



**Vision**

*Achieving Excellence:  
Putting Students First*

**Mission**

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

**Core Values**

Perseverance

Respect

Integrity

Dependability

Ethics

**SCHOOL BOARD OF OKEECHOBEE COUNTY**

**AGENDA FOR REGULAR MEETING  
JULY 9, 2019  
6:00 P.M.**

**Chairperson**  
Jill Holcomb  
**Vice Chairperson**  
Amanda Riedel  
**Members**  
Joe Arnold  
Melisa Jahner  
Malissa Morgan

**I. Call to Order**

- A. Prayer
- B. Pledge of Allegiance

**II. Opening Items**

- A. Student Recognition
  - ★ Sunshine State Scholar

**SCHEDULED RECESS**

**III. Approval of Minutes**

- Meeting of June 11, 2019

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SCHOOL BOARD OF  
OKEECHOBEE COUNTY

AGENDA FOR  
REGULAR MEETING  
JULY 9, 2019

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**VI. Information Items:**

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

**A School Board meeting for consideration of proposed millage rates and the 2019-20 budget for advertisement will be held Wednesday, July 24, 2019, at 6:00 p.m.**

*The School Board will conduct a public hearing on the proposed millage rates and the 2019-20 budget on Thursday, August 1, 2019, at 6:00 p.m. Regular business will be conducted at both meetings. The scheduled August 13, 2019, School Board meeting has been rescheduled for August 1, 2019.*

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 7.40 PURCHASING POLICIES AND BIDDING**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve amendment of Board Policy 7.40 Purchasing Policies and Bidding.

BACKGROUND INFORMATION:

Revision of Policy 7.40 assures that all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus are firms are used when possible. Advertisement of intent to amend Policy 7.40 was approved by the School Board on June 11, 2019, and legally advertised to the public on June 12, 2019, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 7.40, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools



# THE SCHOOL BOARD OF OKEECHOBEE COUNTY

## Chapter 7.00: Business Services

7.40\*

### ***PURCHASING POLICIES AND BIDDING***

#### **POLICY**

The purpose of this policy is to establish criteria by which the School Board will authorize purchases and the entering into contracts pursuant to bids awarded. It is also designed to implement provisions of Chapter 120, Florida Statutes. Florida Statutes, State Board of Education rules, School Board rules, State Department of Agriculture and Consumer Services rules, School Board rules and administrative procedures shall be carefully observed when making any purchases. The District shall recognize purchasing terms as defined by law and rule.

The Superintendent must approve purchase orders of five thousand dollars (\$5,000.00) or more and purchase orders under five thousand (\$5,000.00) may be signed by the Director of Finance.

#### I. Waiver of Bid Requirements

##### A. Purchase Under Governmental Contracts

The School Board will make purchases at the unit price in County contracts, District School Board contracts, State Purchasing Commission contracts, State On-Line Procurement System, State University System Cooperative Bidding Agreements, cooperative contracts with other school boards and bid agreements of other school boards, unless the goods and services can be purchased at a lesser price on the open market.

##### B. Single Source Commodities or Contractual Services

1. The Superintendent shall not recommend to the Board the award of a contract or the purchase of materials for the construction, modification, alteration, or repair of a District owned facility from a sole source supplier unless:
  - a. After considering all available alternative materials and systems it is determined that the specification of a sole material or system is justified based on its cost and interchangeability, and
  - b. The sole source specification has been recommended by the architect or engineer of record.
2. The Superintendent and staff shall document the justification in writing and place in the project file all action taken on such purchases or contracts.

##### C. Other Exceptions to Bidding Requirements

Food (excluding procurement of food items for the School Food Service program), items for resale, used books, items sold by the Department of Corrections pursuant to Section 946.24 Florida Statutes, and any other item exempted by law or rule are not subject to the requirement for requesting competitive solicitations. The Director of Finance shall submit justification for these exceptions when they are presented for approval of the School Board.

D. Professional Services

Professional services including, but not limited to, attorneys, auditors, management consultants, architects, engineers, and land surveyors are also exempt from the bid requirement. However, services of architects, engineers and land surveyors shall be selected and negotiated pursuant to School Board policy and to Section 287.055 Florida Statutes.

E. Quotations Permitted

The authority shall be vested in the Director of Finance, under the Superintendent's direction, for making purchases or entering contracts for temporary employment services and expending monies from properly budgeted materials, supplies, and services costing twenty-five thousand dollars (\$25,000.00) or less provided they are not on established State Contract and are not otherwise exempt from bidding by State Board of Education rules. The purchasing agent shall:

1. Request two (2) written or telephone quotations for items totaling more than five thousand dollars (\$5,000.00), but less than twenty-five thousand dollars (\$25,000.00); and,
2. Obtain written or telephone quotations for purchases of five thousand dollars (\$5,000.00) or less when practical and in the School Board's best interest.

F. Emergency Purchases

The Superintendent or his/her designee may authorize an emergency purchase without formal competitive bidding if one of the following conditions exists:

1. Threat to public health, safety, or welfare;
2. Emergency conditions; or
3. Delay of the goods or services would be detrimental to the best interest of the schools.

However, such emergency purchases shall be made after obtaining pricing information from at least two (2) vendors. If the Superintendent determines in writing that the time required to obtain pricing information will enhance the emergency situation, the emergency purchase may be made without quotations. All such emergency purchases shall be reported to the School Board for approval at the next regularly scheduled meeting.

II. Formal Bids

A. Competitive Sealed Bids

The School Board shall request sealed bids from at least three (3) sources for purchases in excess of twenty-five thousand dollars (\$25,000.00) except noted above in I.A-F.

B. General Advertisement, Construction Projects

A public notice for an invitation to bid shall be published in a newspaper of general circulation for a reasonable period prior to the bid opening. The Board shall publish as prescribed below a legal notice briefly giving the essential information including at least the following:

1. For all advertisements:
  - a. A statement that bids are to be filed in the office of the Board;
  - b. Date, time and place for the opening of bids.

2. For Construction Projects Advertisements:
- a. Brief statement of work contemplated and identification of location of work by project name;
  - b. From whom and when plans and specifications will be available;
  - c. Any other information for bid bonds and deposits for plans and specifications. This notice shall be published once a week on the same day of the week, in a newspaper which is entered or which has wide circulation in the School Board's district and which is available for the publication of official notices and customarily contains information of a public character. The last such notice shall appear at least one (1) week prior to the date set for the opening of bids. Any corrections or changes in the advertisement shall be made at least one (1) week prior to the final date set for opening bids. Notices shall be published according to the following schedule:

<u>Project Cost</u>	<u>Successive Weeks Published</u>
Up to \$200,000.00	1
\$200,000.00 - \$500,000.00	2
\$500,000.00 and above	3

- d. All bids are to be publicly opened and tabulated by the Superintendent or a member of his/her staff and other designated individuals of the School Board at a previously announced time and place prior to the meeting of the School Board so that recommendations can be made to the Board at the meeting.
- C. Requirements for Award of a Construction Contract Pursuant to Bid
- The bidder must comply with all bid specifications and for bids over twenty five thousand dollars (\$25,000.00) and must have provided with the bid a good faith deposit in the amount of five percent (5%) of the bid by way of a cashier's check or a bid bond from a surety insurer authorized to do business in the state of Florida as surety and approved in the amount of the bid amount or above.
- D. Bid Openings
- Public openings of competitive sealed bids may be tabulated by the Director of Finance or his/her designee at the time and place specified in the advertisement.
- E. Withdrawal of Competitive Sealed Bid
- A competitive sealed bid that is clearly erroneous may be withdrawn before or after a contract is awarded. An awarded contract may be canceled because of an error if the Director of Finance is notified in writing in a timely manner. No changes in bid prices or other bid provisions are prejudicial either to the best interest of the School Board or to fair competition shall be permitted. If a competitive sealed bid contains an alteration or correction when opened, the affected bidder who made the change shall have initialed the change.
- F. Requirements for Bid to be Considered
- No bid shall be considered if the bidder fails to comply with the terms and conditions of the bid form, or the procedure for submitting bids as authorized in the official advertisement and other documents pertaining to the bidding as authorized by the Board.

G. Award of Bid

The Superintendent shall recommend the lowest responsible and best bid meeting specifications to the School Board. The Board shall have the right to reject any and all bids and to accept other than the lowest bid meeting specifications; however, in such event, the School Board shall enter the justification into the minutes of the meeting when the award is made.

H. Communications with Prospective Bidders

The School Board, through the Director of Finance, may communicate with prospective bidders for clarification and to assure full understanding of and conformance to the solicitation requirements. The School Board, through the Director of Finance, may discuss the request for proposal criteria with qualified bidders to assure that the award is in the School Board's best interests, provided, however, that due consideration must be given to fair competition.

III. Waiver of Irregularities and Rejection of Bid

A. The School Board, at a regular or special meeting, shall consider all bids received and within the time limit listed in the specifications, either reject all bids or award the bid to the lowest responsible bidder for the actual amount of the bid considering base bid and alternates accepted as listed in the bid documents. The School Board may reject the bid of any bidder who has previously failed in the performance of an award, who has not delivered an on-time contract of similar nature, or who is not in the position to perform properly under the award.

B. The School Board reserves the right to inspect all facilities of bidders to determine the above-mentioned items and also reserves the right to waive irregularities and minor technicalities if so stated in the bidding specifications. The Board may elect to request a rebid.

IV. Awards

A. The School Board may consider several factors, including but not limited to the following, to determine the responsible and best bid:

1. The quality of workmanship;
2. The ability of the bidder to meet time requirements given his/her current work force and current obligations;
3. The financial stability and current obligations of the bidder;
4. The past performance of the bidder with the Board;
5. The experience and ability of the bidder;
6. Other factors which influence the bidder to perform
7. The facilities and capacity of the bidder.

B. [The School Board will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible \(2CFR 200.321\)](#)

~~B.C.~~ The School Board may reject any bid from a bidder who has not been a bona fide going concern prior to the submission of the bid.

~~C.D.~~ This policy (Section C) shall become a part of the bid documents by reference. By such provision, the bidder shall acknowledge that he has read and understands that he is bound by the terms and conditions herein set forth.

~~D.E.~~ An award shall not be effective until the Director of Finance forwards a written purchase order or notice of award to the successful bidder, after action of the School Board.

V. Requirement for Performance and Payment Bond and Insurance

- A. Any person or corporation entering into a formal contract with the School Board, in excess of twenty five thousand dollars (\$25,000.00) for the construction of any facility, for the prosecution and completion of the construction work, or for repairs upon a building or facility, shall be required, before commencing the work, to execute a one hundred percent (100%) payment and performance bond in accordance with requirements of Section 255.05 F.S. and to provide liability insurance coverage as stipulated below. The performance and payment bond executed by the bidder must be by a bonding company approved by the Florida Department of Insurance and the United States Treasury Department to write such bonds in amounts equal to or exceeding the amount for each contract. The insurance company writing any policy, including liability, shall have a Best rating of "A+" or "above" or verified equivalent.
- B. Liability insurance or any other insurance protecting the contract bidder and the School Board shall not only be written by an insurance company with the required rating but must be in the amounts stipulated in the bid documents which are incorporated with and made a part of the bid contract. The insurance company must be licensed to do business in the state of Florida.

VI. Protests Arising from the Bidding Process

- A. Notice of Bid Solicitation  
A bid solicitation, notice of decision, or intended decision shall be given by U.S. Mail or by hand delivery by the Purchasing Department.
- B. Notice of Intended Decision for Bid or Other Award.
  - 1. Unless otherwise specified herein, all notices shall be issued by the Purchasing Department. Notices of intent to award or reject bids shall be given to all bidders by posting the bid tabulations at the Purchasing Department with recommendations reflecting the lowest and best bid meeting specifications, terms, and conditions. The date and time of posting for a specific bid tabulation and recommendation may be established in the bid documents. Bidders will be notified by registered mail, return receipt, of bid posting date and time not covered in bid documents and of any delay in the bid posting date. Any notification letters shall advise all bidders of the date and time at which bid tabulations will be posted, which date shall be at least three (3) days subsequent to the date the notice letter is mailed. The bid tabulation with the recommended award will remain on display for no fewer than seventy two (72) hours. The notice shall contain the following statement:  
"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."
  - 2. The School Board is not obligated to accept the recommendation placed before it, nor is it bound by a notice of intended decision.
- C. Actions Differing from the Notice  
Each action on a bid presented to the School Board shall be preceded by a recommendation from the Superintendent. In the event the School Board takes action to award a bid which differs from the posted notice of intended decision (or last notice of intended decision if more than one was provided), such award does not become final until seven (7) days after the Board's actions. Within two (2) working days of such Board



action, all bidders shall be notified of the action by registered mail, return receipt.

D. Protest

1. Any person adversely affected by the decision or intended decision shall file a notice of protest, in writing, within seventy two (72) hours after the posting of the bid tabulation (or receipt of written notice of intended decision) and shall file a formal written protest within ten (10) days after the date the notice of protest was filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. The formal written protest shall state with particularity the facts and law upon which the protest is based. All protests shall be filed with the School Board at the location described in the bid documents.
2. A protest is filed when it is received by the School Board at the location described in the bid documents. Accordingly, a protest is not valid unless it is received within the times specified in Section VII.D.
3. Upon receipt of a formal written Notice of Protest which has been timely filed, the School Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final School Board action, unless the Superintendent sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare. When the Superintendent so notifies the School Board, then the Superintendent is authorized to continue the bid solicitation process or the contract award process and to release purchase orders for the purchases regardless of the protest.
4. When the contract award process is stopped due to the filing of a Notice of Protest, the School Board authorizes the extension of any existing contract for the goods or services contained in the bid or request for proposals being protested under whatever terms and conditions are determined by the Superintendent to be in the best interest of the School Board until such time as the new award under protest can be approved by the School Board.
5. The method for computing the time in which to file a notice of protest and formal written protests is as follows:
6. Notice of Protest
  - a. The bidder must file a written notice of protest within seventy two (72) hours following notice of the Board's decision or intended decision. The notice of protest should be filed with the School Board at the location described in and to the official designated in the bid documents and will include at least the following information:
    - 1) The bidder's name, address, and telephone number;
    - 2) The name of the bidder's representative (the Board will forward all notices to this representative);
    - 3) A brief factual summary of the basis for the protest;
    - 4) The name and bid number of the solicitation.
  - b. All previous notices will be abandoned unless renewed in accordance with the above-mentioned time limits for filing a protest (refer to Section 120.57(3), F.S.) after the Board makes a decision. If the seventy two (72) hours expire on a Saturday, Sunday, or holiday, the

notice of protest must be received by the same hour the next day.

7. Formal Written Protest

- a. The bidder shall specify the following items:
  - 1) The solicitation involved;
  - 2) A clear statement explaining the grounds for the protest;
  - 3) The applicable statutes, rules or other legal authority involved;
  - 4) The requested relief sought.
- b. The formal written protest will be timely filed with the School Board at the location described in and to the official designated in the bid documents within ten (10) days after the date of the filing of the notice of protest. The protest will be timely filed by the close of the business day or day when the ten (10)day period expires. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- c. The day of the event from which the period of time begins will not be included. The last day of the period will be included. However, if the last day is a Saturday, Sunday or legal holiday when the School Board administrative office is closed, the period will run until the end of the next day that is not a Saturday, Sunday or legal holiday.

8. Security

- a. Significant damages and losses will be suffered by the Board as a result of the time lost and costs associated with an unsuccessful Bid Protest and such damages and losses will be difficult, if not impossible to prove. Therefore, each Formal Written Protest will be accompanied by Security in an amount equal to 15 percent of the total value of the contract or \$5,000.00, whichever is less.
- b. The Security may be in the form of a bank cashier's check or bank certified check payable to "The School District of Okeechobee County, Florida", or the Security may be in the form of a Bond naming as Obligee therein "The School District of Okeechobee County, Florida". Each such Bond shall be executed by the Protesting Party as the Principal therein, and by a Surety. The Protest Bond shall be dated the same date as the date shown in the Formal Written Protest. There must be attached to each Protest Bond a duly authenticated or certified Power of Attorney evidencing that the Attorney-in-Fact who executed the Protest Bond on behalf of and in the name of the Surety thereon, has the authority to so execute the Protest Bond on the date of the Protest Bond.
- c. If the Protesting Party is successful in the Bid Protest, the Security submitted shall be returned in full to the Protesting Party.
- d. If the Protesting Party is unsuccessful in the Bid Protest, the Security submitted by the Protesting Party in the form of a cashier's check or bank certified check shall be kept and retained by the Board and the Board may receive and retain all moneys represented by such check and the Protesting Party shall have no right to same or to a refund of any part of same.
- e. If the Protesting Party is unsuccessful and the Security submitted by the

Protesting Party is in the form of a Protest Bond, the Protesting Party and the Surety on said Protest Bond shall forthwith pay over to the Board the full monetary amount and penal sum of the Protest Bond, and such amount and sum shall be retained by the Board.

- f. If the Protesting Party's protest is unsuccessful, said Protesting Party shall be liable for all attorney fees and other administrative costs associated with the unsuccessful Bid Protest.
- g. To qualify as a successful Bid Protest:
  - 1) In the case of a protest of another party's bid, the bid being protested must be rejected by the Board for the reasons stated in the Protesting Party's Formal Written Protest.
  - 2) In the case of the protest of a rejection of the Protesting Party's own bid, for the protest to be successful, the Board must award the contract to the Protesting Party.

9. Settlement and Resolution

Within seven (7) days, excluding Saturday, Sunday, and legal holidays, following the formal written protest, the School Board shall provide an opportunity to resolve the protest by mutual agreement between the parties. However, if a settlement will determine a substantial interest of another bidder, the settlement must be determined in an informal proceeding. Any such proposed settlement must be approved by the Superintendent and submitted to the School Board for final action.

10. Informal Proceedings

- a. When a protest cannot be resolved by mutual agreement within seven (7) days and if there is no disputed issue of material fact, the Superintendent shall appoint a presiding officer to conduct an informal proceeding pursuant to the Florida Administrative Procedures Act (Section 120.57(2) Florida Statutes). The presiding officer shall seek a mutually agreeable resolution within seven (7) days of the receipt of the referred protest.
- b. The presiding officer may notify other individuals/bidders whose interest may be substantially affected by these proceedings.
- c. A petition to intervene will be considered on its merits.
- d. A protesting bidder may submit the following items either prior to or at the hearing: written or physical materials/objects, statements/affidavits, written agreements regarding the issues.
- e. The protesting bidder, representative, or counsel may present an oral presentation of the relevant evidence of arguments. However, direct and cross-examination will not be permitted. The presiding officer may make inquiries regarding the protest.
- f. The judicial rules of evidence shall not apply. The presiding officer will base his/her decision on the reasonable information presented at the proceedings. The presiding officer will render a decision within thirty (30) days following the conclusion of the proceedings. The decision will include the terms and/or conditions of any settlement and/or conform to the Florida Administrative Procedures Act for final orders and proceedings (Section 120.57, Florida Statutes).
- g. If the presiding officer finds that a dispute exists regarding a material fact in the resolution of the protest, his/her decision will notify the protesting bidder regarding his/her rights to petition for a formal

proceeding under the provisions of the Florida Administrative Procedures Act (Section 120.57, Florida Statutes).

- h. The protesting bidder shall have ten (10) working days following the date of the close of the informal hearing to petition for a formal proceeding. Any party to the informal hearing may arrange for the hearing to be stenographically recorded.

11. Formal Proceedings

If by mutual agreement a resolution is not reached by the informal hearing process as set forth herein and if there is a disputed issue of material fact, the matter shall be referred to the Florida Department of Administration, Division of Administrative Hearings, for proceedings under Section 120.57(1), Florida Statutes.

a. Interveners

Participation by interveners will be determined by the terms of the order issued in response to the petition to intervene.

b. Time Limits

The time limit for filing a protest may be altered by provisions incorporated into the invitations for bids or requests for proposal.

c. Entitlement to Costs

The protesting bidder will not be entitled to any costs incurred with the solicitation, which includes bid preparation costs and attorney's fees.

- VII. The School Board shall approve all subcontractors. When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.

VIII. Purchase of Foods and Non-Food Items for the Food Services Department

The Superintendent shall develop and prescribe a Competitive Procurement Plan for purchasing food and non-food supply items for the school food services program.

- A. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.
- B. The Plan shall provide for various types of selection procedures as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Department of Agriculture and Consumer Services Rule 5P-1.003.
- C. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases and protest of bids described herein.

IX. Conflict of Interest

No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization in which his / her spouse or child has a material

interest as defined by Section 112.312, Florida Statutes.

X. Multi-Year Purchase Agreements

No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

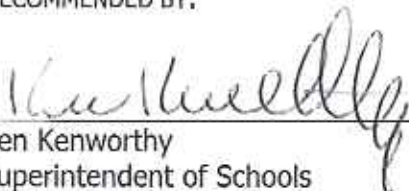
STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	112.312, 119.071, 120.57, 212.08, 212.0821, 255.04, 274.02, 287.017, 287.057, 1001.43, 1010.01, 1010.04, 1013.47, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-1.012, 6A-1.085, 6A-1.087	
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULES:	5P-1.003	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	08/14/2001, 12/09/2003, 01/20/2004, 11/22/2005, 03/09/2010, 10/11/2011, <a href="#">07/09/2019</a>
	Formerly:	F-2, F-3, F-5, F-23, F-24, F-34, F-41
©EMCS		

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **TEXTBOOK ADOPTION**  
**DATE:** July 9, 2019

**RECOMMENDATION:**  
 That the Board adopt these materials for elementary and middle school mathematics for the District:

Publisher	Text	Course Title	Course Code	Grades	Website Preview
Curriculum Associates	Ready Florida Mathematics	Mathematics	5012020 5012030 5012040 5012050 5012060 5012070	K-5	<a href="http://www.curriculumassociates.com/flk-5mathpublicreview">HTTP://WWW.CURRICULUMASSOCIATES.COM/FLK-5MATHPUBLICREVIEW</a>
Discovery Education	Discovery Education math	Mathematics	1025010 1205020 1205040 1205050 1205070	6-8	Go to <a href="http://www.DiscoveryEducation.com">www.DiscoveryEducation.com</a> U: <a href="#">FLMathStudent</a> P: <a href="#">discovery</a>

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AMENDMENT OF CODE OF STUDENT CONDUCT-BOARD POLICY 5.40  
STUDENT CONTROL  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve amendment of the Code of Student Conduct as included in School Board Policy 5.40 Student Control

BACKGROUND INFORMATION:

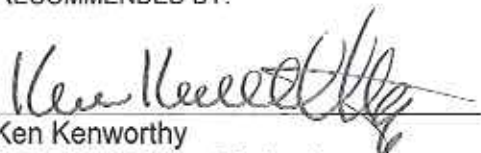
Revisions to the Code of Student Conduct include:

- Application of Florida State Statutes when applicable for all school incidents
- Okeechobee County School Board Threat Assessment Protocol
- Stoneman Douglas High School Public Safety Act
- School Safety Proclamation by the School Board of Okeechobee County
- Updated Matrix of Offense Codes, Consequences, and SESIR Reporting

The proposed amendment of Board Policy 5.40 updates protected classes as required by a revision to the Florida Civil Rights Act and designates this policy as a required School Board policy according to statute.

Advertisement of intent to amend Policy 5.40 was approved by the School Board on June 11, 2019, and legally advertised to the public on June 12, 2019, as required by Chapter 120, Administrative Procedures Act, and Florida Statutes. The complete Code of Student Conduct with the proposed revisions is included in Board Member's agendas and is available upon request from the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

2019-20

# Code of Student Conduct

**School Safety • Social Emotional Learning • Quality Education**



**Okeechobee County Schools**

*Achieving Excellence: Putting Students First*

This code of conduct is available in Spanish.  
Este Código de Conducta Estudiantil Está Disponible En Español.

**Mr. Ken Kenworthy, Superintendent**



## ForEwOrd

*Dear Parents:*

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

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

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

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

*Sincerely,*

*The Code of Conduct Committee*

*Modifications to this code may be necessary for students with active individualized education plans in accordance with the Individuals with Disabilities Education Act and state statute and for students who qualify for services under Section 504 of the Rehabilitation Act of 1983 who have an existing modification plan. For more information, contact the school counselor at your child's school. **Minimal revisions may be made annually by the district with review and input from the Code of Conduct Committee when substantial changes are anticipated. Florida State Statutes are applied to school incidents. At times, these statutes are enacted or have an enforcement date after the printing of this Code. All applicable State Statutes will be followed.***

**Achieving Excellence: Putting Students First!**

**MARJORY STONEMAN DOUGLAS HIGH SCHOOL**

## PUBLIC SAFETY ACT

The Marjory Stoneman Douglas High School Public Safety Act (SB 7026) is comprehensive legislation enacted to focus on public and school safety. An important component of the legislation is providing students and their families' access to mental health services. Parents/Guardians of new or transferring students are required to note referrals to mental health services on the Student Registration Form. Districts policies and procedures relating to the prevention of violence on school grounds and the provision of mental health services have been updated per this legislation.

The Student Code of Conduct has been changed in accordance with SB 7026 and SB 7030, and now states that any student that makes a threat or false report; brings a firearm or weapon; who makes, posts or transmits a threat in writing or other record, including and electronic report, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view that threat, must be referred to a mental health agency for evaluation or treatment when appropriate. In addition to mental health referrals students will also be referred for disciplinary action by the District, which can include expulsion. "Referral to mental health agency required" is listed for the offenses.

### What is the School District Doing to Ensure Your Schools are Safe?

• <u>Security fencing to create a single point of entry</u>	• <u>Electronic locking system a main entrances</u>
• <u>Social and emotional curriculum for all students</u>	• <u>Intensive interventions to meet students' needs</u>
• <u>Monthly lock-down drill training</u>	• <u>Threat assessment protocol</u>
• <u>Marked safe spaces in each classroom</u>	• <u>Mental health counseling at all schools</u>
• <u>School resource officers at every school</u>	• <u>Alternative School for students needing a more restrictive environment</u>
• <u>Participation in the Guardian program</u>	• <u>Random drug testing for students participating privileged school activities</u>
• <u>Implemented Suspicious Reporting App called FortifyFL</u>	• <u>Employment of district social worker, crisis counselors</u>
• <u>Two year plan to provide training to every employee in Youth Mental Health First Aid</u>	• <u>Management of a system of care grant through Southeast Florida Behavioral Health Network</u>
• <u>Training employees to Stop the Bleed</u>	• <u>Installation of school security cameras</u>
• <u>Designated gold level Health School District</u>	• <u>Security walk-throughs with first responders</u>
• <u>Crime Stoppers Hotline advertisements</u>	• <u>Crime Watch Organizations at each school</u>
• <u>Individualized safety plans for students identifying threat to harm themselves or others</u>	• <u>Universal screenings to identify students needing assistance</u>
• <u>Locked classroom doors</u>	• <u>Family engagement activities</u>
• <u>Window tinting selected doors and windows</u>	• <u>Go Guardian software to identify online threats to self and or others</u>
• <u>Positive behavioral intervention and support at each school</u>	• <u>Early warning system to identify students needing support</u>

#### SCHOOL SAFETY

##### SCHOOL BOARD OF OKEECHOBEE COUNTY

WHEREAS, the School Board of Okeechobee County, Florida desires to keep its students safe, secure, and free from harm; and

WHEREAS, recent events have brought to the forefront the need for a mechanism for reporting potentially unsafe conditions within our schools; and

WHEREAS, Florida Statutes 1006.07(3) indicates that the school board shall provide for proper attention to health, safety and other matters relating to the welfare of students, including a student crime watch program and anonymous reporting system; and

WHEREAS, the district school board is required, by resolution, to implement a student crime watch program to promote responsibility among students, to improve school safety, and to allow students and the community to anonymously relay information concerning unsafe and potentially harmful, dangerous, violent or

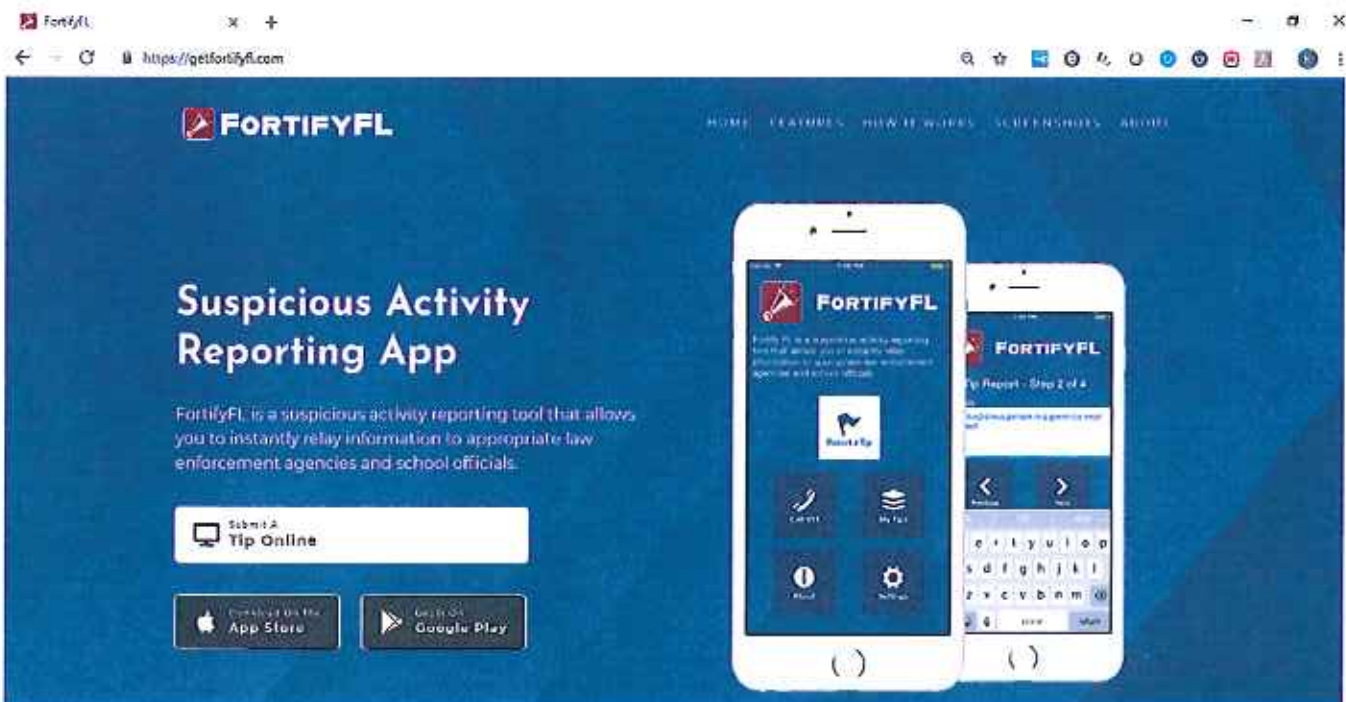
criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials; and

WHEREAS, Treasure Coast Crime Stoppers and FortifyFL provide anonymous reporting through tip lines and mobile applications that are directed to the appropriate law enforcement agency and school officials;

THEREFORE BE IT RESOLVED, that The School Board of Okeechobee, Florida hereby implements a STUDENT CRIME WATCH PROGRAM in cooperation with the Treasure Coast Crime Stoppers, FortifyFL, and local Law Enforcement Agencies, to promote safety with its schools by providing a mechanism that will promote responsibility among students, increase student participation in school safety matters and allow students and community members to anonymously report information concerning activities or the threat of activities that are potentially unsafe, harmful, dangerous, violent or are criminal in nature.

DONE AND ORDERED by THE SCHOOL BOARD OF OKEECHOBEE, FLORIDA, this 12<sup>th</sup> day of February 2019.

### *How Can I Report Potentially Dangerous or Suspicious Activity?*



### *What Happens if a Potential Threat is Communicated to Harm Oneself or Others?*

### *OCSB Threat Assessment Protocol*

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to provide emergency intervention, assessment, and recommendations for services for the student and family.

Parent/guardian will be notified of the outcome of the assessment and will be provided resource options. School personnel will also address a plan of student safety. Okeechobee County School Board (OCSB) threat assessment team consists of the following members: school resource officer, crisis counselor, and school administration or guidance counselor.

***Need help at school?***

***Ask to speak with the Guidance Counselor at:***

Central Elementary 863-462-5077

South Elementary 863-462-5087

North Elementary 863-462-5100

Everglades Elementary 863-462-5108

Seminole Elementary 863-462-5116

Yearling Middle School 863-462-5056

Osceola Middle School 863-462-5070

Freshman Campus 863-462-5288

Okeechobee High School 863-462-5025

Okeechobee Achievement Academy 863-462-5125

***What are the Warning Signs of Suicide?***

**Suicide Warning Signs**

• Threatening to hurt or kill himself/herself.
• Seeking access to means (weapons, pills, etc.).
• Talking, writing, or drawing about death, dying, or suicide.
• Giving away prized possessions.
• Having a dramatic change in mood.
• Change in eating or sleeping habits.
• Abuse (physical, emotional, and/or sexual).
• Withdrawal from friends, family, or society.
• Frequent complaints of physical or emotional symptoms (headaches, agitation, anxiousness, etc.).
• Chronic physical illness.
• Sexual orientation issues.
• Having rage, anger, or seeking revenge.
• Increasing alcohol or drug use.
• Loss of interest in pleasurable activities.
• Preoccupation with death or dying.
• Previous suicide ideation or attempt.

**NATIONAL**  
**SUICIDE**  
**PREVENTION**  
**LIFELINE™**  
**1-800-273-TALK**  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

**FOR SPEECH  
IMPAIRED &  
DEAF CALLERS**  
**1-800-799-4889**  
National Suicide  
Prevention Lifeline

**WHERE DO I GO IF I NEED HELP?**

All students are entitled to a safe environment in which to learn and prepare for their future roles as decision-makers and leaders in our community. **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 Services	Behavioral Health Providers
211 <a href="http://www.211treasurecoast.org">www.211treasurecoast.org</a>	Hospice of Okeechobee 863-467-2321 <a href="http://www.hospiceofokeechobee.org">www.hospiceofokeechobee.org</a>
Big Lake Mission and Outreach 863-763-4654	Legacy Behavioral Health Center 863-357-8268 <a href="http://www.legacybhc.com">www.legacybhc.com</a>
Castle	LIHEAP—Energy Assistance 863-357-2240
Children's Home Society (Wavecrest Shelter) 772-460-9752	Lako Okoochobee Rural Health Network 561-844-4220
Cleveland Clinic Behavioral Health 772-563-4666	Martha's House 863-763-2893 <a href="http://www.marthashouse.org">www.marthashouse.org</a> Hotline 863-763-0202
DATA (Substance Abuse) 772-595-3322	My Aunt's Closet 863-634-2306 (need referral from school)
Department of Children and Families Economic Services 866-762-2237	New Horizons of the Treasure Coast 863-462-0040 <a href="http://www.nhtcinc.org">www.nhtcinc.org</a>
Florida Community Health Center Fred Brown Children's Health Center 863-763-1951 <a href="http://www.fhcinc.org">www.fhcinc.org</a>	Our Village Okeechobee 863-697-8718
Florida Department of Health in Okeechobee 863-462-5809 <a href="http://www.okeechobee.floridahealth.gov/">www.okeechobee.floridahealth.gov/</a>	Sandy Pines 772-744-0211
Healthy Families of Okeechobee 863-623-5119	SequelCare 772-337-8164 <a href="http://www.sequelcare.com">www.sequelcare.com</a>
Healthy Start of Okeechobee 863-462-5877	Shared Services Council 863-462-5000 Ext 257
Helping People Succeed 772-320-0770 <a href="http://www.hpsfl.org">www.hpsfl.org</a>	Suncoast Mental Health Center 863-824-0300 <a href="http://www.suncoastmentalhealth.org">www.suncoastmentalhealth.org</a>
Hibiscus Children's Center 863-467-1166 <a href="http://www.hibiscuschildrenscenter.org">www.hibiscuschildrenscenter.org</a>	Tykes and Teens 772-220-3439 <a href="http://www.tykesandteens.org">www.tykesandteens.org</a>
	United Way House 863-824-5546

## **WHAT ARE OUR ROLES AND RESPONSIBILITIES?**

### **STUDENT'S ROLE AND RESPONSIBILITY**

<b><u>Students have the right to:</u></b>	<b><u>Students have the responsibility to:</u></b>
Be informed of all school rules and the consequences of breaking those rules.	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.
Be shown personal respect by all other students and school personnel.	Show respect to all other students and adults.
Make appropriate use of school facilities, properties, and materials.	Respect and protect school facilities, properties, and materials.
Attend school and benefit from quality educational opportunities.	Attend school and all classes on a regular basis.
Have access to an appropriate education including instruction and use of material and tests at a level, which allows an opportunity for success.	Participate in educational opportunities, completing classroom assignments and homework to the best of their abilities.
Hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.	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.
Know in advance how grades in a class will be determined.	Understand the teachers' grading systems and monitor their own progress in each class.
Enjoy a reasonable degree of personal privacy.	Keep their persons and property free of dangerous or illegal objects, materials, and substances.
Participate in extracurricular activities and clubs if their conduct and academic record qualify them. Students may not be excluded based on sex (except as allowed under Title IX), color, race, ethnic origin, religion or handicap.	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.
Choose whether to participate in patriotic or religious activities, including, reciting the Pledge of Allegiance under certain circumstances (p.29)	Respect the rights of others to participate in patriotic or religious activities.
Receive personal, academic and career counseling.	Seek personal, academic, and career counseling.
Dress comfortably in a way appropriate to a school setting.	Dress in a way not offensive to others and in compliance with specific school rules.
Assemble peacefully on school grounds.	Assemble so as not to disrupt the educational process.
Participate in school government based on a democratic process.	Take an active interest in student government.
Receive due process by knowing the charges made against him/her, explaining his/her actions, presenting his/her view in all disciplinary actions and by presenting evidence. He/she may also appeal a disciplinary decision.	Cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accept final decisions.
Remain in the school program if married, parent, or pregnant.	Seek regular medical advice regarding school attendance.
Have access to records and/or transcripts as provided by statute.	Provide the school with all information relevant to making educational decisions.

## PARENT'S ROLE

<p>If the <b>Understand, compare and discuss the Code of Student Conduct with your child</b> in a safe environment for all students. The parents' responsibility includes</p>	<p>home and the school must cooperate. The parents' responsibility includes</p>
<p>the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Make sure the school has your correct home and work telephone numbers, home address, and an emergency contact person and the telephone number</u></b></li> </ul>
<ul style="list-style-type: none"> <li>• Show a positive attitude toward the school and toward your child is learning progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Teach your child to dress properly and neatly, and to be clean and well groomed.</li> </ul>
<ul style="list-style-type: none"> <li>• Make certain your child attends school <b>all day, every day</b> unless the child is ill.</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with school personnel to solve any disciplinary or academic problems.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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 schools site. (Board Policy 5.40) Reasonable time is defined as 30 minutes before and after school events. (Prior to and after the 30 minutes, supervision will not be provided by the school.)</li> </ul>

### 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 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 the teacher, other member of the instructional staff, or a bus driver when making a decision regarding student discipline.
4. The principal or 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 INTERVENTION SUPPORT

Okeechobee School District uses Positive Behavior Intervention Support (PBIS) 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.

### Interventions & Restorative Practices

The following interventions/consequences are provided for those offenses with consequences listed at principals' discretion. In some cases, they may be used as a diversion from or in addition to a more severe consequence.

• Expectations in Classroom	• <u>Schedule Changes</u>
• Student/Teacher Conference	• Special Work Assignment
• Apology/Restitution	• Functional Behavior Assessment
• Parent Contact	• Social Skills Training
• Behavioral Contract	• Removal from Program/Activity
• Behavior Intervention Class	• Loss of Privileges
• Educational Modules	• Referral to Mental Health Agency
• Student/Administrator Conference	• <u>Establishing and Monitoring Expected Classroom Behaviors</u>

### 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/her designee will maintain a record of all instances when corporal punishment is administered. This record will contain the date, time, number of swats administered, the offense and adult witness (2 OCSB employees, at least one of which is the same sex of the parent administering the punishment).

### 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.

### **TIMEOUT, 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 the 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/her 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 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 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/her 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 principal or his /her designee may conduct the hearing.
3. The hearing should be conducted informally, 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 the 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 the 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 3<sup>rd</sup> nine week grade 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, upon which the recommendation is based, 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 notice. 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. 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.
  5. The school board shall review the hearing officer's report and approve or reject the proposed final order.
  6. 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.

### Alternative Placement/Expulsion Proceedings

1. Introductions
  - a. School Official
  - b. Student
  - c. Parent
2. Explanation of Alternative Placement/Expulsion Process
  - a. School Board authority
  - b. Proceedings are governed by the Code of Student Conduct and Florida Statute, Chapter 120.57(2)
  - c. Board appoints hearing officers
  - d. Hearing officer's responsibility to determine findings of fact based upon:
    - i. Witness testimony
    - ii. Cross examination
    - iii. Rebuttals
    - iv. Evidence
  - e. Hearing officer reports findings to the Superintendent
  - f. Superintendent accepts hearing officer's finding and:
    - i. Withdrawals recommendation, or
    - ii. Recommends expulsion to the School Board, or
    - iii. Alternative Placement
3. Hearing Agenda
  - a. Individuals are sworn in: "Please raise your right hand. Do you swear to tell the truth, the whole truth, and nothing but the truth?"
  - b. Opening Remarks by School official which should include:
    - i. Explanation of charges
    - ii. Recommended consequences
  - c. Opening Remarks by Parent/Student which should include:
    - i. Explanation of objection
    - ii. Relief sought
  - d. Presentation of case by School official
    - i. Cross examination by Parent/Student
    - ii. Rebuttal by School official
  - e. Presentation of case by Parent/Student
    - iii. Cross examination by School official
    - iv. Rebuttal by Parent/Student
  - f. Closing remarks by School official
  - g. Closing remarks by Parent/Student
4. Next Steps
  - a. Hearing officer prepares a report detailing findings of fact for the Superintendent.
  - b. Hearing officer will notify Parent/Student and School official of recommendation.

- (2) Additional procedures unique for the expulsion of disabled students are provided in the Okaloosa 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. If the parent, guardian or adult student wishes to avail himself of a hearing regarding placement in the alternative disciplinary program, he shall request with the Director of Student Services 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. Situations where eligibility of Alternative Placement may be withheld include:

- Zero Tolerance Violations. 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.
- Failure of the parent and student to (1) agree to alternative placement, and; (2) agree to follow the rules of the alternative placement program.

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 as an Exceptional Education student for alternative placement due to noncompliance with a Behavior Intervention Plan\*\*\*
3. Has been recommended as an Exceptional Education student for alternative placement in lieu of expulsion\*\*\*
4. 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\*\*\*
5. Has been recommended for alternative placement as a 504 student with an existing modification plan\*\*\*
6. 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\*\*\*\*
7. Has been placed on community control (home detention) with electronic monitoring device (See Community Control section of this Code.)\*\*\*\*
8. 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).

\*\*\*\*\* In an attempt to minimize the interruption of a student's attendance in school, a suspension may be reduced upon enrollment in the assigned alternative setting.

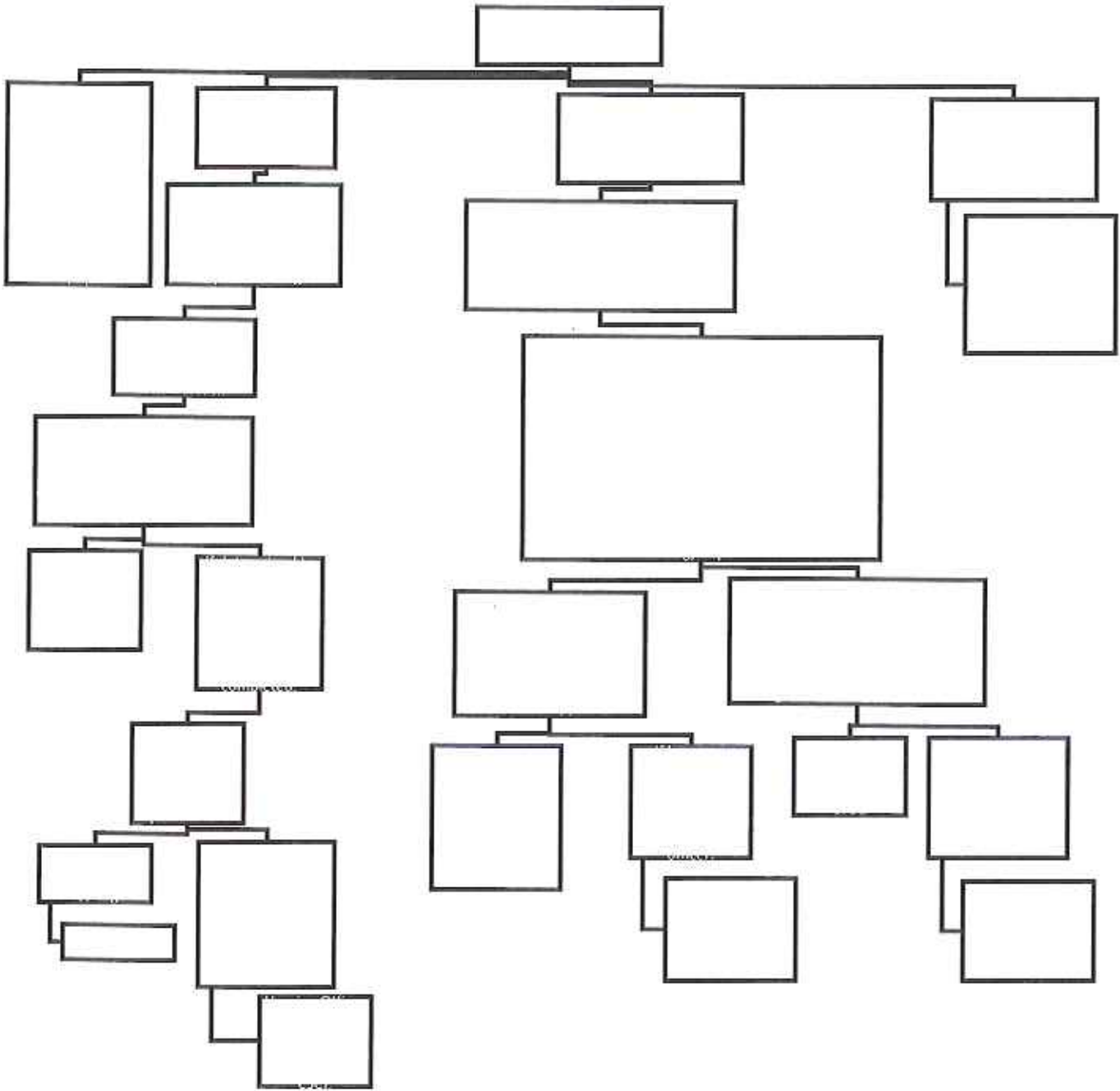
**SPECIAL NOTE:** School districts have no obligation, according to Florida law, to provide any educational services to an expelled student. Since the Okeechobee County School Board attempts to educate all children, an alternative school placement will, in many cases, be offered. Parents of students 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.

*Absences between SIT Meeting (Admin Hearing) and Hearing to Appeal (requested by parent) will be Excused.*

*MTSS (Purple File) must be present at ALL SIT/ADDP/Hearings- Student's school site brings to meeting.*

*If Safety Plan is created/updated, place in MTSS (Purple File).*

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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 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 the 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. The penalty also carries a one year suspension and 40 hours of community service for first offense, and a two year suspension and 40 hours of community service for a second offense. Please ask yourself – Is a beer worth losing your license? Is a beer worth a criminal record?*

### STEPS TO FOLLOW IF A 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, pregnancy, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, gender identity 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 2<sup>nd</sup> Avenue, Okeechobee, FL 34974  
(863) 462-5000 Ext. 267

**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 uses 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 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.



## OKEECHOBEE COUNTY SHERIFFS 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 all 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.

### GANG AWARENESS OKEECHOBEE COUNTY SHERIFF'S OFFICE CRIMINAL INVESTIGATION DIVISION

#### MEMBERS ARE LOOKING FOR

- Recognition
- Acceptance/Fellowship and gang family
- Protection, Something to do

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

#### 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

#### *Okeechobee County Criminal Street Gang Documentation*

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

### Vaping THC Will Result in a 3<sup>rd</sup> Degree Felony!



Vaping F.S. 877.112, "Nicotine dispensing device", means any product that employs an electronic, chemical, or mechanical means to produce vapor from a nicotine product, including, but not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product, any replacement cartridge for such device, and any other container of nicotine in a solution or other form intended to be used with or within an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product. TB

\*\*Under Florida Statute 893.13(6)(A), it is a FELONY to possess ANY amount of THC, a cannabis concentrate, even if the total weight of the cannabis concentrate containing the THC is less than twenty (20) grams. If THC Resin is found, it will constitute a violation of F.S., 893.13.6A, which is a third degree felony\*\*

### **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 within three of days. The Okeechobee County School Board requires verification of illness by a medical source after nine absences in a semester for grades 9-12 and nine absences in a school year for grades K-8. Without verification, the absence will be unexcused and addressed by the truancy policy as stated in this Code under Violation, Section A. Absenteeism.

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

### **STUDENT ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC AND INTRASCHOLASTIC EXTRACURRICULAR ACTIVITIES**

#### **THIS CODE OF STUDENT CONDUCT PROVIDES THAT:**

- A student not currently suspended from interscholastic extracurricular activities, or suspended or expelled from school, pursuant to the district school board's suspension or expulsion powers provided in law is eligible to participate in interscholastic and intrascholastic extracurricular activities.

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

### 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, exceptionality, 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.

### DISCIPLINE OFFENSE CODES

In addition to the violations charts listing the most common serious infractions, it also gives guidance to school officials on how to code the infractions into our student database. The following discipline offense codes are provided for easy reference and are also listed by each of the violations listed in the chart. SESIR, "School Environmental Safety Incident Reporting" is also included in the offense code chart below. Please note that due to the individual nature of infractions, incidences of discipline violations may be described by one or more codes. It is the responsibility of the school to choose the code most appropriate for the individual incident.

<b>Non-SESIR Discipline Offense Codes/No Required Consultation with Law Enforcement</b>	<b>SESIR Discipline Offense Codes/Required Consultation with Law Enforcement</b>
<b>AB</b> Abusive Language/Gesture	<b>AL</b> Alcohol Possession and/or use
<b>AU</b> Accepted Use Policy Violation	<b>AR</b> Arson
<b>BC</b> Behavioral Contract Violation	<b>AV</b> Auto Violation
<b>BS</b> Bus Rule	<b>BA</b> Battery
<b>CM</b> Continuation of Minor Infraction	<b>BE</b> Breaking and Entering
<b>CO</b> Contraband	<b>BL</b> Bullying
<b>DD</b> Disrupt/Disrespect/Disobedient	<b>DC</b> Disruption on Campus/Major Disorderly Conduct
<b>DI</b> Defiance/Insubordination	<b>DR</b> Drug Possession and/or Use, Excluding Alcohol
<b>ED</b> <u>Electronic Device</u>	<b>DS</b> Drug Sales/Distribution, Excluding Alcohol
<b>FC</b> Failure to Comply	<b>FT</b> Serious Mutual Com
<b>IM</b> Obscene and/or Inappropriate Material	<b>HM</b> Homicide
<b>MM</b> Miscellaneous Minor Offense	<b>HR</b> Harassment
<b>PA</b> Physical Aggression	<b>HZ</b> Hazing
<b>PD</b> Property Damage (less than \$100)	<b>KD</b> Kidnapping
<b>RS</b> <u>Restraint/Seclusion</u>	<b>MT</b> Motor Vehicle Theft
<b>SC</b> Skipping Class	<b>OM</b> Other Major Unclassified Offense
<b>SS</b> Skipping School	<b>PHA</b> <u>Physical Attack</u>
<b>TD</b> Tardiness	<b>RB</b> Robbery
<b>** SESIR Codes that "may not" Require Consultation with Law Enforcement**</b>	<b>SB</b> Sexual Battery
<b>BL</b> <u>Bullying</u>	<b>SH</b> Sexual Harassment
<b>BV</b> <u>Bullying Victim</u>	<b>SO</b> Sexual Offense (lewdness, indecent exposure)
<b>BP</b> <u>Bullying Perpetrator</u>	<b>ST</b> Larceny/Theft (Value of \$300 or more)
<b>FT</b> <u>Serious Mutual</u>	<b>TB</b> Tobacco Possession and/or Use
<b>HR</b> <u>Harassment</u>	<b>TF</b> Forgery/Theft/Poss.Stolen Property (less than \$300)
<b>SH</b> <u>Sexual Harassment</u>	<b>TI</b> Threat/Intimidation
<b>UB</b> <u>Unsubstantiated Bullying</u>	<b>TP</b> Trespassing
<b>UBP</b> <u>Unsubstantiated Bullying, Perpetrator</u>	<b>VA</b> Vandalism (Damage must be \$1000 or more)
<b>UBV</b> <u>Unsubstantiated Bullying, Victim</u>	<b>WP</b> Weapon Possession
<b>UH</b> <u>Unsubstantiated Harassment</u>	
<b>UHP</b> <u>Unsubstantiated Harassment, Perpetrator</u>	
<b>OHV</b> <u>Unsubstantiated Harassment, Victim</u>	

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

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

**THE PLEDGE OF ALLEGIANCE TO THE FLAG** shall be recited at the beginning of the day in each elementary, middle and high school. Each student shall be informed through written notification in this publication that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge. ([Florida Statute 1003.44](#))

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

- ASSAULT – First Degree Misdemeanor
- BATTERY – Third Degree Felony
- AGGRAVATED ASSAULT – Second Degree Felony
- AGGRAVATED BATTERY – First Degree Felony (F.S. 784.081)

A. Absenteeism	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12 (students under 16 )
<p>1. (Truancy-Skipping) Failure to be in school and on time unless absence is excused as per Florida Statute 1003.10(8) (see page 15 for excused absences allowed.) <b><u>TD,SS,SC</u></b></p> <p><b>NOTE:</b> The principal may assign additional consequences for being tardy and skipping class or school.</p> <p><b><u>No student shall be suspended out of school for unexcused tardiness, lateness, absence, or truancy. Florida Statute 1006.09(1)(b)</u></b></p>	<p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's not for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent of guardian</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The District Attendance Officer visits the home and provides written notice of the state statute.</p> <p>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:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol>	<p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's not for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent of guardian</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The District Attendance Officer visits the home and provides written notice of the state statute.</p> <p>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:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for interventions services</li> </ol>	<p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's not for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent of guardian</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The District Attendance Officer visits the home and provides written notice of the state statute.</p> <p>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:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol>



Continuation (Absenteeism) **\*\*Grades 9-12\*\***

**Department of Highway Safety and Motor Vehicles Notification Procedures**

Section 1003.27 (b) Florida Statutes – The district school superintendent must report to the DHSMV habitual truants and dropouts. A truant or dropout may have their driver's license privilege taken away. In addition, the DHSMV may withhold issuing a permit. The following procedures should be followed according to law in referring students to DHSMV for missing 15 unexcused days of school:

1. The Administrative Assistant of I. T. will forward the information on students 14 to 17 years old missing 15 unexcused days of school.
2. DHSMV will mail an Intent to Suspend letter to the student.
3. The student then has 15 calendar days to schedule a hearing to document hardship. The hearing, which will be heard and processed by the principal, must take place within 30 days. The school principal must immediately notify the district contact of a student's request for a waiver. This urgency stems from Florida law stating that the district contact must notify the DHSMV within 24 hours after a student's request for a hearing.
4. The hearing must be conducted within 30 days. The principal must notify the district contact of the outcome of the hearing as notification must be given to DHSMV within 24 hours.
5. If no response and/or no improvement in attendance have been made, the DHSMV will send an Order of Suspension letter to the truant student. Students must attend school for 30 consecutive days without an unexcused absence to have their license reinstated. The principal of the school will provide students with a paper document certifying no unexcused absences within the past 30 days. The signature on this document must be notarized or accompanied by the official school seal.

**B. Alcohol and Drugs Alcohol(ALC)-Level-IV (Possession, use, or sale), Possession, sale, or purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation**

	<b>Minimum Consequences K-5</b>	<b>Minimum Consequences 6-8</b>	<b>Minimum Consequences 9-12</b>
<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); <b>AL</b></p> <p>c. Prescription drugs for which the student does not have a valid prescription; <b>DR</b></p> <p>d. Hallucinogenic drugs or combinations; <b>DR</b></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 <b>DR</b></p> <p>f. Paraphernalia for use of controlled</p>	<p><b>First Offense</b> Principal's discretion: may include Out-of-School Suspension up to 9 days and mandatory conference with principal and/or counseling</p> <p><b>Second Offense</b> Principal's discretion, parent conference, and Out-of-School Suspension, (Minimum: 1 day)</p> <p><b>Third Offense</b> Out-of-School Suspension up to 9 days and/or Alternative Placement</p>	<p><b>First Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Second Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Third Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p>	<p><b>First Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Second Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Third Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p>

<p>substances, (Code as Other Major for SESIR) <b>OM</b></p>			
<p><i>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.</i></p>			
<p><b>Steps to follow if student accidentally obtains possession of alcohol, drugs, tobacco (or) over-the-counter medications:</b></p>			
<ol style="list-style-type: none"> <li>1. Always say "no" if offered any of the above substances</li> <li>2. A student who becomes in possession of a contraband substance must report it to a teacher of administrator. This must be done before an investigation has been initiated to avoid consequences.</li> <li>3. An explanation must be provided regarding the possession of the contraband substance</li> <li>4. Consequences for not following the steps above will range from a Minimum of Out-of-School Suspension for 3 days up to and including expulsion</li> </ol>			
<p><b>C. Defiance of Authority</b></p>	<p><b>Minimum Consequences K-5</b></p>	<p><b>Minimum Consequences 6-8</b></p>	<p><b>Minimum Consequences 9-12</b></p>
<ol style="list-style-type: none"> <li>1. Disobeying or disregarding school personnel or school rules. <b>DLFC</b></li> </ol> <p><b>NOTE: No gang insignia or clothing is allowed on any campus. Offenses may result in suspension from school, based on the principal/designee's decision. The principals is the final authority on decisions concerning clothing.</b></p>	<p><b>First Offense</b> Parent notification and principal's discretion based on severity.</p> <p><b>Second Offense</b> Principal's discretion ranging from parent/teacher conference, parent attending school with student, In School Suspension, Out-of- School Suspension, principals' discretion (Minimum: 1 day)</p> <p><b>Third Offense</b> In-School Suspension, parent attends School with student or Out-of-School Suspension, principal's discretion (Minimum: 2 days)</p> <p>The principal or principals designee may assign a more severe punishment based on the offense</p>	<p><b>First Offense</b> Parent notification and principal's discretion based on severity</p> <p><b>Second Offense</b> Principals' discretion ranging from parent/teacher conference, In-School Suspension or Out-of-School Suspension, principal's discretion (Minimum: 1 day)</p> <p><b>Third Offense</b> In-School Suspension, parent attends School with student or Out-of-School Suspension, principal's discretion (Minimum: 2 days)</p> <p>The principal or principals designee may assign a more severe punishment on the first, second and third offense up to and including expulsion</p>	<p><b>First Offense</b> Parent notification and principal's discretion based on severity</p> <p><b>Second Offense</b> Principals' discretion ranging from parent/teacher conference, In-School Suspension or Out-of-School Suspension, principal's discretion (Minimum: 1 day)</p> <p><b>Third Offense</b> In-School Suspension, parent attends School with student or Out-of-School Suspension, principal's discretion (Minimum: 2 days)</p> <p>The principal or principals designee may assign a more severe punishment on the first, second and third offense up to and including expulsion</p>

<p><b>2. Inappropriate Dress</b> 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) <b>DI,FC</b></p>	<p><b>First Offense</b> Verbal warning and parent contact</p> <p><b>Second Offense</b> Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days</p> <p><b>Third and Subsequent Offenses</b> 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><b>**In all cases, the student must adjust or change their clothing to meet dress code prior to returning to class**</b></p>	<p><b>First Offense</b> Verbal warning and parent contact</p> <p><b>Second Offense</b> Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days</p> <p><b>Third and Subsequent Offenses</b> 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><b>**In all cases, the student must adjust or change their clothing to meet dress code prior to returning to class**</b></p>	<p><b>First Offense</b> Verbal warning and parent contact</p> <p><b>Second Offense</b> Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days</p> <p><b>Third and Subsequent Offenses</b> 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><b>**In all cases, the student must adjust or change their clothing to meet dress code prior to returning to class**</b></p>
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**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 Science, P.E. and vocational areas. Protective devices must be used as directed. Failure to follow safety rules or use protective devices may result in disciplinary consequences.

<p><b>D. Dishonesty</b></p> <p><b>1. Cheating-illegally procuring or sharing of work/test responses -DD,DI,FC</b></p>	<p><b>Minimum Consequence K-5</b></p> <p><b>Any Offense</b> Parent Notification. The work on which the student cheats will be graded as either the results of the test or 59%, whichever is lower.</p> <p>Second incident on which the student cheats will be graded zero</p>	<p><b>Minimum Consequence 6-8</b></p> <p><b>Any Offense</b> Parent Notification. The work on which the student cheats will be graded as either the results of the test or 59%, whichever is lower</p> <p>Second incident on which the student cheats will be graded zero</p>	<p><b>Minimum Consequence 9-12</b></p> <p><b>Any Offense</b> Parent Notification. The work on which the student cheats will be graded as either the results of the test or 59%, whichever is lower</p> <p>Second incident on which the student cheats will be graded zero</p>
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2. Lying –Giving false information to school personnel* <b>DD,DIFC</b>	Principal's discretion	Any Offense Principal's discretion	Any Offense Principal's discretion	Any Offense Principal's discretion
3. Forgery/Theft-illegally taking money or property. <b>TF</b> <b>NOTE:</b> The item must be less than \$300. If the item is over \$300, report as Forgery/Theft.	Principal's discretion	Any Offense Principal's discretion	Any Offense Principal's discretion	Any Offense Principal's discretion

**\*FLORIDA LAW WARNING;** A recommendation of expulsion may 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.

<b>E. Extortion/Robbery (ROB)-LEVEL II</b> <i>(Using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat or force or violence, and/or by putting the victim in fear.</i>		<b>Minimum Consequences</b> <b>6-8</b>	<b>Minimum Consequences</b> <b>9-12</b>
1. Obtaining or threatening to obtain something of value through use of threat or force. <b>TLRB,HR</b> All incidents will be reported to law Enforcement	<b>First Offense</b> Out-of-School Suspension (minimum: 1 day) (Counseling Suggested)  <b>Subsequent Offense</b> Out-of-School Suspension (Minimum: 3 days)	<b>First Offense</b> Out-of-School Suspension (minimum: 1 day) (Counseling Suggested)  <b>Subsequent Offense</b> Recommendation for Expulsion	<b>First Offense</b> Out-of-School Suspension (minimum: 1 day) (Counseling Suggested)  <b>Subsequent Offense</b> Recommendation for Expulsion
<b>STEPS TO FOLLOW IF STUDENT ACCIDENTALLY OBTAINS POSSESSION OF A WEAPON:</b> 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 <b>If these steps are not followed immediately, student may face the consequences listed for the weapon in the following chart. All offenses are 0 Tolerance with Automatic Recommendation for Expulsion</b>			

**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.

- 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, whether it is in his/her locker, book bag, and/or vehicle, and to keep their persons and property free of dangerous or illegal objects, materials, and substances.

**Weapons Possession (WPO) LEVEL II**

*(Possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined be Section 790.0010, F.S., or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.7(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation)*

**F. Firearms/Knives/Other Dangerous Objects**

	<b>Minimum Consequences</b> <b>K-5</b>	<b>Minimum Consequences</b> <b>6-8</b>	<b>Minimum Consequences</b> <b>9-12</b>
<b>1. Firearms and Destructive Devices:</b> 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) <b>WP</b>	<b>Any Offense</b> Expulsion-see Zero Tolerance	<b>Any Offense</b> Expulsion-see Zero Tolerance	<b>Any Offense</b> Expulsion-see Zero Tolerance
<b>2. Weapons:</b> Any dirk, metallic knuckles, slingshot, billie club, or devise, electric weapon which can be used to inflict physical harm on	<b>Any Offense</b> Principal's Discretion	<b>Any Offense</b> Expulsion or Alternative Placement	<b>Any Offense</b> Expulsion or Alternative Placement

another (reported to SESIR as a weapon) <b>WP</b>	Principal's Discretion	Expulsion or Alternative Placement	Expulsion or Alternative Placement
3. <b>Dangerous Objects:</b> 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) <b>CO.WP</b>	Principal's Discretion	Expulsion or Alternative Placement	Expulsion or Alternative Placement
4. <b>Knives:</b> Knives or objects that can be used to cut, including but not limited to, razor blade, box cutter, or knife (Reported to SESIR as a weapon if used in connection with a threat, otherwise code as contraband) <b>WP.CO</b>	Principal's Discretion	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	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
5. <b>Hazardous Items:</b> Items including but not limited to: tear gas, chemical weapon, mace, chemical and other objects used to threaten, intimidate, or cause disruption (Reported to SESIR as weapon if used in connection with a threat otherwise code as Contraband) <b>WP.CO</b>	Principal's Discretion	Principal's Discretion unless 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	Principal's Discretion unless 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
6. <b>Contraband:</b> 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	Principal's Discretion	Principal's Discretion	Principal's Discretion

Contraband) <b>WP.CO</b>	Minimum Consequences <b>K-5</b>	Minimum Consequences <b>6-8</b>	Minimum Consequences <b>9-12</b>
<b>G. Inappropriate Conduct</b>  1. <b>Language-Using</b> profanity or verbal abuse including name calling, racial slurs or derogatory statements <b>IM, DD, CM, DD, BC</b>	<b>Any Offense</b> Parent notification and principal's discretion based on severity and number of offenses(progressive discipline)	<b>Any Offense</b> Parent notification and principal's discretion based on severity and number of offenses(progressive discipline)	<b>Any Offense</b> Parent notification and principal's discretion based on severity and number of offenses(progressive discipline)
2. <b>Disruptive Behavior-</b> Disrespect, disruptive behavior and minor confrontations <b>BS, CM, DD, BC, MM</b>	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)
3. <b>Misuse of School Technology Resources-</b> including computers and school network <b>AU, IM</b>	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)
4. <b>Misuse of Personal Technology,</b> including, but not limited to, cell phones, gaming and listening devices <b>AU, IM, MM, CM,</b>	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)	<b>Any Offenses</b> Principal's Discretion based on severity of offense(progressive discipline)

**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 Acceptable Use Policy Contract, and Photo Release Form and follow the guidelines stated in the contract. Access to OCSB technology resources will be denied to students that do not have this form signed and on file. Students that violate these policies will be reported to the principal of their respective school and their computing privileges will be suspended or revoked, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right. (See pages 31, 32, and 33)

**NOTE:** A student may possess a **wireless communication device** (cell phone, 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 theft or damage to a cell phone. **Students who bring cell phones and other electronic devices assume all the risk associated with the theft 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.

<p><b>5. Conspiracy</b> by a student to assist another student to violate any of these rules <b>DD, MM, CM</b></p>	<p><b>Any Offense</b> Same as minimum consequences of the rule actually violated by the other student(s)</p>	<p><b>Any Offense</b> Same as minimum consequences of the rule actually violated by the other student(s)</p>	<p><b>Any Offense</b> Same as minimum consequences of the rule actually violated by the other student(s)</p>
<p><b>6. Other Inappropriate Conduct</b> as determined by principal <b>MM, DD, CM</b></p>	<p><b>Any Offense</b> Parent notification and Principal's Discretion based on severity and number of offenses (progressive discipline)</p>	<p><b>Any Offense</b> Parent notification and Principal's Discretion based on severity and number of offenses (progressive discipline)</p>	<p><b>Any Offense</b> Parent notification and Principal's Discretion based on severity and number of offenses (progressive discipline)</p>
<p><b>NOTE:</b> Offense of Sexting: Provides that minor offense of sexting if he or she knowingly uses a 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 &amp; criminal penalties; provides that transmission, distribution, or possession of multiple photographs or videos is a single offense if transmission occur within a 24 hour period, etc.</p>			
<p><b>H. Medication</b></p>			
<p><b>1. Over-the-counter medications or supplements</b>, including aspirin, Possession, Accepting or Dispensing. <b>DD, CO</b></p>	<p><b>Minimum Consequences K-5</b> <b>First Offense</b> Warning/parent conference <b>Second Offense</b> Principal's Discretion <b>Third Offense</b> Parent Conference and Out-of-School Suspension: (minimum or 1 day)</p>	<p><b>Minimum Consequences 6-8</b> <b>First Offense</b> Principal's Discretion, Warning/Parent Conference <b>Second Offense</b> Out-of-School Suspension: (minimum 2 days) <b>Third Offense</b> Out-of-School Suspension: (minimum 3 days up to 9 days)</p>	<p><b>Minimum Consequences 9-12</b> <b>First Offense</b> Principal's Discretion, Out-of-School Suspension up to 9 days, mandatory parent conference <b>Second Offense</b> Principal's Discretion or Out-of-School Suspension: (minimum of 3 days) <b>Third Offense</b> Out-of-School Suspension: (minimum 3 days up to 9 days)</p>
<p><b>1. Prescription drugs</b> 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</p>	<p><b>First Offense</b> Principal's Discretion may include Out-of-school suspension, 1 day and mandatory parent conference with principal and/or counselor <b>Second Offense</b> Principal's Discretion, Out-of-</p>	<p><b>First Offense</b> Principal's Discretion, Out-of-School Suspension, 1 day and mandatory parent conference with principal and/or counselor <b>Second Offense</b> Principal's Discretion, Out-of-</p>	<p><b>First Offense</b> Principal's Discretion, Out-of-School Suspension, up to 9 days, mandatory parent conference <b>Second Offense</b> Principal's Discretion, Out-of-</p>

<p>person; ie Inhaler, epi pen, insulin, etc. <b>DD.CO</b></p> <p><b>NOTE:</b> Dispensing prescription medication to another student will result in the consequences listed in B.1.c of this Code</p> <p><b><u>Sexual Harassment and Sexual Battery</u></b></p>	<p>School Suspension, 2 days, Parent Conference</p> <p><b>Third Offense</b> Principal's Discretion, Out of School Suspension, minimum 3 days</p>	<p>School Suspension, 3 days</p> <p><b>Third Offense</b> Principal's Discretion, Out-of-School Suspension 5-9 days, possible recommendation for Alternative Placement</p>	<p>School Suspension, 5 days</p> <p><b>Third Offense</b> Principal's Discretion, Out-of-School Suspension 9 days, possible recommendation for Alternative Placement</p>
<p><b><u>Sexual Harassment and Sexual Battery</u></b></p>	<p><b><u>Minimum Consequences</u></b> <b>K-5</b></p>	<p><b><u>Minimum Consequences</u></b> <b>6-8</b></p>	<p><b><u>Minimum Consequences</u></b> <b>9-12</b></p>
<p><b>1. Sexual Harassment: Unwelcome conduct of a sexual nature</b></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><b>First Offense</b> Principal's Discretion</p> <p><b>Second Offense</b> Mandatory parent conference, Principal's Discretion <b>Referral to mental health services</b></p> <p><b>Additional Offenses</b> Out-of-School Suspension (minimum: 1 day) <b>Referral to mental health services</b></p>	<p><b>First Offense</b> Principal's Discretion/Progressive Discipline based on severity of the offense</p> <p><b>Subsequent Offenses</b> Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. <b>Referral to mental health services</b></p>	<p><b>First Offense</b> Principal's Discretion/Progressive Discipline based on severity of the offense</p> <p><b>Subsequent Offenses</b> Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. <b>Referral to mental health services</b></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 <b>SH</b></p>			
<p>2. <b>Sexual Harassment</b> Lewd and lascivious conduct. Any person who handles, fondles, or demonstrates unwelcome conduct of a sexual nature <b>SH</b></p>	<p><u>First Offense</u> Principal's Discretion</p> <p><u>Second Offense</u> Parent conference and Out-of-School Suspension (minimum 1 day) <b>Referral to mental health services</b></p> <p><u>Third Offense</u> Principal may explore any punishment up to an including expulsion <b>Referral to mental health services</b></p>	<p><b>Any Offense</b> Parent Notification. Principal may explore any punishment including expulsion based on the severity of the offense <b>Referral to mental health services</b></p>	<p><b>Any Offense</b> Parent Notification. Principal may explore any punishment including expulsion based on the severity of the offense <b>Referral to mental health services</b></p>
<p>3. <b>Sexual Battery</b> 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/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) <b>SB</b></p>	<p><b>Any Offense</b> Mandatory Expulsion and Involvement of Law Enforcement</p>	<p><b>Any Offense</b> Mandatory Expulsion and Involvement of Law Enforcement</p>	<p><b>Any Offense</b> Mandatory Expulsion and Involvement of Law Enforcement</p>

<p><b>Sexual Battery (SXB) LEVEL I</b> (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object</p>			
<p><b>J. Sexual Offenses Sexual Offenses (Other) (SXO) LEVEL III (lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing body parts in a lewd manner. (Law enforcement must be notified to investigate)</b></p>			
	<p><b>Minimum Consequences</b> <b>K-5</b></p>	<p><b>Minimum Consequences</b> <b>6-8</b></p>	<p><b>Minimum Consequences</b> <b>9-12</b></p>
<p><b>Sexual Misconduct</b> on school property, on school sponsored transportation, at school sponsored activities or events</p> <p>a. 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. Sexual activity, as defined under Lewd and Indecent Behavior Violation of Florida Statutes <b>SO</b></p>	<p><b>Any Offense</b> Principal's Discretion, mandatory parent conference</p>	<p><b>Any Offense</b> Parent Notification. Minimum of 5 days Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p>	<p><b>Any Offense</b> Parent Notification. Minimum of 5 days Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense</p>

**NOTE:** 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><b>K. Tobacco: Possession and/or Use and Dispensing Tobacco (TBC) LEVEL IV</b> (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco of nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.</p>			
	<p><b>Minimum Consequences</b> <b>K-5</b></p>	<p><b>Minimum Consequences</b> <b>6-8</b></p>	<p><b>Minimum Consequences</b> <b>9-12</b></p>
<p>1. Tobacco and Electronic Cigarettes (This refers to all forms of tobacco, including smokeless tobacco and all forms of electronic cigarettes <b>TB</b>)</p>	<p><b>First Offense</b> Principal's Discretion, mandatory parent notification</p> <p><b>Second Offense</b> Principal's Discretion, Parent Conference and suspension (minimum 1 day)(Counseling is suggested)</p>	<p><b>First Offense</b> Principal's Discretion, parent notification (Counseling is suggested)</p> <p><b>Second Offense</b> In-School-Suspension, Out-of-School Suspension (minimum: 1 day)</p>	<p><b>First Offense</b> Parent Conference. (Counseling is suggested.) Out-of-School Suspension (minimum: 1 day)</p> <p><b>Second Offense</b> Suspension (minimum: 2 days)</p>

<p>1. <u>Vaping</u> Use of or possession of any e-cigarette or other "vaping device"; any student under 18 possessing or using electronic nicotine delivery system (ENDS, e-cigarette, vape pens, hookah pens, cartridges, etc.) <b>TB</b>  <b>NOTE: If THC resin or oil is present, the offense falls under B.1 of this code and is a third degree felony</b></p>	<p>Suspension days increase</p> <p><b>First Offense</b> Principal's Discretion, mandatory parent notification</p> <p><b>Second Offense</b> Principal's Discretion, Parent Conference and suspension (minimum 1 day)(Counseling is suggested)</p> <p><b>Third Offense</b> Suspension days increase</p>	<p>Suspension days increase</p> <p><b>First Offense</b> Principal's Discretion, parent notification (Counseling is suggested)</p> <p><b>Second Offense</b> In-School-Suspension, Out-of-School Suspension (minimum: 1 day)</p> <p><b>Third Offense</b> Suspension days increase</p>	<p>Suspension days increase</p> <p><b>First Offense</b> Parent Conference. (Counseling is suggested.) Out-of-School Suspension (minimum: 1 day)</p> <p><b>Second Offense</b> Suspension (minimum: 2 days)</p> <p><b>Third Offense</b> Suspension days increase</p>
<p><b>Vandalism (VAN) LEVEL III</b>  <i>(destruction, damage, or defacement of school or personal property) The intentional destruction, damage or defacement of public or private/personal property without consent of the owner or the person having custody or control over it. (Damage must be \$1000 or more to report in SESIR)</i></p> <p>M. Violations Against Property; Vandalism</p>			
<p>1. <b>Stealing(Theft, Burglary, Larceny)</b>          Illegally taking money or property  <b>BE,ST,TF,MT</b>  <b>NOTE: The item must be \$300 or more to be reported to SESIR. Items of lesser value are reported as Forgery/Theft</b></p>	<p>Minimum Consequences K-5</p> <p><b>First Offense</b> Principal's Discretion/Progressive Discipline; Parent Notification and restitution</p> <p><b>Second Offense</b> Principal's Discretion/Progressive Discipline; Parent conference, restitution, counseling, Out-of-School Suspension, minimum 1 day</p> <p><b>Third Offense</b> Principal's Discretion/Progressive Discipline; Restitution, counseling, Out-of-School Suspension, 3-5 days</p>	<p>Minimum Consequences 6-8</p> <p><b>First Offense</b> Principal's Discretion/Progressive Discipline; Parent Notification and restitution</p> <p><b>Second Offense</b> Principal's Discretion/Progressive Discipline; Parent conference, restitution, counseling, Out-of-School Suspension, minimum 3 days</p> <p><b>Third Offense</b> Principal's Discretion/Progressive Discipline; Restitution, counseling, Out-of-School Suspension, 5-9 days</p>	<p>Minimum Consequences 9-12</p> <p><b>First Offense</b> Principal's Discretion/Progressive Discipline; Parent Notification and restitution</p> <p><b>Second Offense</b> Principal's Discretion/Progressive Discipline; Parent conference, restitution, counseling, Out-of-School Suspension, minimum 3 days</p> <p><b>Third Offense</b> Principal's Discretion/Progressive Discipline; Restitution, counseling, Out-of-School Suspension, 5-9 days</p>
<p>2. <b>Destruction Property/Vandalism</b>          Willfully destroying or damaging public property of others.  <b>PD,VA,AR,TP</b>  <b>NOTE: Damage must be \$1000 or</b></p>	<p><b>Any Offense</b> Principal's Discretion/Progressive Discipline; Restitution, Parent Conference, Out-of-School Suspension, minimum 3-5 days</p>	<p><b>Any Offense</b> Principal's Discretion/Progressive Discipline; Restitution, Parent Conference, Out-of-School Suspension, minimum 3-5 days</p>	<p><b>Any Offense</b> Principal's Discretion/Progressive Discipline; Restitution, Parent Conference, Out-of-School Suspension, minimum 3-5 days</p>

<p>more to be reported to SESIR. Damage of lesser value is reported as Property Damage</p> <p><b>3. Bomb Threats and/or Pulling of Fire Alarms</b> when there is no fire Violates F.S. 806.101 (Code as Disruption on Campus-Major) <b>DC</b></p>	<p><u>Any Offense</u> Principal's Discretion/Progressive Discipline; up to and including Expulsion, minimum of 5 days</p>	<p><u>Any Offense</u> Principal's Discretion/Progressive Discipline; minimum of 5 days Out of school Suspension, up to 9 days, , Alternative Placement and/or Expulsion</p>	<p><u>Any Offense</u> Principal's Discretion/Progressive Discipline minimum of 5 days Out of School Suspension, up to 9 days, Alternative Placement and/or Expulsion</p>
<p><b>NOTE:</b> 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.</p>			
<p><b>N. Violence</b> <b>The District Threat Assessment Procedure will be activated to determine the level of risk associated with a threat</b></p>	<p><b>Minimum Consequences</b> <b>K-5</b></p>	<p><b>Minimum Consequences</b> <b>6-8</b></p>	<p><b>Minimum Consequences</b> <b>9-12</b></p>
<p><b>1. Bullying/Harassment</b> 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). <b>BL,BV,HR,HR,HV,UB,UBP,UVB, UH,VHP,UTV</b></p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; up to and including parent conference, possible In-School Suspension (1 day) <b>Referral to mental health services</b></p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 2 days <b>Referral to mental health services</b></p> <p><u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out -of School Suspension, minimum 3 days <b>Referral to mental health services</b></p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; up to and including parent conference, In-School Suspension or Out-of- School minimum 1 day <b>Referral to mental health services</b></p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 3 days <b>Referral to mental health services</b></p> <p><u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 5 days <b>Referral to mental health services</b></p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; up to and including parent conference, In-School Suspension or Out-of- School minimum 1 day <b>Referral to mental health services</b></p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 3 days <b>Referral to mental health services</b></p> <p><u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 5 days <b>Referral to mental health services</b></p>
<p><b>2. Threat/Intimidation</b> A threat to cause physical harm to another which includes the elements of intent, fear and capability <b>TI-</b> <b>NOTE: The District Threat Assessment Procedure will be activated to determine the level</b></p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 1 day</p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 2 days</p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days</p>

<p>of risk associated with a threat</p>	<p>Referral to mental health services <u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 2 days Referral to mental health services</p>	<p><u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 3 days Referral to mental health services</p>	<p>Referral to mental health services <u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days Referral to mental health services</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. <b>Physical Aggression</b> 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 <u>PA</u></p>	<p><u>First Offense</u> Out-of-school Suspension (Minimum: 1 day).</p>	<p><u>First Offense</u> Out-of-school Suspension (Minimum: 3 days) and required parent conference.</p>	<p><u>First Offense</u> Out-of-school Suspension (Minimum: 5 days) and required parent conference.</p>
<p>4. <u>Physical Attack: Refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual</u> <u>PHA</u></p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.  <u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 1 day  <u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 2 days</p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.  <u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days  <u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days Expulsion or Alternative Placement</p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.  <u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days  <u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days Expulsion or Alternative Placement</p>

NOTE: Prohibited acts include cyber bullying 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 network, if the bullying or harassment substantially disrupts the education process or orderly operation of a school.

<p>1. <b>Fighting</b> When two or more persons mutually participate in the use of force or physical violence that requires</p>	<p><u>First Offense</u> Principal's discretion, parent conference, detention and/or Out-of-School Suspension.</p>	<p><u>First Offense</u> Out-of-School Suspension (minimum: 2 days) and parent conference.</p>	<p><u>First Offense</u> Out-of-School Suspension (minimum: 3 days and educational component related to offense) and parent conference</p>
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<p>physical restraint or results in injury. The burden of determining whether physical contest is indeed a "fight" will be at the discretion of the principal.</p> <p><u>FT</u> it should be understood that the aggressor in a physical confrontation may receive a more severe consequence</p> <p><u>(Fighting: Continued)</u></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>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>Second Offense</u> Out-of-School Suspension (minimum : 9 days) and parent conference and recommendation for expulsion or alternative placement.</p>
<p><b>2. Battery</b> 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 <b>BA</b></p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 1 day</p> <p><u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 3 days</p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days</p> <p><u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days, Expulsion or Alternative Placement</p>	<p><u>First Offense</u> Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u> Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 5 day</p> <p><u>Third Offense</u> Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 9 days, Expulsion or Alternative Placement</p>
<p><b>1. Assault/Battery on a School Board Employee.</b> As defined in F.S. 784.011, F.S.748.03 and F.S.784.081</p> <p>The principal or the principal's designee shall recommend to the superintendent the expulsion for a minimum of 1 year for any student found to have committed assault or battery on a school board</p>	<p><u>Any Offense</u> <u>K-2</u> Out-of-school Suspension (minimum: 2 days) <u>3-5</u> Out-of-school Suspension (Minimum: 5 days)/Alternative Placement</p>	<p><u>Any Offense</u> Expulsion or Alternative Placement</p>	<p><u>Any Offense</u> Expulsion or Alternative Placement</p>



employee. This code should be used under severe, violent circumstances otherwise code and assign consequences as Defiance of Authority **DI**

Depending on severity, incidents of violence may be reported to law enforcement

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## Authority of School Bus Drivers

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 requested 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 stops.

## 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.	11. Remain seated until the bus comes to a complete stop upon arrival at school or at your stop.
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.	12. Do not eat, drink, or chew gum on the bus unless an exception is made by the superintendent or his or A choking incident on the bus could have serious consequences. Spilled food and liquid could cause insect infestation and is a costly item to treat.
3. Do not talk to the driver while the bus is moving unless spoken to or in an emergency.	13. Leave through the front loading door, except in emergencies.
4. Talk to other students in ordinary voice levels, unless the driver asks for silence.	14. Exit the bus at your assigned stop, unless a bus pass has been approved by the principal or designee.
5. Do not talk or make noise at a railroad crossing.	15. Pick up any trash in your seat area and help to keep your entire bus clean.
6. Do not block aisles or exits with legs, foot, book bags, or backpacks, coolers or any other items at any time.	16. Do not use profane, vulgar, or obscene language and/or gestures at any time.
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.	17. Bullying and harassment will not be tolerated and must be reported to the driver promptly.
8. Do not bring the following onto the bus: items larger than 14 inches square, balloons, glass containers,	18. Do not tamper with bus equipment, controls, warning devices, safety devices, or interfere in any way with

<p>pets or other animals, radios, CD players, and other electronic devices such as MP3 players, iPod and other handheld games, or any dangerous objects. Exceptions can be made with prior approval for musical instruments or science project boards on a case by case basis when the items are part of the student's instructional program. Baseball bats may be transported in proper zipped bags as long as the bag does not impact other students. Skateboards may not be transported on the bus.</p>	<p>the driver's operation of the bus.</p>
<p>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 drivers' 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 to that school.</p>	<p>19. Only Okeechobee County Students, staff or approved chaperones may ride the bus.</p>
<p>10. Sit in the seat assigned by the driver.</p>	<p>20. Seat belts are to be buckled at all times.</p>

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 Acceptable Use Policy Contract, and Photo Release Form and follow the guidelines stated in the contract. Access to OCSB technology resources will be denied to students that do not have this form signed and on file. Students that violate these policies will be reported to the principal of their respective school and their computing privileges will be suspended or revoked, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

### **Okeechobee County School District Student Acceptable Use Policy**

#### **Section 1. Purpose of Technology Use**

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

#### **Section 2. The Opportunities and Risks of Technology Use**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because

Information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate.

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

### **Section 3. Privileges and Responsibilities**

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

Student users of technology shall:

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

Student users of technology shall not:

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

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

#### **Section 4. Google Apps for Education Accounts**

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

#### **Section 5. COPPA Compliance**

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

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

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

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

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

#### **Section 6. Disciplinary Actions**

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

#### **Section 7. No Expectation of Privacy**

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

## 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.

**Educational Component**- is an instructive piece of a program or materials which has informative value related to the curriculum

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

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

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

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

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

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

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

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

**Ripple Effects**- is a digital suite of student interventions, planning and assessment tools. Ripple Effects provides culturally relevant lessons to develop social-emotional strengths, correct behavior and address underlying risk factors for grades PreK-12. The Ripple Effects content can be personalized by topic to meet individual student needs.

**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.

## Definitions of Local Infractions

**Abusive Language/Profanity/Gestures - AB** Verbal or gestured messages that include swearing, name calling, or use of words or gestures in an inappropriate way, verbal aggression, lower level threats not meeting the SESIR definition of Threat and Intimidation.

**Accepted Use Policy Violation - AU** The inappropriate use of computers, resources, electronic networks, or calculators that violates the Acceptable Use Policy for Network Access (File: EHAA): hacking into or accessing or breaking into restricted accounts or networks; modifying, or destroying files without permission; illegally copying software; and, entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate or violence.

**Auto Violation - AV** Unsafe operation of a vehicle on school property, failure to follow parking rules, failure to obtain a parking permit.

**Behavior Contract Violation - BC** Student violates individualized behavior contract intended to improve student's behavior.

**Bullying - BL** Systematically 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 interfere with the individual's school performance or participation.

**Bus Rule - BS** Student violates a bus rule, as published in the Code of Student Conduct.

**Continuation of Minor Infractions - CM** Student has worked through individual teacher/team discipline plan.

**Contraband Possession/Use - CO** Potentially harmful objects, including but not limited to cigarette lighters, lighter fluid, laser pointers, fireworks, unauthorized materials, substances objects and common pocket knife not defined as a weapon.

**Disrupt/Disrespect/Disobedient - DD** Behavior causing an interruption in a class or activity, conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration for a person.

**Defiance/Insubordination - DI** Flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult, interference or refusing to accept school authority.

**Electronic Devices, Possession/Use - ED** To possess/use any electronic device, including but not limited to pager, tape/CD players, laser pointers, etc. during the school day, on the school bus, and during school functions/activities, unless approval is given by principal or designee.

**Failure to Comply - FC** Not following directions, requests or rules.

**Forgery/Theft/Possession of Stolen Property - TF** Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission. If the item's value is \$300 or more, code as Larceny/Theft – ST.

**Harassment - HR** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

**Miscellaneous Minor Offense - MM** Student infractions of a lesser degree needing intervention.

**Obscene and/or Inappropriate Materials, Possession, Production and/or Distribution - IM** The possession, production, and/or distribution of written language, electronic messages, pictures and objects that are considered to be offensive, socially unacceptable, or not suitable for an educational setting.

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

Property Damage – PD Student deliberately impairs the usefulness of property. If the damage is \$1,000 or more, code as Vandalism – VA.

Restraint/Seclusion-RS Restraint is an emergency intervention sometimes used in schools when students are exhibiting disruptive or dangerous behavior. Restraint is not an instructional tool for the development of pro-social behavior. Rather, it is one method to prevent students from harming themselves or others. It should only be used in emergency situations when an imminent risk of serious injury or death to the student or others exists.

Seclusion is an emergency intervention sometimes used in schools when students are exhibiting disruptive or dangerous behavior. Seclusion is not an instructional tool for the development of pro-social behavior. Rather, it is one method to prevent students from harming themselves or others. It should only be used in emergency situations when an imminent risk of serious injury or death to the student or others exists.

Skipping Class - SC Student leaves class/school or stays out of class/school without permission.

Skipping School - SS Student does not report to school.

Tardiness - TD Student is late to school or class.

Unsubstantiated Bullying Perpetrator - UBP After a complete investigation, the investigator determines there is not enough evidence to substantiate an act of bullying against this student. The student was falsely accused of committing an act of bullying.

Unsubstantiated Bullying Victim - UBV After a complete investigation, the investigator determines there is not enough evidence to substantiate this student's claim of bullying.

Unsubstantiated Harassment Perpetrator - UHP After a complete investigation, the investigator determines there is not enough evidence to substantiate harassment against this student. The student was falsely accused of committing an act of harassment.

Unsubstantiated Harassment Victim - UHV After a complete investigation, the investigator determines that there is not enough evidence to substantiate this student's claim of harassment.



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

**Notice of Receipt**  
**Code of Student Conduct, Photo Release**  
**Acceptable Use Policy Contract**

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

**STUDENT AGREEMENT:**

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

Yes  No

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

Yes  No

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PARENT OR GUARDIAN AGREEMENT:**

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

Yes  No

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

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

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

Yes  No

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent  
**SUBJECT:** **ADVERTISEMENT TO AMEND BOARD POLICY 6.15 PARAPROFESSIONALS**  
**DATE:** July 9, 2019

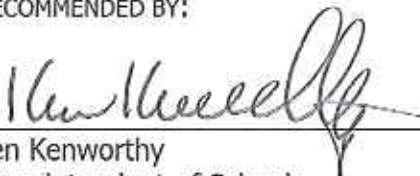
RECOMMENDATION:

That the Board approve advertisement to amend School Board Policy 6.15 Paraprofessionals.

BACKGROUND INFORMATION:

The minimum requirement for paraprofessionals already includes qualifications more rigorous than the TABE. Board Policy 6.15, with revisions noted, is attached and is also 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

6.15\*

### ***PARAPROFESSIONALS***

#### **POLICY**

A paraprofessional is any person assigned by the School Board to assist an instructional staff member in performing his/her instructional or professional duties or responsibilities.

- I. The conditions of employment of a paraprofessional shall be governed by Board policy and shall include the following:
  - A. Have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education Rules.
  - B. Meet one of the following requirements:
    1. Hold an associate's or higher degree;
    2. Two (2) years of study at an institution of higher education for employees hired after July 1, 2015;
    3. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.
  - C. Be at least twenty (20) years of age.
  - D. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a records check by the two (2) agencies.
  - E. A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by the Board approved testing laboratory.
  - ~~F. Attain a composite score of at least 12.0 on the Test for Adult Basic Education (TABE).~~
- II. The principal shall ensure that the paraprofessional assigned to the school possesses a clear understanding of state and district rules relating to paraprofessional responsibilities and to the safety, welfare, and health of students. It shall be the principal's and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.

- III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each paraprofessional possesses a clear understanding of all state and district instructional practices and rules relevant to a paraprofessional's responsibilities if he/she is expected to assist a teacher in promoting learning activities. When a paraprofessional is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the paraprofessional possesses the necessary knowledge and skills.
- IV. The paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each paraprofessional.
- V. An education paraprofessional may administer or proctor statewide standardized assessments or assessments associated with Florida approved courses in accordance with Florida Statutes and State Board of Education Rules. Paraprofessionals must complete required training prior to performing these tasks.
- VI. A paraprofessional shall not perform any of the following:
  - A. Establish instructional objectives;
  - B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
  - C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,
  - D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.
- VI. The principal and instructional staff members who are assigned paraprofessionals shall be responsible for assigning duties to paraprofessionals which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules.

STATUTORY AUTHORITY:	1001.41, 1012.22, 1012.23, F.S.	
LAWS IMPLEMENTED:	1001.43, 1008.24, 1012.22, 1012.32, 1012.37, F.S. 34 CFR 200	
STATE BOARD OF EDUCATION RULES:	6A-1.070, 6B-1.006	
HISTORY:	Adopted:	07/14/2005
	Revision Date(s):	04/12/2016, 09/10/2019
	Formerly:	New
©EMCS		

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **BOARD POLICY 8.70\* USE OF FACILITIES**  
**DATE:** July 9, 2019

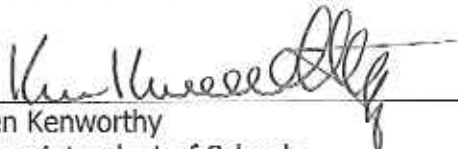
RECOMMENDATION:

That the Board provide direction to the Superintendent regarding changes to Board Policy 8.70\* Use of Facilities.

BACKGROUND INFORMATION:

The last update was in 2009 and we need to determine if this policy should remain the same or be amended based upon current practice.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools



# THE SCHOOL BOARD OF OKEECHOBEE COUNTY

## Chapter 8.00: Auxiliary Services

8.70\*

### *USE OF FACILITIES*

#### POLICY

- I. Occasional Use of Facilities - Civic groups, charitable organizations, non-profit organizations, governmental agencies and School District approved Supplemental Educational Services providers shall be permitted to use school facilities on an occasional basis in accordance with the following provisions:
  - A. All such groups desiring to use School District buildings or grounds for meetings or other activities must make a request in writing (Form #0-SO-26), which shall be forwarded to the Superintendent's designee. Joint approval of the principal and the Superintendent's designee is required.
  - B. Approval may be revoked at any time for failure to abide by any provision of this policy.
  - C. No individual or organization may use school facilities for profit. However, registered non-profit organizations shall be permitted to use school facilities for fund-raising purposes if there is a significant public benefit. Supplemental Educational Services providers may use facilities in accordance with their agreement with the School District.
  - D. The Superintendent will recommend a fee schedule for use of facilities in accordance with this policy. The Superintendent will also recommend changes in the fee schedule from time to time in order to ensure that School Board funds are not used to supplement these activities.
  - E. Fees may be waived by the Superintendent for activities sponsored and supervised by the Okeechobee County Recreation Department and for public meetings held by other governmental agencies. Fees may be waived by the Superintendent for other events if the proposed activity results in a significant benefit to students of the School System.
  - F. In addition to the fee schedule, additional charges for preparing, cleaning, and supervising will be assessed as determined by the Superintendent's designee. If the principal determines that security is needed, the user must agree to provide required security services.
  - G. All organizations must agree:
    1. To provide a certificate of insurance from an A-rated carrier, as reported in Best's Guide of Insurance Carriers. The amount of coverage should be one million dollars (\$1,000,000) combined limit for bodily injury and property damage. The Okeechobee County Schools must be named as an additional insured, except when the use is by other governmental agencies.
    2. That there will be no alcoholic beverages or illegal drugs sold, consumed or possessed on school premises.

3. To enforce state statutes and School Board policy which prohibits smoking in school buildings or on school property.
4. To return the facilities to the same condition as received.
5. To follow proper procedures in use of school equipment when approval has been granted to use such equipment.
6. To accept liability for damages to the facilities and equipment and to reimburse the School Board for all damages caused by persons/ organizations using the facilities.
7. To pay the fee and any additional known charges by check made payable to the Okeechobee County School Board one week prior to using the facility.
8. To enforce the Okeechobee County School Board policy prohibiting discrimination on the basis of race, color, religion, gender, pregnancy, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, disability if otherwise qualified, social and family background, or use of a language other than English for admission to or access to services, programs, activities, or employment.

H. Food and beverages may be served only in specified areas approved in advance by the principal. If use of food service equipment or kitchens is approved, arrangements must be made to have a member of the food service staff present.

II. Regular Use of Facilities - Should the Board have office, classroom or other space not currently needed for School District operations, the Superintendent may recommend that non-profit organizations serving students or parents be provided access to the space at no charge. The Superintendent will determine the amount needed to cover utility, custodial and waste disposal costs and assess the non-profit organization accordingly.

STATUTORY AUTHORITY:	1001.42, F.S.	
LAWS IMPLEMENTED:	106.15, 1001.33, 1001.43, 1001.51, 1013.10, F.S.	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	08/11/2009
	Formerly:	New
©EMCS		



**TO:** The Okeechobee County School Board  
**FROM:** Patricia G. Cooper, Superintendent of Schools  
**SUBJECT:** FEE SCHEDULE FOR USE OF SCHOOL FACILITIES  
**DATE:** July 14, 2009

RECOMMENDATION:

That the Board approve the following proposed fee schedule for Use of School Facilities:

<u>Use of School Facilities</u>	
	<u>Fee</u>
Standard Size Classroom	<del>\$35</del> <u>40</u> minimum for 3 hours <del>\$10</del> <u>12</u> each additional hour
Freshman Campus or Central Elementary School Cafeteria	<del>\$50</del> <u>60</u> minimum for 3 hours <del>\$10</del> <u>15</u> each additional hour
Multi-Purpose Room, Cafeteria, Media Center, Freshman Campus Auditorium	<del>\$90</del> <u>105</u> minimum for 3 hours <del>\$15</del> <u>20</u> each additional hour
Gymnasium, OHS Lecture Hall, OHS Cafeteria	<del>\$180</del> <u>210</u> minimum for 3 hours <del>\$20</del> <u>30</u> each additional hour
Other Facilities	As determined by the Superintendent

BACKGROUND INFORMATION:

School Board Policy 8.70 Use of Facilities requires the Superintendent to recommend changes in the fee schedule to ensure that School Board funds are not used to supplement outside use. The proposed fee increases represent the increased cost in energy. There has been no increase in fees for the past decade.

RECOMMENDED BY:

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Patricia G. Cooper, Ed.D.  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **RESCHEDULING OF JANUARY SCHOOL BOARD MEETING**  
**DATE:** July 9 , 2019

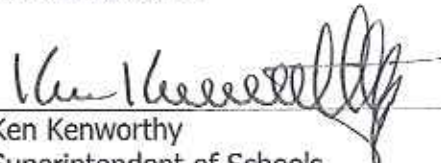
RECOMMENDATION:

That the Board approve rescheduling the January School Board meeting from Tuesday, January 14, to Tuesday, January 21, 2020, at 6:00 p.m. in the School Board Office, Room 303, 700 S.W. 2<sup>nd</sup> Avenue, Okeechobee.

BACKGROUND INFORMATION:

Rescheduling the meeting will accommodate the preparation of an agenda following staff return from the holiday break.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** CAREDOX VACCINATION PROGRAM  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve the CareDox Vaccination Program plan. The plan will be in effect until the health services agreed upon are scheduled and completed.

BACKGROUND INFORMATION:

As part of an initiative to improve public health and ensure that recommended vaccinations are available to all school-age children and school staff, the parties have entered into this Agreement. Healthy Schools, through its licensed healthcare workers, provides vaccination services, including the vaccine.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH IRSC FOR THE RESEARCH COAST CAREER PATHWAYS CONSORTIUM  
**DATE:** July 9, 2019

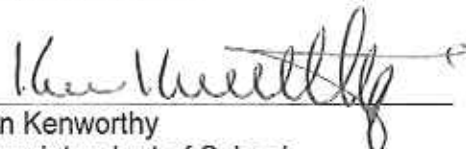
RECOMMENDATION:

That the Board approve a Contractual Service Agreement with Indian River State College for membership in the Research Coast Career Pathways Consortium at a cost of \$1,327.00 for the 2019-20 school year.

BACKGROUND INFORMATION:

This is a renewal agreement that includes a \$197.00 increase in annual membership cost. The District has been a partner in this consortium for a number of years. The associated cost contributes to the goals and objectives of the consortium and is funded through the Carl D. Perkins Career and Technical Education Grants. The agreement is attached and is available upon request in the office of the Coordinator of Special Programs.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board

**FROM:** Ken Kenworthy, Superintendent of Schools

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

**DATE:** July 09, 2019

RECOMMENDATION:

That the Board approve a Dual Enrollment Agreement with Indian River State College, effective July 1, 2019, through June 30, 2020.

BACKGROUND INFORMATION:

This is a renewal agreement. A copy of the agreement is attached and is available in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** COOPERATIVE AGREEMENT WITH HEALTHY START COALITION, INC. FOR THE TEENAGE PARENT PROGRAM  
**DATE:** July 9, 2019

RECOMMENDATION:


That the Board approve a Cooperative Agreement with Healthy Start Coalition, Inc. to provide services for the Teenage Parent Program for the 2019-20 school year.

BACKGROUND INFORMATION:

This is a renewal agreement with no changes other than the name of the counselor who will present the Life Management Curriculum. Healthy Start will provide the services listed on the agreement for students in the Teenage Parent Program. There are no fees for the services.

The agreement is included in Board member agendas and is available upon request in the office of the Director of Student Services,

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **2020-21 STRATEGIC PLAN**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board provide direction to the Superintendent regarding preparation of the 2020-21 Strategic Plan.

BACKGROUND INFORMATION:

The current Strategic Plan expires at the end of the 2019-20 school year. A new plan will take approximately nine (9) months to produce, therefore, we need to begin planning now for roll-out on July 1, 2020.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent  
**SUBJECT:** **AGREEMENT WITH SHERIFF'S OFFICE FOR SCHOOL RESOURCE OFFICER PROGRAM**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve an agreement with the Okeechobee County Sheriff's Office for the 2019-2020 School Resource Officer program at a cost of \$523,105.00.

BACKGROUND INFORMATION:

This is a renewal agreement. The cost of the School Resource Officer program is based on eleven (11) Okeechobee County Sheriff's Deputies and two (2) Okeechobee City Police Officers with combined financial support from the District, Okeechobee County Sheriff's Office, Okeechobee City Police Department and the City and County of Okeechobee. The Okeechobee City Police Department is providing a separate agreement. The agreement is included in Board member agendas and is available upon request in the Assistant Superintendent for Administrative Services Office.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** 2018-19 ANNUAL EQUITY UPDATE  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve the Annual Equity Update for the 2018-19 school year.

BACKGROUND INFORMATION:

**Part I Modifications to Procedural Requirements**

- Update nondiscrimination policy approved July 2018.

**Part II Incomplete Items or Pending Actions**

- No items are pending action.

**Part III Student Participation**

- (1) *Grades 9-12 Advanced Placement* - Participation in Advanced Placement is slightly up. Black student participation is stagnant at 3%, White student participation increased 2%, and Hispanic student participation increased by 1%.
- (2) *Grades 9-12 Dual Enrollment* - Black student participation in DE classes showed an increase of 1%, while Hispanic students' overall participation increased by 2%, while participation by Hispanic males increased 1%. White male participation increased by 4%, while there was a 5% increase in the overall participation of White students.
- (3) *Grades 9-12, All Level III Courses* - Participation by all subgroups increased since the 2014-15 school year. White students increased 8% and is now at 51%, Black students increased 7% to 31%, and Hispanic students increased 8% with 50% of students participating. The following subgroups also saw an increase in participation, White males, Black males, and Hispanic males with an increase of 13%, 9%, and 6% respectively. Additionally, ELL students also increased 7% since the 2016-2017 school year.

**Part IV Gender Equity in Athletics**

- Although we offer a wide range of female athletic opportunities, our participation data indicates an imbalance with female participation falling short for JV sports at Okeechobee High School.

**Part V Employment Equity**

- Although the district has made progress in closing the gender gap in administration, Black, Hispanic, and Other, subgroups are still underrepresented in all employment categories. The District continues its efforts to recruit qualified applicants for these positions.


**Part VI Single-Sex Schools and Classes**

- The district does not operate any single-sex schools or classes.

**Part VII Pregnant and Parenting Students**

- Responses regarding the programs for pregnant and parenting students are included.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

TO: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent

**SUBJECT: RFP FOR BANKING SERVICES**

DATE: July 9, 2019

RECOMMENDATION:

That the board accept the proposal for District level banking services from CenterState Bank.

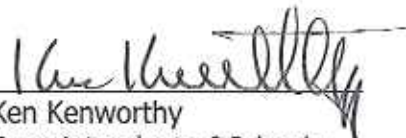
BACKGROUND INFORMATION:

The District issued RFP 19-1 for Banking Services. The RFP was advertised in the Okeechobee News, on the District website, and was sent to six local banks. The District received one (1) response from CenterState Bank, our current bank.

After a review and analysis of the results of these proposals by the Banking Review Committee, it was determined that CenterState Bank should be awarded the contract. The proposal will result in a contract for banking services for three (3) years subject to annual compliance and service evaluations. In addition, the District will have the right to extend the contract for additional one (1) year-terms, if so desired. A contract will be presented at the August 1, 2019, School Board meeting.

A copy of the Invitation to Bid is included in the Board member agendas and is available to the public upon request in the District Finance Office.

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AMENDED AGREEMENT WITH WILLIS OF FLORIDA  
**DATE:** July 9, 2019

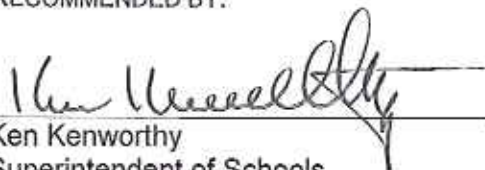
RECOMMENDATION:

That the Board approve an amended *Business Associate Agreement* with Willis of Florida.

BACKGROUND INFORMATION:

Willis of Florida was designated as the District's Broker of Record for all matters relating to health insurance and cafeteria plan by School Board approval on April 14, 2009. This amendment stipulates the types of protected health information (PHI) that will be provided to Willis of Florida (the business associate), the allowable uses and disclosures of PHI, the measures that must be implemented to protect that information and the actions the BA must take in the event of a security breach that exposes PHI. Copies of the amended agreement are available upon request in the Superintendent's Office.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** MINIMUM JOB QUALIFICATIONS FOR PRINCIPAL/SENIOR ADMINISTRATOR  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve the minimum Qualifications for the position of Principal/Senior Administrator as shown below:

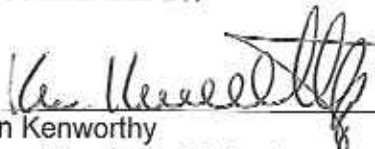
Qualifications:

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Seven (7) years experience, at least five (5) of which must have been in teaching and at least two (2) years in leadership roles in public education.
- (3) Valid Florida certification in Educational Leadership upon hire and School Principal Certification within two (2) years.
- (4) Satisfactory criminal background check and drug screening.

BACKGROUND INFORMATION:

This is a revised Job Description and is included in Board member agendas and is available upon request from the Director of Human Resources.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** MINIMUM JOB QUALIFICATIONS FOR ASSISTANT PRINCIPAL  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve the minimum Qualifications for the position of Assistant Principal as shown below:

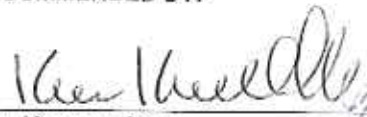
Qualifications:

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Three (3) years teaching experience.
- (3) Valid Florida certification in Administration and Supervision or Educational Leadership.
- (4) Satisfactory criminal background check and drug screening.

BACKGROUND INFORMATION:

This is a revised Job Description and is included in Board member agendas and is available upon request from the Director of Human Resources.

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **APPOINTMENT OF DISTRICT ADMINISTRATIVE PERSONNEL**  
**DATE:** July 9, 2019

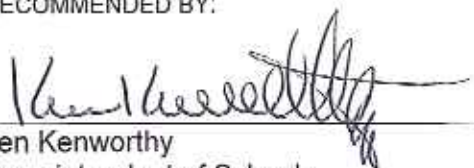
RECOMMENDATION:

That the following District Administrative Personnel be appointed for the 2019-2020 fiscal year:

<u>Name</u>	<u>Position</u>
Barrett, Brian	Director of Operations
Bell, Lisa	Supervisor of Food Service
Coker, Wendy	Director of Exceptional Student Education
Geeting, Renee – through 09/30/2019	Assistant Superintendent for Administrative Services
Havee, Nicole	Supervisor of Transportation
Jones, Rashan	Coordinator of Network Systems
Lundy, Leslie	Director of Grants and Special Programs
May, Shawna	Director of Information Technology
McCoy, Patricia, Ed.D.	Assistant Superintendent for Instructional Services
Murray, Laura	School Psychologist
<b>TBA</b>	Coordinator of Staff Development
Stanley, Britani	Coordinator of K-12 Accountability and Assessment
Sales, Debra	School Psychologist
Wheeler, Corey	Director of Finance
Steiert, Yolanda	Director of Student Services
Tedders, Dylan	Assistant Superintendent for Administrative Services

Previously appointed:  
 Dr. Joseph Stanley, Director of Human Resources – June 11, 2019

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS  
**DATE:** July 9, 2019

RECOMMENDATION:

That the following Principals and Assistant Principals be appointed for the 2019-2020 fiscal year:


<u>Name</u>	<u>Position</u>
Downing, Sean	Principal, Osceola Middle School
Downing, Tracy	Principal, Everglades Elementary School
Streelman, Emily	Principal, South Elementary School
Jackson, Thelma, Ed.D.	Principal, Seminole Elementary School
Krakoff, David	Principal, Yearling Middle School
Revels, Carol	Senior Administrator, OHS/OFC
Robinson, Tuuli, Ed.D.	Principal, North Elementary School
Kubit, Cynthia	Principal, Central Elementary School
TBA	Principal, Okeechobee High School
McCluskey, Jennifer	Assistant Principal, South Elementary School
Ellis, Jennifer	Assistant Principal, Everglades Elementary School
Goggans, Vicki	Assistant Principal, Okeechobee High School
TBA	Assistant Principal, Seminole Elementary School
Myers, Lauren	Assistant Principal, Okeechobee High School
Norman, Christina	Assistant Principal, Central Elementary School
Potter, Gregory	Assistant Principal, Osceola Middle School
Shells, Jerrime	Assistant Principal, Yearling Middle School
Stuart, David Brent	Assistant Principal, OHS/OFC

Due to the current administrative vacancies, reassignments may occur.

Previously appointed:

Bryan Van Camp, Principal, Okeechobee Achievement Academy – June 11, 2019  
Alyson Shirley, Assistant Principal, North Elementary School – June 11, 2019

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board

**FROM:** Ken Kenworthy, Superintendent of Schools

**SUBJECT: REAPPOINTMENT OF NON-INSTRUCTIONAL PERSONNEL**

**DATE:** July 9, 2019

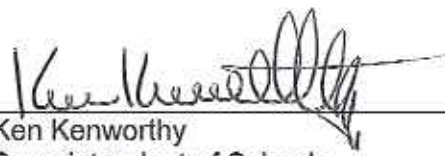
RECOMMENDATION:

That the following Non-Instructional personnel be reappointed for the 2019-2020 school year:

**Yearling Middle School**

Crenshaw, Tyler – Paraprofessional ESE, Ages 6-21

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **APPOINTMENT OF INSTRUCTIONAL PERSONNEL ON ANNUAL CONTRACT**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the following Instructional Personnel be appointed for the 2019-2020 school year on Annual Contract:

**Everglades Elementary School**

Beigle, Jeffrey  
Rhoden, Deann  
Rodriguez, Claudia

**Osceola Middle School**

Ross, Amy

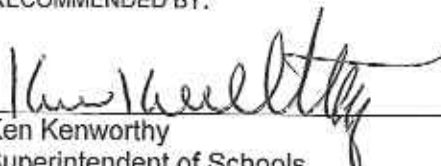
**Seminole Elementary School**

Roy, Kara

**South Elementary School**

Roehm, Rachel

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

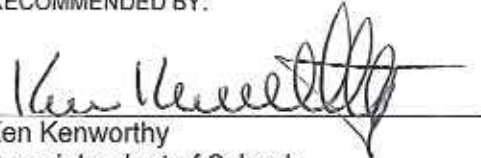
**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **EMPLOYMENT OF PERSONNEL**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Clark, Susanna	Teacher VE (Inclusion)	Central Elementary School	08/01/2019
Cooper, Nicole	Custodian	South Elementary School	05/31/2019
Maggard, Kerry	Teacher Social Studies Senior High	Okeechobee High School	08/01/2019
MCCreery, Carolyn	Teacher PK Handicap	Okeechobee Achievement Academy	08/01/2019
Moreno, Agustin	Food Service-6 HR	Everglades Elementary School	08/07/2019
Norris, Jennifer	Secretary	Human Resources	05/28/2019
Stone, Janet	Food Service-6 HR	Everglades Elementary School	08/07/2019

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:** July 9, 2019

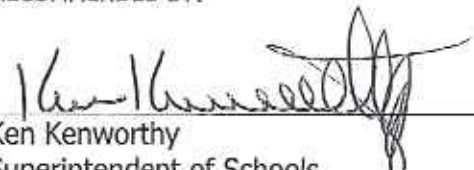
RECOMMENDATION:

That resignations for the following personnel be accepted:

Name	Position	School or Center	Effective Date
Aguirre, Angela	Paraprofessional, ESOL/ELL	Seminole Elementary School	06/03/2019
Denney, Pamela Retirement	Teacher, Math-M/J	Osceola Middle School	06/03/2019
Harper-Kyle, Lori	Teacher, Reading-Senior High	Okeechobee High School	06/03/2019
Infante, Sarahi	Paraprofessional, ESE	Seminole Elementary School	06/03/2019
Platt, Jeffry	Teacher, Social Studies	Osceola Middle School	06/03/2019
Platt, Leslie	Teacher, Kindergarten	North Elementary School	06/03/2019
Stout, Sandra	District Secretary	Maintenance Department	07/01/2019

That Jennifer Knight, Paraprofessional-ESE, Okeechobee Achievement Academy be terminated as a probationary employee effective May 29, 2019.

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **TRANSFER OF PERSONNEL**  
**DATE:** July 9, 2019

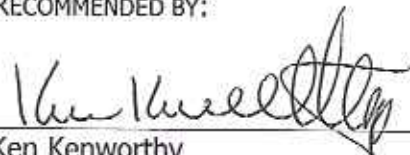
RECOMMENDATION:

That the following personnel transfers be approved:

<u>Name</u>	<u>Transfer From</u>	<u>Transfer To</u>	<u>Effective Date</u>
Adler, Judith Out-of-Field-Guidance	Teacher Math M/J Yearling Middle School	Teacher Counselor-Elem South Elementary School	07/22/2019
Belgle, Jeffrey	Teacher VE (Full Time) South Elementary School	Teacher VE (Full Time) Everglades Elementary School	08/05/2019
Blanco, Cynthia	Paraprofessional ESE Ages 6-21 Yearling Middle School	Paraprofessional ESE Ages 6-21 South Elementary School	08/05/2019
Bowe, Dawn	Teacher Dr Prev-Senior High Okeechobee Achievement Academy	Teacher ESE (Inclusion) Seminole Elementary School	08/05/2019
Breaux, Deanna	Teacher VE (Full Time) Yearling Middle School	Teacher 1st Grade South Elementary School	08/05/2019
Conroy, Meghan	Office Aide Guidance Central/South Elementary School	Office Aide Guidance South Elementary School	08/05/2019
Entry, Rebekah	Teacher 2 <sup>nd</sup> Grade Central Elementary School	2 <sup>nd</sup> Grade Teacher South Elementary School	08/05/2019
Fairchild, Kendra	Teacher Art Senior High OHS/OFC	Teacher Art Senior High Okeechobee High School	08/05/2019
Goff, Jeremy	Teacher Reading Coach M/J Yearling Middle School	Language Arts Senior High OHS/OFC	08/05/2019
Julian, Chan Out-of-Field-Art	Teacher Lang Arts-M/J Yearling Middle School	Teacher Art Senior High OHS/OFC	08/05/2019
Kinty, Emma Out-of-Field Elementary	Teacher VE (Full Time) Yearling Middle School	Teacher Lib/Med Specialist Elem Central Elementary School	08/05/2019
Luaces-Moreno, Wendy	Teacher 5 <sup>th</sup> Grade North Elementary School	Teacher Math Elem Yearling Middle School	08/05/2019
Mayernik, Regina Out-of-Field-Hearing Impaired	Teacher VE (Inclusion) Yearling Middle School	Teacher Hearing Impaired Exceptional Student Education	08/05/2019
Migliaccio, Jayme	Teacher 3 <sup>rd</sup> Grade Everglades Elementary School	Teacher 4 <sup>th</sup> Grade South Elementary School	08/05/2019
Perviss, Vanessa	Teacher 3 <sup>rd</sup> Grade Everglades Elementary School	Teacher 4 <sup>th</sup> Grade South Elementary School	08/05/2019
Rodriguez, Luz	Teacher 2 <sup>nd</sup> Grade Central Elementary School	Teacher 2 <sup>nd</sup> Grade South Elementary School	08/05/2019
Santangelo, Jennifer	Teacher VE (Full Time) Yearling Middle School	Teacher VE (Inclusion) OHS/OFC	08/05/2019
Stanley, Lara	Teacher Reading Coach Elem SIG-4 Grant South Elementary School	Teacher Reading Coach Elem Everglades Elementary School	07/29/2019
Talavera, Jessica	Teacher Lang Arts M/J Osceola Middle School	Teacher Resource Specialist Exceptional Student Education	07/29/2019 <sup>24</sup>

Taylor, Devon	Teacher 4 <sup>th</sup> Grade South Elementary School	Teacher 3 <sup>rd</sup> Grade Everglades Elementary School	08/05/2019
Tedders, Dana	Teacher Lang Arts Elem Yearling Middle School	Teacher Lib/Med Specialist-Elem South Elementary School	08/05/2019
Whitaker, Sharon	Teacher VE (Inclusion) Seminole Elementary School	Teacher Resource Specialist Exceptional Student Education	07/29/2019

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools

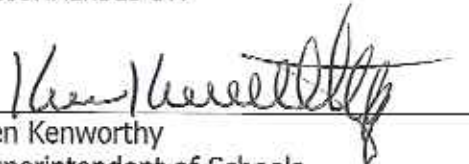
**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **LEAVE REQUESTS**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the following leave of absences be approved:

<u>Name</u>	<u>School</u>	<u>Leave Type</u>	<u>From</u>	<u>Through</u>
Rhoden, Alexis	North Elementary School	Personal w/out pay	08/26/2019	10/21/2019
Stout, Sandra Faye	Maintenance Department	Short Term-extension	04/19/2019	06/24/2019
				Total not to exceed 60 days

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** PAYMENTS TO PERSONNEL

**DATE:** July 9, 2019

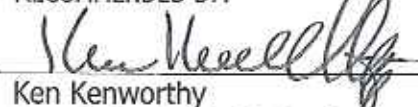
**RECOMMENDATION:**

That the Board approve the following payments to personnel:

Name/Group	Purpose	Rate of Pay	Time Period (Maximum)	Funding Source
1 Long Term Substitute	Create Civics Curriculum Map Assessment	\$10.00 Per Hour	Up to 24 Hours 06/03/19 - 06/28/19	#4921 - Title II
7 Migrant Advocates	Assist students and parents with translation at evening and summer events throughout the 2019-20 school year and Migrant Summer Camp	\$12.00 Per Hour	Up to 30 hours each	#4017 - Title I, Part C Migrant
All Instructional Personnel (employed for the 2019-2020 school year)	Eligible to work as Homebound and/or Homebased Teachers	\$23.00 Per Hour	25 hours week	#9102 - Operating
All Personnel Employed in 2019-2020	Eligible to Work at School Athletic Program Events	Per Salary Schedule No. 34	As Needed in 2019-2020	As Budgeted by Schools
All Personnel Employed in 2019-20	Eligible for Temporary Employment in After-School Programs/Tutorials and Saturday School in 2019-20	As Determined by Each Program's Specifications and/or Salary Schedules 30 & 33	As Needed in 2019-2020	#1066 - SAI (approx. \$70,000) #4017 - Title I Part C Migrant (approx. \$15,000) #4031 - Title I School Wide (approximately \$11,000)
All Personnel Employed in 2019-20	Eligible for Temporary Employment in the After-School Daycare Program in 2019-2020	As Determined by Each Program's Specifications and/or Salary Schedule 30 & 33	As Needed in 2019-2020	#1053 - After School DayCare
Angela Bates	Reading Endorsement	\$1,300 Less Deductions	03/21/17 - 06/19/18	#1939 - Reading Endorsement Bonus
Coordinator of System of Care	Host Drop-In Centers @NES and OHS	\$23.00 Per Hour	9 Days @ 7.5 Hours/Day June 17-June 27	#19020 - SE FL Behavioral Health Grant
Coordinator of System of Care	Host Drop-In Centers @NES and OHS, and System of Care Planning	\$23.00 Per Hour	16 Days @ 7.5 Hours/Day M-Th, July 8-August 1	#1020 - SE FL Behavioral Health Grant
Educational Interpreters	Educational Interpreter for Hearing Impaired students during after school activities	\$12.00 Per Hour	Approximately 40 hours/year	#4049 - IDEA, Part B (Approx. Total \$1,000)
Family Coordinator System of Care	Host Drop-In Centers @NES and OHS	\$12.00 Per Hour	12 Days @ 8 Hours/Day June 12-June 27	#19020 - SE FL Behavioral Health Grant
Family Coordinator System of Care	Host Drop-In Centers @NES and OHS, and System of Care Planning	\$12.00 Per Hour	12 Days @ 6.5 Hours/Day M-Th, July 15-August 1	#1020 - SE FL Behavioral Health Grant
Instructional Teacher	Instructional Personnel to interpret for Hearing Impaired students during after school activities	\$23.00 Per Hour	Approximately 40 hours/year	#4049 - IDEA, Part B (Approx. Total \$1,000)
Mayra Talavera	Translate documents from English to Spanish during the 2019-2020 school year	\$12.00 Per Hour	Up to 40 hours	#4017 - Title I, Part C Migrant
Mayra Talavera	Spanish interpretation of ESE Documents and Report	\$12.00 Per Hour	Approximately 240 hours year	#4049 - IDEA Part B (Approx. \$2,400)
Paraprofessionals	Attend ESE - related Professional Development Trainings during the 2019-2020 school year	\$10.00 Per Hour	40 hours/year	#4049 - IDEA (Approx. \$3,200) #4042 - PK (Approx. \$1,000) #9102 - Operating (Approx. \$1,000) #1814 - SEDNET
Scott V lens	NCI In-Service Presenter (Non-Violent Crisis Intervention)	\$24.00 Per Hour	As needed for 2019-2020 school year	#1814 - SEDNET
Teachers, Guidance Counselors, Doans, Resource Specialists, Teachers on Special Assignment	Attend ESE - related Professional Development Trainings during the 2019-2020 school year	\$13.50 Per Hour	40 hours/year	#4049 - IDEA (Approx. \$3,200) #4042 - PK (Approx. \$1,000) #9102 - Operating (Approx. \$1,000) #1814 - SEDNET

**Note:** All professional development shall comply with provisions in the negotiated personnel contracts.  
 Appropriate Certification Required

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **EMPLOYEE PAYROLL SCHEDULES FOR 2019-20 REVISED**  
**DATE:** July 9, 2019


RECOMMENDATION:

That the Payroll Schedules for all employees for the 2019-20 fiscal year be approved as revised. Payroll Schedules 213 – 365, have a new start date for a payroll period of August 5, 2019. The revision will assist the department in processing payroll more efficiently.

BACKGROUND INFORMATION:

The schedules were previously approved by the Board on April 9, 2019. The revised schedules are included in Board member agendas and are available upon request from the Director of Finance.

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** CONTRACTS FOR CHILDCARE SERVICES FOR TEEN PARENTING PROGRAM  
**DATE:** July 9, 2019

RECOMMENDATION:

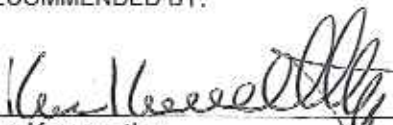
That the Board approve contracts with the childcare facilities listed below to provide childcare services for the Teen Parenting Program for the 2019-2020 fiscal year.

- Okeechobee Children's Academy
- Stepping Stones Academy II, Inc.

BACKGROUND INFORMATION:

These are renewal contracts with no changes. A requirement of the Teen Parenting Program is that childcare be provided during the time that the mothers are in school. Contracting for private childcare has been successful, and continuation of contracted services through private childcare providers is recommended for the 2019-2020 school year. There has been no change in the daily rate from last year. A copy of the standard contract is included in Board member agendas, and copies of the contracts listed above are available upon request in the office of the Director of Student Services.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board

**FROM:** Ken Kenworthy, Superintendent of Schools

**SUBJECT:** **AGREEMENT WITH TREASURE COAST SPEECH-LANGUAGE PATHOLOGY, LLC**

**DATE:** July 9, 2019

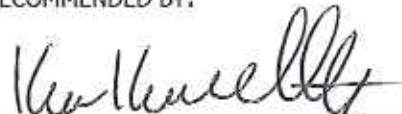
RECOMMENDATION:

That the Board approve a contract with Treasure Coast Speech-Language Pathology, LLC, for the employment of one Speech Therapist under contract effective August 1, 2019, through July 31, 2020.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



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Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH TREASURE COAST THERAPEUTICS, P.A.**  
**DATE:** July 9, 2019

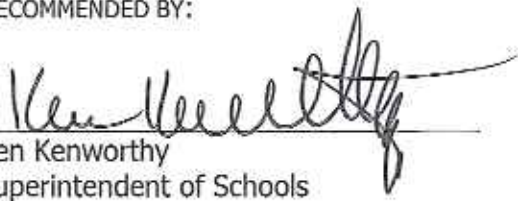
RECOMMENDATION:

That the Board approve a contract with Treasure Coast Therapeutics, P.A., to provide speech therapy services for students effective August 1, 2019, through July 31, 2020.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH PARADISE PEDIATRIC THERAPY, LLC**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Board approve a contract with Paradise Pediatric Therapy, LLC, to provide speech therapy services for students effective August 1, 2019, through July 31, 2020.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH PROFESSIONAL THERAPY OF TREASURE COAST, INC.**  
**DATE:** July 9, 2019

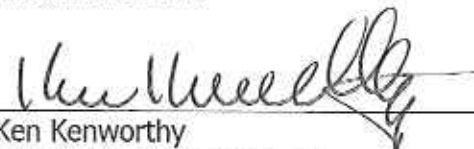
RECOMMENDATION:

That the Board approve a contract with Professional Therapy of the Treasure Coast, Inc., to provide occupational therapy services for ESE students effective August 1, 2019 through July 31, 2020.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH EAST COAST MIGRANT HEAD START PROJECT, INC.  
**DATE:** July 9, 2019

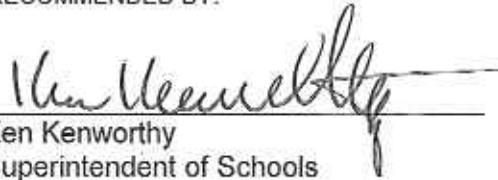
RECOMMENDATION:

That the Board approve an agreement with East Coast Migrant Head Start Project, Inc., for the District to provide services for children with disabilities, ages 3-5, enrolled in the East Coast Migrant Head Start centers located in Okeechobee County effective August 1, 2019, through July 31, 2020.

BACKGROUND INFORMATION:

This is a renewal agreement with no changes. The agreement is included in Board member agendas and is available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH ABA THERAPY SOLUTIONS, LLC**  
**DATE:** July 9, 2019

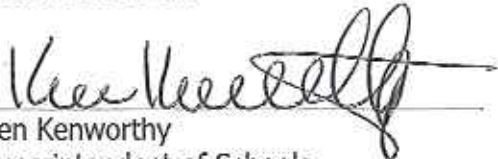
RECOMMENDATION:

That the Board approve an agreement with ABA Therapy Solutions, LLC, to perform functional behavior assessments for qualified ESE students effective August 1, 2019, through July 31, 2020.

BACKGROUND INFORMATION:

This is renewal contract with no changes. The agreement is included in Board member agendas and is available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** MULTI-DISTRICT PROGRAM AGREEMENT WITH ST. LUCIE COUNTY FOR HEARING IMPAIRED STUDENTS  
**DATE:** July 9, 2019

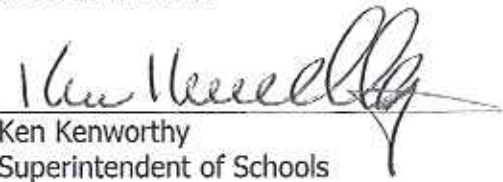
RECOMMENDATION:

That the Board approve a Multi-District Program Agreement with St. Lucie County to enable appropriate placement of full-time hearing impaired students effective July 1, 2019 through June 30, 2020.

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 Director of Exceptional Student Education.

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools



*To:* The Okeechobee County School Board  
*FROM:* Ken Kenworthy, Superintendent of Schools  
*SUBJECT:* **FLORIDA ONSITE DRUG TESTING**  
*DATE:* July 9, 2019


RECOMMENDATION:

That the Board approve an agreement with Florida Onsite Drug Testing for the 2019-20 school year.

BACKGROUND INFORMATION:

This is a renewal agreement with no changes to terms or rates. The agreement is included in Board member agendas and is available upon request in the office of the Superintendent.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board

**FROM:** Ken Kenworthy, Superintendent of Schools

**SUBJECT:** **AGREEMENT WITH NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM (NEFEC)  
FOR VIRTUAL INSTRUCTION PROGRAM**

**DATE:** July 9, 2019

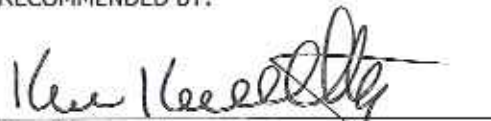
RECOMMENDATION:

That the Board approve an agreement with the District School Board of Putnam County on behalf of the North East Florida Educational Consortium (NEFEC) to provide Virtual Instruction Program Services effective July 1, 2019, through June 30, 2020.

BACKGROUND INFORMATION:

This is a renewal agreement that allows eligible Okeechobee students to participate in online instruction through NEFEC, a facilitator of a virtual instruction program for grades K-12 students. Funding is from a legislative appropriation and FTE. The agreement, including fee schedule, is included in Board member agendas and is available upon request from the Director of Student Services.

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **VPK PROVIDER AGREEMENT FOR 2019-2020**  
**DATE:** July 09, 2019

RECOMMENDATION:

That the Board approve the State of Florida Voluntary Prekindergarten Education Program Statewide Provider Agreement with the Early Learning Coalition of Indian River, Martin and Okeechobee Counties for the 2019-2020 school year.

BACKGROUND INFORMATION:

This is a renewal agreement. The agreement covers the three (3) VPK classrooms at Okeechobee Achievement Academy that can serve up to 54 four-year-old students with the addition of two (2) VPK classrooms at South Elementary School that can serve up to 40 four-year-old students during the 2019-2020 school year. The agreement is included in Board member agendas and is available upon request in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:

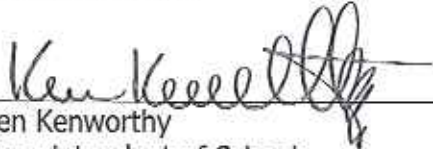
  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

*To:* The Okeechobee County School Board  
*FROM:* Ken Kenworthy, Superintendent of Schools  
*SUBJECT:* **PROPERTY DISPOSAL LIST #1 FOR THE 2019-20 FISCAL YEAR**  
*DATE:* July 9, 2019

RECOMMENDATION:

That the items listed on the attached Property Disposal List #1 for the 2019-20 fiscal year be declared as surplus, to be removed from property records, and that the Superintendent be authorized to donate or sell such items in accordance with state statute.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2019-2020 #1**

Property Number	Description	Cost	Condition	School/Cost Center
1209	Computer	1,519.00	Obsolete	SES
1218	Computer	1,199.00	Obsolete	SES
3149F	Gateway Desktop	980.99	Obsolete	SES
3311F	Riso Machine	4,346.25	Obsolete	SES
3380F	Epson Projector	799.00	Obsolete	SES
3572F	Dell Desktop	1,034.00	Obsolete	SES
3579F	Dell Desktop	1,034.00	Obsolete	SES
3580F	Dell Laptop	2,052.00	Obsolete	SES
3753F	Dell Desktop	1,176.00	Obsolete	SES
3754F	Dell Desktop	1,176.00	Obsolete	SES
3756F	Dell Desktop	1,176.00	Obsolete	SES
3757F	Dell Desktop	1,176.00	Obsolete	SES
3760F	Dell Desktop	1,176.00	Obsolete	SES
3764F	Dell Desktop	1,176.00	Obsolete	SES
3765F	Dell Desktop	1,176.00	Obsolete	SES
3767F	Dell Desktop	1,176.00	Obsolete	SES
3810F	Dell Desktop	1,117.00	Obsolete	SES
4068F	Dell Desktop	1,050.00	Obsolete	SES
4071F	Dell Desktop	1,272.20	Obsolete	SES
4072F	Dell Desktop	1,272.20	Obsolete	SES
4076F	Dell Laptop	1,541.00	Obsolete	SES
4320F	Dell Laptop	1,165.10	Obsolete	SES
4556F	Dell Laptop	1,335.38	Obsolete	SES
4645F	Dell Desktop	917.20	Obsolete	SES
4647F	Dell Desktop	917.20	Obsolete	SES
4652F	Dell Desktop	917.20	Obsolete	SES
4654F	Dell Desktop	917.20	Obsolete	SES
4655F	Dell Desktop	917.20	Obsolete	SES
4656F	Dell Desktop	917.20	Obsolete	SES
4657F	Dell Desktop	917.20	Obsolete	SES
4658F	Dell Desktop	917.20	Obsolete	SES
4660F	Dell Desktop	917.20	Obsolete	SES
4661F	Dell Desktop	917.20	Obsolete	SES
4662F	Dell Desktop	917.20	Obsolete	SES
4663F	Dell Desktop	917.20	Obsolete	SES
4664F	Dell Desktop	917.20	Obsolete	SES
4665F	Dell Desktop	917.20	Obsolete	SES
4666F	Dell Desktop	917.20	Obsolete	SES
4667F	Dell Desktop	917.20	Obsolete	SES
4668F	Dell Desktop	917.20	Obsolete	SES
4669F	Dell Desktop	917.20	Obsolete	SES
4760F	Dell Desktop	917.20	Obsolete	SES
4767F	Dell Laptop	1,258.68	Obsolete	SES
4777F	Dell Laptop	1,314.44	Obsolete	SES
4778F	Dell Laptop	1,314.44	Obsolete	SES
4780F	Dell Laptop	1,314.44	Obsolete	SES

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2019-2020 #1**

Property Number	Description	Cost	Condition	School/Cost Center
4785F	Dell Desktop	931.20	Obsolete	SES
4984F	Dell Desktop	814.88	Obsolete	SES
4986F	Dell Desktop	814.88	Obsolete	SES
4987F	Dell Desktop	814.88	Obsolete	SES
4988F	Dell Desktop	814.88	Obsolete	SES
4989F	Dell Desktop	814.88	Obsolete	SES
4990F	Dell Desktop	814.88	Obsolete	SES
4991F	Dell Desktop	814.88	Obsolete	SES
4994F	Dell Desktop	814.88	Obsolete	SES
4996F	Dell Desktop	814.88	Obsolete	SES
4997F	Dell Desktop	814.88	Obsolete	SES
4998F	Dell Desktop	814.88	Obsolete	SES
4999F	Dell Desktop	814.88	Obsolete	SES
5000F	Dell Desktop	814.88	Obsolete	SES
5001F	Dell Desktop	814.88	Obsolete	SES
5002F	Dell Desktop	814.88	Obsolete	SES
5003F	Dell Desktop	814.88	Obsolete	SES
5004F	Dell Desktop	814.88	Obsolete	SES
5005F	Dell Desktop	814.88	Obsolete	SES
5006F	Dell Desktop	814.88	Obsolete	SES
5007F	Dell Desktop	814.88	Obsolete	SES
5008F	Dell Desktop	814.88	Obsolete	SES
5009F	Dell Desktop	814.88	Obsolete	SES
5011F	Dell Desktop	814.88	Obsolete	SES
5013f	Dell Desktop	814.88	Obsolete	SES
5014F	Dell Desktop	814.88	Obsolete	SES
5015F	Dell Desktop	814.88	Obsolete	SES
5016F	Dell Desktop	814.88	Obsolete	SES
5017F	Dell Desktop	814.88	Obsolete	SES
5018F	Dell Desktop	814.88	Obsolete	SES
5019F	Dell Desktop	814.88	Obsolete	SES
5020F	Dell Desktop	814.88	Obsolete	SES
5021F	Dell Desktop	814.88	Obsolete	SES
5022F	Dell Desktop	814.88	Obsolete	SES
5023F	Dell Desktop	814.88	Obsolete	SES
5024F	Dell Desktop	814.88	Obsolete	SES
5025F	Dell Desktop	814.88	Obsolete	SES
5026F	Dell Desktop	814.88	Obsolete	SES
5027F	Dell Desktop	814.88	Obsolete	SES
5028F	Dell Desktop	814.88	Obsolete	SES
5029F	Dell Desktop	814.88	Obsolete	SES
5030F	Dell Desktop	814.88	Obsolete	SES
5031F	Dell Desktop	814.88	Obsolete	SES
5032F	Dell Desktop	814.88	Obsolete	SES
5033F	Dell Desktop	814.88	Obsolete	SES
5034F	Dell Desktop	814.88	Obsolete	SES

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2019-2020 #1**

Property Number	Description	Cost	Condition	School/Cost Center
5035F	Dell Desktop	814.88	Obsolete	SES
5037F	Dell Desktop	814.88	Obsolete	SES
5038F	Dell Desktop	814.88	Obsolete	SES
5040F	Dell Desktop	814.88	Obsolete	SES
5041F	Dell Desktop	814.88	Obsolete	SES
5042F	Dell Desktop	814.88	Obsolete	SES
5043F	Dell Desktop	814.88	Obsolete	SES
5104F	Dell Laptop	814.88	Obsolete	SES
5105F	Dell Laptop	814.88	Obsolete	SES
5107F	Dell Desktop	814.88	Obsolete	SES
5108F	Dell Desktop	814.88	Obsolete	SES
5109F	Dell Desktop	814.88	Obsolete	SES
5110F	Dell Desktop	814.88	Obsolete	SES
5111F	Dell Desktop	814.88	Obsolete	SES
5116F	Dell Desktop	814.88	Obsolete	SES
5117F	Dell Desktop	814.88	Obsolete	SES
5118F	Dell Desktop	814.88	Obsolete	SES
5119F	Dell Desktop	814.88	Obsolete	SES
5120F	Dell Desktop	814.88	Obsolete	SES
5122F	Dell Desktop	814.88	Obsolete	SES
5124F	Dell Desktop	814.88	Obsolete	SES
5125F	Dell Desktop	814.88	Obsolete	SES
5126F	Dell Desktop	814.88	Obsolete	SES
5127F	Dell Desktop	814.88	Obsolete	SES
5129F	Dell Desktop	814.88	Obsolete	SES
5130F	Dell Desktop	814.88	Obsolete	SES
5131F	Dell Desktop	814.88	Obsolete	SES
5132F	Dell Desktop	814.88	Obsolete	SES
5133F	Dell Desktop	814.88	Obsolete	SES
5289F	Dell Laptop	805.09	Obsolete	SES
5357F	Dell Laptop	805.09	Obsolete	SES
5359F	Dell Laptop	805.09	Obsolete	SES
5360F	Dell Laptop	805.09	Obsolete	SES
5362F	Dell Laptop	805.09	Obsolete	SES
5364F	Dell Laptop	805.09	Obsolete	SES
5365F	Dell Laptop	805.09	Obsolete	SES
5366F	Dell Laptop	805.09	Obsolete	SES
5367F	Dell Laptop	805.09	Obsolete	SES
5369F	Dell Laptop	805.09	Obsolete	SES
5373F	Dell Laptop	805.09	Obsolete	SES
5378F	Dell Laptop	805.09	Obsolete	SES
5381F	Dell Laptop	805.09	Obsolete	SES
5382F	Dell Laptop	805.09	Obsolete	SES
5390F	Dell Laptop	805.09	Obsolete	SES
5510F	Dell Laptop	805.09	Obsolete	SES
5522F	Dell Desktop	805.09	Obsolete	SES

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2019-2020 #1**

Property Number	Description	Cost	Condition	School/Cost Center
5532F	Dell Desktop	805.09	Obsolete	SES
5547F	Dell Laptop	805.09	Obsolete	SES
5581F	Dell Laptop	805.09	Obsolete	SES
5701f	Dell Laptop	805.09	Obsolete	SES
5705F	Dell Laptop	805.09	Obsolete	SES
5909F	Dell Desktop	814.88	Obsolete	SES
6114F	Dell Desktop	1,415.04	Obsolete	SES
6115F	Dell Desktop	1,415.04	Obsolete	SES
6300F	Dell Laptop	1,313.35	Obsolete	SES
6388F	Dell Desktop	977.71	Obsolete	SES
6396F	Dell Laptop	977.71	Obsolete	SES
6733F	Dell Desktop	901.17	Obsolete	SES
6734F	Dell Desktop	901.17	Obsolete	SES
6735F	Dell Desktop	901.17	Obsolete	SES
6736F	Dell Desktop	901.17	Obsolete	SES
6738F	Dell Desktop	901.17	Obsolete	SES
6739F	Dell Desktop	901.17	Obsolete	SES
6740F	Dell Desktop	901.17	Obsolete	SES
6741F	Dell Desktop	901.17	Obsolete	SES
6742F	Dell Desktop	901.17	Obsolete	SES
6746F	Dell Desktop	901.17	Obsolete	SES
6748F	Dell Desktop	901.17	Obsolete	SES
6749F	Dell Desktop	901.17	Obsolete	SES
6751F	Dell Desktop	901.17	Obsolete	SES
6752F	Dell Desktop	901.17	Obsolete	SES
6753F	Dell Desktop	901.17	Obsolete	SES
6754F	Dell Desktop	901.17	Obsolete	SES
6755F	Dell Desktop	901.17	Obsolete	SES
6756F	Dell Desktop	901.17	Obsolete	SES
6757F	Dell Desktop	901.17	Obsolete	SES
6758F	Dell Desktop	901.17	Obsolete	SES
6760F	Dell Desktop	901.17	Obsolete	SES
6761F	Dell Desktop	901.17	Obsolete	SES
6762F	Dell Desktop	901.17	Obsolete	SES
6763F	Dell Desktop	901.17	Obsolete	SES
6764F	Dell Desktop	901.17	Obsolete	SES
6765F	Dell Desktop	901.17	Obsolete	SES
6766F	Dell Desktop	901.17	Obsolete	SES
6767F	Dell Desktop	901.17	Obsolete	SES
6768F	Dell Desktop	901.17	Obsolete	SES
6769F	Dell Desktop	901.17	Obsolete	SES
6770F	Dell Desktop	901.17	Obsolete	SES
6772F	Dell Desktop	901.17	Obsolete	SES
6773F	Dell Desktop	901.17	Obsolete	SES
6774F	Dell Desktop	901.17	Obsolete	SES
6893F	Dell Desktop	901.17	Obsolete	SES



**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2019-2020 #1**

Property Number	Description	Cost	Condition	School/Cost Center
6900F	Dell Desktop	901.17	Obsolete	SES
6901F	Dell Desktop	901.17	Obsolete	SES
6902F	Dell Desktop	901.17	Obsolete	SES
7222F	Dell Laptop	1,524.86	Obsolete	SES
7272F	Dell Desktop	877.00	Obsolete	SES
7814F	Dell Laptop	833.30	Obsolete	SES
7815F	Dell Laptop	833.30	Obsolete	SES
7816F	Dell Laptop	833.30	Obsolete	SES
7821F	Dell Laptop	833.30	Obsolete	SES
7823F	Dell Laptop	833.30	Obsolete	SES
7825F	Dell Laptop	833.30	Obsolete	SES
7828F	Dell Laptop	833.30	Obsolete	SES
7829F	Dell Laptop	833.30	Obsolete	SES
7830F	Dell Laptop	833.30	Obsolete	SES
7831F	Dell Laptop	833.30	Obsolete	SES
7834F	Dell Laptop	833.30	Obsolete	SES
7839F	Dell Laptop	833.30	Obsolete	SES
7842F	Dell Laptop	833.30	Obsolete	SES
19604	Gateway Laptop	2,097.00	Obsolete	SES
20528	Laserjet Printer	2,118.00	Obsolete	SES
20742	Dell Laptop	2,168.00	Obsolete	SES
21094	Video Switch	1,850.00	Obsolete	SES
21097	DVD Burner	999.00	Obsolete	SES
21147	Dell Laptop	1,050.00	Obsolete	SES
21365	Dell Desktop	966.77	Obsolete	SES
21369	Dell Laptop	966.77	Obsolete	SES
21386	Dell Desktop	951.00	Obsolete	SES
21397	Dell Laptop	951.00	Obsolete	SES
21411	Dell Desktop	951.00	Obsolete	SES
21418	Dell Desktop	951.00	Obsolete	SES
21427	Dell Laptop	951.00	Obsolete	SES
21428	Dell Desktop	971.00	Obsolete	SES
21431	Dell Desktop	971.00	Obsolete	SES
21432	Dell Desktop	971.00	Obsolete	SES
21433	Dell Desktop	971.00	Obsolete	SES
21434	Dell Desktop	971.00	Obsolete	SES
21496	Dell Desktop	955.81	Obsolete	SES
21758	Lenovo ThinkPad	1,346.00	Obsolete	SES
21761	Dell Laptop	1,346.00	Obsolete	SES
22194	Dell Laptop	1,216.81	Obsolete	SES
4710F	Dell Desktop	917.20	Unrepairable	EES
5137F	Dell Desktop	814.88	Unrepairable	EES
5685F	Dell Laptop	805.09	Unrepairable	EES
5699F	Dell Laptop	805.09	Unrepairable	EES
5723F	Dell Laptop	805.09	Unrepairable	EES
5732F	Dell Laptop	805.09	Unrepairable	EES

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2019-2020 #1**

Property Number	Description	Cost	Condition	School/Cost Center
5733F	Dell Laptop	805.09	Unrepairable	EES
5875F	Dell Desktop	814.88	Unrepairable	EES
5885F	Dell Desktop	814.88	Unrepairable	EES
6325F	Dell Desktop	1,053.31	Unrepairable	EES
6328F	Dell Desktop	1,053.31	Unrepairable	EES
6332F	Dell Desktop	1,053.31	Unrepairable	EES
6400F	Dell Desktop	977.71	Unrepairable	EES
6407F	Dell Desktop	977.71	Unrepairable	EES
6409F	Dell Desktop	977.71	Unrepairable	EES
6821F	Dell Desktop	901.17	Unrepairable	EES
6825F	Dell Desktop	901.17	Unrepairable	EES
6827F	Dell Desktop	901.17	Unrepairable	EES
6828F	Dell Desktop	901.17	Unrepairable	EES
6831F	Dell Desktop	901.17	Unrepairable	EES
6833F	Dell Desktop	901.17	Unrepairable	EES
6835F	Dell Desktop	901.17	Unrepairable	EES
7011F	Dell Desktop	901.17	Unrepairable	EES
7012F	Dell Desktop	901.17	Unrepairable	EES
1713F	LCD Projector	3,234.00	Obsolete	OHS
2412F	Toshiba Projector	1,657.77	Unrepairable	OHS
2414F	Toshiba Projector	1,657.77	Obsolete	OHS
2543F	LCD Projector	1,183.68	Obsolete	OHS
2546F	LCD Projector	1,183.68	Obsolete	OHS
2588F	Visual Presenter	1,730.68	Obsolete	OHS
2589F	Visual Presenter	1,730.68	Obsolete	OHS
2590F	Visual Presenter	1,730.68	Obsolete	OHS
2591F	Visual Presenter	1,730.68	Obsolete	OHS
2592F	Visual Presenter	1,730.68	Obsolete	OHS
2596F	Visual Presenter	1,730.68	Obsolete	OHS
3986F	Hitachi Projector	991.10	Obsolete	OHS
4134F	Lenovo Tablet	2,583.00	Obsolete	OHS
4366F	Epson Projector	1,624.00	Obsolete	OHS
4924F	Dell Laptop	814.88	Obsolete	OHS
5503F	Dell Laptop	805.09	Obsolete	OHS
10039	Saw, Power Hack	1,821.00	Unrepairable	OHS
20509	Projector	1,320.85	Obsolete	OHS
21051	Dell Desktop	1,079.53	Unrepairable	OHS
21069	Dell Desktop	1,079.53	Obsolete	OHS
21274	Lenovo ThinkPad	2,542.12	Obsolete	OHS
7145F	iPad2	937.00	Unrepairable	IT
21363	Dell Laptop	1,580.70	Unrepairable	IT
8259F	Surface Pro4	1,213.57	Unrepairable	G & SP
4273F	Dell Laptop	1,114.00	Obsolete	OAA
4274F	Dell Laptop	1,114.00	Obsolete	OAA
4278F	Dell Laptop	1,114.00	Obsolete	OAA
4283F	Dell Laptop	1,114.00	Obsolete	OAA

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2019-2020 #1**

Property Number	Description	Cost	Condition	School/Cost Center
4552F	Dell Laptop	1,335.38	Obsolete	OAA
4820F	Dell Desktop	1,253.70	Obsolete	OAA
4822F	Dell Desktop	1,253.70	Obsolete	OAA
4823F	Dell Desktop	1,253.70	Obsolete	OAA
4826F	Dell Desktop	1,253.70	Obsolete	OAA
4831F	Dell Desktop	1,253.70	Obsolete	OAA
4836F	Dell Desktop	1,253.70	Obsolete	OAA
4837F	Dell Desktop	1,253.70	Obsolete	OAA
4882F	Dell Desktop	1,253.70	Obsolete	OAA
5492F	Dell Laptop	805.09	Obsolete	OAA
5561F	Dell Laptop	805.09	Obsolete	OAA
5562F	Dell Laptop	805.09	Obsolete	OAA
5787F	Dell Desktop	814.88	Obsolete	OAA
5845F	Dell Laptop	918.03	Obsolete	OAA
6118F	Dell Desktop	1,415.04	Obsolete	OAA
6147F	Dell Laptop	1,175.57	Obsolete	OAA
6224F	Dell Desktop	1,047.28	Obsolete	OAA
6228F	Dell Desktop	1,047.28	Obsolete	OAA
6229F	Dell Desktop	1,047.28	Obsolete	OAA
6230F	Dell Desktop	1,047.28	Obsolete	OAA
6231F	Dell Desktop	1,047.28	Obsolete	OAA
6233F	Dell Desktop	1,047.28	Obsolete	OAA
6234F	Dell Desktop	1,047.28	Obsolete	OAA
6235F	Dell Desktop	1,047.28	Obsolete	OAA
6238F	Dell Desktop	1,047.28	Obsolete	OAA
6240F	Dell Desktop	1,047.28	Obsolete	OAA
6243F	Dell Desktop	1,047.28	Obsolete	OAA
6245F	Dell Desktop	1,047.28	Obsolete	OAA
6298F	Dell Laptop	1,313.35	Obsolete	OAA
6799F	Dell Desktop	1,046.75	Obsolete	OAA
6804F	Dell Desktop	1,046.75	Obsolete	OAA
6805F	Dell Desktop	1,046.75	Obsolete	OAA
6815F	Dell Desktop	1,431.53	Obsolete	OAA
6820F	Dell Desktop	925.97	Obsolete	OAA
		<b>315,003.79</b>		
County Custodian:	<i>Janis Stevens</i>		Date: <i>06-21-2019</i>	
Superintendent:			Date:	
School Board Chairman:			Date:	

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **MONTHLY FINANCIAL STATEMENT FOR MAY, 2019**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Monthly Financial Statement for May, 2019, be accepted and filed as part of public record.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **BUDGET AMENDMENT #11 FOR MAY, 2019**  
**DATE:** July 9, 2019

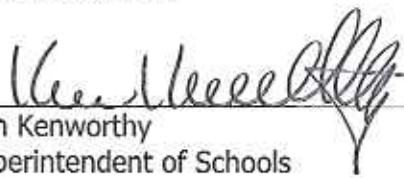
RECOMMENDATION:

That Budget Amendment #11 for May, 2019, be approved.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **WARRANT REGISTER FOR MAY, 2019**  
**DATE:** July 9, 2019

RECOMMENDATION:

That the Warrant Register for May, 2019, be approved as follows:

General Disbursement Account – Warrants #171866 thru #172207 and ACH #181901085 thru #181901190 and Wire Transfers #201800504 thru #201801169

Operating General Fund	\$3,271,366.29
Federal Programs Fund	87,428.30
Food Service Fund	123,485.16
Capital Improvement Fund	175,826.86
Total	<u>\$ 3,658,106.60</u>

\*Also included are April 2019 wires totaling \$1,084,798.94 from Operating General Fund.

RECOMMENDED BY:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools