



CITRUS GROVE ELEMENTARY

STUDENT HANDBOOK

2025 - 2026





MARTIN COUNTY SCHOOL DISTRICT | 2025-2026 SCHOOL CALENDAR

WWW.MARTINSCHOOLS.ORG

JULY/AUGUST 2025						
S	M	T	W	Th	F	S
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 31 Optional Teacher Work Day (Teachers Only)

1,4,6 Teacher PL Day (Teachers Only)
5 & 7 Teacher Work Day (Teachers Only)
8 Teacher PL/Work Day (Teachers Only)
8 K-5 Meet the Teacher*
8 6th & 9th Grade Orientation*
11 Students' First Day of School
20 & 21 Elementary School Curriculum Night*
27 High School Curriculum Night*
28 Middle School Curriculum Night*

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

10 Interim Reports Posted (Grades 6-12)
16 Presidents Day(Teachers & Students Off)
23 Teacher PL Day (Students Off)

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day (Teachers & Students Off)
10 Early Release**
15 Interim Reports Posted (Grades 6-12)
23 Non-School Day(Teachers & Students off)

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Early Release Day**
13 End of 3rd Nine Weeks
14-22 Spring Break (Teachers & Students Off)
27 Reports Cards Posted

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 Non-School Day(Teachers & Students off)
10 End of 1st Nine Weeks
22 Report Cards Posted
31 Early Release Day**

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 Non-School Day (Teachers & Students Off)
7 Middle School Conference Night (5-8 pm)
8 Elementary School Conference Night (5-8 pm)
9 High School Conference Night (5-8 pm)
20 Interim Reports Posted (Grades 6-12)
29 Early Release Day**

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 Elementary School Conference Night (5-8 pm)
6 Middle School Conference Night (5-8 pm)
10 In school activities honoring Veterans
11 Veterans Day (Teachers & Students Off)
12 High School Conference Night (5-8 pm)
19 Interim Reports Posted (Grades 6-12)
22-30 Thanksgiving Break
24 & 25 Emergency Make-up Day***

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 Graduations: Spectrum Celebration, Willoughby Learning Ctr, Adult High School
20 MCHS Graduation
21 JBHS Graduation
22 SFHS Graduation
25 Memorial Day (Teachers & Students Off)
26 Optional 5th Grade Evening Recognition*
27 Optional 8th Grade Evening Recognition*
28 Students' Last Day/End of 4th Nine Weeks
28 Elementary Report Cards Posted
29 Post School Day/Teacher Work Day
29 Emergency Make-up Day***

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 End of 2nd Nine Weeks
20-31 Winter Break(Teachers & Students Off)

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Summer School Pre-Planning
2 Summer School/Reading Camp Begins
8 Secondary Report Cards Posted (Except EOC course grades)
30 Summer School/Reading Camp Ends

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day (Teachers & Students Off)
2 Teacher Work Day (Students Off)
5 Classes Resume
16 Report Cards Posted
19 Martin Luther King Jr. Day (Teachers & Students Off)

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Secondary Report Cards updated with EOC course grades when received from the Florida Department of Education

*Times vary – visit www.martinschools.org for details and school start times

**Early Release Days are for all schools except Spectrum Academy

***Emergency Make-up Days are utilized only when necessary

PL = Teacher Professional Learning

Board Approved 12/17/24



MARTIN COUNTY SCHOOL DISTRICT

...a dynamic educational system of excellence

SCHOOL BOARD MEMBERS

District 1: Christia Li Roberts

District 2: Marsha Powers, Vice Chair

District 3: Jennifer Russell

District 4: Amy B. Pritchett, Board Chair

District 5: Dr. Brian Moriarty

Mission Statement

Educate all students for success

Dear Students and Families,

Welcome to a new school year in the Martin County School District!

At the heart of every student's success is a strong partnership between families, educators, and our community. Whether this is your first year with us or you're a returning member of our school family, we are grateful for the opportunity to support your child's educational journey.

We remain committed to educating all students for success in safe, supportive learning environments. Our schools are places where curiosity is encouraged, critical thinking is developed, and every child is empowered to reach their full potential.

This handbook outlines the expectations, policies, and procedures that help guide daily life in our schools. Please take time to review it with your child, as understanding these guidelines plays an important role in creating respectful, productive, and engaging learning communities.

Thank you for being an essential part of the Martin County School District. We look forward to a year filled with meaningful learning, strong relationships, and continued success for every student, every day.

Sincerely,

Michael Maine
Superintendent of Schools
Martin County School District

STAFF DIRECTORY

Citrus Grove Elementary

2527 SW Newfield Parkway. Palm City, FL 34990

Phone (772)223-2513 ▪ Fax (772)223-2535

www.cge.martinschools.org

STAFF DIRECTORY

Title	Name	Extension	Email
Principal	Rose Rynca	61101	ryncar@martinschools.org
Assistant Principal	Danelle Roberts	61102	robertd3@martinschools.org
Principal's Secretary	Melanie Smith	61103	smithm@martinschools.org
School Counselor	Lindsey Branco	61111	brancol@martinschools.org
Guidance Secretary	Cindy Donatucci	61105	Donatuc@martinschools.org
School Secretary	Tricia Joseph	61100	josepht@martinschools.org
Bookkeeper	Melanie Smith	61103	smithm@martinschools.org
Data Entry Clerk	Terri Stewart	61112	Stewart@martinschools.org
School Resource Officer	Deputy Hickman	61231	hickmaj@martinschools.org
Media Specialist	Sharon Windsor	61118	windsos@martinschools.org
Cafeteria Manager	Christy Cole	61150	colec@martinschools.org
Clinic	Cheryl Hibbard	61106	Hibbarc@martinschools.org
Plant Operator	Estela Romero	61108	romeroe@martinschools.org
PIP	Lynn Stengel	61254	Stengel@martinschools.org
Extended Day	Donna Tipaldo	61276	Tipaldd@martinschools.org
OFFICE HOURS 7:00 am – 3:30 pm		SCHOOL HOURS 7:40 am – 2:00 pm	

The purpose of the student handbook is to communicate the expectations, policies, procedures, and practices for the school year. Please refer to the district website for policies not included herein: School Board Policies, Student Progression Plan, and Code of Student Conduct.

www.martinschools.org

Classroom Responsibilities

Be Prepared Every Day:

1. ChromeBook (charged every day)
2. Paper, pen/pencil

3. Class materials (required by the teacher)

Be RESPECTFUL of yourself and others:

1. Follow the class rules set by each teacher
2. Be attentive and cooperative
3. Treat others with kindness and consideration
4. Show pride in your school (take care of school property and materials)
5. Take responsibility for your actions

Be On Time:

1. Be seated, have your materials out, and be ready to begin class when the bell rings
2. Turn in all work on time

Student Responsibilities:

1. Follow the school rules and District Code of Conduct.
2. Be considerate of your classmates.
3. DO NOT bring skateboards, lasers, handheld games, hats or cameras.

Master Self-Control:

1. Be respectful and courteous.
2. Use school-appropriate language and gestures (this is your place of business)
3. Keep your hands to yourself.
4. Walk your bike off campus and wear your helmet when riding.

Internet and Technology Use:

1. The act of posting or searching inappropriate information on the internet during or after school is grounds for disciplinary action. Your ChromeBook is the property of the Martin County School District.
2. Follow the teacher's directions and go only to the websites given for the lesson.
3. Cell phones must be in your backpacks at all times. DO NOT place phones in your back pockets. This is cause for disciplinary action.

Dress Appropriately:

1. Follow the dress code throughout the day.
2. Student dress and appearance should fall within the limits of the school dress code, and students should practice cleanliness, good grooming, and appropriate decorum.

DISCIPLINE

Policy 5500 - Student Conduct

Students are expected to follow the Code of Student Conduct standards, federal and state laws, and school board policies while on school grounds, at school-sponsored activities and events, and while being transported to and from school or school-related activities and events. The responsibilities outlined apply to all students regardless of instructional model (i.e. comprehensive school sites and virtual).

Please refer to the Martin County School District Code of Student Conduct located at the district and school websites for a comprehensive description of discipline procedures.

GENERAL SCHOOL PROCEDURES

Attendance

School Board Policy 5200

Students are required to attend school every day. Once a student arrives on campus, the student may not leave campus without the written permission of the parent or administrator. Students must follow scheduled class locations. If a student is absent, the student's parent/guardian should call attendance to report the absence. Upon the student's return to school, a note written by the parent/guardian is required. The note must include the student's full legal name, reason for the absence, and the date(s) of the absence and signed by the parent/guardian. The note must be handed into the front office.

Please note that absences are excused for the following reasons only: illness, hospitalization, death in the family, court appearances, school-sanctioned activities, and religious reasons.

All students must be in attendance at least one-half of the school day in order to participate in practices, games or any other school-sponsored event or activity.

Tardiness

Policy 5230 - Late Arrival and Early Dismissal

Tardiness to School – Students are expected to arrive at school on time. All students are required to be at their first period class and prepared to work when the bell rings. **Students who arrive after 7:40 am must report to the office and have a parent or guardian sign them in.**

Tardiness to Class – Students are to be physically in the classroom to which they are assigned at the appropriate time. Tardies, being out of area, and skipping class are all subject to disciplinary actions in a progressive manner. After campus-wide warnings are given, students tardy to class will receive consequences.

Bicycles/Skateboards/Hoverboards

Students who ride bicycles to school are required by law to wear bike helmets. Bikes are to be placed in designated bicycle racks and should be locked at all times. Bicycles and skateboards should not be left on campus overnight. The school is not responsible for lost, stolen or damaged bikes, including helmets and locks. Bikes and skateboards must be walked onto campus. Hoverboards or other electric and battery-operated rolling-type pedestrian conveyances are strictly prohibited on school property.

Birthdays/Celebrations

We recognize that birthdays are important days in a child's life. Visiting the MCSD Food and Nutrition Department's web page will allow you to view items that can be ordered when 3 weeks' notice is provided to the cafeteria manager. Please visit the Food & Nutrition Services website for more information.

Bullying and Harassment

School Board Policy 5517.01

It is the policy of the Martin County School District that all its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying means systematically and chronically inflicting severe 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 severe discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation and destruction of property.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee, which is severe and pervasive, that it:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance,

- opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with the intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Cyberstalking 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, causing substantial emotional distress to that person and serving no legitimate purpose.

Bus Transportation

School Board Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges

School buses are maintained to transport students who live two or more miles from the school. Students who ride the bus:

1. Scan badge on/off
2. Must occupy the seat assigned to them by the driver and refrain at all times from moving around while the bus is in motion
3. Observe classroom conduct (except for quiet conversation) while riding the bus
4. Are under the supervision of the driver
5. Large items are not permitted (instruments and sport equipment bags)
6. No live animals

Students who fail to cooperate may be suspended from the school bus. Please refer to the bus rules as stated in the Martin County Student Code of Conduct and Discipline Code.

Cafeteria

The Martin County Food & Nutrition Services (FNS) department offers students nutritious meals to enhance academic success while forming life-long, healthy, eating habits. Breakfast, lunch and snacks are offered daily. A la Carte snacks are available daily and meet the "Smart

Snacks” nutrition guidelines. Students may purchase Smart Snacks with cash or by using their lunch account.

Food Allergies? If a student has a food allergy and would like to participate in the school meals program, the parent must submit a Medical Request for Special Dietary Accommodations Form - *annually*.

Please visit the Food & Nutrition Services Department’s web page to locate:

<https://www.martinschools.org/page/food-nutrition-services>

- Medical Request for Dietary Accommodations Form - complete annually
- Menus & Nutrition data (Nutrislice)
- Meal Prices
- Schools providing meals at no charge
- Free & Reduced Meal Application (English & Spanish) - complete annually
- Online meal payment (MySchoolBucks.com)

For more information, please visit the FNS web page or contact us at askfns@martinschools.org

Cell Phones

Cell phones must be turned off, stored away and not in use during school hours while on campus. Cell phones may be used only after school during extra-curricular activities as appropriate. If a student must use a phone during the school day, they **may** be permitted to use the office phone.

A cell phone or wireless device visible or in use on campus during school hours will be taken away and only returned to the parent/guardian at a time designated by the school administration. Repeated violations will result in additional and progressive corrective interventions.

Change of Address

Parents should inform their child’s school if there is a change of address, home telephone number, parent’s email or work location. This information will help facilitate communication between home and school and allow immediate contact in case of an emergency. An acceptable proof of a change of address is a power bill, phone bill, cable bill, water bill, lease agreement, mortgage acceptance letter or statement from the property owner.

Clinic

School clinics cannot be used for the treatment of illnesses/injuries that happened off school property. School clinic staff cannot make a diagnosis or suggest that symptoms might be due to a certain disease. Please contact your healthcare provider to obtain a diagnosis for your

child's condition. Sick or injured students must have a pass and their student ID to report to the clinic. Students are not permitted to use cell phones to call home due to illness and request to be picked up during the school day, outside of the clinic. Any student in violation of this rule may be subject to disciplinary action per the Code of Student Conduct. Clinic services include the following:

- Health room access for illness occurring at school
- First aid for injuries
- Assistance with medications and procedures as ordered by a medical provider

For more information, please see the Martin County School District Health Services website: <https://www.martinschools.org/o/mcsd/page/school-health>

Dress Code

Policy 5511 - Student Dress Code

A. Right

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School Board will not interfere with the right of students and their parents to make decisions regarding their appearance, however, the standards of appearance for students shall ensure that the student be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools. Furthermore, it is the responsibility of the principal to see that the dress or appearance of no student shall be extreme to the point of creating a disturbance or hazardous to oneself, others, or school property. The dress code shall be incorporated into the Student Code of Conduct.

B. Responsibility

Students have the responsibility to dress neatly, be clean, and well-groomed, and avoid dressing in a manner that offends or distracts others.

C. Procedures

The following procedures are established to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

1. Clothing that exposes the torso is not allowed. Clothing that displays/exposes cleavage is not allowed. The following examples include but are not limited to what is considered unacceptable: tube tops, tank tops, spaghetti straps and halters, bare back or midriff clothing, skin-tight clothing, see-through clothing, and bathing suits (except with permission for specified events). Leggings and

skinny jeans are permitted when paired with a looser top extending to a minimum of the hip bone.

2. Skirts, skorts, and dresses may be no shorter than two (2) inches above the top of the knee. Shorts must be no shorter than four (4) inches above the knee or cover the entire buttocks.
3. Appropriate undergarments must be worn but shall not be exposed, i.e., boxer shorts, underwear, or bras. Pajamas shall not be worn to school. Sports bras are considered undergarments.
4. Students must wear shoes at all times. Slippers or shoes with containers, cleats, wheels, or tap shoes are prohibited. Athletic shoes may be required for physical education classes. Shoes with laces and/or straps must be secured at all times.

For safety reasons, elementary students may not wear sandals or open-toe shoes. Elementary and middle school students are not permitted to wear flip-flops or shoes without a back. Middle school students may wear open-toe shoes with a back strap.

5. Headgear (with the exception of safety helmets) are not to be brought to school unless for medical purposes. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, such as when students are at recess.
6. No clothes or accessories with metal studs, ornaments, chains, or other objects which can scratch furniture, damage property, or cause harm to oneself or others, may be worn.
7. Clothing, jewelry, and accessories shall not convey messages that are crude; vulgar/profane; violent/death-oriented (Gothic); gang-related; sexually suggestive; and/or promoting alcohol, drugs, or tobacco.
8. Clothing which is not worn appropriately, is not properly fastened, or has tears or holes exposing skin above the knee will not be permitted.
9. Pants, jeans, slacks, and shorts must be worn to the top of the hipbone or higher. Pants must be secured at the hip, must not be baggy or oversized and the hem of the pant leg must not drag on the ground.
10. No hairstyle, jewelry, or tattoo that is a distraction to the learning environment is allowed.
11. All students enrolled in a vocational program must dress to reflect current

business and industry standards for the particular program.

These samples are not all-inclusive but serve as a guide for individual schools. Individual schools may have a stricter dress code proposed by the school advisory council (SAC), and then approved by the School Board prior to implementation, but all such restrictions must be justifiable with a rationale related to the health, safety, or welfare of the students as stated in F.S. 1011.78:

1. Encouraging students to express their individuality through personality and academic achievements, rather than outward appearance.
2. Enabling students to focus on academics, rather than fashion, because they are able to convey a neat, serious, and studious image.
3. Minimizing disciplinary problems because students are not distracted by clothing.
4. Reducing the time needed to correct dress code violations through a readily available inventory of compliant attire.
5. Minimizing visible differences between students and eliminating social pressures to wear brand-name clothing or colors to show gang affiliation, thereby easing financial pressures on parents and enhancing school safety.
6. Creating a sense of school pride and belonging.

All school dress code guides should be reviewed and approved by the Superintendent/Superintendent's designee before implementation.

D. Violation of Dress Code

1. Students may be subject to disciplinary action for violation of dress code.
2. Students may be provided alternate clothing at school to comply with the dress code.
3. Parents may be requested to bring alternative clothing to the school.
4. Pursuant to F.S. 1006.07(2)(d)2

Any student who violates the school dress code 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 five (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 s.1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (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.

For further information refer to the Martin County Code of Conduct booklet available at <http://www.martinschools.org/>.

Emergency Crisis Information

In the event of an emergency, parents/guardians will be notified via the automated call system, which will provide the most up-to-date information, as it becomes available. It is critical that any changes in contact information be provided to the school so that in the event of an emergency, the automated system will reach all families.

In a major crisis situation, such as a campus lockdown, the Martin County Sheriff's Department will take charge of the school, until any/all threats have subsided. During such a time, parents may not enter the campus. Failure to abide by this policy could result in an arrest. Please do not come directly to the school, unless advised via the Connect 5 Message System.

Drills

During fire, tornado, and lock-down drills students should follow the directions of the teacher closely. No talking, running, or misconduct of any kind is allowed. The following signals are used:

1. A continuous bell for fire
2. An intermittent bell for a tornado
3. Announcement for lock-down
4. Bus evacuation drills are practiced according to instructions from the bus driver.

Field Trips

Field trips are one method of improving learning and enriching the curriculum. All trips are chaperoned. All students going on field trips must have a note granting permission from the parent or guardian. Without this written permission, students will not be permitted to go. The administration reserves the right to deny permission based on discipline, attendance, grades, etc.

Immunizations and Communicable Diseases

In some cases, children who are suspected of having a contagious disease will be excluded from school until a physician or medical practitioner has evaluated them. The student must bring a note from the medical practitioner when they return to school.

Communicable Disease Control: Florida Statute 1003.22 requires a physical exam and grade-specific immunization to attend schools in Florida. Temporary medical or permanent medical exemptions must be authorized by a medical provider on the required form. Religious exemptions can only be issued by the Health Department. A student will be excluded from school until compliance with these requirements are met. The FL Department of Health Required School Immunization schedule can be found at

<https://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/schedules-and-requirements/index.html#schedules>.

Insurance – Voluntary Student Accident

You will be receiving a brochure regarding Voluntary Student Accident insurance. For as little as \$8.00 per student, you may purchase medical accident insurance for the school year. Dental accident insurance is also available at an additional cost. Please read the brochure carefully and consider purchasing this valuable insurance.

It is important for you to know that the School District does not cover most student accidents that occur at school, such as in the classroom, on the playground, and during field trips. Accident claims are often the responsibility of the parent or guardian. For less than the cost of a single physician's visit, you can purchase voluntary student accident insurance. If you choose "Optional 24-Hour Accident Coverage" it will cover student accidents during the school day, as well as any that may occur during weekends, vacations and the summer months. Please be advised that this coverage is secondary to any other primary insurance that covers the student.

You may view additional information, enroll and purchase coverage online at www.k12specialmarkets.com or print and mail your enrollment form.

Medication

No internal or external medication, prescription or non-prescription will be given by school personnel unless a Physician's Authorization of Medication form (form #135) is filled out and signed by the patient's doctor. These forms are available in the clinic and on the school district website. Per Florida Statute 1002.20, A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. The medication to be administered by school personnel will be kept in the clinic with exceptions for self-carry per *Policy 5330 & 5330.01*. The administration of prescription medicines to pupils by school personnel will be done only in exceptional circumstances wherein a student's health may be in jeopardy without it.

If medication is to be administered by school personnel, it must be under the following conditions:

1. A signed form #135 (Physician's Authorization of Medication for a Student at School) by the parent/guardian and physician with specific directions for administration must be submitted to the clinic.
2. A bottle with the pharmacist's label designating the patient's name, instruction, name of drug and name of physician must accompany form #135.
3. For each prescribed medication, the student's guardian shall provide the clinic a copy of the completed form #135.
4. The prescription or non-prescription medication must have a pharmacy label that coincides exactly with the information on form #135.
5. When initially submitted, an over-the-counter medication must be unopened.

Only emergency first aid will be rendered in schools. School personnel are prohibited from dispensing drugs or medication to students unless they are prescribed, and a physician and the parent or guardian has signed the necessary permission form #135. The school is responsible for emergency handling of sudden illness or accident but is not responsible for subsequent treatment.

School Choice for Residents and Non-Residents

Policy 5113.03

The Martin County School District offers School Choice to both resident and non-resident students, based on available space at schools. Parents/guardians must complete a School Choice application for approval by the Superintendent or designee. Transportation is not provided.

Key Points:

- Applications are due by **March 31** each year for priority consideration.
- Families may choose up to **three school options** and identify any specific programs of interest.
- **Placement is not guaranteed** and depends on available space and capacity in both schools and programs.
- A **lottery system** is used to fairly assign placements based on a seven-phase preference structure (residency and other qualifying factors).
- Students can remain at their chosen school through the **highest grade level offered** at that school.

Important Notes:

- Students **may lose their School Choice placement** if they develop ongoing issues with **attendance, truancy, or discipline**.
- School Choice **does not guarantee** eligibility for **athletics or extracurricular activities**.
- Students must **enroll within 10 workdays** of being notified of acceptance, or the placement offer will be revoked.
- Students who are denied may **appeal** based on hardship.

For more information or to apply, please visit the District website or contact your school.

Pledge of Allegiance

Pursuant to Florida Statute 1003.44, students are hereby notified of the following:

1. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
2. When the pledge is given, students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.
3. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart.
4. Students have the right not to participate in reciting the pledge. Upon written request by his or her parents, the student shall be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

Moment of Silence

In accordance with Chapter 1003.45, Florida Statutes, the District will observe a moment of silence each school day this year. This moment of silence will occur during the first period or at the beginning of the day.

In accordance with the Statute, the District will not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. Families are

encouraged to discuss the moment of silence with their child(ren) and to make suggestions as to the best use of this time.

Residency Verification

Policy 5120 - Assignment Within District

The Superintendent or his/her designee shall require proof of residency at the time of registration and may require proof of residency at any other time. Two (2) proofs of residency indicating the address at which the student resides with his/her parent(s) or legal guardian are required to register a student. Examples of acceptable documents are as follows, and all evidence must coincide:

1. Current utility bill with service address indicated;
2. Current year property tax bill;
3. Mortgage or deed of home;
4. Lease agreement with name of tenant, landlord, and contact information for all parties. An agreement must contain an expiration date. A renewed lease must be provided to the school registrar;
5. State of Florida driver's license or identification card.

A school may deem the documents provided are not sufficient for enrollment or verification if the Principal/designee has reasonable suspicion of inaccurate document presentation as to the residence of a student or legal guardian or other relevant factors.

Any time a student's address changes, the parent is responsible to notify the School District in writing.

ADDITIONAL PROOF OF RESIDENCY

In the event a Principal/designee has reasonable suspicion that a student's enrollment information is not accurate, the following verification procedures will be implemented:

- A. The Homestead Exemption address of the parent/legal guardian will be verified and used to assist in determining the student's zone school.
- B. Contact will be made with the parent/legal guardian requesting enrollment information to be updated.
- C. An Affidavit of Residence may be required, as well as, other proof of residency documentation. The affidavit shall be verified under penalties of perjury pursuant to F.S. 92.525.

Student Progression Plan

Refer to the MCSD Student Progression Plan for a comprehensive program for your student progression, available at www.martinschools.org.

Safety

Talking to your child about safety should be a year-round conversation. It is important to discuss safety rules and guidelines before something occurs. It is also important that your child follow adult instructions throughout the school day. Please make sure that your student understands the importance of staying safe and the possible consequences of their actions.

Student Activities

Policy 5730 - Student Clubs and Organizations

Numerous clubs and activities are offered at our school. Clubs and activities are open to all students. Most require after-school meetings and transportation home (activity bus available). A 2.0-grade point average (GPA) and regular school attendance are required for participation. Meetings are announced in the morning announcements. Students are responsible for securing information related to their personal interests. Check the website for up-to-date information for each club/activity.

Student Drop Off and Pickup

Per Florida Statute 1003.31, supervision for students is available 30 minutes before and 30 after school hours during regular school days only.

Textbooks, Chromebooks, and Supplies

Educational Technology Department Responsibilities

- The Educational Technology Department's Site Support Technician will assess the student's laptop for damage. The technician will document and provide pictures of the damage. The documentation is completed at the time the laptop is turned in for repair or replacement. Damages that appear to be excessive will be communicated to the school's administrator to determine if disciplinary action is necessary. Disciplinary action may include a fee. Thrillshare will be used to communicate all fees with parents.

School Site Responsibilities

- The laptop fees are subsidized by the Martin County School District. The student/parent is not being assessed the actual full cost for these repairs. The school district subsidizes approximately 60% of the hardware and labor costs to repair a student laptop. For instance, the student/parent is charged \$200 to replace a lost/damaged laptop when the laptop is beyond economical repair. The actual cost of the laptop is \$300 as of March 2025.
- Laptop fees are assessed based on the amount of damage and the student's financial status.
- The maximum fee is assessed if the laptop is considered unrepairable.
- Students will receive a functional district-owned laptop. All laptops are thoroughly inspected and confirmed to be 100% operational before it is issued. The age of an individual laptop can be determined by looking at the asset tag. For example, the 2nd and 3rd digits indicate the year the laptop was purchased.
- If a payment plan for a damaged laptop is needed, the principal will develop a plan based on the student's individual circumstances.

Visitors

All visitors to the school must check in through the front office, show a state issued identification and have their information entered into the RAPTOR system. All visitors must wear a visitor badge for the entirety of their time on campus. Upon leaving the school, visitors should surrender their visitor badge in the front office.

Volunteers

Policy 9200

You can register to volunteer online. Many volunteer opportunities are available...

- Read with a child who is struggling to read
- Work in the media center, cafeteria or office
- Serve as a classroom volunteer or a mentor
- Help with homework in our after-school program

We will work with you to find the right placement for your unique talents and interests. Volunteering is a Two-Way Street: It can benefit you as much as the students.

All volunteers are checked against the Florida Department of Law Enforcement's Sexual Predators and Offenders Registry prior to being placed in any volunteer position.

LEVEL 1: Service on campus during school hours only

- Complete E270 registration form every year
- No additional background check is necessary

LEVEL 2: Any service on campus during non-school hours and all off-campus service

- Complete E270 registration form every year
- Level 2 requires a background check every two years

For more information and to complete the e270 form visit **www.martinschools.org** and click on 'Volunteer Services' under Quick Links.

Withdrawals

School Board Policy 5130 - Withdrawal From School

No student will be allowed to withdraw from school without written permission from his/her parent or guardian. If you must withdraw from school, the parent/guardian is asked to notify the school office several days before they plan to withdraw. All textbooks and library books must be returned or paid for if lost at the time of withdrawal.

CONNECTING HOME AND SCHOOL THROUGH COMMUNICATION

At Citrus Grove Elementary, we understand that it takes a partnership between the parents and the school in order to increase student achievement. There are many opportunities for communication throughout the school year and we encourage your family support and assistance.

Email - CGE recognizes that email can be a very effective means of communication. Teacher email addresses are listed on the school website at: <https://www.martinschools.org/o/cges/staff>

FOCUS - can be accessed at <https://martin.focusschoolsoftware.com/focus/>. Parents can get information from the site on students' grades, attendance records, and test scores. Information to access this system is included below.

Progress Reports/Interims - CGE will send home interim reports once a quarter with the student. A FOCUS reminder will be sent home to remind students and parents that they are coming home. Parents can refer to the school website and the one-page document coming home on the first day of school.

Report Cards – Martin County School District will mail out report cards on the designated report card dates listed on the school calendar.

School Website – CGE maintains a school website and updates it regularly with important information. Parents access the website at <https://www.martinschools.org/o/cges> to see upcoming events, participate in surveys, access parent involvement resources and much more.

FOCUS PARENT PORTAL



The Focus Parent Portal is a tool designed to enhance communication and involvement in your child's education, which can be used to check your student's grades, attendance, schedule, and other school related information. To view this information or register for a parent portal account visit <https://martin.focusschoolsoftware.com/focus>. Additional information on the Focus Parent Portal can be found at <https://www.martinschools.org/page/focus-header>.