific laws governing health related issues and medication include Florida Statute 1006.062 and Florida Administrative Code 64F-6.0002.

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 drugs. Tylenol, cough drops, and eye drops are examples of over-the-counter drugs. 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 and a licensed health care practitioner (for definition, see “NOTE” on page 7).

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 “*Student Authorization for Prescription Medication*” form be completed and signed by the parent/guardian.
- All Over-The-Counter medications require a “*Student Authorization for Over-The-Counter Medication*” form be completed and signed by a parent/guardian **and** a licensed health care practitioner (for definition, see “NOTE” on page 7).
- Student medication authorization forms are available in each school clinic and on the Citrus County School’s website under the “*Schools*” tab.
- A separate form is needed for each medication.
- New permission 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 7).
- 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 week 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.

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' 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.

The Gun Free Schools Act states that any student who is determined to have brought a firearm, as defined in 18 U.S.C.s.921, to school, to any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of no less than 1 full year and referred for criminal prosecution.

Florida Statute also mandates a minimum 1 year expulsion for 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 and for making a threat or false report related to any bomb or deadly explosive. Additionally, any such violation shall be referred to the criminal justice or juvenile justice system.

Florida Statute 1006.13 states as follows:

(3) Zero-tolerance policies must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system.

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

(b) Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

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.

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 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 23-24
- i. Possession or use of any explosive device
- j. Bomb threats

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 manufactures 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.

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 loss 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 loss 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 loss 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 voluntarily discloses the fact of possession or voluntarily assists administration in the apprehension of others involved in drug or alcohol possession or distribution.

If a student is expelled for a violation related to drugs, alcohol, or a controlled substance, it is strongly recommended that the parents or guardians of this student demonstrate evidence and documentation that a professional form of intervention has been implemented. Written evidence of the evaluation or assessment will be made available to the principal before the student is permitted to re-enter school.

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. **ABDUCTION**

To seize and detain or carry (as a person) by unlawful force or fraud.

b. **ARSON**

To 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.

e. BREAKING AND ENTERING/BURGLARY

The unlawful entry into a building or other structure.

f. BULLYING

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, PLEASE REFER TO OUR WEBSITE WWW.CITRUS.K12.FL.US . LOCATE THE SCHOOLS TAB AND SCROLL DOWN TO THE BULLYING LINK.
--

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. 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.
- l. 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."

- m. EXTORTION
To obtain or attempt to obtain any property including money by intimidation.
- n. 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)
- o. FIGHTING
When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention.
- p. 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.
- q. 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.
- r. HOMICIDE
The unjustified killing of one human being by another.
- s. INAPPROPRIATE BEHAVIOR
Lying, unsuitable or improper behavior, gestures, or language, leaving school grounds or class without permission, gambling.
- t. 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 school-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. Internet access by any electronic device, which includes but is not limited to access to the following: 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 is prohibited. 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.

u. 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.

v. 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.

w. 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 on line 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.

x. 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, “[c]ell 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.

y. 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.).

z. 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.

aa. **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 shall 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.

bb. **POSSESSION/USE OF TOBACCO**

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.

cc. **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:

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.

dd. ROBBERY

The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

ee. SEXUAL ASSAULT

An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. 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.

ff. STEALING/THEFT/LARCENY

The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.

gg. 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.

hh. THREATS/INTIMIDATION

(Instilling fear in others) 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.

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

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

jj. VANDALISM

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. _

kk. 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. 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. A copy will also be forwarded to the 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 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) meeting is held immediately, if 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.
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. If a mutually acceptable agreement cannot be reached during the Informal Due Process for expulsions, the student or parent has the right to have the recommended expulsion presented at the next regularly scheduled School Board meeting.
 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 an expulsion, an IEP meeting shall be held in order to conduct a manifestation determination. If the IEP 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 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.

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

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.
2. Respect the driver and follow instructions.
3. Remain seated, keep head and arms inside the bus and hands, feet and other objects to yourself.
4. Keep door and aisle clear of obstacles. No pets, glass, or large items, including large band instruments or skateboards will be allowed on the bus.
5. Do not throw anything, at anytime, in, out of, on or at the bus.
6. Be absolutely quiet when the dome lights are on.
7. Do not eat, drink, or chew gum on the bus.
8. Keep conversations quiet.
9. Use no profane or obscene language or gestures.
10. Cross the road in front of the bus after waiting for the driver's signal.
11. Present a permission slip, signed by a parent and the principal or designee, for riding a bus other than the usual one or getting off at a different stop than the usual one.
12. Maintain complete silence at all railroad crossings.
13. Comply with all regulations in the Code of Student Conduct.

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, satanic, 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 neck, spiked wristbands, 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.

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 when standing (please refer to diagram provided on page 31).

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. are not permitted unless under approved clothing.
3. Shorts, skirts, pants, and dresses must be hemmed.
4. 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:

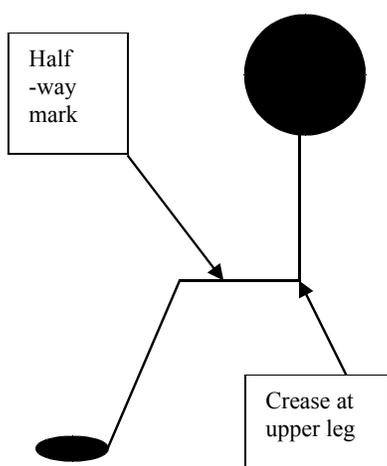
1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal 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 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. When provided, a student's social security number is used as the student's identification number. If the social security number is not provided, then the student 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.

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.

4. 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.

NO CHILD LEFT BEHIND ACT

The No Child Left Behind Act has a section of rules and procedures (Title 20 Education Chapter 31) which reference student privacy, parental access to information, and administration of physical examinations or screenings to minors. This information can be accessed by using the Florida Department of Education Website (www.fl DOE.org) or by contacting the Citrus County Schools Student Services Center (527-0090).

NON-DISCRIMINATION INFORMATION

- No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political beliefs, national or ethnic origin, 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 this school district, except as provided by law.
- The School Board 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.
- The School Board shall admit students to district schools, programs, and classes without regard to race, color, religion, age, nationality, or ethnic origin, marital status or disability.
- The District will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108.

Please direct complaints/harassments to the **District Equity Contact:**

Kit Humbaugh
Coordinator of Student Services
Equity and Compliance Officer
2575 S. Panther Pride Drive
Lecanto, FL 34461
Email: humbaughk@citrus.k12.fl.us
Telephone: (352) 527-0090

FAX: (352) 249-2145