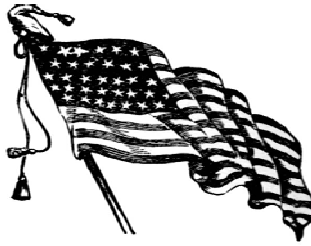


## TABLE OF CONTENTS

CODE OF STUDENT CONDUCT.....	2
BELIEFS .....	3
STUDENTS' RIGHTS AND RESPONSIBILITIES.....	4
ATTENDANCE POLICY .....	5-12
HEALTH INFORMATION .....	12
ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME .....	13
ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL .....	14-15
ZERO TOLERANCE FOR STUDENT VICTIMIZATION .....	15
ZERO TOLERANCE FOR GANG-RELATED ACTIVITY .....	15
DISCIPLINE .....	15
DISCIPLINARY INTERVENTIONS.....	16-19
DEFINITIONS OF ACTS FOR DISCIPLINARY INTERVENTION. ....	19-21
ADDITIONAL REASONS FOR DISCIPLINING STUDENTS .....	22
DUE PROCESS PROCEDURES FOR SUSPENSION AND EXPULSION .....	22-23
SEARCH AND SEIZURE .....	23-24
TRESPASSING .....	24
TRANSPORTATION .....	24-25
STUDENT DRESS CODE FOR CITRUS COUNTY SCHOOLS .....	25-26
VIOLATION OF THE DRESS CODE.....	26
DRESS CODE GUIDELINE FOR STUDENTS/PARENTS.. ..	26
PUBLIC NOTICE - STUDENT RECORDS.....	27
ANNUAL NOTICE OF RIGHT TO REVIEW & INSPECT STUDENT RECORDS. ....	27-29
NON-DISCRIMINATION INFORMATION. ....	29

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 under the age of 20.

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.

Students who do not understand or speak English will not be punished because of their lack of language skills. This does not mean that students will be allowed to swear or use other words in their own language which are not acceptable in the English language. Rules, meetings, or actions will be explained to the parents, guardians, or other family members in an understandable language. This explanation may be in writing or through another person who speaks the language.

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 Coordinator of Equity and Compliance 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

### *Beliefs*

- ❑ 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 the 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.
- ❑ Life-long 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 student's 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 Hot Line:** 1(877) 7BE BRAVE, or 1-(877) 723-2728

The calls are not recorded and callers do not have to give their names.

Citizens, especially youths, are encouraged to report any illegal activity in the schools to the hot line so authorities can investigate.

## 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**

Florida Statute 1003.21 requires that all students between the ages of six (6) and eighteen (18) attend school regularly. The parents or guardians are responsible for their child(ren)'s attendance and to follow compulsory attendance laws. 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 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 having control, 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 pupil resides who stands in *loco parentis* so that the pupil 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 family of the student
  - Medical appointments of the student
  - Death in the family of the student
  - Duration of a religious holiday of the specific faith of a student
  - 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. To leave school early is defined as an unexcused absence. Students may leave early for those reasons accepted for excused absences. 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, students must attend class 50% or more to avoid absences.
- 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. 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 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 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. HIGH SCHOOL ATTENDANCE REQUIREMENTS FOR COURSE CREDIT

### A. Possible Failure Due to Excessive Absences

- 1. When a high school student accumulates 5 or more excused or unexcused absences in a class in any one quarter, the student may receive a final grade of "F" and receive no credit for the course. In addition, this student may be withdrawn from class by the principal for the remainder of the quarter. A student may request an administrative review or appeal to an attendance committee for a waiver of this rule. **It is the responsibility of the students and parents to be aware of all excused and unexcused absences and to verify, in writing, all absences in the event of an appeal with documentation.**
  
- 2. If a student has 5 or more excused or unexcused absences and is granted a waiver by the administration or the Attendance Appeal Committee, the student will receive the calculated quarter grade average for the class(es), provided the student passes the final comprehensive exam.

3. If a student has 5 or more excused or unexcused absences and does not apply for or is denied a waiver by the administration and/or the Attendance Appeal Committee, the student will receive an "F" (failure because of excessive absences) for the quarter grade.

#### **B. Exceptions to the Failure Due to Excessive Absences**

The following absences from school shall **NOT** be counted as absences for calculating excessive absences. Written documentation **MUST** be provided when involving:

1. Absences for illnesses or other health-related reasons that are documented by a statement from a licensed health care practitioner.
2. Absences due to death in the family or absences for religious holidays.
3. Absences due to holidays must be documented by a parent/guardian's note three (3) days in advance.
4. Absences for approved college visitation days. A maximum of four (4) documented college visitation days will be allowed for students beginning the second quarter of the junior year through the end of the senior year. Institutions to be visited must be outside of Citrus County. Armed Forces Academies and vocational school visits will also fall under this provision. These absences must be applied for three (3) days in advance. The principal may allow additional days when necessary.
5. Absences resulting from out of school suspensions. Absences resulting from out of school suspensions are unexcused absences. A high school student with 5 unexcused absences in a class must pass a final comprehensive exam to receive credit for the course.
6. Absences due to subpoena or forced absence by any law enforcement agency. Verification must be provided by a copy of the subpoena or court summons.
7. Homebound education placements due to an extended illness are not considered absences.
8. School-sponsored activities are not considered absences. (i.e., field trips, school sponsored assemblies, extra-curricular activities.)

#### **C. Grading and the Attendance Policy**

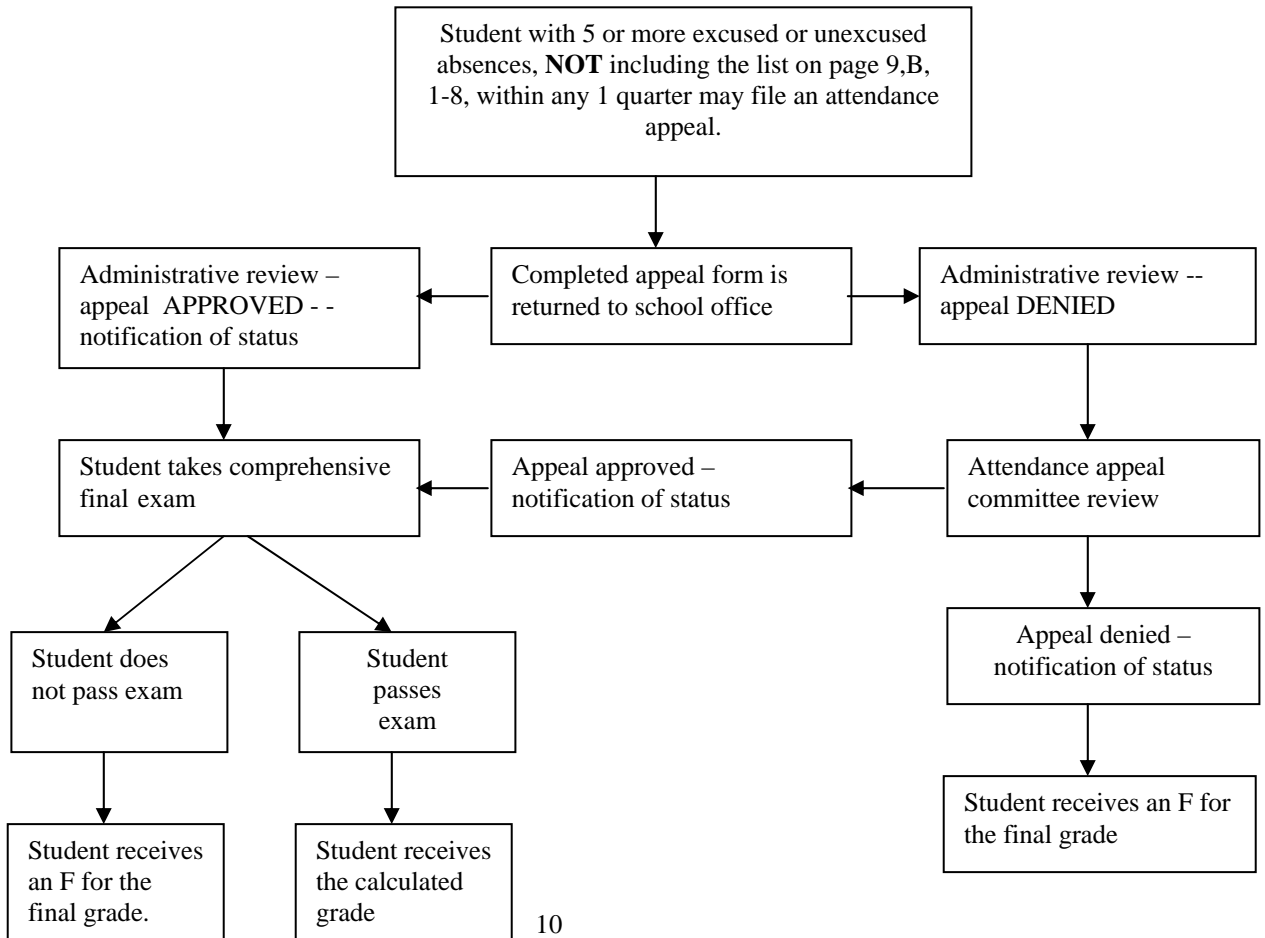
1. The attendance policy shall impact only the final grade of the quarter.
2. The teacher shall not give any student an "F" for a mid-term grade based on the student having 5 or more absences from his/her class.

#### **D. Appeal Process**

1. **Administrative Review:** A high school student who has 5 or more excused or unexcused absences in a quarter may present documentation to the designated administrator for waiver of the failure because of excessive absences.
2. An administrative review of a student's appeal will occur using the following procedures:

- a. An appeal request for an Administrative Review waiver must be submitted prior to the first scheduled final exam.
  - b. The request must consist of a written explanation of absences and the reasons for requesting the waiver. Appropriate documentation for the reasons for all absences must be attached to the request. Absences for extended illnesses or hospitalization must be documented with a statement of illness by a licensed health care practitioner. Chronic illness requires an annual verification by a licensed health care practitioner. The principal/designee will review the documentation, render a decision, and notify the students' parent/guardian and teachers.
3. Denied waivers will automatically be reviewed by the Attendance Appeal Committee
    - a. The Attendance Appeal Committee may consist of school-based administrators, district-based administrators, counselors, or teachers.
    - b. The responsibility for initiating the appeal process will rest with the student/parent or guardian.
  4. Any denied appeals beyond the Attendance Appeal Committee will be in accordance with the Grievance and Complaint Procedure, School Board Policy.

Appeal Process flow chart



## **VI. 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 make up work for credit. Determination of this consideration is the responsibility of the local school principal/designee.

## **VII. 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).

## **VIII. DRIVING PRIVILEGES**

Students who fail to comply with attendance requirements may lose their driving privileges. Students may seek a hardship waiver for a personal or family hardship to retain driving privileges for employment or medical care. The school principal/designee is the contact for additional information regarding these requirements.

## IX. ATTENDANCE RECORDING

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

## HEALTH INFORMATION

Specific laws governing health related issues and medication include Florida Statute 1006.062 and Department of Health rule 10D-84.015.

### Medication

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 or epi-pen/ana kit and have a permission form signed by their parent and physician. Medications should be brought to school only if it is necessary to give the medication during school hours. Parents should seek medical attention for their child if a health condition requires the use of over the counter medication at school for 3 days.

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.
- A written permission form must be completed and signed by the parent/guardian.
- Medication must be brought to school in its original container.
- Medicines and treatments considered outside medical protocols as established by the Health Department, such as herbal treatment for ADD/ADHD, caffeine pills, aloe for burns, meat tenderizer for bee stings, etc. require a note from a health care professional.
- 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.

### 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. Additionally, 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.

For the purposes of student parking privileges, 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 21
- 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.

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, guidance 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. CORPORAL PUNISHMENT  
Corporal punishment is the moderate use of physical force or physical contact by a principal or designee (not to include the referring teacher) as may be necessary to maintain discipline or to enforce school rules. Students must be given Due Process prior to the use of corporal punishment.

When Corporal Punishment (paddling) is used, the following rules will be followed:

- a. The student will be told the reason for the paddling. Reasonable effort will be made to notify the student's parent or guardian before the paddling is given.
- b. A student will be given a paddling as soon as possible after it has been determined that this will be the disciplinary intervention.
- c. A staff member must witness a paddling. The witness will be told the reason for the paddling in the presence of the student.

- d. After a paddling, the student's parent or guardian must be informed in writing as to why it was necessary to paddle the student. The parent or guardian must also be told the name of the witness.

Note: Any parents or guardians who do not wish to have their child paddled must stipulate this to the school principal in writing.

15. 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.

16. 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.

17. REMOVAL FROM CLASS

Teachers may recommend that students be removed from class for repeated disruptive behavior or a violent incident. (Florida Statute 1003.32)

18. ALTERNATIVE EDUCATION CENTER

Students may be assigned to an Alternative Education Center in an attempt to change their behavior.

19. SUSPENSION FROM SCHOOL

Students may be suspended by the principal for up to ten days. Students will be remanded to the custody of the student's parent/s during the specified suspension time with specific homework assignments for the student to complete. 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.

20. 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, expelling, and/or arresting a 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  
The unlawful or intentional damage, or attempt to damage, of any real or personal property by fire.
- c. ASSAULT  
To threaten another person by word or act.
- d. BATTERY  
An actual and intentional touching or striking another person against his or her will or intentionally causing bodily harm, including sexual battery, aggravated battery, and actual battery on a teacher or other school staff.
- e. BREAKING AND ENTERING/BURGLARY  
The unlawful entry into a building or other structure.
- f. BULLYING/THREATS/INTIMIDATION  
(Intimidating or hostile behaviors) Unwanted and/or repeated written, verbal, physical behavior, electronic communication, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.
- g. 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.
- h. 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.
- i. 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.

- j. 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 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.
- k. EXTORTION  
To obtain or attempt to obtain any property including money by intimidation.
- l. 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. (BombThreat - mandatory 1 year expulsion)
- m. FIGHTING  
To participate in or to instigate a physical altercation.
- n. HARASSMENT  
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.
- o. HOMICIDE  
To commit murder and non-negligent manslaughter, killing of one human by another or killing a person through negligence.
- p. INAPPROPRIATE BEHAVIOR  
Lying, unsuitable or improper behavior, gestures, or language, leaving school grounds or class without permission, gambling.
- q. INAPPROPRIATE USE OF THE INTERNET  
Internet visitations through any electronic device which include but are not limited to sites of pornography, those that use profanity and/or obscenities, hate crimes, etc. which do not support the appropriate classroom lessons or curriculum or the sharing of inappropriate or intentionally false information.
- r. POSSESSION/USE OF CELL PHONES  
Students may not utilize cell phones on the school bus when being transported to or from school or on school campuses during the school day. The school day will be defined by school administration. Displaying or utilizing cell phones during the school day is a violation of this code and will result in discipline. If utilized during a school function/activity outside the normal school day, the utilization shall not disrupt the educational

process and may be restricted at the discretion of the administrator or site based manager. Citrus County School District will not be responsible for lost, stolen, and/or damaged devices.

- s. 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.).
- t. POSSESSION/USE OF ELECTRONIC DEVICES  
To possess/use any electronic devices, including but not limited to pagers, tape/cd players, MP3 players, laser pointers, etc. during the school day, on the school bus, and during school functions/activities unless approval is given by principal or designee.
- u. POSSESSION/USE OF A FIREARM  
To possess/use any firearms of any kind (i.e., operable or inoperable, loaded or unloaded, replica or facsimile), including but not limited to zip, pistol, rifle, shotgun, BB gun, starter gun, paint ball gun, explosive propellant, or destructive device.
- v. POSSESSION/USE OF TOBACCO  
To possess/use cigarettes, chewing tobacco, dip, or any other tobacco product including lighters and matches.
- w. POSSESSION/USE OF A WEAPON  
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 with 4 inch or longer blades, straight blade knives, guns, chains, pointed instruments, razor blades, etc.
- x. ROBBERY  
To take or attempt to take anything of value under confrontational circumstances by force or threat of force.
- y. STEALING/THEFT  
To unlawfully take/possess property of another person.
- z. UNAUTHORIZED ACCESS TO ANY SCHOOL EQUIPMENT, COMPUTERS, OR RECORDS  
Unauthorized access to any school equipment, computers, or records.
- aa. VANDALISM  
To destroy or damage property.
- bb. 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 ten (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 with 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.

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) on school property if they have reason 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 PUPILS RIDING SCHOOL BUSES

1. Respect the driver and follow instructions.
2. Remain seated, keep head and arms inside the bus and hands, feet and other objects to yourself.
3. Keep door and aisle clear of obstacles. No pets, glass, or large items, including large band instruments will be allowed on the bus.
4. Do not throw anything, at anytime, in, out of, on or at the bus.
5. Be absolutely quiet when the dome lights are on.
6. Do not eat, drink, or chew gum on the bus.
7. Keep conversations quiet.

**Don't be late.  
The bus can't wait.**



8. Use no profane or obscene language or gestures.
9. Cross the road in front of the bus after waiting for the driver's signal.
10. 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.
11. Maintain complete silence at all railroad crossings.
12. 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 cover and conceal body parts e.g. midriff, back, shoulders (2" wide shoulder straps minimum), chest, legs to mid-thigh or longer.
- ❖ Clothing should cover all undergarments.
- ❖ Shorts, skirts, or pants should be worn at natural waistline.
- ❖ Attire should not be sexually suggestive.
- ❖ 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 (i.e., jewelry, shoes, accessories, hair color, hair styles must be free of conditions that could be considered hazardous or disruptive). Roller shoes are not allowed.
- ❖ 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.

## 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.
2. Shorts, skirts, and dresses that are too tight or too baggy will not be permitted (i.e., bicycle shorts, aerobic shorts, etc.)
3. Shorts, skirts, pants, and dresses must be hemmed.
4. Pants that are too tight, too baggy, or too long will not be permitted.

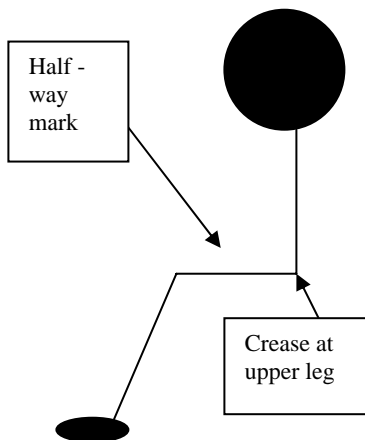


### VIOLATION OF THE STUDENT DRESS CODE

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:

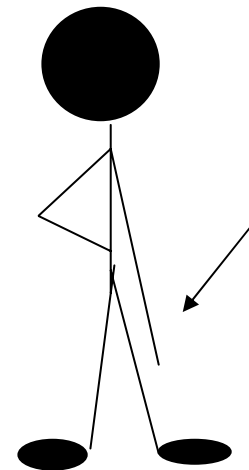
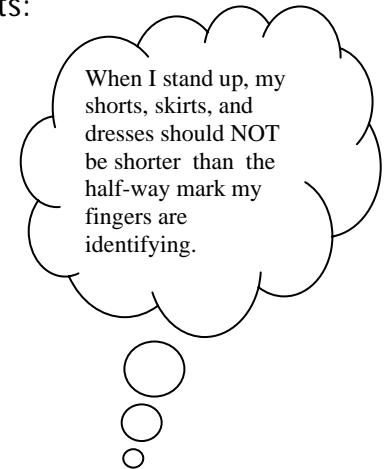


Parents: Use this quick technique to make sure your child(ren) is(are) in compliance with our Dress Code policy as to appropriate length of shorts, skirts, and dresses.

While in the seated position, measure half-way from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee.

Have the student put his/her fingers on the half- way mark and hold it there while they stand up.

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.

For additional information and details regarding student records, please refer to the Student Records Handbook for the Citrus County Schools or contact your school's guidance counselor.

### ANNUAL NOTICE OF RIGHT TO REVIEW AND INSPECT 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 and inspect 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 are

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.

## NON-DISCRIMINATION INFORMATION

1. 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.
2. 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.
3. 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. Please direct complaints/harassments to the **District Equity Contact**:

Regina Allegretta  
Coordinator of Student Services  
Equity and Compliance Officer  
2575 S. Panther Pride Drive  
Lecanto, FL 34461  
Email: [allegrettar@citrus.k12.fl.us](mailto:allegrettar@citrus.k12.fl.us)  
Telephone: (352) 527-0090 ext. 226  
FAX: (352) 527-1410