



SCHOOL BOARD OF OKEECHOBEE COUNTY

**AGENDA FOR REGULAR MEETING
AUGUST 13, 2013
6:00 P.M.**

Chairperson
David Williams
Vice Chairperson
India Riedel
Members
Joe Arnold
Gay Carlton
Malissa Morgan

Vision

Achieving Excellence

Mission

It is the mission of the School District of Okeechobee County to prepare every student to enter college or technical training without need of remedial instruction and/or enter the job market at a level significantly above minimum wage. All students will be instilled with knowledge of the democratic process and possess the attitudes and values necessary to function as productive members of society.

Core Values

- Excellence
- Educational Quality
- Equity
- Environment that is Safe and Secure
- Empowerment of all Shareholders and Partners

I. Call to Order

- A. Prayer – Rev. Gwen Livatt, St. Stephens AME
- B. Pledge of Allegiance

II. Opening Items

- A. Community Recognition
 - ★ Brad Lundy, Everglades Farm Equipment Company
- B. Staff Recognition
 - ★ Megan Williamson, Florida Educational Foundation's "Champion of Children Award"

Retirements:

- ★ Gary Howard, Industrial Education Teacher, Okeechobee High School
- ★ Patti Padgett, 3rd Grade Teacher, Seminole Elementary School

III. Approval of Minutes

- Meeting of July 23, 2013
- Meeting of July 30, 2013

IV. Items for Action

- A. Amendment of Board Policy 5.40 Student Control 1
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VI. Information Items:

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

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: **AMENDMENT OF BOARD POLICY 5.40 STUDENT CONTROL**
DATE: August 13, 2013

RECOMMENDATION:

That the Board approve amendment of Board Policy 5.40 Student Control (*Code of Student Conduct*).

BACKGROUND INFORMATION:

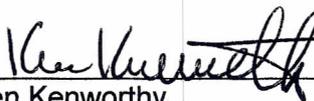
Revisions to the *Code of Student Conduct* include:

- Addition of new language regarding bullying and harassment as it currently appears in Board Policy 5.321
- Addition of language regarding recent legislative changes in cyber-bullying to include bullying or harassment through access on both school and non-school locations regardless of the owner of the computer, system, or network
- Addition to Section K. *Tobacco: Possession and/or Use and Dispensing* to include Electronic Cigarettes as required by SESIR (School Environmental Safety Incident Reporting)
- Revision of wording regarding modifications of the Code for students with active Individual Education Plans and Section 504 modification plans
- Formatting/Grammatical Changes

Advertisement of intent to amend Policy 5.40 Student Control was approved by the School Board on July 9, 2013, and legally advertised to the public on July 10, 2013, as required by Chapter 120, Administrative Procedures Act, Florida Statutes.

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Code of Student Conduct

Okeechobee County Schools



Revised August, 2013

*This Code of Student Conduct is available in Spanish.
Este Código de Conducta Estudiantil Está Disponible En Espanol.*

Superintendent
Ken Kenworthy



School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5151

Board Chairperson:
Kelly Owens
Vice Chairperson:
David Williams
Board Members:
Joe Arnold
Gay Carlton
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

An addendum to this Code will be provided to the parents of all 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 to the parents of all 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.

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 materials 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.

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, monitoring 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.

PARENT'S ROLE

If the Okeechobee County school system is to do its job, the home and the school must cooperate. The school's responsibility is to provide a quality education in a safe environment for all students. The parents' responsibility includes the following:

1. **Understand, support, and discuss this Code of Student Conduct with your child.**
2. Teach your child self-respect, respect for the law, respect for the authority in the school, and respect for the rights and property of others.
3. Show a positive attitude toward the school and toward your child's learning progress.
4. Make certain your child attends school **all day, every day** unless the child is ill.
5. Know your child's school, its staff, and its curriculum.
6. Work closely with school personnel to solve any disciplinary or academic problems.
7. Teach your child to dress properly and neatly, and to be clean and well groomed.

8. **Make sure the school has your correct home and work telephone numbers, home address, and an emergency contact person and the telephone number.**

9. Supervise young children attending extracurricular school activities, especially athletic events. Although the school will provide crowd control and proper supervision, the care of younger children attending an event is the responsibility of the parent. Students under ninth grade must be accompanied by an adult when attending any high school function.

10. Recognize that Florida Statute states students are considered under the control and supervision of the school when they are on the premises during a reasonable time before and after school and while attending or participating in a school-sponsored activity at the school site. (Board Policy 5.40) Reasonable time is defined as 30 minutes before and after school or an event. (Prior to and after the 30 minutes, supervision will not be provided by the school.)

CLASSROOM TEACHER'S ROLE

The teacher will inform every student of the classroom rules to be used in that teacher's room. The rules will be compatible with the school rules and the District Code of Student Conduct.

Within the framework of this Code of Student Conduct, teachers and other instructional personnel shall have the authority to undertake any of the following alternatives in managing student behavior and ensuring the safety of all students in their classes and school:

1. Establish classroom rules of conduct.
2. Establish and implement consequences, designed to change behavior, for infractions of classroom rules.
3. Have violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention.
4. Assist in enforcing school rules on school property, on school-sponsored transportation, and during school-sponsored activities.
5. Request and receive information as to the disposition of any referrals to the administration for violation of classroom or school rules.
6. Request and receive immediate assistance in classroom management if a student becomes uncontrollable or

in case of emergency.

7. Request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution, and related areas.

8. Press charges if a crime has been committed against the teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities.

9. Use reasonable force, according to standards recommended by the Education Standards Commission and the Education Practices Commission and adopted by the State Board of Education, to protect himself or herself or others from injury.

REMOVING A STUDENT FROM CLASS

1. A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline-management techniques consistent with the Code of Student Conduct.
2. A teacher may remove from class a student:
 - a. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
 - b. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

NOTE: If a teacher removes a student from class under subsection (2), the principal may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program as provided by F.S. 1003.53; or the principal may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school-sponsored or school-related activities. The principal cannot return the student to that teacher's class without the teacher's consent unless the committee established under F.S. 1003.32(6) determines that such placement is the best or only available alternative. The teacher and the placement review committee must render decisions within five days of the removal of the student from the classroom.

3. Placement Review Committee, established under F.S. 1003.32
 - a. Each school shall establish a committee to determine placement of a student when a teacher withholds consent to the return of a student to the teacher's class.

Committee membership must include at least the following:

- (1) One teacher selected by the school's faculty; and one teacher selected by the teacher not wanting the student readmitted back in his/her class.
 - (2) One member from the school's staff who is selected by the principal. The teacher who withheld consent to readmitting the student may not serve on the committee.
4. Any teacher who removes twenty-five percent of his or her total class enrollment shall be required to complete professional development to improve classroom management skills.

STAFF MEMBER'S ROLE FOR DISCIPLINE OUTSIDE OF THE CLASSROOM

All school personnel shall be informed and are responsible for all school board administrative rules concerning discipline. All school personnel including teachers, custodians, paraprofessionals, cafeteria workers, office staff, etc., shall become involved in the discipline process anywhere on campus or at school functions off campus. All adults are expected to provide reasonable direction to students and report discipline problems. Misbehavior observed outside

the classroom is usually referred directly to an administrator.

Any staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board Rules. No student shall be temporarily detained longer than is reasonably necessary.

PRINCIPAL'S ROLE

1. The administrators at each school will, with the assistance of faculty and staff, develop rules consistent with this Code, the age of the student body, and the school's philosophy. Emphasis will be placed on teaching respect. These rules shall be published in the Student-Parent Handbook of the school.
2. Principals have statutory powers which permit their determining disciplinary action appropriate to student misconduct (see F.S. 1006.09). Principals must protect the student's rights of due process and appeal.
3. The principal or the principal's designee shall give strong consideration to the recommendation for discipline made by a teacher, other member of the instructional staff, or a bus driver when making a decision regarding student discipline.
4. The principal or the principal's designee may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of his or her staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school. Any recommendation of expulsion shall include a detailed report by the principal or the principal's designated representative on the alternative measures taken prior to the recommendation of expulsion.
5. The principal or the principal's designee shall make a

good faith effort to immediately inform a student's parent or guardian by telephone of a student's suspension and the reasons for the suspension.

6. Principals must release a student to law enforcement officers when a warrant has been issued for the student's arrest.
7. It is understood that disciplinary decisions are based on the judgment of the individual administrator, according to the details of each specific case. Any disciplinary or prosecutorial action taken against a student who violates a zero tolerance policy must be based on the particular circumstances of the student's misconduct.
8. This Code defines minimum punishments to be assigned for certain serious violations of the rules, but the punishment is determined by the principal or his/her designee. The principal or designee may assign more than the minimums indicated in this Code.
9. The student's record may be considered. Punishment will be increasingly severe if rules are broken repeatedly or habitually. Repeated disruptive behavior may constitute "defiance of authority".
10. The principal is required to report certain infractions to law enforcement authorities and may press charges with the State Attorney if the violation warrants such action. In addition, certain infractions may be reported to the Department of Children and Families if conditions warrant.

POSITIVE BEHAVIOR SUPPORT

Okeechobee School District uses Positive Behavior Support (PBS) as our approach to positive discipline in all schools. We are working to develop effective environments in which positive behavior is more effective than problem behavior. It emphasizes the use of preventative, teaching and reinforcement-based strategies to achieve meaningful and lasting behavior and lifestyle outcomes. Because PBS is driven by the discipline information specific to each school, the approach continues to adjust to meet the needs of the school environment and the students. At each school you will see clearly stated expectations for everyone and positively stated rules for each area of the

school. As with any group of people, school rules are necessary in order to provide a safe, nurturing and stimulating place in which all students learn and grow academically, socially and emotionally. To reinforce students for displaying behavior consistent with the expectations and rules, the faculty and staff provide many types of student recognition. Students can attend "PBS events", win prizes or bank their tokens to "buy" their choice at a school store. All of the events and incentives help students to immediately learn that living up to the expectations and following the rules makes school a positive place for everyone.

CORPORAL PUNISHMENT

1. Corporal punishment is the moderate use of physical force or physical contact as may be necessary to maintain discipline or to enforce school rules.
2. The punishment must be administered, by a parent or guardian, in the presence of an administrator or his/her designee and under conditions not calculated to hold the student up to ridicule or shame.
 - a. The punishment must be reasonable.
 - b. Corporal punishment shall be limited to a maximum of three swats for any one offense.
 - c. The type of punishment, the severity of punishment, and the number of swats administered when paddling a student must be determined in every case.
 - d. In administering corporal punishment, an instrument designed to minimize possible physical injury should be utilized.
3. In every case of corporal punishment, the student, parent, and witness are to be told beforehand of the seriousness of the offense and the reason for the punishment as well as the number of swats he/she is to receive.
4. Under no circumstances shall a student be struck about the head or shoulders. Corporal punishment shall be administered posteriorly.
5. The principal or his designee will maintain a record of all instances where corporal punishment is administered. This record will contain the date, time, number of swats administered, the offense and adult witness.

DETENTION

Detention is an option a school may choose as a discipline measure. It consists of having a student stay after school hours for a set time in a designated place, usually working on academic work. Student may be directed to perform school service work.

WITHHOLDING PRIVILEGES

It is appropriate to withhold privileges at the elementary, middle school, and high school levels as a disciplinary consequence. Such privileges can include, but are not limited to: participation in field trips, Grad-Night, attendance at the prom, and driving privileges.

TIME OUT, SECLUSION AND PHYSICAL RESTRAINT

To provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others, trained staff may implement use of the least restrictive but effective intervention(s) for each student such as time out, seclusion or physical restraint. If using these interventions, School Board Policy 5.36 shall be followed.

SATURDAY SCHOOL

Saturday School is an option a school may choose as a discipline measure. It is held at the school for one-half of a Saturday on designated Saturdays. Activities assigned for Saturday School may consist of campus beautification, school service work and/or instruction.

IN-SCHOOL SUSPENSION

In-School Suspension is an option a school may choose as a discipline measure. In-School Suspension is used at times in place of Out-of-School Suspension. During In-School Suspension, students will be provided academic work and/or lessons that focus on improving behavior.

NOTE: If the discipline assigned above is not carried out by the student, a harsher disciplinary measure will be implemented.

OUT-OF-SCHOOL SUSPENSION

The principal or his/her designee may suspend a student for up to nine school days. Each suspension and the reasons for it shall be reported immediately if possible, by telephone and in writing, delivered personally or by mail to the parents and faxed to the Okeechobee County Sheriff's Department, the Okeechobee City Police Department, the Department of Juvenile Justice (if the student is a client of DJJ), the Superintendent of Schools, and the Exceptional Student Education Director. The length and conditions of the suspension may vary depending on the seriousness of the misconduct and the student's record. Suspension prohibits any student from attendance at any school's programs and activities.

Out-of School Suspension is an unexcused absence.

No student shall be suspended for unexcused tardiness, lateness, absence, or truancy (F.S. 1006.09(1)(b)).

a. Investigation Procedures

It shall be the duty of the principal, or his/her designee, to determine the facts based upon the information provided by the accused, the accusing person and any other witnesses. The principal or his/her designee shall prepare in written form a list of witnesses to the occurrence and a summary of each witness' testimony including that of the accused pupil. This summary shall be filed in the principal's office.

The principal shall notify appropriate law enforcement agencies and the superintendent's office at the time of the incident, if this action is warranted.

b. Suspension Procedures

The principal or his/her designee shall prepare a **Notice of Suspension** which shall indicate the reason for the suspension. The **Notice of Suspension** shall inform the parent or guardian of their right to a hearing.

The original **Notice of Suspension** shall be sent to the parent or guardian giving notice of the suspension within 24 hours. There shall be no evidence of the suspension posted on the pupil's permanent record other than that which may be reflected by his attendance record.

The copy of the **Notice of Suspension** filed in the pupil's discipline record may be removed with the approval of the principal. A reasonable effort shall be made to contact the parent or guardian of the pupil at the time of the suspension. If the parent or guardian cannot be contacted, the pupil is not to be sent home during the school day.

c. Suspension Hearings

If the parent, guardian or adult student wishes to avail himself of a hearing, he shall request a hearing with the principal at the specified address and before a certain date and time identified in the notice. Failure to request a hearing, in a timely manner, shall be considered a waiver of the right to a hearing. Any person(s) who may have been involved in the case or any witnesses may attend the conference if requested by the parent or guardian and approved by the hearing officer. In advance of a hearing, the parent or guardian of the pupil must have been notified as to the specific nature of the charge(s) against the pupil on the **Notice of Suspension**. The parent or guardian shall have the right to a list of witnesses against the pupil and a summary of their testimony. The pupil must be given an opportunity to be heard at this hearing.

1. If the principal determines that the safety of a student or staff member would be endangered should his name be given, then the principal may withhold the name of the particular witness. In such a case, that person's testimony cannot be used in establishing the case against the pupil.
2. The hearing may be conducted by the principal or his/her designee.
3. The hearing should be conducted informally and witnesses should ordinarily be questioned in the presence of the accused student and his/her parents. If a witness is reluctant or fearful, the hearing officer may interview him/her privately.
4. If a parent or student becomes abusive or unruly during the hearing so as to impair the hearing procedure, the hearing officer may exclude that person from the hearing.
5. A written summary of the hearing, prepared by the hearing officer, is to be filed in the principal's office. The decision of the principal or his/her designee is final.
6. Suspension hearings are exempted from the provision of Chapter 120.

IMPORTANT: The hearing officer should be fair, impartial and thorough in his/her efforts to determine the facts and should not presume the student to be guilty because he/she has been accused. The purpose of the hearing is to determine whether the facts and circumstances justify the continuation of the principal's initial recommendation, or its modification or withdrawal.

COMMUNITY CONTROL (HOME DETENTION)

A student on community control (home detention), who is required to wear an electronic monitoring device, must attend the Alternative School Program for as long as he/she is required to wear the monitoring device. Once the device is removed, a Student Information Team meeting will be held to determine the best placement for the student.

SUSPENSION BASED ON FELONY CHARGES

Suspension proceedings, pursuant to rules promulgated by the State Board of Education, may be initiated against any pupil enrolled as a student who is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents or legal guardian or custodian of such pupil by the principal of the school pursuant to rules promulgated by the State Board of Education and to rules developed pursuant to F.S. 1006.09(2), to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.

Any pupil who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time as determined by the superintendent. If the pupil is not subsequently adjudicated delinquent or found to have committed the felony, the suspension shall be terminated immediately. If the pupil is found to have committed a felony, the superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the school board; however, such suspension or expulsion shall not affect the delivery of educational services to the pupil in any residential or nonresidential program outside the public school.

EXPULSION

Florida Statutes define expulsion as the removal of the right and obligation of a student to attend school for a period of time not to exceed the remainder of that term or school year and one additional year of attendance.

The school principal or designee may recommend to the Superintendent that a student be expelled for a serious breach of conduct or repeated violations of this Code of Student Conduct. In most instances and unless special circumstances exist, such as special educational services requirements, students who commit offenses or accumulate offenses leading to an expulsion recommendation after the progress report date in the 3rd nine week grading period will be recommended for expulsion for the remainder of the school year plus the first semester of the following year.

- (1) The following procedures shall be observed when a student is suspended with a recommendation of expulsion:
 - (a) The Superintendent shall receive and review the recommendation for expelling a student from the school principal or designee who is directly charged with the supervision of the student concerned. A recommendation shall be submitted in writing to the Superintendent and shall indicate the grounds for the recommendation. The student's parent(s) or legal guardian(s) or the adult student shall be notified in writing of the recommendation and the specific charges the recommendation is based upon, shall be provided a reasonable opportunity to meet with the principal to discuss the recommendation and shall receive a copy of the recommendation submitted to the Superintendent. Such notification shall be sent by certified mail or by regular mail if the parent(s) or legal guardian(s) or the adult student has been notified in person.
 - (b) The Superintendent shall review the school's investigation and determine whether to recommend expulsion of the student to the school board.
 1. All interested parties shall be immediately informed in an appropriate manner when the Superintendent's investigation reveals that insufficient evidence or reasons exist to support an expulsion recommendation. The student shall immediately be readmitted to school with no penalty imposed for absences related to the investigation; this does not include the initial school suspension if reasonable in nature. Records of the expulsion recommendation shall be expunged.
 2. If the Superintendent recommends to the school board that the student be expelled, the Superintendent may extend the student's suspension until such time that the school board acts on the recommendation. The student's parent(s) or legal guardian(s) or the adult student shall be notified in writing of the right to an administrative hearing before the School Board's designated hearing officer. To request a hearing, the parent(s) or legal guardian(s) or the adult student shall file a written request for a hearing with the Superintendent's office at the specified address and before a certain date and time identified in the no-

tice. Failure to request a hearing, in a timely manner, shall be considered a waiver of the right to a hearing. The student's parent(s) or legal guardian(s) or the adult student who timely requests a hearing shall be notified in a manner calculated to inform him/her in a timely manner of the date, time, and place of the hearing.

(c) Expulsion hearings are conducted under Section 120.57 (2), Florida Statutes.

1. All parties shall have an opportunity to present evidence and argument on all issues, to conduct cross-examination and to submit rebuttal evidence. The student may also use the services of legal counsel at no expense to the School Board. The student's identity will remain confidential within the provisions of statute unless the student's parent(s) or guardian(s) or the adult student requests a public hearing. The Model Rules of Procedure, Florida Administrative Code, Chapter 28-5, shall govern such proceedings.
2. The hearing officer shall accurately and completely preserve all testimony in the proceeding(s) by tape recording. On the request of any party, the School Board shall make a full or partial transcript available at actual cost. If either party desires a court reporter, they shall make arrangements for such court reporter and bear the expense.
3. Following the hearing, the hearing officer will prepare a report detailing findings of fact. If the hearing officer concurs with the Superintendent's recommendation, the hearing officer will prepare a proposed final order which shall include Findings of Fact and Conclusions of Law for the school board to consider at the next regular scheduled meeting. If the hearing officer finds that insufficient evidence or reasons for expulsion exists, no proposed final order will be prepared and upon receiving the hearing officer's report, the Superintendent will notify all interested parties as in (b) (1) above.
4. When the Superintendent notifies the parent of the decision to recommend expulsion, the parent in some cases will also be informed of the opportunity for their child to attend the Alternative Disciplinary Program in lieu of expulsion.

Situations where the eligibility of Alternative Placement in lieu of expulsion may be withheld:

- Zero Tolerance Violations
- Failure of the parent and student to: (1) Agree to alternative placement and, (2) Agree to follow the rules of the alternative placement program
- Previous withholding of expulsion from the student record due to an alternative placement

The intent of offering the Alternative Disciplinary Program in lieu of expulsion is to allow students the opportunity to continue their education in the Alternative Disciplinary program in a safe environment away from the home school during the time they would otherwise be expelled and allow the student to avoid having the expulsion entered in the permanent record. Both the student and parent must agree to abide by the rules of the Alternative Disciplinary program in order to be granted placement in lieu of expulsion. It shall be understood that failure of the student to abide by Alternative Disciplinary program rules, including failure to attend the program, may result in an immediate recommendation for expulsion or extended placement in the program.

The student and parent may elect to avail themselves of their right to a hearing prior to consideration of this option.

5. The Superintendent will notify the parent(s), legal guardian(s) or the adult student of the date, time and place of the meeting in which the school board will consider approval of the hearing officer's proposed final order.
6. The school board shall review the hearing officer's report and approve or reject the proposed final order.
7. The Superintendent shall notify the student's parent(s) or legal guardian(s) or the adult student of the official school board action by certified mail and include a copy of the school board's final order. The notice shall inform the student's parent(s) or legal guardian(s) or the adult student of his/her right to appeal the school board's final order to the District Court of Appeal.

(2) Additional procedures unique for the expulsion of disabled students are provided in the Okeechobee County School Board policy 5.46, Discipline of Exceptional Education Students.

ALTERNATIVE DISCIPLINARY PROGRAM

The Alternative Disciplinary program allows eligible students to earn grades, credits, and promotion in a safe environment while removing these students from their home campuses so that all students can learn in an environment that is both safe and conducive to learning. Students must meet one of the following criteria to be eligible for the program:

1. Has been recommended by the Superintendent for alternative placement
2. Has been recommended by the Superintendent for alternative placement in lieu of expulsion **
3. Has been recommended as an Exceptional Education student for alternative placement due to noncompliance with a Behavior Intervention Plan***
4. Has been recommended as an Exceptional Education student for alternative placement in lieu of expulsion***
5. Has been recommended as an Exceptional Education student for alternative placement for violation of the Gun Free Schools Act or violation of the district alcohol and drug policy***
6. Has been recommended for alternative placement as a 504 student with an existing modification plan***
7. Has been released from incarceration, the regional detention center, or a residential Juvenile Justice program and the SIT team has decided that placement in the Alternative Disciplinary Program is in the best interest of the individual student or the general student population****
8. Has been placed on community control (home detention) with electronic monitoring device (See Community Control section of this Code.) ****
9. Has transferred from another district or state and was in a mandatory alternative program for disciplinary reasons****

** Students who fail to abide by program rules may be required to serve additional time in the Alternative Disciplinary Program or be recommended for expulsion.

*** Students who fail to abide by program rules will be considered for reassignment to home-based or other more restrictive programs.

**** Students who fail to abide by program rules may be suspended or recommended for expulsion based upon recent school discipline history (students who are expelled may not be served during the expulsion).

Students who commit Zero Tolerance offenses may not be served in the Alternative Disciplinary program without superintendent approval. In these cases, the superintendent must first determine that the student may be served while maintaining safe conditions for students and staff in the program before offering the program.

SPECIAL NOTE: School districts have no obligation, according to Florida law, to provide any educational services to an expelled student. Since the Okeechobee County School Board attempts to educate all children, an alternative school placement will, in many cases, be offered. Parents of students enrolled in such alternative school programs may need to provide extra tutoring or other services in order to help their child to be fully prepared to re-enter the regular school program.

ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

The Okeechobee County School Board fully supports Florida Statutes 790 and 1006.13 regarding Zero Tolerance for school violence, crime and the use of weapons and directs all employees to comply fully with these statutes. In compliance with these statutes, the board directs that:

Students who are found to have committed one of the following offenses shall be expelled, for a period of not less than one full year with or without continuing educational services and be referred for criminal prosecution:

- a.) **BRINGING A FIREARM OR WEAPON**, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- b.) **MAKING A THREAT OR FALSE REPORT**, as defined by §790.162 -§790.164, respectively, involving school, school personnel or school personnel's property, school transportation, or a school-sponsored activity.

The Okeechobee County School Board hereby adopts, pursuant to section 1006.13 Florida Statutes, a policy of zero tolerance that:

- a.) Requires reporting to a law enforcement agency any act that poses a serious threat to safety whenever and wherever students are under the jurisdiction of the school. Serious acts include but are not limited to weapons possession, threats of violence, hate related crimes, robbery, etc.

- b.) Minimizes the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent crime from further victimization.
- c.) Excludes zero tolerance for petty offenses such as minor physical aggression and minor violations against property, yet applies appropriate consequences in an attempt to change behavior.

The most serious consequences provided for in the Code of Student Conduct shall be invoked in dealing with students who engage in violent criminal acts on school property, on school-sponsored transportation, or during school-sponsored activities as found in Florida Statute 1006.13 (6)(a).

The Superintendent has established a process for facilitating active communication and cooperation between schools and law enforcement agencies, and the Department of Juvenile Justice in sharing information that will help school officials make the best decisions regarding students' educational services and placement.

The Superintendent and the administrative staff will assist teachers and other school personnel, consistent with board policies and the Code of Student Conduct, to act decisively and effectively when dealing with violent and disruptive youth.

SEARCHES

The Okeechobee County School Board endeavors to ensure a safe environment for students. School administrators and school employees act in place of parents or guardians while students are under their supervision.

STUDENT VEHICLES are subject to search based on reasonable suspicion that student vehicles could contain illegal items or substances that are not permitted on school property. Drug sniffing canines are used on a regular basis.

ALL STUDENT LOCKERS are subject to search by school officials. Students and their property are also subject to random searches for weapons by school officials using metal detectors. If, at any time, a reasonable suspicion arises that a student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her

locker or other student storage space, an administrative staff member may search the personal property of the student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.

At various times throughout the school year law enforcement may be asked to search the **ENTIRE SCHOOL CAMPUS, INCLUDING ALL BUILDINGS AND CARS IN THE PARKING LOT**, with dogs that are trained to find marijuana and other illegal drugs or paraphernalia. Items that are prohibited by this Code which are found during these searches will be used as evidence to punish students according to the appropriate section of this Code of Student Conduct.

ALCOHOLIC BEVERAGES

To: The Students of Okeechobee County

From: Ashley Albright, Assistant State Attorney

Underage drinking is a serious problem in Okeechobee County. Underage drinking is against the law. You need to know that this office, on behalf of the State of Florida, will now prosecute every minor caught with alcohol and every minor caught using a fake "ID" to buy alcohol. You should also know that if the Court finds you guilty, in addition to any other penalties you receive, you will lose your driver's license or the right to get a license when you turn sixteen for up to one year. Please ask yourself – Is a beer worth losing your license? Is a beer worth a criminal record?

STEPS TO FOLLOW IF STUDENT ACCIDENTALLY OBTAINS POSSESSION OF ALCOHOL, DRUGS, TOBACCO (OR) OVER-THE-COUNTER MEDICATIONS:

1. Always say "no" if offered any of the above substances.
2. A student who becomes in possession of a contraband substance must turn it in to a teacher or administrator. This must be done before an investigation has been initiated to avoid consequences.
3. An explanation must be provided regarding the possession of the contraband substance.
4. Consequences for not following the steps above may be found in the corresponding Violations Chart.

UNLAWFUL DISCRIMINATION PROHIBITED

The School District of Okeechobee County has adopted Board Policy 6.43, Unlawful Discrimination Prohibited. No person shall, on the basis of race, color, religion, gender, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, disability, if otherwise qualified, social and family background or on the basis of the use of a language other than English by LEP students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

The School District of Okeechobee County is in compliance with all federal and state laws which include the Title II of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), Genetic Information Non-Discrimination Act of 2008 (GINA), and the Boy Scouts of America Equal Access Act.

Any employee, student, applicant for admissions, or applicant for employment who believes he/she has been discriminated against or has been harassed by another employee, student, or third party is encouraged to use the Equity Plan Grievance Procedure for filing complaints. You may file with: principal or immediate supervisor, District Equity Coordinator/Director of Human Resources or the Superintendent.

Director of Human Resources
Title II, Title IX and the Florida Education Equity Act Complaints and
ADA/Section 504 Complaints
700 SW 2nd Avenue, Okeechobee, FL 34974
(863) 462-5000 Ext. 267

~~For information on Bullying and Harassment, see Section N. Violence in this Code of Student Conduct.~~

WARNING: School boards may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived gender, race, religion, color, sexual orientation, genetic information, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.

BULLYING AND HARASSMENT

The District will not tolerate bullying and harassment of any type. The School Board approved policy 5.321 specifically defines bullying and harassment and sets forth specific actions the district must take to make sure that our students are safe and free from bullying, cyber-bullying and harassment. Florida Statute 1006.147 and School Board Policy 5.321 outline very specific procedures that must be documented in our efforts to stop bullying and harassment. These procedures include instruction on the policy for parents, students and staff; reporting, investigating and assignment of consequences; and referral of victims and perpetrators of bullying/harassment for counseling. Any and all acts of bullying and harassment should be reported to school administration. District report forms are available at the office of your child's school. Please note that allegations can be made anonymously, however, formal disciplinary action cannot be based solely on an anonymous report. For information on Bullying and Harassment, see Section N. Violence in this Code of Student Conduct.

DATING VIOLENCE AND ABUSE

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 dating violence and abuse. The District shall not tolerate dating violence and abuse of any kind. Dating violence or abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation as found in Board Policy 5.325.

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

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

School employees, students, parents and members of the school community are required to report any such incident to the principal or designee for investigation. Submission of a good faith complaint will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

SEXUAL HARASSMENT OF STUDENTS BY A SCHOOL BOARD EMPLOYEE

It is sexual harassment for a School Board employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees or students shall be subject to sanctions.

PROCEDURES:

- Any student who alleges sexual harassment by any staff member may complain directly to the school principal, guidance counselor, or the District Equity Coordinator. The Director of Human Resources serves as the District Equity Coordinator and may be reached by calling 863-462-5000, ext. 267. Filing of a complaint or otherwise reporting sexual harassment will not affect the individual's future grades or extracurricular activities.
- The right to confidentiality, both of the complainant and the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this has occurred.
- In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of initiating an investigation along with law enforcement and the Department of Children and Families if appropriate.

GANG AWARENESS



**OKEECHOBEE COUNTY SHERIFFS OFFICE
CRIMINAL INVESTIGATION DIVISION
Detective Lieutenant Brad Stark**

IDENTIFYING A GANG MEMBER

MEMBERS ARE LOOKING FOR:

Recognition
Acceptance / fellowship and gang family
Protection
Something to do

POSSIBLE INDICATORS:

Low self-esteem
Failure in school
Drug abuse

Peer pressure- hanging with wrong crowd
Defiant to parents
Neighborhood – noted high gang area
Style and color of clothing
Colors or flags - bandanas, beads, necklaces
Language - street slang
Hand signs
Tattoos
Photographs or drawings, numbers, letters, signs,
symbols, graffiti

WARNING: GANG-RELATED MISCONDUCT - If it has been determined through an investigation, that a violation of the Code is gang-related, the principal shall impose a more severe disciplinary consequence than the minimum consequence for the offense.

OKEECHOBEE COUNTY CRIMINAL STREET GANG DOCUMENTATION

Florida State Statute 874.03

Two of the following criteria have to be met to document a person as a gang member. If only one is met, the subject will be documented as an associate.

- Admits to criminal street gang membership
- Identified by parent or guardian as a criminal street gang member

- Identified as a criminal street gang member by documented reliable informant
- Adopts the style of dress of a criminal street gang member
- Adopts the hand signs as identified by criminal street gang members
- Has a tattoo as identified with criminal street gang members
- Associates with one or more known criminal street gang members
- Identified as a criminal street member by an informant of previously untested reliability **and** such identification can be corroborated by independent information
- Identified as a criminal street gang member by physical evidence
- Has been observed in the company of a known criminal street gang member four times or more.
- Has authored communication indicating responsibility of a crime involving a criminal street gang

COMPULSORY SCHOOL ATTENDANCE LAW FLORIDA STATUTE CHAPTER 1003.27

A parent who refuses or fails to have a child who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in subsection (3) is guilty of a misdemeanor of the second degree, punishable as provided by law. The continued or habitual absence of a child without the consent of the principal or teacher in charge of the school he/she attends or should attend, or of the tutor who instructs or should instruct him/her, is prima facie evidence of a violation of this chapter; however, the court of the appropriate jurisdiction, upon finding that the parent has made a bona fide and diligent effort to control and keep the child in school, shall excuse the parent from any criminal liability prescribed herein and shall refer the parent and child for counseling, guidance or other needed services. Absence must be explained whenever a student is absent. The parent shall report the cause of such absence to the teacher or principal of the school.

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 after a set number of days. The Okeechobee County School 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 absences will be unexcused and addressed by the truancy policy as stated in this Code under Violations, 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.

GUIDE TO READING THE VIOLATIONS CHARTS

The following charts list the most common serious infractions, but they do not include every possible violation. The principal or his/her designee determines the type of code violation committed by using the definitions in the left hand column of the charts listed below. The minimum consequence assigned is determined by the grade level of the student which is designated at the top of each remaining column. Minimum consequence means the least type of corrective action that may be assigned to the student to attempt to change the unwanted behavior.

When deciding what disciplinary action should be taken, the principal or his/her designee shall consider the student's age, exceptional-ity, previous conduct, probability of a reoccurring violation, attitude, severity of the offense, and whenever possible, shall impose disciplinary action in a progressive manner. For this reason, punishment may exceed the minimum consequence and is expected to be more of a consequence than assigned before for the same incident. For all levels, any incident that is hate-related and/or gang-related shall be grounds to increase disciplinary actions.

A. Absenteeism

1. **(Truancy – Skipping)** Failure to be in school and on time unless absence is excused as per Florida Statute 1003.01(8) (See page 15 for excused absences allowed.)

NOTE: The principal may assign additional consequences for being tardy and skipping class or school.



Minimum Consequences K-5

After 5 unexcused absences in a school year, a warning letter will be sent.

After 9 absences in a school year, a letter will be sent requiring a doctor's note for future absences.

After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent or guardian.

The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.

The district Attendance Officer visits the home and provides written notice of the state statute.

After 15 unexcused absences in a 90-day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:

- a. File a legal charge against the parent/guardian
- b. File a legal charge against the student
- c. Refer the family for intervention services

Minimum Consequences 6-8

After 5 unexcused absences in a school year, a warning letter will be sent.

After 9 absences in a school year, a letter will be sent requiring a doctor's note for future absences.

After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent or guardian.

The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.

The district Attendance Officer visits the home and provides written notice of the state statute.

After 15 unexcused absences in a 90-day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:

- a. File a legal charge against the parent/guardian
- b. File a legal charge against the student
- c. Refer the family for intervention services

**Minimum Consequences 9-12
(for students under 16 years of age)**

After 5 unexcused absences in a semester, a warning letter will be sent.

After 9 absences in a semester, a letter will be sent requiring a doctor's note for future absences.

After 10 unexcused absences in a semester, a second attendance letter will be sent to the parent or guardian.

The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.

The district Attendance Officer visits the home and provides written notice of the state statute.

After 15 unexcused absences in a 90-day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:

- a. File a legal charge against the parent/guardian
- b. File a legal charge against the student
- c. Refer the family for intervention services

For All High School Students: A 7 day absence (excused or unexcused) letter is sent to warn parents of the mandatory attendance law whereby a student can lose credit due to absences over 9 days in a semester.

| B. Alcohol and Drugs | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|--|---|--|
| <p>1. Possessing (including possession after use when the substance is still in the body) using and/or procuring, selling or dispensing on school premises, school buses, or at any school activity or school-related function of:</p> <p>a. Alcohol;</p> <p>b. Any substance controlled by F.S. 893 or 877.111 (available upon request);</p> <p>c. Prescription drugs for which the student does not have a valid prescription;</p> <p>d. Hallucinogenic drugs or combinations;</p> <p>e. Counterfeit drugs including, but not limited to, prohibited substances possessed, sold and/or used that are held out to be, or represented to be controlled/illegal substances. In addition, counterfeit drugs include substances used in a manner not in accordance to package directions, or substances when combined, induce a mind-altering state or condition.</p> <p>f. Paraphernalia for use of controlled substances. (Code as Other Major for SESIR)</p> | <p><u>First Offense</u> Principal's discretion; may include Out-of-School Suspension up to 9 days and mandatory parent conference with principal and/or counseling.</p> <p><u>Second Offense</u> Principal's discretion, parent conference, and Out-of-School-Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Expulsion or Alternative Placement</p> | <p><u>First Offense</u> Expulsion or Alternative Placement;</p> <p><u>Second Offense</u> Expulsion or Alternative Placement</p> <p><u>Third Offense</u> Expulsion or Alternative Placement</p> | <p><u>First Offense</u> Expulsion or Alternative Placement</p> <p><u>Second Offense</u> Expulsion or Alternative Placement</p> <p><u>Third Offense</u> Expulsion or Alternative Placement</p> |
| <p>All incidents of alcohol and drugs will be reported to law enforcement and may be reported to the Department of Children and Families depending on the student's age.</p> | | | |
| | | | |

Steps to follow if student accidentally obtains possession of alcohol, drugs, tobacco (or) over-the-counter medications:

1. Always say "no" if offered any of the above substances.
2. A student who becomes in possession of a contraband substance must turn it in to a teacher or administrator. This must be done before an investigation has been initiated to avoid consequences.
3. An explanation must be provided regarding the possession of the contraband substance.
4. Consequences for not following the steps above may be found in the corresponding Violations Charts.

| C. Defiance of Authority | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|--|---|--|
| <p>1. Disobeying or disregarding school personnel or school rules.</p> <p>NOTE: No gang insignias or clothing are allowed on any campus. Offenses may result in suspension from school, based on the principal's/designee's decision. The principal is the final authority on decisions concerning clothing.</p> <p>2. Inappropriate Dress Wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. (F.S. 1006.07)</p> | <p><u>First Offense</u> Parent notification and principal's judgment based on severity.</p> <p><u>Second Offense</u> Principal's decision ranging from parent/teacher conference, parent attending school with student, In-School Suspension or Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> In-School Suspension, parent attends school with student or Out-of School Suspension (Minimum: 2 days).</p> <p>The principal or principal's designee may assign a more severe punishment based on the offense.</p> <p><u>First Offense</u> Verbal warning and parent contact</p> <p><u>Second Offense</u> Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days.</p> <p><u>Third and Subsequent Offenses</u> In-School Suspension for up to three days and student is ineligible to participate in extracurricular activities for up to thirty (30) days, parent contact and written letter.</p> | <p><u>First Offense</u> Parent notification and principal's judgment based on severity.</p> <p><u>Second Offense</u> Principal's decision ranging from parent/teacher conference, Saturday School, In-School Suspension or Out-of-School Suspension. (Minimum: 1 day).</p> <p><u>Third Offense</u> In-School Suspension, parent attends school with student or Out-of School Suspension (Minimum: 2 days).</p> <p>The principal may assign a more severe punishment on the first, second, and third offense up to and including expulsion.</p> <p><u>First Offense</u> Verbal warning and parent contact</p> <p><u>Second Offense</u> Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days.</p> <p><u>Third and Subsequent Offenses</u> In-School Suspension for up to three days and student is ineligible to participate in extracurricular activities for up to thirty (30) days, parent contact and written letter.</p> | <p><u>First Offense</u> Parent notification and principal's judgment based on severity.</p> <p><u>Second Offense</u> Detention: 2 days, Saturday School, or parent attends school with student or Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Saturday School, parent attends school with student, denial of major privileges or Out-of-School Suspension (Minimum: 2 days).</p> <p>The principal may assign a more severe punishment on the first, second, and third offense up to and including expulsion.</p> <p><u>First Offense</u> Verbal warning and parent contact</p> <p><u>Second Offense</u> Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days.</p> <p><u>Third and Subsequent Offenses</u> In-School Suspension for up to three days and student is ineligible to participate in extracurricular activities for up to thirty (30) days, parent contact and written letter.</p> |

NOTE:

- Students must accurately identify themselves when requested to do so by any school board employee or law enforcement personnel.
- Safety rules shall be presented and enforced by school staff. All safety rules must be followed. These rules differ between various subjects, particularly in Science, P.E. and vocational areas. Protective devices must be used as directed. Failure to follow safety rules or use of protective devices as directed may result in disciplinary consequences.

| D. Dishonesty | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|---|---|---|
| 1. Cheating - Illegally procuring or sharing of work/test responses. | <u>Any Offense</u> Parent notification. The work on which the student cheats will be graded as either the result of the test or 59%, whichever is lower. Second incident on which the student cheats will be graded as zero. | <u>Any Offense</u> Parent notification. The work on which the student cheats will be graded as either the result of the test or 59%, whichever is lower. Second incident on which the student cheats will be graded as zero. | <u>Any Offense</u> Parent notification. The work on which the student cheats will be graded as either the result of the test or 59%, whichever is lower. Second incident on which the student cheats will be graded as zero. |
| 2. Lying - Giving false information to school personnel. | <u>Any Offense</u> Principal's discretion | <u>Any Offense</u> Principal's discretion | <u>Any Offense</u> Principal's discretion |

FLORIDA LAW WARNING: A recommendation of expulsion may also be made for any student found to have intentionally made false, injurious accusations against a teacher or other member of the school staff, according to the school district Code of Student Conduct. Also, the parent or guardian of such student may be liable for any expenses incurred by the falsely accused person in the defense of the charges made, and the student and parent or guardian may be sued for slander or libel as provided by law.

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| E. Extortion/Robbery | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|--|--|--|
| 1. Obtaining or threatening to obtain something of value through use or threat of force. All incidents will be reported to law enforcement. | <u>First Offense</u> Out-of-School Suspension (Minimum: 1 day). (Counseling is suggested.) <u>Subsequent Offenses</u> Out-of-School Suspension (Minimum: 3 days). | <u>First Offense</u> Out-of-School Suspension (Minimum: 3 days). (Counseling is suggested.) <u>Subsequent Offenses</u> Recommendation for expulsion | <u>First Offense</u> Out-of-School Suspension (Minimum: 5 days). (Counseling is suggested.) <u>Subsequent Offenses</u> Recommendation for expulsion |

STEPS TO FOLLOW IF STUDENT ACCIDENTALLY OBTAINS POSSESSION OF A WEAPON:

1. Do not accept a weapon from anyone.
2. If a student discovers that he/she accidentally is in possession of a weapon, immediately turn the weapon in to any school employee.
3. An explanation must be provided regarding the possession of the contraband weapon.

If these steps are not followed immediately, student may face the consequences listed for the weapon in the following chart.

| F. Firearms/Knives/Other Dangerous Objects | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|--|--|--|--|
| <p>1. Firearms and Destructive Devices: Any weapon (operable or inoperable, loaded or unloaded) which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm or muffler or firearm silencer; any destructive device; or any machine gun. Examples include, but are not limited to: handgun, starter gun, zip gun, pistol, shotgun, rifle, bomb, pipe bomb, grenade and/or missile. (Reported to SESIR as a Weapon)</p> | <p><u>Any Offense</u> Expulsion – see Zero Tolerance</p> | <p><u>Any Offense</u> Expulsion – see Zero Tolerance</p> | <p><u>Any Offense</u> Expulsion – see Zero Tolerance</p> |
| <p>FLORIDA LAW – WARNING: Exhibiting a firearm or weapon within 1,000 feet of a school or possessing a firearm on school property or possessing an electric weapon, destructive device or other weapon on school property is a third degree felony.</p> | | | |
| <p>2. Weapons: Any dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, electric weapon or other device which can be used to inflict physical harm on another. (Reported to SESIR as a Weapon.)</p> | <p><u>Any Offense</u> Principal’s discretion</p> | <p><u>Any Offense</u> Expulsion or Alternative Placement</p> | <p><u>Any Offense</u> Expulsion or Alternative Placement</p> |
| <p>3. Dangerous Objects: BB gun, air gun, paintball gun, pellet gun and martial arts weapons (Reported to SESIR as weapon if used in connection with a threat, otherwise code as Contraband.)</p> | <p><u>Any Offense</u> Principal’s discretion</p> | <p><u>Any Offense</u> Expulsion or Alternative Placement</p> | <p><u>Any Offense</u> Expulsion or Alternative Placement</p> |
| <p>4. Knives: Knives or objects that can be used to cut, including but not limited to, razor blade, box cutter, or knife. (Reported to SESIR as weapon if used in connection with a threat, otherwise code as Contraband.)</p> | <p><u>Any Offense</u> Principal’s discretion</p> | <p><u>Any Offense</u> Principal’s discretion unless displayed or possessed in connection with a threat. If displayed, Out-of-School Suspension (Minimum: 5 days) to expulsion. If used in connection with a threat – Expulsion or Alternative Placement.</p> | <p><u>Any Offense</u> Principal’s discretion unless displayed or possessed in connection with a threat. If displayed, Out-of-School Suspension (Minimum: 5 days) to expulsion. If used in connection with a threat – Expulsion or Alternative Placement.</p> |
| <p>5. Hazardous Items: Items including, but not limited to: mace, chemicals and other objects used to threaten, intimidate, or cause a disruption. (Reported to SESIR as weapon if used in connection with a threat, otherwise code as Contraband.)</p> | <p><u>Any Offense</u> Principal’s discretion</p> | <p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p> | <p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p> |
| <p>6. Contraband: Potentially harmful objects including but not limited to cigarette lighters, lighter fluid, laser pointers and fireworks. (Reported to SESIR as weapon if used in connection with a threat, otherwise code as Contraband.)</p> | <p><u>Any Offense</u> Principal’s discretion</p> | <p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p> | <p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p> |

- The initial determination of whether or not an object constitutes a weapon, knife or dangerous object, will be the responsibility of the principal. For more information or clarification concerning weapons refer to Florida Statute 790. Weapons, knives and dangerous objects will be confiscated.
- A student is responsible for any item brought to school, intentionally or unintentionally, whether it be in his/her locker, bookbag and/or vehicle, and to keep their persons and property free of dangerous or illegal objects, materials, and substances.

| G. Inappropriate Conduct | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|--|--|--|
| <p>1. Language - Using profanity or verbal abuse including name calling, racial slurs or derogatory statements.</p> <p>2. Disruptive Behavior - Disrespect, disruptive behavior and minor confrontations.</p> <p>3. Misuse of School Technology Resources, including computers and school networks.</p> <p>4. Misuse of Personal Technology, including, cell phones, MP3 players, IPODs, PSP and other gaming or listening devices.</p> | <p><u>Any Offense</u> Parent notification and principal's judgment based on severity and number of offenses.</p> <p><u>Any Offense</u> Principal's discretion based on severity of offense.</p> | <p><u>Any Offense</u> Parent notification and principal's judgment based on severity and number of offenses.</p> <p><u>Any Offense</u> Principal's discretion based on severity of offense.</p> | <p><u>Any Offense</u> Parent notification and principal's judgment based on severity and number of offenses.</p> <p><u>Any Offense</u> Principal's discretion based on severity of offense.</p> |
| <p>See Student Technology Privileges and Acceptable Use on pages 30, 31 and 32.</p> | | | |
| <p>5. Conspiracy by a student to assist any other student to violate any of these rules.</p> <p>6. Other Inappropriate Conduct as determined by the principal.</p> | <p><u>Any Offense</u> Same as the minimum consequences of the rule actually violated by the other student(s).</p> <p><u>Any Offense</u> Parent notification and principal's judgment based on severity and number of offenses.</p> | <p><u>Any Offense</u> Same as the minimum consequences of the rule actually violated by the other student(s).</p> <p><u>Any Offense</u> Principal's judgment based on severity and number of offenses.</p> | <p><u>Any Offense</u> Same as the minimum consequences of the rule actually violated by the other student(s).</p> <p><u>Any Offense</u> Principal's judgment based on severity and number of offenses.</p> |

Note: A student may possess a **wireless communications device** (cell phone, pager, etc.) while the student is on school property or in attendance at a school function. However, such devices shall be turned off and shall not be used or displayed during the regular school day unless there is an established plan at the school site. Students may use a cell phone on a school bus under the conditions set forth in the School Bus Rules section of this Code. Students are subject to additional school disciplinary action and criminal penalties if the device is used in a criminal act.

Note: Cell phones and other electronic devices are costly pieces of equipment. As with other personal property, the school district cannot be responsible for the theft of or damage to cell phones. **Students who bring cell phones and other electronic devices assume all of the risk associated with the theft of or damage to such device.** Extraordinary steps cannot be taken to search for or return missing items, or to investigate their theft or damage. Any phone or electronic device found on the bus or collected by the driver will be returned to a school administrator the next time the driver is regularly scheduled to return.

Note: Offense of Sexting; Provides that minor commits offense of sexting if he or she knowingly uses computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor any photograph or video of any person which depicts nudity and is harmful to minors; provides noncriminal & criminal penalties; provides that transmission, distribution, or possession of multiple photographs or videos is single offense if transmission occurs within 24-hour period, etc.

| H. Medication | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|---|---|--|
| <p>1. Over-the-counter medications or supplements, including aspirin, Possessing, Accepting or Dispensing.</p> | <p><u>First Offense</u> Warning/parent notification.</p> <p><u>Second Offense</u> Parent conference</p> <p><u>Third Offense</u> Parent conference and suspension (Minimum: 1 day).</p> | <p><u>First Offense</u> Principal's discretion, Warning/parent notification.</p> <p><u>Second Offense</u> Principal's discretion, Out-of-School Suspension: (Minimum: 2 days).</p> <p><u>Third Offense</u> Principal's discretion, Out-of School Suspension up to 9 days: Expulsion or Alternative Placement</p> | <p><u>First Offense</u> Principal's discretion, Out-of-School Suspension up to 9 days and mandatory parent conference.</p> <p><u>Second Offense</u> Out-of-School Suspension (9 days).</p> <p><u>Third Offense</u> Expulsion or Alternative Placement</p> |
| <p>2. Prescription drugs other than topical for which the student has a valid prescription, but does not have a valid care plan allowing him/her to carry the medication on their person; ie. inhaler, epi pen, insulin, etc.</p> <p>Dispensing prescription medication to another student will result in the consequences listed in B.1.c of this Code.</p> | <p><u>First Offense</u> Principal's discretion, may include Out-of-School Suspension up to 9 days and mandatory parent conference with principal and/or counseling.</p> <p><u>Second Offense</u> Principal's discretion, parent conference, and Out-of-School-Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Expulsion</p> | <p><u>First Offense</u> Principal's discretion, Out-of-School Suspension up to 9 days and mandatory parent conference with principal.</p> <p><u>Second Offense</u> Expulsion or Alternative Placement</p> <p><u>Third Offense</u> Expulsion</p> | <p><u>First Offense</u> Principal's discretion, Out-of-School Suspension up to 9 days and mandatory parent conference.</p> <p><u>Second Offense</u> Expulsion or Alternative Placement</p> <p><u>Third Offense</u> Expulsion</p> |

| I. Sexual Harassment & Sexual Battery | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|---|---|---|
| <p>1. Sexual Harassment: Unwelcome conduct of a sexual nature.</p> <p>a. Conduct of a sexual nature may include verbal or physical sexual advances including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented kidding, teasing, or jokes. Such conduct by a student is specifically prohibited.</p> <p>b. Verbal or physical conduct of a sexual nature will constitute sexual harassment where the allegedly harassed individual has indicated, by his/her conduct, that it is unwelcome.</p> <p>c. All victims of sexual harassment are required to report such activity to an administrator, guidance counselor, or teacher.</p> <p>d. Possession and/or distribution of pornographic materials.</p> | <p style="text-align: center;"><u>First Offense</u></p> <p>Principal's discretion.</p> <p style="text-align: center;"><u>Second Offense</u></p> <p>Mandatory parent conference and principal's discretion. (Counseling may be suggested.)</p> <p style="text-align: center;"><u>Additional Offenses</u></p> <p>Out-of-School Suspension (Minimum: 1 day). (Counseling is suggested.)</p> | <p style="text-align: center;"><u>First Offense</u></p> <p>Principal's discretion based on severity of the offense.</p> <p style="text-align: center;"><u>Subsequent Offenses</u></p> <p>Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. (Counseling may be suggested.)</p> | <p style="text-align: center;"><u>First Offense</u></p> <p>Principal's discretion based on severity of the offense.</p> <p style="text-align: center;"><u>Subsequent Offenses</u></p> <p>Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. (Counseling may be suggested.)</p> |
| <p>All incidents of a sexual nature will be reported to law enforcement and may be reported to the Department of Children and Families depending on the student's age.</p> | | | |
| <p>2. Sexual Harassment Lewd and lascivious conduct. Any person who handles, fondles, or demonstrates unwelcome conduct of a sexual nature.</p> <p>3. Sexual Battery Any sexual act or attempt directed against another person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his or her youth, or because of temporary or permanent mental incapacity. This category includes rape, forcible penetration of private body parts of another person (either through human contact or using an object).</p> | <p style="text-align: center;"><u>First Offense</u></p> <p>Principal's discretion</p> <p style="text-align: center;"><u>Second Offense</u></p> <p>Parent conference and Out-of-School Suspension (Minimum: 1 day). (Counseling may be suggested.)</p> <p style="text-align: center;"><u>Third Offense</u></p> <p>Principal may explore any punishment up to and including expulsion.</p> <p style="text-align: center;"><u>Any Offense</u></p> <p>Mandatory expulsion and involvement of law enforcement.</p> | <p style="text-align: center;"><u>Any Offense</u></p> <p>Parent notification. Principal may explore any punishment including expulsion based on the severity of the offense.</p> <p style="text-align: center;"><u>Any Offense</u></p> <p>Mandatory expulsion and involvement of law enforcement.</p> | <p style="text-align: center;"><u>Any Offense</u></p> <p>Parent notification. Principal may explore any punishment including expulsion based on the severity of the offense.</p> <p style="text-align: center;"><u>Any Offense</u></p> <p>Mandatory expulsion and involvement of law enforcement.</p> |

| J. Sexual Offenses | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|--|--|---|---|
| <p>1. Consensual sexual misconduct on school property, on school-sponsored transportation, at school-sponsored activities or events:</p> <p>(a) Consensual sexual activity, to include any penetration of private body parts of another person by human contact and such acts prohibited by Florida Statutes.</p> <p>(b) Consensual sexual activity, as defined under Lewd and Indecent Behavior Violation in Florida Statutes.</p> | <p><u>Any Offense</u> Principal's discretion. Must include parent conference.</p> | <p><u>Any Offense</u> Parent notification. Minimum of 5-day Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p> | <p><u>Any Offense</u> Parent notification. Minimum of 5-day Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p> |

| K. Tobacco: Possession and/or Use and Dispensing | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|--|---|--|---|
| <p>1. Tobacco and Electronic Cigarettes</p> <p>(This refers to all forms of tobacco, including smokeless tobacco. This also refers to all forms of electronic cigarettes.)</p>  | <p><u>First Offense</u> Principal's discretion, mandatory parent notification.</p> <p><u>Second Offense</u> Principal's discretion, Parent conference, and suspension (Minimum: 1 day). (Counseling is suggested.)</p> <p><u>Third Offense</u> Suspension days increase.</p> | <p><u>First Offense</u> Principal's discretion, parent notification. (Counseling is suggested.)</p> <p><u>Second Offense</u> In-School-Suspension, Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Suspension days increase.</p> | <p><u>First Offense</u> Parent Conference.(Counseling is suggested.) Out-of School Suspension (Minimum: 1 day).</p> <p><u>Second Offense</u> Suspension (Minimum: 2 days).</p> <p><u>Third Offense</u> Suspension days increase.</p> |

| L. Verbal Assault | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|--|---|---|---|
| <p>1. Seriously threatening to inflict injury and having the ability to do so.</p> <p>No bodily contact is necessary.</p> <p>All incidents may be reported to law enforcement.</p> | <p><u>First Offense</u> Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><u>Second Offense</u> Out-of School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Principal's judgment including a more severe punishment and parental involvement.</p> | <p><u>First Offense</u> Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><u>Second Offense</u> Out-of School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Principal's judgment including a more severe punishment and parental involvement.</p> | <p><u>First Offense</u> Parent notification. Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 3 days).</p> <p><u>Third Offense</u> Principal's judgment including a more severe punishment and parental involvement.</p> |

| M. Violations Against Property | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|--|--|---|
| <p>1. Stealing: (Theft, Burglary, Larceny) Illegally taking money or property.</p> <p>NOTE: The item must be \$300 or more to be reported to SESIR. Items of lesser value are reported as Forgery/Theft.</p> <p>2. Destruction Property/Vandalism Willfully destroying or damaging public property or property of others.</p> <p>NOTE: Damage must be \$1,000 or more to be reported to SESIR. Damage of lesser value is reported as Property Damage.</p> <p>3. Bomb Threats and/or Pulling of Fire Alarms when there is no fire violates F.S. 806.101 (Code as Disruption on Campus – Major)</p> | <p><u>First Offense</u> Principal's decision, parent notification and restitution.</p> <p><u>Second Offense</u> Parent conference and restitution or more. (Counseling may be suggested.)</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 1 day) and restitution.</p> <p><u>Any Offense</u> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Any Offense</u> Principal's discretion up to and including expulsion.</p> | <p><u>First Offense</u> Principal's decision, parent notification, restitution or more.</p> <p><u>Second Offense</u> Parent conference, restitution and Out -of-School Suspension (Minimum: 3 days).</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 5 days) up to expulsion and restitution.</p> <p><u>Any Offense</u> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Any Offense</u> Principal's discretion up to and including expulsion.</p> | <p><u>First Offense</u> Principal's decision, parent notification, restitution or more.</p> <p><u>Second Offense</u> Parent conference, restitution and Out -of-School Suspension (Minimum: 3 days).</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 5 days) up to expulsion and restitution.</p> <p><u>Any Offense</u> Principal's discretion ranging from restitution for damages, parent notification and Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Any Offense</u> Principal's discretion up to and including expulsion.</p> |

NOTE: If the violation fits a category included in the Zero Tolerance Policy (pages 11-12), expulsion for the remainder of the school year plus the following year is required.

| N. Violence | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|--|---|--|---|
| <p>1. Bullying/Harassment The incident is bullying if it includes systemically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile or offensive environment; or unreasonably interferes with the individual's school performance or participation (School Board Policy 5.321)</p> <p>2. Threat/Intimidation A threat to cause physical harm to another which includes the elements of intent, fear and capability.</p> | <p><u>First Offense</u> Principal's discretion ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><u>Second Offense</u> Out-of School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Out of School Suspension (Minimum: 3 days).</p> | <p><u>First Offense</u> Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><u>Second Offense</u> Out-of School Suspension (Minimum: 2 days).</p> <p><u>Third Offense</u> Out of School Suspension (Minimum: 3 days).</p> | <p><u>First Offense</u> Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 3 days).</p> <p><u>Third Offense</u> Out of School Suspension (Minimum: 5 days).</p> |
| <p>Bullying/Harassment and Threat/Intimidation incidents are cumulative. Consequences compound with each offense. Depending on severity, incidents may be reported to law enforcement.</p> | | | |
| <p>3. Physical Aggression When an individual(s) engage in a minor altercation that does not require physical restraint and results in no injuries; students pushing/shoving; easily separated or stopped.</p> | <p><u>First Offense</u> Principal's discretion</p> <p><u>Second Offense</u> Principal's discretion, parent conference, detention and/or Out-of-School Suspension.</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 1 day).</p> | <p><u>First Offense</u> Principal's discretion</p> <p><u>Second Offense</u> Out-of-School Suspension. (Minimum: 2 days) and parent conference.</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 3 days) and parent conference.</p> | <p><u>First Offense</u> Principal's discretion</p> <p><u>Second Offense</u> Out-of-School Suspension. (Minimum: 3 days) and parent conference.</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> |

NOTE: Prohibited acts include cyberbullying and harassment through the use of data or computer software that is accessed through a computer, computer-system, or computer network on both school and non-school locations, regardless of the owner of the computer, system or network, if the bullying or harassment substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities or opportunities offered by the school or substantially disrupts the education process or orderly operation of a school.

| N. Violence, continued | Minimum Consequences K-5 | Minimum Consequences 6-8 | Minimum Consequences 9-12 |
|---|---|--|--|
| <p>4. Fighting When two or more persons mutually participate in the use of force or physical violence that requires physical restraint or results in injury. The burden of determining whether physical contact is indeed a “fight” will be the responsibility of the principal.</p> <p>It should be understood that the aggressor in a physical confrontation may receive a more severe consequence.</p> | <p><u>First Offense</u> Principal’s discretion, parent conference, detention and/or Out-of-School Suspension.</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 3 days). Counseling is Suggested.</p> | <p><u>First Offense</u> Out-of-School Suspension (Minimum: 2 days) and parent conference.</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><u>Third Offense</u> Out of School Suspension. (Minimum: 9 days) and recommendation for expulsion or alternative placement.</p> | <p><u>First Offense</u> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 9 days) and parent conference and recommendation for expulsion or alternative placement.</p> |
| <p>5. Battery The physical use of force or violence by an individual against another. (SESIR’s definition of battery differs greatly from law enforcement’s definition. Battery should only be coded under severe; violent circumstances otherwise code as physical aggression.)</p> | <p><u>First Offense</u> Principal’s discretion, parent conference, detention and/or Out-of-School Suspension.</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 3 days). Counseling is Suggested.</p> | <p><u>First Offense</u> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 9 days) and parent conference and recommendation for expulsion or alternative placement.</p> | <p><u>First Offense</u> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 9 days) and parent conference and recommendation for expulsion or alternative placement.</p> |
| <p>6. Assault/Battery on a School Board Employee, as defined in F.S. 784.011, F.S. 784.03 and F.S. 784.081.</p> <p>The principal or the principal’s designee shall recommend to the superintendent the expulsion for a minimum period of 1 year of any student found to have committed assault or battery on a school board employee.</p> | <p><u>Any Offense</u> K-2 Out-of-School Suspension (Minimum: 2 days).</p> <p>3-5 Out-of-School Suspension (Minimum: 5 days) or expulsion.</p> | <p><u>Any Offense</u> Expulsion or alternative placement.</p> | <p><u>Any Offense</u> Expulsion or alternative placement.</p> |
| <p>Depending on the severity, incidents of violence may be reported to law enforcement.</p> | | | |

THE FLORIDA LEGISLATURE (F.S. 1006.135) PASSED A LAW WHICH PROHIBITS "HAZING" OF HIGH SCHOOL STUDENTS, and provides criminal penalties for individuals who commit acts of hazing. Anyone who commits an act of hazing which results in serious bodily injury or death will be charged with a third degree felony. Anyone 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.

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 charged 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)

AUTHORITY OF SCHOOL BUS

1. The school bus driver shall preserve order and good behavior on the part of all students being transported on school buses.
2. The school bus driver shall have the authority to control students during the time students are on the school bus, but shall not have such authority when students are waiting at the school bus stop or when students are enroute to or from the school bus stop unless they are in view of the bus driver.
3. If an emergency should develop due to the conduct of students on the bus, the bus driver may take such steps as are immediately necessary to protect the students on the bus.
4. Bus drivers shall not be required to operate a bus under conditions in which one or more students pose a clear and present danger to the safety of the driver or other students, or the safety of the bus while in operation. The school district shall protect the bus driver from threats or physical injury from students.
5. In the case of a student having engaged in violent or blatantly unsafe actions while riding the school bus, the school district shall take corrective measures to ensure, to the extent feasible, that such actions are not repeated prior to reassigning the students to the bus.
6. The principal shall delegate to the school bus driver such authority as may be necessary for the control of pupils being transported to and from school, or school functions.
7. Any pupil who persists in disorderly conduct on a school bus shall be reported to the principal by the driver of the bus and may be suspended by the principal of the school he or she attends from being transported to and from school, and school functions.
8. The principal or principal's designee shall give strong consideration to the recommendation for discipline made by a teacher, other members of the instructional staff, or a bus driver when making a decision regarding student referral for discipline.
9. The school bus driver is NOT authorized to approve a verbal or written request by a parent or student to be picked up or dropped off at any location or stop other than the student's regularly assigned bus stop.

SCHOOL BUS RULES

The Okeechobee County School Board assumes responsibility for students from the time they get on a school bus in the morning until they arrive at their bus stop in the afternoon. Students may be subject to video or audio recording while on the bus. Such recordings may only be viewed by authorized school personnel or law enforcement. Parents or guardians are responsible for supervising their children at bus stops. Students should be at the bus stop five minutes before the bus is scheduled to arrive. Riding the bus is a privilege, not a right. If the rules below are repeatedly violated, a student may lose his/her privilege of riding the bus.

The following rules apply to all persons at all times in regard to school buses leased, owned, chartered or operated by the School Board of Okeechobee County:

1. Stand at least ten feet off of the roadway while waiting for the bus.
2. Cross the roadway at least ten feet in front of the bus, in clear view of the driver, and only on the driver's signal.
3. Do not talk to the driver while the bus is moving unless spoken to or in an emergency.
4. Talk to other students in ordinary voice levels, unless the driver asks for silence.
5. Do not talk or make noise at a railroad crossing.
6. Do not block aisles or exits with legs, feet, book bags, or backpacks, coolers or any other items.
7. Do not extend your arms, hands, head or objects through bus windows. Nothing is to be thrown from window of bus at any time.
8. Do not bring the following onto the bus: items larger than 14 inches square, balloons, glass containers, pets or other animals, radios, CD players, and other electronic devices such as MP3 players and other handheld games, or any dangerous objects. Exceptions can be made for musical instruments or science project boards on a case by case basis.
9. Cell phones may be used on the bus so long as ringers are inaudible. Cell phone usage that distracts the driver from safe driving will not be tolerated. All cell phones must be turned off immediately and remain off for the balance of the route or trip upon the driver's first request. Any phone or electronic device found on the bus or collected by the driver will be returned to a school administrator the next time the driver is regularly scheduled to return.
10. Sit in the seat assigned by the driver.
11. Remain seated until arrival at your stop.
12. Do not eat, drink, or chew gum on the bus unless an exception is made by the Superintendent or his/her designee.
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 buses.
20. When seat belts are provided, they must 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 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 made 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-provided 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 that 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 internal 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.
- Student 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 communications 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. Students 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 Page Permission Contract.)
 - c. Material presented on a student web site must follow the Okeechobee County School 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 web page 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 but 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 Podcasts 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 pod cast 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 pod casts 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.

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 definition 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 recommendation for expulsion.

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 rolls as decision-makers and leaders in our community. The school district and local law enforcement have joined together to provide opportunities for students 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 Aid | Health & Medical |
| Call 211 – 24 hours a day. 7 days a week. This 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 calling 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 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. 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. 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

Florida Statute, 1002.22 (2) (C), 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 of Schools

SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 6.14 EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL-TIME EMPLOYEES OF THE SCHOOL BOARD**

DATE: August 13, 2013

RECOMMENDATION:

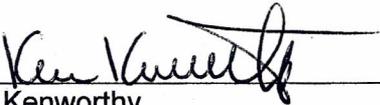
That the Board approve advertisement to amend Board Policy 6.14 Employment of Athletic Coaches Who Are Not Full-Time Employees of the School Board.

BACKGROUND INFORMATION:

The proposed revision of Policy 6.14 clarifies the conditions upon which an individual who is not a full-time employee may be hired as an athletic coach.

The proposed policy amendment 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 6.00: Personnel

6.14*

EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL-TIME EMPLOYEES OF THE SCHOOL BOARD

POLICY

Persons who are not full-time employees of the School Board and who hold an athletic coaches certificate issued by the state of Florida, may be recommended by the Superintendent and appointed by the School Board, on a contract basis, to perform designated secondary school athletic coaching responsibilities, subject to the following conditions:

- I. The principal has determined that ~~qualified full-time employees of the School Board are~~ not the person being recommended is qualified and available to perform these responsibilities.
- II. The contracted employment conforms to rules and regulations of the State Board of Education and the bylaws of the Florida High School Activities Association.
- III. ~~The employment procedures and contracted services conform to Standards and Procedures provided by the Superintendent including, but not limited to:~~
 - A. ~~Use of an approved agreement form for contracted services.~~
 - B. ~~Assessment of the qualifications of such persons.~~
 - C. ~~Agreement by the contracted employee to abide by the Code of Ethics of the Education Profession in Florida~~
 - D. ~~Evaluation of performed services to be conducted by the principal and appropriate records maintained.~~
- IV. An individual who is employed only as an athletic coach must hold a valid cardiopulmonary resuscitation (CPR) certificate issued by the American Heart Association or the American Red Cross and must have received training about the dangers of drug use including performance enhancing drugs.
- V. Payment for services shall be according to the approved District schedule of salary supplements for the services rendered.
- VI. The District shall attempt to ensure that community based coaches reflect the diversity of racial, ethnic, and gender groups that the School Board believes to be important to the educational experiences of students.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED:

119.07, 1001.43, 1012.22, 1012.24, 1012.27, 1012.31, 1012.33, 1012.36, 1012.55, 1012.56, F.S.

STATE BOARD OF EDUCATION RULES:

6A-4.0282

HISTORY:

Adopted: 07/14/1998

Revision Date(s): 09/07/2006

Formerly: New

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: SCHOOL SAFETY & SECURITY BEST PRACTICES SELF-ASSESSMENT FOR 2012-13
DATE: August 13, 2013

RECOMMENDATION:

That the Board review and approve the results of the School Safety & Security Best Practices Self-Assessment for 2012-13.

BACKGROUND INFORMATION:

The 2012-13 Self-Assessment for School Safety & Security Best Practices is included in Board member agendas and is available upon request in the office of the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **APPOINTMENTS 2013-2014**
DATE: August 13, 2013

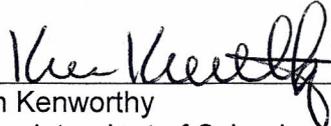
RECOMMENDATION:

That Leslie Lundy be appointed as Principal, Everglades Elementary School, effective August 5, 2013 for the 2013-2014 fiscal year.

That Sherry Wise be appointed as Assistant Principal, Okeechobee High School, effective July 17, 2013 for the 2013-2014 fiscal year.

That Cynthia Weigum be appointed as TBA effective August 5, 2013 for the 2013-2014 fiscal year.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: SCHEDULING OF EXECUTIVE SESSION
DATE: August 13, 2013

RECOMMENDATION:

That the Board schedule an Executive Session.

BACKGROUND INFORMATION:

The purpose of the Executive Session is for the School Board to meet with their attorney and the Superintendent regarding negotiations with the Okeechobee County Education Association #1604 for the 2013-14 school year.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: REVISIONS TO PERSONNEL ALLOCATIONS FOR 2013-14
DATE: August 13, 2013

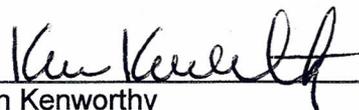
RECOMMENDATION:

That the Board approve the following revisions to personnel allocations for the 2013-14 fiscal year:

Non-Instructional Personnel

| <u>Action</u> | | <u>#</u> | <u>Position</u> | <u>Location</u> | <u>Effective Date</u> |
|---------------|---------------|----------|------------------|------------------------|-----------------------|
| <u>Add</u> | <u>Delete</u> | | | | |
| ✓ | | 1 | Paraprofessional | Okeechobee High School | 08-13-2013 |

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

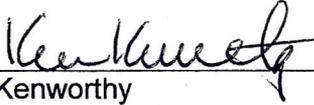
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: EMPLOYMENT OF PERSONNEL
DATE: August 13, 2013

RECOMMENDATION:

That the following personnel be employed:

| <u>Name</u> | <u>Position</u> | <u>School or Center</u> | <u>Effective Date</u> |
|------------------------------------|-----------------------------|-------------------------------|-----------------------|
| Burkes, Kimberly | Teacher, Language Arts | Okeechobee High School | 08-09-2013 |
| Calzadilla, Anthony | Teacher, Social Studies | Okeechobee High School | 08-09-2013 |
| Darress, Tanya | Teacher, Science | Okeechobee High School | 08-09-2013 |
| Gagliardi, Christina | Teacher, Science | Osceola Middle School | 08-09-2013 |
| Gove, Tracey | Guidance Counselor | Osceola Middle School | 07-29-2013 |
| Hosted, Thomas | Teacher, Science | Okeechobee High School | 08-09-2013 |
| Mowat, Linnea | Teacher, Elementary | Seminole Elementary School | 08-09-2013 |
| Murphy, Morgan | Teacher, Elementary Reading | Osceola Middle School | 08-09-2013 |
| Nichols, Heather (Out of Field) | Teacher, Reading | Osceola Middle School | 08-09-2013 |
| Olson, Kathryn | Teacher, Science | Osceola Middle School | 08-09-2013 |
| Pierce, Stephanie | Deaf Interpreter | Exceptional Student Education | 08-13-2013 |
| Roberts, Kristin | Teacher, Science | Osceola Middle School | 08-09-2013 |
| Robinson, Sylvia | Teacher, Elementary Reading | Osceola Middle School | 08-09-2013 |

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: August 13, 2013

RECOMMENDATION:

That resignations for the following personnel be accepted:

| <u>Name</u> | <u>Position</u> | <u>School or Center</u> | <u>Effective Date</u> |
|---------------|-----------------------|----------------------------|-----------------------|
| Costello, Kim | Perm Sub | Food Service | 06-07-2013 |
| Lute, Kevin | Teacher, Reading | Osceola Middle School | 06-10-2013 |
| Ochoa, Deann | Paraprofessional, ESE | Seminole Elementary School | 06-10-2013 |
| Ochoa, Efrain | Teacher, Science | Yearling Middle School | 06-10-2013 |

- That the resignation of Eric Bodenmiller, Teacher, VE, at Central Elementary School, be accepted with prejudice effective June 10, 2013, due to lack of sufficient notice.
- That the resignation of Chantal Webb, Finance Bookkeeper, at the District Office, be accepted with prejudice effective July 24, 2013, due to lack of sufficient notice.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

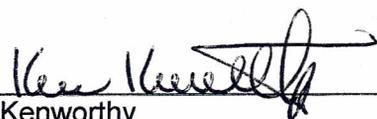
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: LEAVE REQUESTS
DATE: August 13, 2013

RECOMMENDATION:

That the following leaves of absence be approved:

| <u>Name</u> | <u>School</u> | <u>Leave Type</u> | <u>From</u> | <u>Through</u> |
|-------------------------------|-------------------------|-------------------------|-------------|----------------|
| Alderman, Lisa (Extension) | South Elementary School | Short Term | 08-13-2013 | 08-28-2013 |
| Alderman, Lisa | South Elementary School | Personal Without Pay | 08-29-2013 | 10-25-2013 |

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: SUBSTITUTE TEACHERS FOR 2013-14
DATE: August 13, 2013

RECOMMENDATION:

That the following be approved as a Substitute Teachers for the 2013-14 school year:

| <u>Name</u> | <u>Rank</u> | <u>Name</u> | <u>Rank</u> | <u>Name</u> | <u>Rank</u> |
|---------------------|-------------|---------------------------|-------------|----------------------|-------------|
| Alexander, Anice | III | Gonzalez-Groso, Ibis | III | Pellan, Sharon | I |
| Alexander, Maurice | III | Grant, Tremeca | II | Phillips, Robert | III |
| Anuez, Jackie | I | Griesemer, Brandon | I | Pickett, Bonnie | I |
| Bales, Pamela | I | Gurganious, Pamela | I | Quinlin, Brett | III |
| Bartlett, Linda Kay | I | Harlow, Peggy | III | Radford, Stacia | I |
| Blitch, Norma | I | Harwas, Oliver | III | Rawls, Crystal | I |
| Boon, Jack | III | Helton, Robert | II | Rothrock, Teresa | I |
| Bosworth, Katrina | I | Higgins, Caitlyn | II | Rucks, Amanda | I |
| Breaux, Deanna | III | Hoover, Jenny | III | Rudd, Maureen | I |
| Burford, Dawn | I | Hortman, Carol | I | Santangelo, Jennifer | II |
| Childers, Mildred | I | Hubbard, Carolyn | II | Sapp, Samantha | II |
| Christian, Jessica | I | Hubert, Roland | III | Sassone, Michael | I |
| Clark, Sherry | I | Huddleston, Mary-G4S only | II | Scott, Brenda | III |
| Close, Byron | II | Lampi, Robert | III | Simmons, Daniel | III |
| Cornett, Caleb | III | Licata, Frank | II | Smith, Susan | III |
| Crosby, Heidi | III | Lipfert, Katrina | I | Stripling, Shannon | I |
| Daniel, Dawn | I | Lopez, Shayne | I | Stutsman, Evelyne | II |
| Daniels, Cheryl | I | Maggio, Christin | II | Svatora, Dawn | III |
| Dean, Linda | III | Marquis, Jennifer | III | Thacker, Sydney | III |
| Delagall, Charlotte | III | Martinez, Linda | III | Thomas, Mary | I |
| Denney, John | III | McClanahan, Donna | I | Tumoszczicz, Heather | II |
| Dodson, Sharon | III | McCreedy, Robert | III | Varson, Carolyn | I |
| DuBose, Margaret | III | McKane, Kasey | II | Vensel, Frances | III |
| Ehrhart, Sarah Jane | III | McKee, Ryan | II | Walker, Paul | III |
| Evans, Karen | III | Moore, Heidi | III | Wasson, Lydia | III |
| Ferguson, Cecilia | III | Nielson, Faith | I | Wendt, Brian | II |
| Forde, Travis | III | Nipper, Sharon | III | Whipple, Paulette | III |
| Fowler, James | III | O'Connor, Patricia | I | White, Dawn | II |
| Freeman, Veronica | I | O'Neal, Erin | I | Whitehead, Rebecca | III |
| Gaucin, Caitlyn | I | Overstreet, Shaun | III | Widdifield, Delores | I |
| Gilliland, Anna | I | Palmer, George | III | Zeller, Marguerite | 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: August 13, 2013

RECOMMENDATION:

That the Board approve the following payments to personnel:

| <u>Name/Group</u> | <u>Purpose</u> | <u>Rate of Pay</u> | <u>Time Period (Maximum)</u> | <u>Funding Source</u> |
|--|---|--------------------|------------------------------|----------------------------|
| Karen Guthrie Rose Waldron | Jump Start – Grade 2-3 Everglades Elementary School | \$12.00 Per Hour | 105 Hours 75 Hours | #4431 – Title I Schoolwide |
| Mayra Talavera | Spanish Translation of Documents | \$12.00 Per Hour | 40 Hours in 2013-14 | #9020 – Student Services |
| Marshall Gerbitz Roger McWaters David Harris | <u>Additional Class Period – 7th Period</u> Ag Mechanics Animal Science Science | Hourly Rate of Pay | 2013-14 | High School Budget |

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: BONUS FOR ADVANCED PLACEMENT TEACHERS
DATE: August 13, 2013

RECOMMENDATION:

That the Advanced Placement teachers listed below be grant a bonus of \$50.00 for each student taught by the Advanced Placement teacher in each Advanced Placement course who receives a score of 3 or higher on the College Board Advanced Placement examination in the 2012-13 school year per Florida Statute 1011.62(n)(1).

| | |
|-----------------|------------|
| Hord, Samantha | \$1,150.00 |
| Karns, Susan | \$ 250.00 |
| Leidy, James | \$1,050.00 |
| Matchett, Eddie | \$ 350.00 |
| Monks, Ashley | \$ 150.00 |
| Peirce, Gary | \$ 400.00 |
| Quam, Barbara | \$ 600.00 |
| Reister, Wendy | \$ 200.00 |

BACKGROUND INFORMATION:

Results of the 2012-13 College Board Advanced Placement examination were received in July, 2013.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

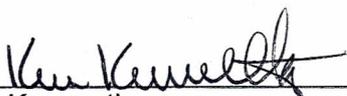
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: APPOINTMENT OF EXPULSION HEARING OFFICERS FOR THE 2013-14 SCHOOL YEAR
DATE: August 13, 2013

RECOMMENDATION:

That the Board appoint the following personnel to serve as hearing officers to conduct expulsion hearings for the 2013-14 school year.

- Renée Geeting, Assistant Superintendent for Instructional Services
- Joni Ard, Assistant Superintendent for Administrative Services
- Sharon Suits, Director of K-12 Accountability & Assessment

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: RESOLUTION FOR PARTICIPATION IN THE SMALL SCHOOL DISTRICT COUNCIL CONSORTIUM
DATE: August 13, 2013

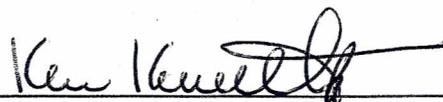
RECOMMENDATION:

That the Board adopt a resolution for participation in the Small School District Council Consortium (SSDCC) for the 2013-14 fiscal year and payment of an annual membership fee of \$2,850.00.

BACKGROUND INFORMATION:

This is an annual membership renewal with no increase in membership dues. The resolution is included in Board member agendas and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

RESOLUTION

Whereas, the School Board of Okeechobee County believes there is a need to have educational information, interpretation, and consultation on issues relating to small and rural communities, and

Whereas, the cost of providing such services independently for the School Board would make the cost prohibitive, and

Whereas the needed services are provided through the Small School District Council Consortium, and

Whereas the School District of Okeechobee County has participated in the consortium in previous years by official action of the Board and payment of the annual fee,

Now Therefore, Be It Resolved that the School Board of Okeechobee County authorizes the participation in the Small School District Council Consortium for fiscal year 2013-14 and as such agrees to pay \$2,850.00 to the designated SSDCC Fiscal Agent upon invoice for participation fees.

Be It Further Resolved, that the Small School District Council Consortium Fiscal Agent shall be the contracting agent for the employment and payment of consulting services and associated program costs.

Passed and adopted by the School Board of Okeechobee County in Special Session at Okeechobee, Florida, this 31st day of July, 2012.

OKEECHOBEE COUNTY SCHOOL BOARD
OKEECHOBEE, FLORIDA

ATTEST:

Ken Kenworthy, Superintendent

David H. Williams, Chairman



To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **MULTI-DISTRICT PROGRAM AGREEMENT WITH ST. LUCIE COUNTY FOR HEARING IMPAIRED STUDENTS**
DATE: August 13, 2013

RECOMMENDATION:

That the Board approve a Multi-District Program Agreement with St. Lucie County to enable appropriate placement of full-time hearing impaired students as needed for the 2013-2014 school year.

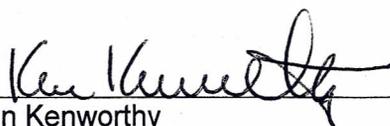
BACKGROUND INFORMATION:

This is a renewal agreement with no changes. Okeechobee County School District will continue to provide transportation to St. Lucie for full-time hearing impaired students as needed. The agreement is included in Board member agendas and is available upon request in the office of the Coordinator of Exceptional Student Education.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: CONTRACT WITH TREASURE COAST THERAPEUTICS, P.A.
DATE: August 13, 2013

RECOMMENDATION:

That the Board approve a contract with Treasure Coast Therapeutics, P.A. to provide speech therapy services for students effective August 1, 2013, through July 31, 2014.

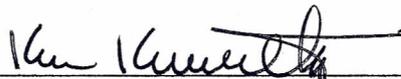
BACKGROUND INFORMATION:

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 Coordinator of Exceptional Student Education.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: COOPERATIVE AGREEMENT WITH THE FLORIDA HEIKEN CHILDREN'S VISION PROGRAM, LLC
DATE: August 13, 2013

RECOMMENDATION:

That the Board approve a Cooperative Agreement with The Florida Heiken Children's Vision Program, LLC to provide vision services for the 2013-14 school year.

BACKGROUND INFORMATION:

This is a renewal agreement with no changes. The Florida Heiken Children's Vision Program will provide comprehensive eye examinations and eye glasses, when prescribed, to eligible students free of charge. The agreement is included in Board member agendas and is available upon request in the office of the Director of Student Services.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: OFFICE SUPPLY BID OCSB-14-001
DATE: August 13, 2013

RECOMMENDATION:

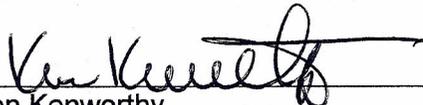
That the Board approve bids as received for Office Supply Bid No. OCSB-14-001. The term of the contract will be for the period beginning August 14, 2013, and continue through June 30, 2014, with the option to renew annually.

BACKGROUND INFORMATION:

The bids listed below were received. All bids and supporting documents are available upon request in the office of the Director of Finance.

| | | |
|-----------------------------|---------------------------------|-----|
| Office Products & Services/ | Catalog | 42% |
| Tylander's Office Supply | HON Furniture/factory direct | 54% |
| | HON Furniture/quick ship | 45% |
| | Other furniture and equipment | 30% |
| | Electronic Equip/Supplies | 25% |
| | Printer Supplies | 25% |
| | School Supplies | 25% |
| Apex Office Supply | Janitorial and Food Supplies | 25% |
| | Catalog (Consumables) | 51% |
| | Toner – HP | 32% |
| | Toner – Non HP | 28% |
| | Equipment | 30% |
| | Breakroom and Cleaning Supplies | 35% |
| | IT Peripherals | 28% |
| | HON Furniture | 50% |
| Non HON Furniture | 35% | |

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: 2013-14 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS
DATE: August 13, 2013

RECOMMENDATION:

That the Federal Income Eligibility Guidelines for the 2013-14 school year as determined by USDA for the Child Nutrition Program be accepted.

BACKGROUND INFORMATION:

The 2013-14 Income Eligibility Guidelines used to determine eligibility for Free/Reduced Price meals are set annually by the United States Department of Agriculture.

The 2013-14 Guidelines are included in Board Member agendas and are available upon request in the Food Service Office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: 2013-14 MEAL PRICING
DATE: August 13, 2013

RECOMMENDATION:

That the following meal prices be approved for all schools for the 2013-14 school year:

| | <u>Full Price</u> | <u>Reduced Price</u> |
|--|-------------------|----------------------|
| Breakfast Meals – Student | \$1.75 | \$0.30 |
| Lunch Meals – Students: | | |
| PK through 5 th Grade | \$1.75 | \$0.40 |
| 6 th through 12 th Grade | \$2.00 | \$0.40 |
| Adults | \$3.25 | N/A |

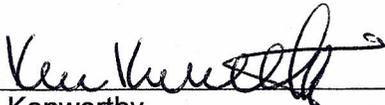
BACKGROUND INFORMATION:

Student meal pricing is not changing for the 2013-14 School Year.

USDA Regulations require that Adult Meal prices be set at an amount that will capture the reimbursement amount for Free Students (\$3.01) and the value of commodity allocation (\$0.2325) per student meal served. In order to meet these requirements, the price for Adult meals must be increased.

Supporting documentation for meal pricing is in Board Member agendas and is on file in the Food Service Office for public review upon request.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **WARRANT REGISTER FOR JULY, 2013**
DATE: August 13, 2013

RECOMMENDATION:

That the Warrant Register for July, 2013, be approved as follows:

General Disbursement Account – Warrants #145879 thru #146181

| | |
|--------------------------|------------------|
| Operating General Fund | \$ 1,357,912.16 |
| Federal Programs Fund | 240,393.08 |
| Food Service Fund | 53,673.67 |
| Capital Improvement Fund | <u>16,029.85</u> |
| Total | \$ 1,668,008.76 |

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools