



SCHOOL BOARD OF OKEECHOBEE COUNTY

**AGENDA FOR REGULAR MEETING
JUNE 14, 2016
6:00 P.M.**

Chairperson
Malissa Morgan
Vice Chairperson
Jill Holcomb
Members
Joe Arnold
Dixie Ball
India Riedel

Vision

*Achieving Excellence:
Putting Students First*

Mission

*To prepare all students
to be college and career
ready and function as
productive citizens.*

Core Values

Perseverance

Respect

Integrity

Dependability

Ethics

I. Call to Order

- A. Prayer
- B. Pledge of Allegiance

II. Recognition Items

- A. Board Recognition - Master Board Certification
- B. Community Recognition
 - ★ CORE Construction Services of Florida, LLC
- C. Student Recognition
 - ★ STEM Scholars
- D. Staff Recognition
 - ★ ESE Making a Difference Award
 - Albert Whiteside, Dean, Okeechobee Achievement Academy
 - Lynn Thomas, Reading Coach, North Elementary School
 - ★ School Recognition by March of Dimes
 - ★ Florida Association for Public Transportation – Outstanding Community Service Award
 - ★ Golden Mouse Award
 - ★ Retirements
 - Pam Chandler, School Psychologist, Exceptional Student Education
 - Andrea Childs, Social Studies Teacher, Osceola Middle School
 - Diane B. Kaufman, Speech Therapist, Exceptional Student Education
 - Julie Reno, Director of Human Resources
 - Genia Arbogast, Executive Secretary to the Superintendent
 - Linda Day, Security Monitor, Okeechobee High School
 - Rhonda Morton, Secretary to Assistant Superintendent for Instructional Services
 - Freida Stiles, Health Aide, South Elementary School

SCHEDULED RECESS

III. Approval of Minutes

- Meeting of May10, 2016

IV. Operations Presentation

Brian Barrett, Director of Operations

V. Items for Action

- A. Recommendation for Expulsion
 - 1. #16-06, 10th Grade Student at Okeechobee Achievement Academy..... 1
- B. Advertisement to Amend *Code of Student Conduct* – Board Policy 5.40 Student Control..... 2
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SCHOOL BOARD OF
OKEECHOBEE COUNTY

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REGULAR MEETING
JUNE 14, 2016

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VII. Information Items:

- A. Superintendent
- B. School Board Members
- C. School Board Attorney
- D. Public

The next regular School Board meeting is Tuesday, July 12, 2016, at 6:00 p.m.

Persons are advised that if they decide to appeal any decisions made at this meeting, they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be made.

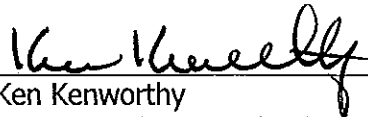
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EXPULSION OF #16-06, 10TH GRADE STUDENT**
DATE: June 14, 2016

RECOMMENDATION:

That #16-06, 10th grade student at Okeechobee Achievement Academy, be expelled for the remainder of the 2015-16 school year and the first semester of the 2016-17 school year and that a final order for expulsion of this student be issued based upon the following acts of misconduct and violations of the *Code of Student Conduct*:

- C. Defiance of Authority
 - 1. Disobeying or disregarding school personnel or rules.
- G. Inappropriate Conduct
 - 3. Inappropriate Conduct – Misuse of School Technology Resources, including computers and school networks.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADVERTISEMENT TO AMEND *CODE OF STUDENT CONDUCT* – BOARD POLICY 5.40
STUDENT CONTROL**

DATE: June 14, 2016

RECOMMENDATION:

That the Board approve advertisement to amend the *Code of Student Conduct* as included in School Board Policy 5.40 Student Control.

BACKGROUND INFORMATION:

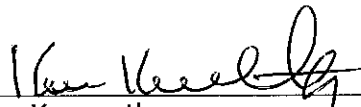
Revisions to the Code of Student Conduct include:

- Addition of statement regarding input from Code of Conduct Committee
- Addition of required notification of student rights regarding not participating in the Pledge of Allegiance
- Addition of pregnancy being a qualification for protection against unlawful discrimination
- Addition of new language regarding student eligibility for participation in interscholastic and intrascholastic extracurricular activities
- Replacement of Acceptable Use Policy language to reflect current procedures

BACKGROUND INFORMATION:

Pages with revisions are attached. The complete *Code of Student Conduct* with proposed revisions is included in Board member agendas and is available upon request from the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Code of Student Conduct

Okeechobee County Schools



Revised August ~~2015~~ 2016

This Code of Student Conduct is available in Spanish.

Este Código de Conducta Estudiantil Está Disponible En Español.



School District of Okeechobee County

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Okeechobee, Florida 34974

Fax 863-462-5151

Board Chairperson:
~~Joe Arnold~~-Malissa
Morgan

Board Vice Chairperson:
~~Malissa Morgan~~-Jill
Holcomb

Board Members:
Joe Arnold
Dixie Ball
~~Jill Holcomb~~
India Riedel

FOREWORD

Dear Parents:

This Code of Student conduct has been developed by parents, teachers, students, administrators, school board and community members. Working together, we feel we have developed high expectations for student behavior as well as a reasonable set of possible consequences that accompany a rule infraction.

The basis for this strict Code is the concept of RESPECT- respect for others, for property, for authority and for self. It is the responsibility of the student, parent and school to work together to enforce the code in a fair and equitable manner so that our schools can remain a safe environment free from violence and harassment.

Please review the Code of Student Conduct with your children. Discuss it with them so that they may understand there may be consequences for their actions. We are very proud of our students and believe that they will live up to our high expectations if we communicate the rules, assign consequences to change behavior, progressively increase the consequences for repeated offenses and proactively work with students and parents to provide incentives to prevent undesirable behavior.

It is only with the help of all stakeholders that our schools remain a safe haven for all students to thrive educationally and socially.

Sincerely,

The Code of Conduct Committee

Modifications to this code may be necessary for students with active individualized education plans in accordance with the Individuals with Disabilities Education Act and state statute and for students who qualify for services under Section 504 of the Rehabilitation Act of 1983 who have an existing modification plan. For more information, contact the school counselor at your child's school.

Minimal revisions may be made annually by the district with review and input from the Code of Conduct Committee when substantial changes are anticipated.

Okeechobee County Schools: Achieving Excellence!

STUDENT'S ROLE AND RESPONSIBILITY

Students have the right to:

- Be informed of all school rules and the consequences of breaking those rules.
- Be shown personal respect by all other students and school personnel.
- Make appropriate use of school facilities, properties, and materials.
- Attend school and benefit from quality educational opportunities.
- Have access to an appropriate education including instruction and use of material and tests at a level which allows an opportunity for success.
- Hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.
- Know in advance how grades in a class will be determined.
- Enjoy a reasonable degree of personal privacy.
- Participate in extracurricular activities and clubs if their conduct and academic record qualify them. Students may not be excluded on the basis of sex (except as allowed under Title IX), color, race, ethnic origin, religion or handicap.
- Choose whether or not to participate in patriotic or religious [activities, including, reciting the Pledge of Allegiance under certain circumstances \(p.29\)](#).
- Receive personal, academic and career counseling.
- Dress comfortably in a way appropriate to a school setting.
- Assemble peacefully on school grounds.
- Participate in school government based on a democratic process.
- Receive due process by knowing the charges made against him/her, giving an explanation of his/her actions, presenting his/her view in all disciplinary actions and by presenting evidence. He/she may also appeal a disciplinary decision.
- Remain in the school program if married, parent, or pregnant.
- Have access to records and/or transcripts as provided by statute.

Students have the responsibility to:

- Observe all school rules or suffer the consequences of unacceptable behavior. Students will be familiar with this Code of Student Conduct and the school Student Handbook.
- Show respect to all other students and adults.
- Respect and protect school facilities, properties, and materials.
- Attend school and all classes on a regular basis.
- Participate in educational opportunities, completing classroom assignments and homework to the best of their abilities.
- Consider and respect the divergent point of view of others. Be sure that personal expressions (speech, written or symbolic) do not infringe on the rights of others.
- Understand the teachers' grading systems and monitor their own progress in each class.
- Keep their persons and property free of dangerous or illegal objects, materials, and substances.
- Abide by the rules of extracurricular activities – display school spirit and good sportsmanship. All school rules are applicable when attending school-sponsored activities on or off campus.
- Respect the rights of others to participate in patriotic or religious activities.
- Seek personal, academic, and career counseling.
- Dress in a way not offensive to others and in compliance with specific school rules.
- Assemble so as not to disrupt the educational process.
- Take an active interest in student government.
- Cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accept final decisions.
- Seek regular medical advice regarding school attendance.
- Provide the school with all information relevant to making educational decisions.

EXCUSED ABSENCES ARE THOSE COVERED BY THE REASONS THAT FOLLOW:

1. Illness or injury of the student;
2. Illness or injury to the student's immediate family necessitating the student's absence;
3. Death to a member of the student's family necessitating the student's absence;
4. Recognized religious holidays;
5. Doctor and dental appointments;
6. Pre-arranged absences of educational value and with the principal's prior approval;
7. Subpoena or forced absence by any law enforcement agency;
8. Major disaster that would justify absence in the judgment of the administration, and
9. Head lice, a maximum of two days per incident.

FLORIDA STATUTE CHAPTER 1003.24(4): A student must provide medical verification of illness within a set number of days. The Okeechobee County School Board requires verification of illness by a medical source after nine absences in a semester for grades 9-12 and nine absences in a school year for grades K-8. Without verification, the absence will be unexcused and addressed by the truancy policy as stated in this Code under Violation, Section A. Absenteeism.

EACH PUBLIC SCHOOL PRINCIPAL IS REQUIRED TO REPORT EACH HABITUALLY TRUANT STUDENT TO THE SCHOOL BOARD. School superintendents are required to report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name and other identifying information of students who are habitually truant. The DHSMV is directed to establish a procedure for withholding the issuance of or suspension of the drivers licenses of students who fail to attend school.

OKEECHOBEE COUNTY SHERIFF'S OFFICE

In an effort to provide safe schools and establish positive relationships with students, the Okeechobee County School Board and the Okeechobee County Sheriff's Department fund School Resources Officers (SRO) for many school sites. It is important to remember that although administrators and SROs work closely together to manage an effective learning environment, they differ in terms of governance and established protocols and procedures.

STUDENT ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC AND INTRASCHOLASTIC EXTRACURRICULAR ACTIVITIES

THIS CODE OF STUDENT CONDUCT PROVIDES THAT:

- A student not currently suspended from interscholastic extracurricular activities, or suspended or expelled from school, pursuant to the district school board's suspension or expulsion powers provided in law is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).
- Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in a public school, are subject to the district schools board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

THE FLOKIDA LEGISLATURE (F.S. 1006.135) PASSED A LAW WHICH PROHIBITS "HAZING" AT ANY SCHOOL WITH ANY OF GRADES 6 – 12, and provides criminal penalties for individuals in any grades 9 through 12 who commit acts of hazing. Hazing means any action or situation that endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school. Any student of grade 9 through 12 who commits an act of hazing which results in serious bodily injury or death will be charged with a third degree felony. Any student of grades 9 through 12 who commits an act of hazing which creates a substantial risk of injury, although the victim is not hurt, will be charged with a first degree misdemeanor. The fact that the victim in a hazing incident provided consent to the hazing cannot be used in a criminal defense. In addition to criminal charges, school disciplinary action will be taken against any student involved in hazing incidents.

SIMULATING A FIREARM OR WEAPON WHILE PLAYING or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. However, a student may be subject to disciplinary action or referral to criminal justice or juvenile justice system if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. Disciplinary actions involving student clothing or accessories may be addressed as dress code violations described in F.S. 1006.07 unless the wearing of the clothing item or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner consistent with consequences of similar disruptions.

THE PLEDGE OF ALLEGIANCE TO THE FLAG shall be recited at the beginning of the day in each elementary, middle and high school. Each student shall be informed through written notification in this publication that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge.

WARNING: Whenever any student, parent, or other person is charged with committing an **ASSAULT OR BATTERY UPON ANY ELECTED OFFICIAL OR EMPLOYEE OF A SCHOOL DISTRICT OR SPORTS OFFICIAL**, regardless of whether he knows or has reason to know the identity, position or employment of the victim, and the elected official or employee is on school property or is away from school property on official school business, the offense for which the person is charge shall be classified:

ASSAULT – First Degree Misdemeanor

BATTERY – Third Degree Felony

AGGRAVATED ASSAULT – Second Degree Felony

AGGRAVATED BATTERY – First Degree Felony (F.S. 784.081)

- designee. A choking incident on the bus could have serious consequences. Spilled food and liquid could cause insect infestation and is a costly item to treat.
13. Leave through the front loading door, except in emergencies.
 14. Exit the bus at your assigned stop, unless a bus pass has been approved by the principal or designee.
 15. Pick up any trash in your seat area and help to keep your entire bus clean.

16. Do not use profane, vulgar, or obscene language and/or gestures at any time.
17. Bullying and harassment will not be tolerated and must be reported to the driver promptly.
18. Do not tamper with bus equipment, controls, warning devices, safety devices, or interfere in any way with the driver's operation of the bus.
19. Only Okeechobee County Students, staff or approved chaperones may ride the bus.
20. Seat belts are to be buckled at all times.

Violations of these rules of conduct have the potential of jeopardizing the health and safety of all school bus passengers. The bus driver is required by law to report to the school principal any violation of the rules. Disciplinary action will depend upon the seriousness of the violation, the number of times the student has violated these rules, and the age of the student. Results of misconduct on the school bus may range from informal disciplinary procedures to formal disciplinary action including suspension from school, suspension from the bus or permanent removal from the bus for the remainder of the school year. When a student is suspended from riding a school bus due to misconduct, his/her absence from school is not excused. The parent or guardian is responsible for providing transportation during the time the student is excluded from the bus. Students suspended from the bus will not be transported on any other bus during the suspension period, including extracurricular or field trip buses. Students or parents will pay for any damages/vandalism deliberately inflicted upon the bus by students.

STUDENT TECHNOLOGY PRIVILEGES AND ACCEPTABLE USE

All student users of the Okeechobee County School Board's technology resources must complete, with applicable signatures, an Okeechobee County School Board ~~Student Network Access Permission & Internet Safety~~ [Acceptable Use Policy](#) Contract, and Photo Release Form and follow the guidelines stated in the contract. Access to OCSB technology resources will be denied to students that do not have this form signed and on file. Students that violate these policies will be reported to the principal of their respective school and their computing privileges will be suspended or revoked, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

Computer Lab Scheduling/Rules

- ~~1. Each school/campus will be responsible for planning and scheduling computer lab use and creating computer lab rules.~~
- ~~2. Computer lab rules must be posted and students must be aware of these rules and the consequences for not following them.~~
- ~~3. Students will read and follow the rules as stated in the OCSB Information Technology Policies and Procedures document.~~
- ~~4. Students must sign a Student Network Access Permission and Internet Safety Contract, and Photo Release Form each school year.~~
- ~~5. Students will be expected to go through a Computer Lab "orientation" before they use the lab. This orientation should include but not be limited to:~~
 - ~~a. How students log in to the workstation~~
 - ~~b. Proper care of hardware~~
 - ~~c. Programs available for use in the lab~~
 - ~~d. Computer lab rules~~
 - ~~e. On-line safety rules~~
 - ~~f. Appropriate use of computer lab supplies (paper, printer ink, etc.)~~
 - ~~g. Password requirements and security procedures~~
- ~~6. All Security issues should be reported to administrative personnel immediately.~~

OCSB Telecommunication Plan and Electronic Communication Use Policy

~~Telecommunication network facilities and the Internet are to be used for providing expanded learning opportunities for students and educators. The OCSB provide access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this~~

policy and guidelines may result in suspension or revocation of the user's network access and other disciplinary action as found in the Okeechobee County Code of Student Conduct.

Internet usage and other online activity by students shall be pursuant to staff authorization only and must be in pursuit of a legitimate educational goal. Recreational use of the Internet and World Wide Web is prohibited. Internet or other online usage by students shall be monitored by school staff. Staff shall take reasonable efforts to ensure that students are not exposed to inappropriate or harmful matter on the Internet and World Wide Web.

To ensure the safety and security of students, the following computer and Internet usage by students is strictly prohibited, unless otherwise authorized by law:

- Use of electronic mail, chat rooms, and other forms of direct electronic communication, unless specifically authorized by staff in pursuit of a legitimate educational goal;
- Unauthorized Internet, online, or other technology access, including so-called "hacking" and other unlawful activities;
- Disclosure, use, and dissemination over the Internet of personal information regarding students.
- Cyberstalking—as defined in Florida Statute 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 the person and serving no legitimate purpose.
- Cyberbullying—as defined in Florida Statute, means bullying through the use of technology or any electronic device.

Violating Internet Policy, Rules and Regulations or Inappropriate Use of the Network

Any student found violating the terms and conditions of the Okeechobee County School Board policies, school rules, computer lab rules, and/or regulations on the use of the Internet or Internet network, as set forth in the annual form published by the school district, will lose access privileges and be subject to school disciplinary actions and/or appropriate legal action.

Safety Guidelines for Students

Student users are expected to protect themselves by following these guidelines:

- Do not reveal any personal information of yours or that of any other person (name, address, phone number).
- Never share your password with anyone.
- Student users shall not agree to meet or meet with someone they have met online without parental approval.
- Students users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Student users shall receive or transmit communication using only OCSB approved and OCSB managed communication systems.

Web Publishing Policy

The Okeechobee County School Board provides Web hosting services to all OCSB schools and departments in the district. The use of web pages and web sites must be in support of educational and professional activities that are consistent with the educational goals and policies of the Okeechobee County School Board. This policy applies to all associated web content hosted by the OCSB including but not limited to, all web pages supported on the OCSB servers, whether created by school, departments, staff, or students. Web pages are public documents inviting the outside world to the individual schools, departments and the school district, while at the same time linking students and staff to outside sources of information. All web pages hosted on the OCSB servers are the property of the Okeechobee County School Board.

Statement of Purpose

The purpose of these procedures is to outline the responsibilities of OCSB webmasters. It also provides guidelines for the publishing of web pages. The OCSB web site is managed by the MIS department, but schools and district offices may also post and maintain individual web sites.

1. Student Published Web Pages

- a. Student may publish web pages on the school/district web site as part of a class or school sponsored activity with parental consent and principal approval prior to publishing.
- b. If students develop web pages for the school they must sign a form stating that all content belongs to the school and they must have parental consent. (See the OCSB Student Web Permission Contract.)

- c. Material presented on a student web site must follow the Okeechobee County Board's Web Publishing Guidelines.
- d. It is the teacher's or advisor's responsibility to make sure that students follow the design, development and best practice guidelines defined in this policy for creating and maintaining web pages.

Web Site Limitations and Restrictions

Should at any time a webpage becomes detrimental in its activity towards the general stability or health of the OCSB network or internet access, OCSB reserves the right to remove the page from publication.

Video and Audio Podcasts

1. No Podcast shall be published without authorization of the Principal/Director or designee of a school or department.
2. All Podcasts must reflect only educational, technological, or community information that affects the School or Department. Information not related to the educational process, such as commercial endorsements or community information not related to School or Department activities cannot be posted.
3. Designers of Podcasts must be identified as the designer somewhere in the introduction. The identification should list their name (first only for students) and school or department. All student works will be published through the classroom teacher by the approved by the Principal or designee.
4. All podcast must state the District's Disclaimer Policy. The text of the disclaimer is:

~~The IT Department of the School District of Okeechobee County maintains Internet access and related services for the users on its wide area network. Please note the following: The School District of Okeechobee County makes every reasonable effort to assure the accuracy of information provided on websites under its direct control. However, the School District makes no warranty or guarantee that the information found on or via District web sites is accurate, authoritative or factual.~~

~~This will be verbally stated on audio Podcast and will be provided on a typed slide on a video Podcast.~~

~~References to commercial products or trademarks, either directly (by name) or indirectly, on Podcasts are for informational purposes only and do not constitute an endorsement of any company and/or product by the School District of Okeechobee County, nor does the School District assume any liability for information at other sites outside of its direct control.~~

5. Podcasts must not be used as a forum for political or personal philosophy. They can, however provide information provided there is no violation of the Telecommunications Board Policy.
6. Schools and Departments hosting a podcast are responsible for keeping all data in the podcast current. Old, out-of-date information should be "trimmed" regularly and Podcasts that are no longer relevant should be removed from the host site.
7. Unless otherwise requested in writing from the responsible teacher or advisor, all student podcasts will be deleted at the conclusion of the normal school year.
8. Concern must be paid to the intellectual property rights of others. Information and graphics shall not be placed in a podcast without prior approval of the author. If permission is then granted, appropriate acknowledgement shall be made.
9. Signed permission is required for any pictures of students shown in the video podcast, even pictures that do not have identifiable people in them. If student names are to accompany the picture, only first names may be used. All reasonable efforts must be made to insure the anonymity of any student's pictures that will appear in a video Podcast. Signed permission is accomplished using the Okeechobee County School Board Student Network Access Permission, Internet Safety Contract and Photo Release Form.

Okeechobee County School District Student Acceptable Use Policy

Section 1. Purpose of Technology Use

The Okeechobee County School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, communication, collaboration, creativity and critical thinking with the support and supervision of parents, teachers, and support staff.

Section 2. The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly.

Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.
- Participate every year in Cyber Safety curriculum that includes Internet safety, appropriate online behavior and cyberbullying.

Student users of technology shall not:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others;
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
- Knowingly spread computer viruses;
- Violate copyright laws or software licensing agreements;
- Use others' passwords or accounts;
- Misrepresent themselves or others;
- Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
- Reveal their personal address or phone number, or those of other users;
- Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and
- Use technology for any illegal purpose or activity.

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

Section 4. Google Apps for Education Accounts

Okeechobee County School District provides students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Okeechobee County School District. Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Students are responsible for their own behavior at all times.

Section 5. COPPA Compliance

Dear Parents of school-aged children under the age of 13:

In order for schools within the Okeechobee County School District (OCSD) to continue to be able to provide your student with the most effective web-based tools and applications for learning, they need to abide by federal regulations that require a parental signature as outlined below.

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include Google Apps for Education (GAFE), Prezi, Animoto, NearPod, and similar educational programs. A complete list of the programs with the privacy policy for each can be found on the Okeechobee County School District website located under the Technology Department.

In order for our students to use these programs and services, certain personal identifying information generally the student's name and email address must be provided to the website operator. Your student will receive a Google email account to participate in the Google Apps for Education program used by OCSD. Under federal law entitled the *Children's Online Privacy Protection Act (COPPA)*, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions> The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

Section 6. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, payment for cost of damages or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Section 7. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Please see our entire Okeechobee County School District Information Technology Policies and Procedures on our website at http://www.okee.k12.fl.us/html/policies_and_manuals.html.

GLOSSARY

Aggressor – The person who attacks first or with such aggression as to be determined extreme. The aggressor may be assigned a more severe consequence.

Battery – The physical use of force or violence by an individual against another who is not fighting back. Battery should only be coded in a true physical attack. The law enforcement definitions of battery is not consistent with the SESIR definition of battery.

Fighting – When two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention.

Florida Statute (F.S.) – Laws governing the State of Florida are called Statutes. Statutes are written and approved by the legislature. There are several references to Florida Statutes in the Code. They may be accessed at <http://www.flsenate.gov/Statutes/index.cfm>.

Health Care Plan – A plan for students who have health care issues that allows for inclusion into an educational setting while safeguarding their health. It includes a plan for services with input from doctors, parents, health services personnel and school staff. A student must have a health care plan on file in the school health clinic prior to carrying doctor prescribed medication of any kind. Failure to have a health care plan in place prior to carrying prescription medication may result in a disciplinary action.

Minimum Consequences - The absolute least punishment that can be administered for an offense. Based on conditions surrounding the disciplinary incident, the principal or his/her designee may assign a more severe penalty for the code violation.

Physical Aggression – When two or more persons engage in a minor altercation that does not require physical restraint and results in no injuries; students pushing/shoving; easily separated or stopped.

Principal's Discretion – The authority of the principal to decide what the best consequence should be to change an unwanted behavior.

Progressive Discipline – The severity of the consequence should increase every time the incident occurs. If a detention did not keep the student from showing disrespect, the consequence for the second offense should be more than a detention.

Restitution – Reimbursement for loss. In the event that a student damages the property of another or the Okeechobee County School Board, the student shall pay for the repair, replacement or value of the property.

School Service Work - A few examples are: cleaning student desks, picking up trash on school grounds, pulling weeds, scraping gum from walkways, etc.

Self Defense – Blocking a punch thrown by another, holding your hands in front of you to avoid being hit and yelling for help are acceptable methods of self-defense. Self-defense is not hitting back with the intent to harm.

SESIR – School Environmental Safety Incident Reporting – A uniform set of code violation definitions for school districts to use so that comparisons can be made across the state. SESIR offenses must be reported to the Florida Department of Education and most must be reported to law enforcement.

WHERE DO I GO IF I NEED HELP? All students are entitled to a safe environment in which to learn and prepare for their future roles as decision-makers and leaders in our community. The school district and local law enforcement have joined together to provide opportunities for student to report threats of violence, suspected criminal activities of other students, or the presence of drugs and weapons. If you or a friend need help in dealing with a personal issue, you may also contact the following people or agencies for help.

Community Aide	Health & Medical
Call 211 – 24 hours a day. 7 days a week. The agency directs individuals to school, community and governmental resources designed to help in any situation. Simply dial the three numbers 211 on any telephone.	The Okeechobee County Health Department may assist you with any medical need or condition. See your school nurse or call 462-5819.
Crime Stoppers	Safety & Security/Suicide Prevention
Call the Crime Stopper Hotline at 1-800-273-8477. Students may report their school safety concerns and observations by call the number above. (F.S. 1006.141)	Seek assistance from any adult on campus. They have been trained to get you to the right person for help depending on your situation. Call 911 or 211.
Harassment	Dating Violence
Seek Assistance from any adult on campus. They have been trained to get you to the right person for help depending on your situation. See the School Resource Officer for advice. Call 911 in an emergency.	Dating violence and abuse is prohibited by any student on school property, during a school-sponsored activity, or during school-sponsored transportation. Tell an adult immediately if you or someone you suspect is a victim.

Please complete and return this form to your child's school.

Notice of Receipt

Code of Student Conduct, Photo Release

~~Student Network Access Permission & Internet Safety~~ Acceptable Use Policy-Contract

Student's Name (Please Print)

Grade

Homeroom Teacher

Date

STUDENT AGREEMENT:

I have read, understand and will abide by the Terms and Conditions of the Okeechobee County School Board ~~Information Technology Policies and Procedures~~ Acceptable Use Policy. I further understand that Internet access is a privilege designed solely for educational purposes and any violation may result in losing my access privileges, school disciplinary actions and/or appropriate legal action initiated against me.

Yes No

I have read, understand and will abide by the Code of Student Conduct.

Yes No

Student Signature: _____

Date: _____

PARENT OR GUARDIAN AGREEMENT:

As the parent or guardian of this student, I have read and understand the Terms and Conditions of the Okeechobee County School Board ~~Information Technology Policies and Procedures~~ Acceptable use Policy. I understand that this access is designed solely for educational purposes, and the School Board of Okeechobee County has taken reasonable precautions to supervise network usage. However, I also recognize that it is impossible for the District to restrict unsupervised access to all information and materials, and I will not hold it responsible for materials acquired on the network. I also accept full responsibility for supervision of my child in connection with such network access outside of the school setting and at home.

Yes No

34 C.F.R. § 99.37(d) provides that an educational institution may, without authorization from parents, guardians, or eligible students, release "Directory Information". Directory information includes the following: Student's name, address, telephone listing if not an unlisted number, date and place of birth, a major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by student, photographs in the school year book and similar information.

In addition, Okeechobee County Schools includes photos and videos of students, teachers, and school activities on its websites. Website content will be limited to "Directory information."

As the parent or guardian I give permission for the District to publish my child's Directory Information as defined above.

Yes No

Parent's Signature: _____

Date: _____

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent

SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 5.321 BULLYING AND HARASSMENT**

DATE: June 14, 2016

RECOMMENDATION:

That the Board approve advertisement to amend School Board Policy 5.321 Bullying and Harassment to bring policy into agreement with current statutes.

BACKGROUND INFORMATION:

The proposed amendment of Board Policy 5.321 is recommended by the District's consultant for School Board policies to bring policy into agreement with current statutes. Policy 5.321, with revision noted, is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.321*_±

BULLYING & HARASSMENT

POLICY

I. Statement Prohibiting Bullying and Harassment

- A. It is the policy of the Okeechobee County School District that all of 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.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited:
1. During any education program or activity conducted by a public K-12 educational institution;
 2. During any school-related or school-sponsored program or activity.
 3. On a school bus of a public K-12 educational institution;
 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
 5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program, or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any non-school-related activity, function, or program.

II. Definitions

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

5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, disability, or racial/ethnic harassment;
9. Public or private humiliation; or
10. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

- B. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- C. 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 that:
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 3. Has the effect of substantially disrupting the orderly operation of a school.
- D. 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 (including cyberbullying) or harassment by an individual or group with 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.
- E. Cyberstalking, as defined in Florida Statute, 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.

III. Behavior Standards

- A. The Okeechobee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.
- C. Students have the responsibility to conform to reasonable standards or socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority as stated in the *Code of Student Conduct*.

IV. Consequences for Committing, or Wrongful and Intentional Accusation of an Act of Bullying or Harassment

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
- B. Consequences and appropriate remedial action for students who commit acts of bullying or harassment or for students found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
- C. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate as stipulated in the *Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida*.
- D. Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment, or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including possible exclusion from school grounds, and, if appropriate, reported to appropriate laws enforcement officials.

V. Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other person who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

VI. Investigation of a Report of Bullying or Harassment

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop.
- B. The principal or designee shall select an individual(s) trained in investigative procedures to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to:
 1. Description of incident(s) occurred;
 2. Context in which the alleged incident(s) occurred;
 3. How often the conduct occurred;
 4. Whether there were past incidents or past continuing patterns of behavior;
 5. The relationship between the parties involved;
 6. The characteristics of parties involved, *i.e.*, grade, age;
 7. The identity and number of individuals who participated in bullying or harassing behavior.
 8. Where the alleged incident(s) occurred;

9. Whether the conduct adversely affected the student's education or educational environment;
 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include:
 1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 2. A written final report to the principal.
 - F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
 - G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
 - B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
 1. If it is within the scope of the District, a thorough investigation shall be conducted.
 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
 - C. Users without web-filtering software or users with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.
- VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment
- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
 1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parent/legal guardian of the victim(s)

involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart w, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

- B. Immediate notification to the parents/legal guardians of the perpetrator of an act of bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

- C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff, (specialty staff, e.g., school counselor, school psychologist,) and/or crisis counselor to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardians are included.
- B. School personnel or the parent/legal guardian may refer a student to the school-based intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the school-based intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school-based intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The school-based intervention team may recommend:
1. Counseling and support to address the needs of the victims of bullying or harassment;
 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management, small group counseling, and/or classroom training; and/or
 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment

- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under Florida Statute. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code.
1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.
 2. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:
 - a. Alcohol
 - b. Arson
 - c. Battery
 - d. Breaking and Entering
 - e. Disruption on Campus
 - f. Drug Sale/Distribution Excluding Alcohol
 - g. Drug Use/Possession Excluding Alcohol
 - h. ~~Major~~-Fighting
 - i. Homicide
 - j. Kidnapping
 - k. Larceny/Theft
 - l. Robbery
 - m. Sexual Battery
 - n. Sexual Harassment
 - o. Sexual Offenses
 - p. Threat/Intimidation
 - q. Trespassing
 - r. Tobacco
 - s. Vandalism
 - t. Weapons Possession
 - u. Other Major (Other major incidents that do not fit within the other definitions)
- C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
- E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the

incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment

A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other non-instructional staff such as bus driver, custodians, food service personnel, media specialists; parents/legal guardians; and students.

B. Students, parents/legal guardians, teachers, all non-instructional staff members, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.

C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim

The principal or designee shall by telephone, personal conference, and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone, personal conference, and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

A. At the beginning of each school year, the Superintendent or designee shall in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.

C. The Superintendent shall also make all contractors contracting with the District aware of this policy.

D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.

- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.
LAWS IMPLEMENTED:	1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S.; 20 USC 1232g
STATE BOARD OF EDUCATION RULES:	
HISTORY:	Adopted: 06/12/2007 Revision Date(s): 11/18/2008, 03/11/2014, 09/10/2015 Formerly: New
©EMCS	

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AMENDMENT OF BOARD POLICY 6.16 SUBSTITUTE TEACHERS**
DATE: June 14, 2016

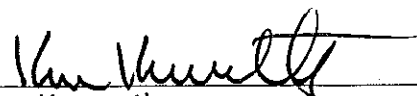
RECOMMENDATION:

That the Board approve amendment of School Board Policy 6.16 Substitute Teachers.

BACKGROUND INFORMATION:

The proposed amendment for Revision of Policy 6.16 has been recommended by the consultant for School Board Policies. The proposed revision replaces V. regarding employment of a retired member of the Florida Retirement System as a substitute teacher. Advertisement of intent to amend Policy 6.16, was approved by the School Board on May 10, 2016, and legally advertised to the public on May 11, 2016, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 6.16, with revisions noted, is attached. Questions and comments may be directed to the Superintendent's office at 863-462-5000, Ext. 226.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 6.00: Personnel

6.16*

SUBSTITUTE TEACHERS

POLICY

- I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Human Resources Department.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources;
 - A. Hold a high school diploma or equivalent;
 - B. Be at least twenty (20) years of age;
 - C. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI);
 - D. Applicants who do not hold a Bachelor's degree or higher shall be required to obtain a score of 12.0 or higher on the T.A.B.E. that is administered through Indian River Community College.
 - E. Complete an initial orientation/training program and other training required by Florida Statutes.
- III. The Human Resources Department shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.
- IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board.
- V. ~~Any member of the Florida Retirement System who has been retired for at least one (1) calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a non-contractual basis.~~ A retired member of a Florida state-administered retirement system may be employed as a substitute teacher as allowed by law.
- VI. Substitute teachers shall:
 - A. Hold a valid Florida Educator Certificate, or
 - B. Be approved by the Director of Human Resources in accordance with Section 2 herein.

STATUTORY AUTHORITY:	1001.41, 1012.22, 1012.23, F.S.	
LAWS IMPLEMENTED:	121.091, 1001.43, 1012.32, 1012.35, 1012.36, 1012.39, 1012.55, 1012.56, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-4.028260S-4.012	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	03/09/2004, 04/13/2006
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AMENDMENT OF BOARD POLICY 6.56 PROFESSIONAL ETHICS**
DATE: June 14, 2016

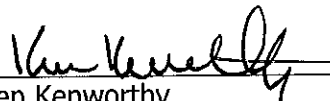
RECOMMENDATION:

That the Board approve amendment Board Policy 6.56 Professional Ethics.

BACKGROUND INFORMATION:

Revision of Policy 6.56 has been recommended by the consultant for School Board Policies. The proposed revision reflects the repeal of a State Board of Education rule. Advertisement of intent to amend Policy 6.56, was approved by the School Board on May 10, 2016, and legally advertised to the public on May 11, 2016, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 6.56, with revisions noted, is attached. Questions and comments may be directed to the Superintendent's office at 863-462-5000, Ext. 226.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 6.00: Personnel

6.56*

PROFESSIONAL ETHICS

POLICY

- I. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional and support staff members to adhere to ~~the Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida.~~
- II. Administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.
- III. The Superintendent and School Board members shall complete annual ethics training as required by law.
- IV. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety, or welfare of a student.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	112.313, 112.3142, 1001.42, 1012.01, 1012.22, 1012.27, 1012.796, F.S.	
STATE BOARD OF EDUCATION RULES:	6B-1.001, 6B-1.006 6A-10.081	
HISTORY:	Adopted:	03/10/2009
	Revision Date(s):	
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **RATIFICATION OF MEMORANDUM OF AGREEMENT – SUMMER WORK SCHEDULE –
INSTRUCTIONAL PERSONNEL UNIT**

DATE: June 14, 2016

RECOMMENDATION:


That the Board ratify a Memoranda of Agreement regarding the 2016 Summer Work Schedule for Instructional personnel.

BACKGROUND INFORMATION:

The Instructional Personnel Unit of the Okeechobee County Education Association #1604 ratified the Memorandum of Agreement on May 19, 2016, with a vote of 124 in favor and 0 opposed.

The Memorandum of Agreement is attached.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Memorandum of Agreement
between
The Okeechobee County Education Association #1604
Instructional Unit
and
The School District of Okeechobee County

Re: Summer Work Schedule

An agreement has been reached between the Okeechobee County Education Association ("the OCEA") and the School Board of Okeechobee County ("the Board") regarding the summer work schedule for July, 2016, as follows:

June 27 – July 15: 7:30 a.m. - 5:30 p.m. (Monday through Thursday)

All offices will be closed Fridays: July 1, 8, 15

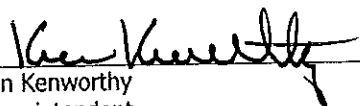
All offices will be closed Monday, July 4, 2016 in observance of Independence Day.

Instructional employees shall work the 4-day summer work schedule as follows:

- 7.5-hour instructional employees who normally receive a 30-minute paid lunch period during the regular 5-day work schedule shall work 8 hours per day with an hour for lunch. (Employees will work a total of 8 hours spread over 9 clock hours.)

Staff will return to the normal work schedule on Monday, July 18, 2016.

For the Board:




Ken Kenworthy
Superintendent
For Okeechobee County School Board

5/4/16

Date

For the Association:



Lisa Harwas
President
Okeechobee County Education Association #1604

5/4/16

Date

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **RATIFICATION OF MEMORANDUM OF AGREEMENT – SUMMER WORK SCHEDULE –
CLASSIFIED PERSONNEL UNIT**

DATE: June 14, 2016

RECOMMENDATION:

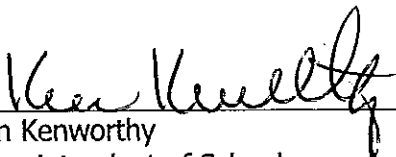
That the Board ratify a Memoranda of Agreement regarding the 2016 Summer Work Schedule for Classified personnel.

BACKGROUND INFORMATION:

The Classified Personnel Unit of the Okeechobee County Education Association #1604 ratified the Memorandum of Agreement on May 19, 2016, with a vote of 71 in favor and 5 opposed.

The Memorandum of Agreement is attached.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Memorandum of Agreement
between
The Okeechobee County Education Association #1604
Classified Unit
and
The School District of Okeechobee County

Re: Summer Work Schedule

An agreement has been reached between the Okeechobee County Education Association ("the OCEA") and the School Board of Okeechobee County ("the Board") regarding the summer work schedule for July, 2016, as follows:

June 27 – July 14: 7:30 a.m. - 5:30 p.m. (Monday through Thursday)

All offices will be closed Fridays: July 1, 8, 15

All offices will be closed on Monday, July 4, 2016 in observance of Independence Day.

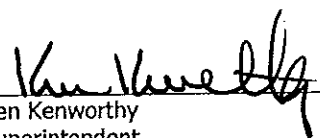
There will, however, be one departmental exception to the above. Due to the state requirement that public schools provide food services to summer recreational programs, members of the Food Service staff may be employed 4.5 to 6 hours/day, 5 days/week, with 4 to 5.5 hours/day paid and a 30 minute unpaid lunch, during the month of July. One paid 15-minute break shall be provided to these employees each day.

Other categories of classified employees shall work the 4-day summer work schedule as follows:

- 8-hour classified employees who normally receive a 1-hour or 30-minute unpaid lunch period during the regular 5-day work schedule shall work 9 hours per day with an hour for lunch. Thirty (30) minutes of paid break time shall be provided to these employees during their 9-hour summer workday. (Employees will work a total of 9 hours spread over 10 clock hours.)
- 7.5-hour classified employees who normally receive a 30-minute unpaid lunch period during the regular 5-day work week shall work 8 hours 30 minutes per day with an hour for lunch. Thirty (30) minutes of paid break time shall be provided to these employees during their work day. (Employees will work a total of 8.5 hours spread over 9.5 hours.)

Staff will return to the normal work schedule on Monday, July 18, 2016.

For the Board:

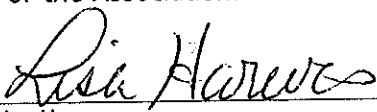


Ken Kenworthy
Superintendent
For Okeechobee County School Board

5/4/16

Date

For the Association:



Lisa Harwas
President
Okeechobee County Education Association #1604

5/4/16

Date

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **RATIFICATION OF MEMORANDA OF AGREEMENT – RECOGNITION BONUS –
CLASSIFIED PERSONNEL UNIT – NORTH ELEMENTARY SCHOOL**

DATE: June 14, 2016

RECOMMENDATION:

That the Board ratify a Memoranda of Agreement regarding a Recognition Bonus for non-instructional employees at North Elementary School to be distributed as listed on the Memorandum of Agreement.

\$7,803.12	24 Paraprofessionals, Office Staff, Health Aide, Food Service, Custodians, and Interpreters @ \$325.13 each
\$473.79	17 Bus Drivers/Bus Aides @ \$27.87 each
\$633.18	Taxes
\$8,910.09	Total

**Reminder: Social Security and taxes must be taken out of bonuses.*

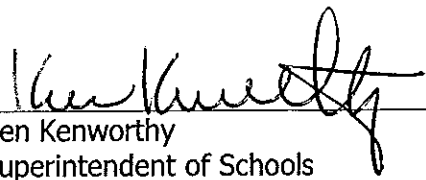
BACKGROUND INFORMATION:

Eligibility for School Recognition funds was determined after February 1, 2016. Therefore, the funds defaulted, according to F.S. 1008.36, to being equally distributed among all teachers currently working at North Elementary School. The District and Okeechobee County Education Association #1604 have agreed that additional funds would be provided for non-instructional personnel currently employed at North Elementary School based on the percent of funding distributed to those employees from previous School Recognition funds.

The Classified Personnel Unit ratified a Memorandum of Agreement on May 19, 2016, with a vote of 72 in favor and 2 opposed.

The Memorandum of Agreement is attached.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

Memorandum of Agreement
between
The Okeechobee County Education Association #1604
Classified Unit
and
The School District of Okeechobee County

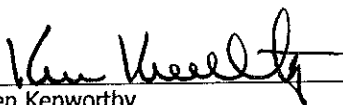
Re: Recognition Stipend

An agreement has been reached between the Okeechobee County Education Association ("the OCEA") and the School Board of Okeechobee County ("the Board") regarding a Recognition Stipend for Classified Unit personnel currently employed at North Elementary School as listed below:

Employees	Per Person	Total	Classification
24	\$325.13	\$7,803.12	Paraprofessionals, Office Staff, Health Aide, Food Service, Custodians, and Interpreters
17	27.87	473.79	Bus Drivers/Bus Aides
		633.18	Taxes
		\$8,910.09	Total

***Reminder: Social Security and taxes must be taken out of stipends.**

For the Board:

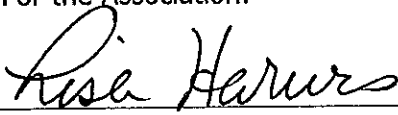


Ken Kenworthy
Superintendent
For Okeechobee County School Board

5/4/16

Date

For the Association:



Lisa Harwas
President
Okeechobee County Education Association #1604

5/4/16

Date

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: EXPENDITURE OF SCHOOL RECOGNITION FUNDS FOR NORTH ELEMENTARY SCHOOL
DATE: June 14, 2016

RECOMMENDATION:

Florida School Recognition Program: That the Board approve a one-time bonus to current Instructional staff members at North Elementary School as listed below, totaling \$58,154.00.

\$54,021.33	45 Teachers and 2 Itinerant Teachers @ \$1,149.39 each
\$4,132.67	Taxes
\$58,154.00	Total

**Reminder: Social Security and taxes must be taken out of bonuses.*

District Funds - That the Board approve a one-time bonus to current Administrative staff members at North Elementary School as listed below, totaling \$2,088.99.

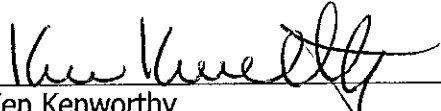
1,940.54	2 Administrators @ \$970.27
\$148.45	Taxes
\$2,088.99	Total

**Reminder: Social Security and taxes must be taken out of bonuses.*

BACKGROUND INFORMATION:

Since eligibility for School Recognition funds was determined after February 1, 2016, F.S. 1008.36 requires that the funds be equally distributed among all teachers currently working at North Elementary School. School administrators will receive a one-time bonus from District funds.

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **COMPREHENSIVE SAFETY INSPECTION REPORT FOR 2015-16**
DATE: June 14, 2016

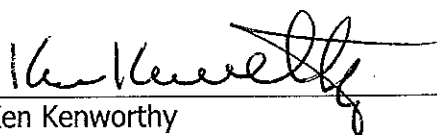
RECOMMENDATION:

That the Board approve the Comprehensive Safety Inspection Report (SREF Report) for the fiscal year 2015-16 for the Okeechobee County School District.

BACKGROUND INFORMATION:

The report is included in Board member agendas and is available upon request from the Director of Operations.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: DUAL ENROLLMENT AGREEMENT WITH INDIAN RIVER STATE COLLEGE FOR THE COLLEGIATE HIGH SCHOOL PROGRAM
DATE: June 14, 2016

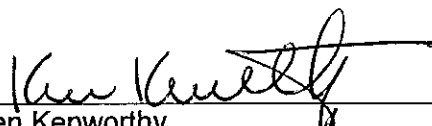
RECOMMENDATION:

That the Board approve a Dual Enrollment Agreement with Indian River State College for the Collegiate High School Program effective July 1, 2016, through June 30, 2017.

BACKGROUND INFORMATION:

This is a renewal agreement that allows high school seniors to complete up to 30 college credit hours through dual enrollment. A copy of the agreement is included in Board member agendas and is available in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **DUAL ENROLLMENT AGREEMENT WITH INDIAN RIVER STATE COLLEGE**

DATE: June 14, 2016

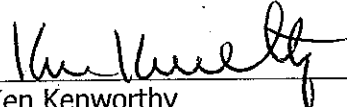
RECOMMENDATION:

That the Board approve a Dual Enrollment Agreement with Indian River State College, effective July 1, 2016, through June 30, 2017.

BACKGROUND INFORMATION:

This is a renewal agreement with a stipulation that the students who fail or withdraw from a course, after the approved drop/add period, will not be enrolled in future Dual Enrollment courses until that course or an alternative course is passed. A copy of the agreement is attached and is available in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **STATE OF FLORIDA PURCHASING CARD PROGRAM AGREEMENT**
DATE: June 14, 2016

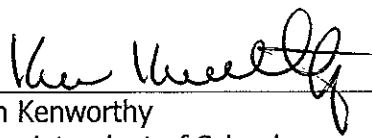
RECOMMENDATION:

That the Board approve State of Florida Purchasing Card program Eligible User Agreement.

BACKGROUND INFORMATION:

This is a State of Florida approved purchasing card agreement with Bank of America. This replaces their former purchasing card agreement with Regions Bank. This will be a continuing contract which may be cancelled at any time by either party contingent upon notification as stated in the agreement.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **CONTRACT FOR LEGAL SERVICES FOR 2016-17**
DATE: June 14, 2016

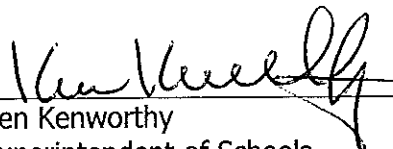
RECOMMENDATION:

That the Board approve a contract with Conely & Conely, P.A. for legal services to the Board for the 2016-17 fiscal year.

BACKGROUND INFORMATION:

This is a renewal contract with revisions to compensation as it relates to scope of employment. The contract is included in Board member agendas and is available upon request from the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: APPOINTMENT OF BOARD MEMBER AND CITIZEN MEMBER TO VALUE ADJUSTMENT BOARD
DATE: June 14, 2016

RECOMMENDATION:

That the Board appoint one (1) member, one (1) citizen member, and alternates for both to serve on the County Value Adjustment Board.

BACKGROUND INFORMATION:

Last year's appointees were:

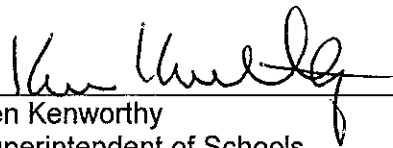
Dixie Ball - School Board Member
Jill Holcomb - Alternate School Board Member

Michael Sumner - Citizen Appointee
Anita Nunez - Alternate Citizen Appointee

The Citizen Appointee and Alternate Citizen Appointee have confirmed that they are willing to serve on the Value Adjustment Board for the coming year if appointed.

The Value Adjustment Board meeting dates will be announced at a later date. The organizational meeting normally occurs in July.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: MINIMUM JOB QUALIFICATIONS FOR GRADUATION COACH
DATE: June 14, 2016

RECOMMENDATION:

That the Board approve the minimum Qualifications for the following position:

- Graduation Coach

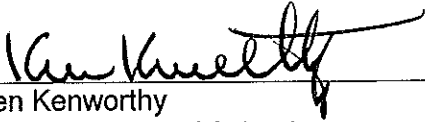
Qualifications

- Bachelor's degree from an accredited educational institution in education, psychology, guidance and counseling, or other related field, Master's preferred.
- (1) Bachelor's degree from an accredited educational institution in education, psychology, guidance and counseling, or other related field, Master's preferred.
 - (2) Valid Florida teaching certificate.
 - (3) Experience providing support to struggling families and students.
 - (4) Satisfactory criminal background check and drug screening.
 - (5) Ability to perform the essential functions of the position.

BACKGROUND INFORMATION:

The complete Job Description is included in Board member agendas and is available upon request from the Director of Human Resources.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **APPOINTMENT OF INSTRUCTIONAL PERSONNEL ON ANNUAL CONTRACT**

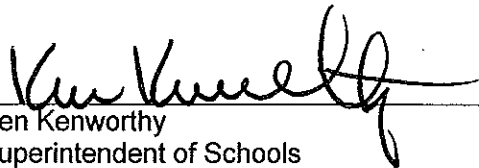
DATE: June 14, 2016

RECOMMENDATION:

That the following Instructional personnel be appointed for the 2016-2017 school year on Annual Contract:

<u>Seminole Elementary School</u>	<u>Everglades Elementary</u>	<u>Okee. Achievement Academy</u>
Erwin, Rex Jr.	Conner, Julie	Szentmartoni, Joseph

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

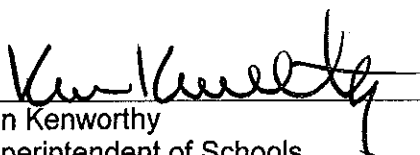
TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: REAPPOINTMENT OF NON-INSTRUCTIONAL PERSONNEL
DATE: June 14, 2016

RECOMMENDATION:

That the following non-instructional personnel be reappointed for the 2016-2017 school year:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>
Catalan, Marlen	Paraprofessional, ESOL	North Elementary School
Hagin, Gerald	Bus Driver	Transportation
Heater, Linda	Bus Driver	Transportation
Jewell, Tonya	Food Service Assistant	Everglades Elementary School

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

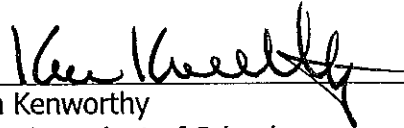
TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF TEMPORARY PERSONNEL**
DATE: June 14, 2016

RECOMMENDATION:

That the following temporary personnel be employed as needed:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Dean, Wendy	Sub-Transportation	05-20-2016
Fletcher, Jerry	Sub-Custodian	05-26-2016
Schultz, Damian	Sub-Transportation	05-12-2016
Stevens, Naomi	Asst. Varsity Softball Coach	01-18-2016
Whipple, LiAnn	Middle School Head Basketball Coach	10-22-2015

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF SUMMER SCHOOL PERSONNEL**
DATE: June 14, 2016

RECOMMENDATION:

That the following personnel be employed for the 2016 Summer School term, pending student enrollment, at the following rates of pay:

- Teachers - \$23.00 per hour
- Paraprofessionals - \$12.00 per hour
- Food Service - \$12.00 per hour
- Regular Substitute Teachers – Paid according to Salary Schedule #1A

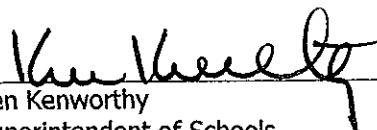
Summer School/Summer Programs will be funded by SAI and County funds. Summer Food Program will be funded by Summer Feeding.

Everglades Elementary School		Okeechobee High School
3rd Grade Reading Teachers	ESE Teachers	ESE Teachers
Damora, Lisa	Wharin, Michael (ESE)	Kuipers, Susan
Davis, Morgan (Facilitator)	Zapata, Marialejandra (ESE-Sub)	Todd, Ana – Out of Field
Duke, Melissa		
Huff, Andrea	ESE Paraprofessionals	ESE Paraprofessionals
Morgan, Rosemary	Aguirre, Angela	Eng, Sue
Queen, Colleen	Anuez, Jackie	Raulerson, Kellie
	Douglas, Taylor	Thomas, Barbara
Substitute Teacher	Higgins, Tamara	Wooten, Cristen
Conner, Julie	McNeil, La'Ike	
	Ortega, Ramona	
	Warthen, Tesa (Sub)	

Food Service

Bailey, Sherrie	Fowler, Martha	Jewell, Tonya	Rhuda, Jimmie
Bass, Kristi	Fraser, Camren	Jones, Stephanie	Wharin, RoseMarie
Demelo, Tracey	Fraser, Lauren	Kane, Tiffany	
Denisuk, Jean	Hendrix, Janet	Perez, M. Esmeralda	
Cabrera, Maria	Hyatt, Heather	Ramirez, Alejandra	

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

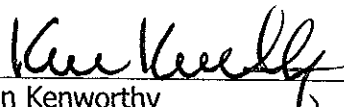
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: RESIGNATION, TERMINATION, AND SUSPENSION OF EMPLOYMENT
DATE: June 14, 2016

RECOMMENDATION:

That resignations for the following personnel be accepted:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Claypool, Cort	Teacher, Science	Yearling Middle School	06-08-2016
Claypool, Joyce	Teacher, Language Arts	Yearling Middle School	06-08-2016
Davis, Ashley	Teacher, Elementary	South Elementary School	06-08-2016
Harris, Mya	Teacher, Elementary	Seminole Elementary School	06-08-2016
Johnson, Deborah-Retirement	Staffing Specialist	Exceptional Student Education	10-01-2016
Kaufman, Diane B.-Retirement	Speech Therapist	OAA/Exceptional Student Education	06-15-2016
Koff, Linda	Guidance Counselor	Okeechobee High School	06-22-2016
Koff, Matthew	Principal, Elementary	Seminole Elementary School	07-01-2016
Lawson, Kati	Teacher, Voc. Resource	Okeechobee High School	06-17-2016
Mathy, Kaitlyn	Teacher, Elementary	Everglades Elementary School	06-08-2016
McCall, Joshua	Teacher, Science	Okeechobee High School	06-08-2016
Miles, Debra	Food Service	Osceola Middle School	06-07-2016
Stiles, Freida-Retirement	Aide, Media	South Elementary School	05-10-2016
Tropfenbaum, Mary	Teacher	South Elementary School	05-09-2016
Watson, Kimberly	Aide, Health	Seminole Elementary School	06-08-2016
Wilson, Rene'	Secretary, Human Resources	District Office	05-05-2016

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

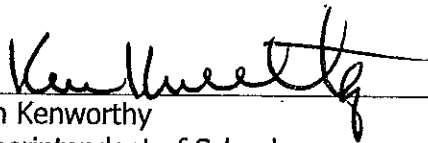
TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **TRANSFER OF PERSONNEL**
DATE: June 14, 2016

RECOMMENDATION:

That the following personnel transfers be approved:

<u>Name</u>	<u>Transfer From</u>	<u>Transfer To</u>	<u>Effective Date</u>
Crisino, Leonard	Bus Driver Transportation	Custodian II Okeechobee Achievement Academy	05-16-2016

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

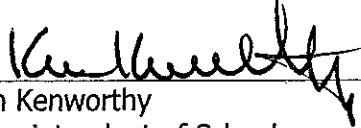
TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: LEAVE REQUESTS
DATE: June 14, 2016

RECOMMENDATION:

That the following leave of absence be approved:

<u>Name</u>	<u>School</u>	<u>Leave Type</u>	<u>From</u>	<u>Through</u>
Bigford, Jamie	Seminole Elementary School	Short Term	05-16-2016	06-07-2016
Bricker, Tammy-Extension	South Elementary School	Short Term	05-19-2016	06-07-2016
Clyburn, Jessie	OFC Okeechobee High School/Transportation	Short Term	Beginning April 25, 2016 and continuing for a total not to exceed 60 days and not extending beyond April 25, 2017.	
Hall, Laura-Extension	TBA	Personal Without Pay	08-03-2016	05-31-2017
Kim, Michelle	Exceptional Student Education	Personal Without Pay	04-07-2016	06-14-2016
LaFoy, Betsey-Extension	TBA	Personal Without Pay	08-03-2016	05-31-2017
Lopez, Patricia	Seminole Elementary School	Short Term	04-28-2016	06-07-2016
Murphy, Morgan	North Elementary School	Short Term	05-05-2016	06-07-2016

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADDITIONS TO SUBSTITUTE TEACHERS FOR 2015-16**

DATE: June 14, 2016

RECOMMENDATION:

That the following personnel be added to the Substitute Teacher List for the 2015-16 school year:

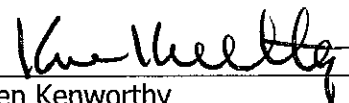
<u>Name</u>	<u>Rank</u>
Hayes, Kenneth	III
Miller, Rebekka	III

Rank I – Less than 60 college credit hours

Rank II – 60 or more college credit hours

Rank III – Bachelor's degree or higher

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: PAYMENTS TO PERSONNEL
DATE: June 14, 2016

RECOMMENDATION:

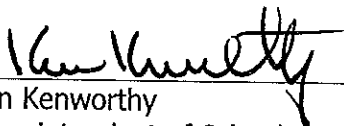
That the Board approve the following payments to personnel:

Name/Group	Purpose	Rate of Pay	Time Period (Maximum)	Funding Source
Elizabeth Stanley	Reading Endorsement	\$1,300.00	2012-2016	Project #1639
Hearing Impaired Interpreters Instructional Teacher	Interpreters for Hearing Impaired Students During After School Activities	Non-Instructional \$12.00 Per Hour Instructional \$23.00 Per Hour	40 Hours All Total	#4749 – IDEA, Part B (Approx. \$1,000)
Instructional Personnel Employed in 2016-17	Eligible to Work as Homebound and/or Homebased Teachers	\$23.00 Per Hour	25 Hours Per Week All Total	#9102 Operating
Teachers, Paraprofessionals, Guidance Counselors, Deans, Staffing Specialists, Teachers on Special Assignment	Attend ESE-Related Professional Development in 2016-17	Non-Instructional \$8.05 Per Hour Instructional \$23.00 Per Hour	As Approved by Director of Exceptional Student Education	#4749 – IDEA (\$3,200) #4742 – Pre-K (\$1,000) #9102 Operating (\$1,000) #1614 – SEDNET (\$4,000)
Mayra Talavera	Spanish Translation of ESE Documents and Reports	\$12.00 Per Hour	240 Hours in 2016-17	#4749 – IDEA, Part B (Approx. \$2,400)
Scott Viens	Inservice Presenter for Non-Violent Crisis Intervention (NCI)	\$24.00 Per Hour	As Needed In 2016-17	#1614 – SEDNET (Approx. \$4,000)
4 Central Elementary Teachers	Afterschool Art Club activities	\$23.00 Per Hour for Tutorial/\$13.50 for Planning	Up to 28 Hours from 01/05/2016 through 06/07/2016	Central Elementary School Budget
Debbie Fraser	Additional Bonus for Food Service Assistant (CF) Recruitment	\$350.00	N/A	Food Service Budget
	Additional Bonus for Food Service Assistant (LF) Recruitment			
Phillip Spearow	Osceola Middle School gym for Employee Wellness	\$23.00 Per Hour	2.5 Hours Per Day, 19 Days, Total 47,50 Hours, additional summer hours August	# 1690/1790
Cynthia Kubit	Facilitator for Summer Programs	\$23.00 Per Hour	8 Hours Per Day M-F 6/22/16-7/18/16	#4631/4731– Title I
1 Migrant Advocate	Title I, Part C Inventory	\$12.00 Per Hour	Up to 80 Hours Each 6/17/16-7/19/16	#4617– Title I Migrant
1 Migrant Advocate	Parent English Classes	\$12.00 Per Hour	Up to 26 hours 6/6/16-7/25/16	#4617– Title I Migrant
Up to 60 Teachers	Capturing Kids' Hearts Professional Development	\$13.50 Per Hour	4 hours on 6/8/16	#4631- Title I
Up to 15 Paraprofessionals	Capturing Kids' Hearts Professional Development	\$8.05 Per Hour	4 hours on 6/8/16	#4631- Title I
1 Dean	Capturing Kids' Hearts Professional Development	\$13.50 Per Hour	4 hours on 6/8/16	#4631- Title I

Up to 10 Teachers Osceola Middle School	Comprehensive Needs Assessment Planning	\$13.50 Per Hour	Up to 12 hours 6/8/16-6/10/16	#4631- Title I
1 Teacher North Elementary	Library Program	\$23.00 Per Hour	30 Hours In June	#4631- Title I

Note: All professional development shall comply with provisions in the negotiated personnel contracts.

RECOMMENDED BY:



 Ken Kenworthy
 Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **SCHOOL READINESS PROVIDER CONTRACT**
DATE: June 14, 2016


RECOMMENDATION:

That the Board approve the School Readiness Provider Contract with the Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc.

BACKGROUND INFORMATION:

This is the 2016-17 renewal of the Provider Agreement for School Readiness. The Early Learning Coalition of Indian River, Martin, and Okeechobee Counties is the service provider for the school-based readiness program for four-year-old students in the Prekindergarten classes at Okeechobee Achievement Academy. The classes can serve up to 54 students. The agreement outlines the requirements of the program and payment procedures for the subsidized children enrolled in the Prekindergarten classes during the 2015-16 school year. The agreement is included in Board member agendas and is available upon request from the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **MEDICAID DIRECT SERVICES AGREEMENT**
DATE: June 14, 2016

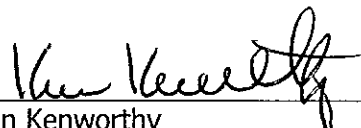
RECOMMENDATION:

That the Board approve an agreement with Seminole County School District for Medicaid data management and reimbursement for the 2016-17 fiscal year.

BACKGROUND INFORMATION:

This is a renewal agreement. There are no charges associated with this agreement. Seminole County School District will provide assistance in gathering district specific rates that will be used to calculate the District's share of Administrative Medicaid reimbursement. The agreement is included in Board member agendas and is available upon request from the Director of Exceptional Student Education.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **CONTRACT WITH TREASURE COAST SPEECH-LANGUAGE PATHOLOGY, LLC**
DATE: June 14, 2016

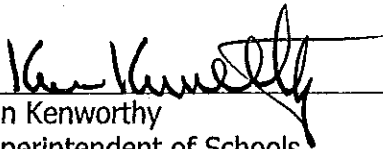
RECOMMENDATION:

That the Board approve a contract with Treasure Coast Speech-Language Pathology, LLC, for the employment of one Speech Therapist under contract effective August 1, 2016, through July 31, 2017.

BACKGROUND INFORMATION:

This is a renewal contract with no changes. Medicaid is billed for services to eligible students. The agreement is included in Board member agendas and is available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **STUDENT EXCHANGE AGREEMENTS WITH GLADES AND OSCEOLA COUNTIES**
DATE: June 14, 2016

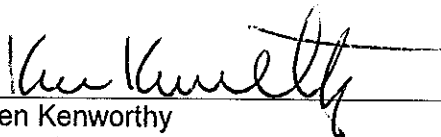
RECOMMENDATION:

That the Board approve the Student Exchange Agreements with Glades and Osceola County School Boards for the 2016-2017 school year.

BACKGROUND INFORMATION:

These are renewal agreements with no changes. The agreements are included in Board member agendas and are available upon request in the office of the Director of Student Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: IDEA PART B AND PART B PRE-SCHOOL GRANT APPLICATIONS FOR 2016-2017
DATE: June 14, 2016

RECOMMENDATION:

That the Board approve the IDEA Part B and Part B Preschool Grant applications for the 2016-2017 school year as follows:

- IDEA Part B - \$1,628,327.00 (including estimated roll forward)
- IDEA Part B Preschool - \$93,989.00 (including estimated roll forward)

BACKGROUND INFORMATION:

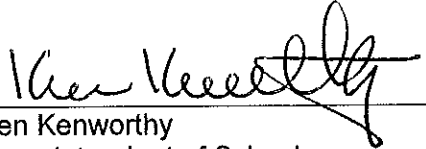
Part B – Funds are used to employ staff such as a Director of Exceptional Student Education (ESE), Secretary to Director of ESE, Staffing Specialists, Bus Paraprofessionals, Behavior Interventionists, Behavior Monitors, and Personal Assistants. Contracts for specialized services such as counseling, psychiatric evaluations, and occupational/physical therapies along with the purchase of specialized equipment utilized in these areas are also paid from this grant. Funds are also used for training teachers and administrators in areas of communication, IEP writing, alternatives to suspension and to purchase materials for parenting education.

Part B Preschool – Funds are used to employ two Paraprofessional who work with 3-5 year old children with disabilities. Materials and equipment are purchased for personnel to work with the preschool population of children with disabilities.

All professional development shall comply with provisions in the negotiated personnel contracts.

An Executive Summary as well as budget pages for the applications are included in Board member agendas. The complete grant applications are available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:



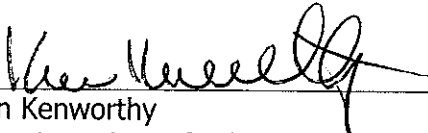
Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **PROPERTY DISPOSAL LIST #7 FOR THE 2015-16 FISCAL YEAR**
DATE: June 14, 2016

RECOMMENDATION:

That the items listed on the attached Property Disposal List #7 for the 2015-16 fiscal year be declared as surplus, to be removed from property records, and that the Superintendent be authorized to donate or sell such items in accordance with state statute.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

OKEECHOBEE COUNTY SCHOOL BOARD

Property Disposal

2015-2016- #7

Property Number	Description	Cost	Condition	School/Cost Center
19733	Gateway Laptop	2,387.00	Unrepairable	IT
20540	Dell Server PowerEdge 2900	6,366.00	Obsolete	IT
20563	Dell Laptop	2,183.00	Unrepairable	IT
20833	Dell Laptop	2,068.00	Unrepairable	IT
6156F	Lenovo Thinkpad	1,788.00	Unrepairable	IT
4766F	Dell Laptop	1,258.68	Unrepairable	IT - OHS
5707F	Dell Laptop	805.09	Unrepairable	IT - OHS
5724F	Dell Laptop	805.09	Unrepairable	IT - OHS
5729F	Dell Laptop	805.09	Unrepairable	IT - OHS
5740F	Dell Laptop	805.09	Unrepairable	IT - OHS
5477F	Dell Laptop	805.09	Unrepairable	YMS
6262	Piano	1,250.00	Unrepairable	YMS
15273	Soccer Goals w/white aluminum	850.00	Unrepairable	YMS
20743	Lenovo Tablet	2,115.00	Obsolete	YMS
20813	Switch 48 Port	1,807.00	Obsolete	YMS
20814	Switch 48 Port	1,807.00	Obsolete	YMS
21488	Switch 48 Port	2,435.00	Obsolete	YMS
3648F	Dell Desktop	1,072.00	Unrepairable	NES
4670F	Dell Desktop	917.20	Unrepairable	NES
4949F	Dell Desktop	814.88	Unrepairable	NES
5268F	Dell Laptop	805.09	Unrepairable	NES
5304F	Dell Laptop	805.09	Unrepairable	NES
5309F	Dell Laptop	805.09	Unrepairable	NES
5310F	Dell Laptop	805.09	Unrepairable	NES
5324F	Dell Laptop	805.09	Unrepairable	NES
5838F	Dell Desktop	811.46	Unrepairable	NES
6698F	Dell Desktop	901.17	Unrepairable	NES
21210	Dell Laptop	1,593.00	Unrepairable	NES
21229	Dell Desktop	1,019.29	Unrepairable	NES
6859F	Dell Desktop	778.02	Unrepairable	Cypress DJJ
7730F	Lenovo ThinkCentre	1,001.00	Unrepairable	Cypress DJJ
18518	Diagnostic Tool	874.50	Obsolete	Transportation
20601	Dell Laptop	2,016.00	Unrepairable	Transportation
20921	Two Way Radio	762.45	Unrepairable	Transportation
20950	Digital Camera	1,740.00	Unrepairable	Transportation
21128	Two Way Radio	774.95	Unrepairable	Transportation
21132	Two Way Radio	774.95	Unrepairable	Transportation
21170	Digital Camera	1,998.00	Unrepairable	Transportation
21651	Work Platform	1,257.94	Unrepairable	Transportation
		53,472.39		
County Custodian:	<i>Jenna Stevens</i>	Date:	05-31-2016	
Superintendent:		Date:		
School Board Chairman:		Date:		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **MONTHLY FINANCIAL STATEMENT FOR APRIL, 2016**
DATE: June 14, 2016

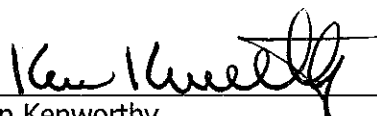
RECOMMENDATION:

That the Monthly Financial Statement for April, 2016, be accepted and filed as part of public record.

BACKGROUND INFORMATION:

The Financial Statement is included in Board member agendas and is available upon request from the Director of Finance.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **BUDGET AMENDMENT #10 FOR APRIL, 2016**

DATE: June 14, 2016

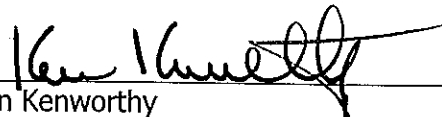
RECOMMENDATION:

That Budget Amendment #10 for April, 2016, be approved.

BACKGROUND INFORMATION:

The Budget Amendment is included in Board member agendas and is available upon request from the Director of Finance.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **WARRANT REGISTER FOR MAY, 2016**
DATE: June 14, 2016

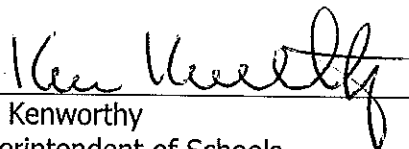
RECOMMENDATION:

That the Warrant Register for May, 2016, be approved as follows:

General Disbursement Account – Warrants #158606 thru #158914

Operating General Fund	\$1,586,291.48
Federal Programs Fund	111,756.39
Food Service Fund	223,765.61
Capital Improvement Fund	<u>23,589.21</u>
Total	\$ 1,945,402.69

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools