



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
AUGUST 14, 2018
6:00 P.M.**

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

I. Call to Order

- A. Prayer
- B. Pledge of Allegiance

II. Recognition Items

- A. Staff Recognition
 - Retirements
 - Merita Loredo, Bus Driver, Transportation

-----**Scheduled Recess**-----

III. Request to Address the Board

- POLICOM Corporation.....William H. Fruth, President

IV. Approval of Minutes

- Meeting of July 19, 2018
- Meeting of July 26, 2018
- Meeting of August 2, 2018

V. Items for Action

- A. Adoption of Textbooks..... 1
- B. Amendment of Attendance Procedures and Programs Manual - Board Policy 5.30 2
- C. Amendment of Board Policy 5.27 Homeless Students 3
- D. Amendment Student Progression Plan – Board Policy 4.20..... 4
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- F. Advertisement to Amend Board Policy 5.21 Requirements for Original Entry 6
- G. Advertisement to Amend Board Policy 5.32* Zero Tolerance for School Related Crimes 7
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- I. VISTA 401(k) Advisory Council – FBMC Benefits Management, Inc..... 9
- J. Salary Schedule No. 31 - Not Included in Bargaining Units for 2018-19 10
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SCHOOL BOARD OF
OKEECHOBEE COUNTY

AGENDA FOR
REGULAR MEETING
AUGUST 14, 2018

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VII. Information Items:

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

The School Board will conduct a final public hearing on the 2018-19 proposed millage rates and budget on Thursday, September 6, 2018, at 6:00 p.m. A regular School Board Meeting will follow the public hearing.

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: ADOPTION OF TEXTBOOKS

DATE: August 14, 2018

RECOMMENDATION:

That the Board approve adoption of these materials under review for the District:

<u>Publisher</u>	<u>Text</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Grades</u>	<u>Website Preview</u>
Pearson	Elevate Science	Elementary Science	5020010 5020020 5020030 5020040 5020050 5020060	K-5	Okeechobee K-5 Community Access
Pearson	Elevate Science	Middle Science	2002040 2002070 2002100	6-8	Community Student Text Access
Houghton Mifflin Harcourt	Florida Biology	Biology	2000310	9-12	Okeechobee FL Science Online Access
Houghton Mifflin Harcourt	Modern Chemistry	Chemistry	2003340	9-12	Okeechobee FL Science Online Access
Houghton Mifflin Harcourt	Environmental Science	Environmental Science	2001340	9-12	Environmental Science Student Access
McGraw Hill	Physical Science	Physical Science	2003310	9-12	Connected.mcgraw-hill.com Username: FL2018SCIENCE Password: FI2018scistudent
McGraw Hill	Marine Science	Marine Science	2002500	9-12	Connected.mcgraw-hill.com Username: FL2018SCIENCE Password: FI2018scistudent
McGraw Hill	Physics: Principles & Problems	Physics	2003380	9-12	Connected.mcgraw-hill.com Username: FL2018SCIENCE Password: FI2018scistudent
Pearson	Essentials of Human Anatomy & Physiology	Anatomy & Physiology	2000350	9-12	Essentials of Human Anatomy & Physiology
Spoolman	Living in the Environment	AP Environmental Science	2001380	9-12	https://apcentral.collegeboard.org/courses/ap-environmental-science/courseaudit
Zumdahl		AP Chemistry	2003370	9-12	http://blog.learninglist.com/new-review-cengage-learning-chemistry-zumdahl-ap-edition-10th-edition/
Zumdahl		Chemistry II Honors	2003360	9-12	http://blog.learninglist.com/new-review-cengage-learning-chemistry-zumdahl-ap-edition-10th-edition/

Background Information:

The advertisement was approved by the School Board on July 10, 2018, and legally advertised to the public on July 11, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: AMENDMENT OF ATTENDANCE PROCEDURES AND PROGRAMS MANUAL
DATE: August 14, 2018

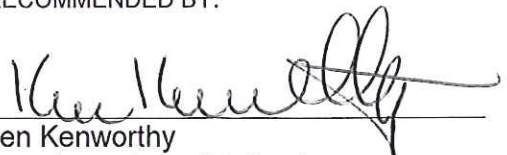
RECOMMENDATION:

That the Board approve amendment of the *Attendance Procedures and Programs Manual* as provided in School Board Policy 5.30 Student Attendance.

BACKGROUND INFORMATION:

The Attendance Procedures and Programs Manual provides guidance to school and district personnel regarding procedures, applicable state rules and laws, and resources necessary to document student attendance. In addition, the manual provides information regarding district procedures for school and district level intervention and reporting of truancy. The advertisement was approved by the School Board on July 10, 2018, and legally advertised to the public on July 11, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The complete manual with proposed revisions is available upon request from the Director of Student Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Attendance Manual

Attendance Procedures and Program

Revised July 2018~~6~~

Okeechobee County School District
700 SW 2nd Ave.
Okeechobee, FL 34974

Contact:

~~Toni Wiersma~~ [Lonnie Steiert](#)
Director of Student Services
(863) 462-5000 ext. 260
FAX (863) 462-5068
~~Wiersma~~ lonnie.steiert@okee.k12.fl.us

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Policy Statement

It is the position of the Okeechobee County School Board that students must attend school on a regular and timely basis to maximize educational opportunities offered in Okeechobee County Schools. Recognizing this can be achieved successfully through combined efforts of parents and schools, this policy outlines strategies and interventions to maximize student attendance thereby creating more opportunities for student success.

This policy is applicable for all K-12 students in Okeechobee County. The superintendent may approve exceptions to this policy for special programs for enhancement purposes.

Attendance Terms and Definitions

Absence: Absence is the nonattendance of a student on days school is in session. Any student must be counted absent who is not physically present at school or at a school activity as defined under the compulsory attendance law.

Attendance: Attendance is the presence of a student on days school is in session. The student must be actually at the school to which he or she has been assigned or present at an educational activity (prior principal approval) which constitutes part of the approved school program for that student.

Habitual Truant: A student who has fifteen (15) unexcused absences within 90 calendar days, with or without the knowledge or justifiable consent of his or her parent or legal guardian, and who is subject to compulsory school attendance laws.

Membership: Membership is the assignment by a school district of a student to a grade or program in which regular attendance is taken.

I. School Attendance

Florida Statute 1003.21 requires that all students between the ages of six (6) and sixteen (16) attend school regularly. Students who have attained the age of sixteen (16) and who have not graduated are subject to compulsory school attendance until a formal declaration of intent to withdraw, signed by student and parent/guardian, is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district shall notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's certified school counselor or other school personnel shall conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. Students are obligated to attend one hundred eighty (180) days of school each year. It is the responsibility of the parent or guardian to see that this law is obeyed.

It is important to note that failure to attend school in a regular and timely fashion hinders the educational process. In addition, truancy and poor performance have a direct relationship to juvenile delinquency and destructive behavior, not to mention the disproportionate percentage of juvenile crime that occurs during school hours. Each parent or legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law.

Notification of Loco Parentis

In cases in which a student is not residing with his/her parent(s) or guardian(s), the parent of the student must designate, in writing, the adult person(s) with whom the pupil resides who stands in loco parentis, so that the pupil may be admitted to or continue in school. This statement must be notarized and presented to the principal for acceptance.

II. Student Absences – Grades K-12

A. Excused Absences

Absences due to the following reasons will be excused:

- Illness or injury of the student
- Illness or injury to the student's immediate family necessitating the student's absence
- Death to a member of the student's family necessitating the student's absence
- Recognized religious holidays of the specific faith of a student
- Doctor and dental appointments of the student
- Pre-arranged absences of educational value and with the principal's approval
- Subpoena or forced absence by any law enforcement agency
- Major disaster that would justify absence in the judgment of the administration
- Head lice, a maximum of two days per incident

It is the responsibility of the parent(s) or guardian to provide a written statement or oral notification, (oral notifications are to be documented by the school), indicating the reason for the absences within three (3) days of the student's return to school. Denial of an excused absence based on this time frame will require documentation of parental contact to inform the parent that the absence remains unexcused after the three-day period (Refer to Section V). Parent notes are accepted for nine excused absences per semester for high school students and nine excused absences per year for K-8 students. After nine excused absences by parent notes per semester for high school students and nine days per year for K-8 students, doctor documentation is required for the absence to be marked as an excused absence. Without verification the absences will be unexcused and addressed by the truancy policy.

The written statement must include the following information for each absence:

- Date the excuse is written
- Date(s) of the absence(s)
- Full name of the student
- Reason for the absence
- Daytime telephone number of parent or guardian
- Signature of parent or guardian

An excused absence should be coded as an "E" for reporting purposes.

Final determination on whether an absence is excused or unexcused is the responsibility of the principal. Any planned absences, other than medical appointments, must be approved in advance by the principal.

B. Unexcused Absences

- Any absence which is not justified by the parent or guardian according to allowable excuses (see above) or for which the reason is unknown.
- Any note from a parent after a student has nine excused days per semester for high school students or nine excused days per year for K-8 students.
- Not attending class while on a school campus.

An unexcused absence should be coded as an “U” for reporting purposes

Final determination on whether an absence is excused or unexcused is the responsibility of the principal

C. Accumulated Unexcused Tardies and Early Releases – Grades K-8

Punctuality is necessary for a student to take full advantage of available educational opportunities. If a student is not in the classroom when the tardy bell rings, he/she will be classified tardy. An early release is defined as any release prior to the regular dismissal time. Any student in grade K-8, who accumulates any combination of five unexcused tardies and/or unexcused early releases (not including a documented medical/dental appointments or other authorized reasons that constitute an excused absence), shall be deemed absent (unexcused) for one school day. A parent/guardian request for early release or late arrival shall be considered excused with documentation in accordance with procedures for excused absences. Tardies and early releases that are deemed excused will not accumulate towards an absence. An unexcused tardy or early release will be coded as a “1” for reporting purposes.

~~D. Absences of Students Grade 9–12~~

~~In order for a student to earn credit in a course, a student must not be absent more than nine unexcused days per semester. A student who exceeds nine unexcused absences in a course may earn credit in that class by earning a passing grade in at least one of the two nine weeks grading periods, pass a comprehensive semester exam, and earn a passing semester grade for that course.~~

ED. Suspensions

1. Out-of-School Suspension

- When deemed necessary by the principal, a student may be prohibited from attending their home school.
- To maintain academic progress, students are encouraged to make up work even if full credit will not be awarded.
- All make-up work should be completed within one week following return from absence. This deadline may be extended with the approval of the teacher or principal.
- All students who are suspended from school may take nine week or semester exams for full credit following the period of suspension.
- Florida Law 984.13 provides authority for a law enforcement officer to take into custody a child who is suspended or expelled and not in the presence of the parent or guardian.
- An out-of-school suspension should be coded as an "O" for reporting purposes.

2. In-School Suspension

- Students in In-School Suspension will be allowed to make up work.
- Students will not be counted absent during In-School Suspension.
- An In-School Suspension should be coded as an "I" for reporting purposes.

FE. Field Trips

- A student on a field trip will not be marked absent if approved by the principal prior to trip.
- A field trip should be coded as an "F" for reporting purposes.

GF. Homebound

- Students who are on permanent Homebound need to be placed in Homebound homeroom with proper withdrawal (W01) and re-entry (R01) codes.
- Hospital/Homebound (H) student scheduled in a hospital program in another district pursuant to the rule regarding alternately- assigned students, 6A-6.03020(6), FAC.
- Students who have been approved to come to school as they are able (intermittent homebound) code all absences once approved (M).

III. Coding for Absences/Tardies

Use the following codes for reporting purposes:

TYPE	CODE
Excused Absence	E
Excused – Headlice	E-H
Excused – Court	E-C
Excused – Medical Appointment	E-M
Excused – Illness	E-I
Excused – Death in Family	E-D
Excused – Bus Issue	E-B
Excused – Justified Disaster	E-J
Excused – Planned Absence	E-P
Excused – Religious Holiday	E-R
Unexcused Absence	U
Out of School Suspension	O
In-School Suspension	I
Field Trip (Not counted as an absence)	F
In School Activity	S
Hospital/Homebound Permanent Intermittent	H M
Excused Tardy	T
Excused Early Release (Checkout)	C
Unexcused Tardy/Early Release	1
Unexcused Absence due to accumulated unexcused tardies/early checkouts	2

IV. Attendance Procedures for School Sites

A. As prescribed by DOE, the district will define a particular time of the day that daily attendance will be taken.

First Period at ~~OFC~~, OAA, YMS, and OMS

Third Period for OHS and OFC.

Between 8:15 am and 9:30 am for elementary schools

B. The school attendance clerk or data processor will record the dates and times of students arriving late or leaving early by following procedures set by the principal.

- A parent or parent designee must sign for a student when checking out.
- In grades PreK-8, a parent or parent designee must sign-in a child who is arriving tardy. Tardies will be determined excused or unexcused. Tardies will be excused according to reasons permitted for excused absences.
- Parents should bring photo identification to sign out their child.
- No student will be released to individuals other than who is designated in the school's database. Parents may edit in person those in the database.

V. Attendance Interventions

# Days Absent	Action or Intervention	Person(s) Responsible	Attachments
<p>1 or 2 days <u>Any absence</u></p>	<ul style="list-style-type: none"> • Teacher will ask the student for a parent note. The teacher will submit note to the office. If no note exists, the teacher will staple request letter in student's agenda for Grades K-8 and high school teachers will continue to ask for a note. Teachers are responsible to check agendas for notes and submit copies to office on a daily basis. • Contact will be made with the parent if documentation is not provided by the end of the third day of the student's return to school. 	<ul style="list-style-type: none"> • <u>Primary or Homeroom Teacher</u> • <u>Primary or Homeroom Teacher</u> • <u>Attendance person</u> 	<p>Attachment A - Letter Requesting a Parent Note K-8</p>

<p>3 Unexcused Days</p>	<p>GRADES K—8 A SIT meeting may be scheduled immediately if prior history of truancy.</p>	<p>Guidance Counselor</p>	<p>Attachment J—SIT Meeting</p>
<p>4 Consecutive Days without school’s knowledge of reason</p>	<p><u>ALL GRADES:</u> Parent/guardian contact will be made.</p>	<ul style="list-style-type: none"> • <u>School Based Attendance Person</u> • <u>Guidance Counselor</u> • <u>Homeroom Teacher</u> 	
<p>5 Consecutive Days during the first week of school</p>	<p><u>ALL GRADES:</u> Home visit to inquire of reason for absence</p>	<ul style="list-style-type: none"> • <u>District Attendance Officer</u> 	
<p>5 Unexcused Days</p>	<p><u>ALL GRADES:</u></p> <ul style="list-style-type: none"> • A computer- generated letter is mailed to parent. • The school may refer to Director of Student Services for a Truancy Staffing if student has previous history of excessive absences and SIT Meeting. • If a district level Truancy Staffing has been held, once the point of a 5-day letter is reached during a new school year, the district may proceed with a truancy court referral. 	<ul style="list-style-type: none"> • <u>School Based Attendance Person</u> • <u>Guidance Counselor</u> • <u>Guidance Counselor notifies Director of Student Services to file Truancy Procedures.</u> 	<p>Attachment B - 5 Day Letter</p>
<p>9 Excused <u>Parent Notes</u> Days</p>	<p><u>ALL GRADES:</u> A computer-generated letter is mailed to parent.</p>	<ul style="list-style-type: none"> • <u>School-Based Attendance Person</u> 	<p>Attachment C and D - 9 day letter</p>
<p>10 Unexcused Days</p>	<p><u>ALL GRADES:</u></p> <ul style="list-style-type: none"> • A computer- generated letter is mailed to parent. • Contact is made with the parent via personal or telephone conference. 	<ul style="list-style-type: none"> • <u>School Based Attendance Person</u> • <u>Principal or designee</u> 	<p>Attachment E, F, and G - 10 day letter</p>

	<ul style="list-style-type: none"> • A SIT meeting is scheduled if for the first time. • Referral (mandatory) is made to Director of Student Services for a Truancy Staffing if student has previous history of excessive absences and SIT Meeting. 	<ul style="list-style-type: none"> • <u>Guidance Counselor</u> • <u>Guidance Counselor</u> 	<p>Attachment J – SIT Meeting Attachment K – Referral for District Truancy Staffing</p>
15 Unexcused Days	<p>ALL GRADES:</p> <ul style="list-style-type: none"> • A District Truancy Staffing is conducted with representation from Law Enforcement, School District Personnel, parent, and student • A decision may be made to file a petition in truancy court. • Procedures for notification to DCF of Learnfare recipients. • Age 14-17: Student information is sent to Department of Highway Safety and Motor Vehicles. 	<ul style="list-style-type: none"> • <u>District Staff</u> • <u>School Based Staff</u> • <u>School Principal</u> 	<p>Attachment K – Referral for District Truancy Staffing</p> <p>See Learnfare, page 13 See DHMV, page 14</p>

Note: This chart is only a guide. The principal, guidance counselor, or district attendance officer, through communication with the student or parent, may schedule a SIT meeting or refer to staffing when current interventions are not improving attendance.

Automated phone system meets the ~~contract~~ contact requirement ONLY if it results in an actual conversation between parent or guardian and school representative.

VI. Student Information Team (SIT) Meetings

As required by Florida Statute 232, a SIT meeting must be conducted if a student has five (5) unexcused absences within a calendar month or ten (10) unexcused absences within a 90 calendar day period. In addition, a SIT meeting may be called at the principal's discretion.

A. Participants of a SIT Meeting

The meeting should include the student, parents and or guardians, counselor, teachers, and other program specialists if needed.

B. Purpose of a SIT Meeting

The meeting brings together parties that may offer assistance to help improve attendance. The purpose of a SIT meeting is to determine reasons/causes for unexcused absences and to begin interventions to address truancy. School Personnel initiate interventions with the student and the family at the time of the SIT meeting.

Educational interventions resulting from the SIT meeting may include:

- Academic Assessment or Review
- Modification/Change of Curriculum
- Modification/Change of Schedule
- Educational Counseling
- Referral to Service Agencies

Note: Form O-EX-39 should be completed at this meeting

C. Procedures for On-Going Attendance Problems

If a school-level SIT meeting has been held for truancy, once the point of a five-day letter is reached during a new school year or new semester, the school may proceed to a referral for a district-level Truancy Staffing and will not need to repeat the school-based SIT meeting. In an attempt to correct the attendance problem, parent notification is required prior to this referral.

If a district-level Truancy Staffing has been held, once the point of a five-day letter is reached during a new school year or new semester, the district may proceed with a truancy court referral. In an attempt to correct the attendance problem, parent notification is required prior to this referral.

From this point forward, there will be ongoing communication between the Student Services Office and staff at the student's school to review, implement, and revise strategies.

VII. Statute 1003.26 Enforcement of School Attendance Guidelines

It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district.

If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school superintendent or his/her designee shall refer the case to the case staffing committee pursuant to s.984.12. and the district school superintendent or his/her designee may file a truancy petition pursuant to the procedures in s. 984.151.

The judge may:

- Order the parent to participate in parenting classes.
- Order the parent to attend school with the child.
- Order community service hours at the school for child or parent.
- Refer the child/parent for counseling or other services as appropriate.
- Impose fines for each day of school missed in accordance with
- 1003.27(7)(d).

The judge will continue to require the child to be present for hearings periodically until the case is resolved or the child becomes ineligible. Additional sanctions may be ordered for the child or parents if attendance does not improve.

VIII. Learnfare/Habitually Truant

The School Board of Okeechobee County and the Department of Children and Families have a cooperative agreement in place that addresses statutory responsibilities and implements procedures regarding the Learnfare Program. Learnfare allows the sanctioning of parents who receive cash assistance for children if those children are school age and are excessively absent from school.

Section 414.1251(1), Florida Statutes, requires DCF to reduce the temporary cash assistance for an eligible parent's dependent child or for an eligible teenage participant who is not exempt from school attendance requirements and who has been identified as a habitual truant or as a dropout.

Pursuant to section 1003.27 (2) (b), Florida Statutes, a habitual truant is defined as a student who has accumulated 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or legal guardian.

School districts will notify DCF when a Learnfare eligible child is either a habitual truant or a dropout. At that time, DCF staff will review the case record to determine if good cause

exists for failure to participate. If good cause does not exist, the sanction will be imposed and the parent will receive a notice of case action to reflect that the child's needs have been removed from the benefit amount. If the parent does not agree, DCF procedures allow the parent or guardian of a habitually truant or dropout child to request a fair hearing. The child may be reinstated or added back to the case under the following circumstances: (1) following the truant child's substantially improved attendance during a subsequent grading period; or (2) after the dropout child enrolls in a public school, receives a high school diploma or its equivalent, enrolls in preparation for General Educational Development Tests, or enrolls in other educational activities approved by the district school board.

IX. 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.

Insert School Letterhead

**Attachment A
Sample Letter Requesting Parent Note
Grades K-8**

Dear Parent:

Florida Statute 1003.26 states, "each parent or guardian must justify each absence and the school must evaluate each justification based upon policies that define an excused and unexcused absence."

According to our records your child, _____ was absent _____, and no record of a phone call or note by you was received. Please complete the following and return it to school.

Student's Name : _____

Date of Absence: _____

Reason for Absence: _____

Parent/Guardian Signature: _____

To avoid this extra paperwork, we ask that you please call the school the day your child is absent. If a telephone is unavailable to you please write a note.

Sincerely,

Insert School Letterhead

**Attachment B
Sample 5-Day Letter
All Grades**

To the Parent or Guardian of: (Name)
(Address)
(Date)

Our records indicate that your son/daughter has been absent from school excessively. Five (5) or more of the absences are unexcused. Our records indicate that the school attendance clerk, and/or automated phone service has contacted your home.

Florida Statute 1003.21 mandates compulsory attendance between the ages of 6 and 16. Florida Statute 1003.24 mandates that parents are responsible for the attendance of their school-age children. The superintendent of schools is required by law, F S 1001.53, to enforce the compulsory school attendance laws.

Learnfare: Important notice for parents who are recipients of cash assistance from DCF. If your child is a habitual truant or dropout, DCF may reduce the cash assistance received for that child.

Please contact _____ at (863-462-5 __) to justify these absences so that no further action is necessary.

Sincerely,

Principal

Insert School Letterhead

**Attachment C
Sample 9-Day Letter
Grades K-8**

To the Parent or Guardian of: (Name)
(Address)
(Date)

School board policy states that more than nine days of excused absences by a parent note in a school year are considered excessive, and ~~medical verification of illness~~ a doctor note or court document must be provided after that point. This policy is based upon the belief that we cannot provide the best education possible for children who are excessively absent from school.

Our records indicate that your child accumulated nine days of excused absences by a parent note in this school year. Therefore, any further absences will require that you provide the school with ~~verification of illness from a medical doctor~~ a doctor's note, attorney or professional for each absence. Failure to provide medical verification will result in the absence being unexcused.

Please contact me at (863-462-5) to schedule an appointment concerning your child's attendance or the attendance policy.

Sincerely,

Principal

Insert School Letterhead

**Attachment D
Sample 9-Day Letter
Grades 9-12**

To the Parent or Guardian of: (Name)
(Address)
(Date)

School board policy states that more than nine days of excused absences by a parent note in a semester are considered excessive, and ~~medical verification of illness~~ a doctor note or document from the court must be provided after that point. This policy is based upon the belief that we cannot provide the best education possible for children who are excessively absent from school.

Our records indicate that your child accumulated nine days of excused absences by a parent note in this semester. Therefore, any further absences will require that you provide the school with ~~verification of illness from a medical doctor~~ a doctor note, attorney or professional for each absence. Failure to provide medical verification will result in the absence being unexcused.

Please contact me at (863-462-5) to schedule an appointment concerning your child's attendance or the attendance policy.

Sincerely,

Principal

Insert School Letterhead

**Attachment E
Sample 10-Day Letter
Grades K-5**

**To the Parent or Guardian of: (Name)
(Address) (Date)**

Our records indicate your son/daughter has ten (10) unexcused absences. Regular attendance is an essential factor in succeeding at school. Please be advised that your child's unexcused absences will impact his/her grades through a reduction in credit earned for missed assignments.

Florida Statute 1003.21 mandates compulsory attendance between the ages of 6 and 16. Florida statute 1003.24 mandates that parents are responsible for the attendance of their school-age children. The superintendent of schools is required by law, FS 1001.53, to enforce the compulsory school attendance laws.

Learnfare: Important notice for parents who are recipients of cash assistance from DCF. If your child is a habitual truant or dropout, DCF may reduce the cash assistance received for that child.

Please contact _____ at (863-462-5 __) to justify these absences so that no further action is necessary.

Sincerely,

Principal

Insert School Letterhead

**Attachment F
Sample 10-Day Letter
Grades 6-8**

To the Parent or Guardian of: (Name)
(Address)
(Date)

Our records indicate your son/daughter has ten (10) unexcused absences. Regular attendance is an essential factor in succeeding at school. Please be advised that your child's unexcused absences will impact his/her grades through a reduction in credit earned for missed assignments.

Florida Statute 1003.21(c) requires a student who attains the age of sixteen (16) be subject to compulsory attendance unless he/she files a formal declaration of intent to terminate school enrollment with the district school board. This must be signed by the student's parent. In addition to impacting the student's future earning potential, the Department of Highway and Motor Vehicles may withhold the issuance of or suspend your child's driver's license for non-attendance.

Learnfare: Important notice for parents who are recipients of cash assistance from DCF. If your child is a habitual truant or dropout, DCF may reduce the cash assistance received for that child.

Please contact _____ at (863-462-5) to justify these absences so that no further action is necessary.

Sincerely,

Principal

Insert School Letterhead

Attachment G
Sample 10-Day Letter
Grades 9-12

To the Parent or Guardian of: (Name)
(Address)
(Date)

Our records indicate your son/daughter has ten (10) unexcused absences. Regular attendance is an essential factor in succeeding at school. Please be advised that your child's unexcused absences will impact his/her grades through a reduction in credit earned for missed assignments and, therefore, may result in failure to earn credit for a course.

Florida Statute 1003.21 (C) requires a student who attains the age of sixteen (16) be subject to compulsory attendance unless he/she files a formal declaration of intent to terminate school enrollment with the district school board. This must be signed by the student's parent. In addition to impacting the student's future earning potential, the Department of Highway Safety and Motor Vehicles may withhold the issuance of or suspend your child's driver's license for non-attendance.

In order for a student to earn credit in a course, a student must not be absent more than nine unexcused days per semester. A student who exceeds nine unexcused absences in a course may earn credit in that class by earning a passing grade in at least one of the two nine weeks grading periods, pass a comprehensive semester exam, and earn a passing semester grade for that course.

Learnfare: Important notice for parents who are recipients of cash assistance from DCF. If your child is a habitual truant or dropout, DCF may reduce the cash assistance received for that child.

Please contact _____ at (863-462-5) to justify these absences so that no further action is necessary.

Sincerely,

Principal

Attachment H Compulsory School Attendance Law

Compulsory School Attendance Law

Florida Statute Chapter 1003.27 (7) (1-2)

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 or she attends or should attend, or of the tutor who instructs or should instruct him or 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.

Delivered to the parent/guardian

By: _____ School Attendance Officer Date: _____

(Parent Copy)

Attachment I

Student's Intent to Withdraw from Secondary School

I, _____, age _____

(Student Name)

file this as a formal intent to withdraw from school as of _____.

I acknowledge that I have been provided information of the impact of this action:

- Terminating school enrollment prior to graduation will likely reduce my potential earnings and negatively affect my career options.
- Terminating school enrollment will result in the revocation/denial of my driving privileges until age 18.

(Signature of Student)

(Date of Birth)

(Signature of Parent)

(Mailing Address)

(Signature of School Official)

(Date)

Attachment J

Okeechobee County

~~Student Information Team~~ Date of Meeting: _____

Student's Name: _____ Student ID#: _____

DOB/AGE: _____ Grade: _____ School: _____

~~Purpose:~~ ~~Behavior Needs~~ ~~Parent Request~~ ~~Other~~ _____
~~Truancy~~ ~~Academic Needs~~

~~School Review:~~

- ~~-- Has~~ ~~-- Has not repeated grade(s)~~
List Grade(s): _____
- ~~-- Does~~ ~~-- Does not have academic difficulties.~~
List subjects with difficulties: _____
- ~~-- Does~~ ~~-- Does not have behavior difficulties.~~
Summary of behavior concerns: _____
- ~~-- Does~~ ~~-- Does not take medication.~~
List medications/amount: _____
- ~~-- Other (List):~~ _____

~~Team Outcome (determine what will be tried, person responsible and time frame for trial):~~

1. _____
Person Responsible: _____
2. _____
Person Responsible: _____
3. _____
Person Responsible: _____

~~SIT Team Assistance:~~

Name/Title _____ Name/Title Name/Title
 Name/Title _____
 Name/Title _____ Name/Title

Okeechobee County Student Information Team

Date of Meeting: _____

Student's Name: _____

Student ID#: _____

DOB/AGE: _____

Grade: _____

School: _____

- Purpose:**
- Behavior Needs
 - Parent Request
 - Other
 - Truancy
 - Academic Needs

School Review:

- Has Has not repeated grade(s)
List Grade(s): _____
- Does Does not have academic difficulties.
List subjects with difficulties: _____

- Does Does not have behavior difficulties.
Summary of behavior concerns: _____
- Does Does not take medication.
List medications/amount: _____

Meeting Notes:

- _____

- _____

SIT Team Assistance:

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

O-M-N-39
Rev 9/08

~~Time Frame for Intervention: 1~~
~~Time Frame for Intervention:~~

Attachment K
Referral for District Truancy Staffing
Okeechobee County School Board/Student Services Department

ESE Program

Regular Program

Truancy Referral
(Student Attendance Record Must Be Attached)

Student ID # _____ School _____ Grade _____ Referral Date _____

Student Name _____ DOB _____ Race _____ Sex _____

Parent/Guardian _____ Phone# _____ Work # _____

Address _____

Step 1: School Contact:

Telephone _____

(Dates)

Letters: _____ Conferences: _____

(Dates)

(Dates)

Comments/Results:

Step 2: School Attendance Assistant Contact: _____

(Dates)

Comments/Results _____

Step 3: School Counselor Conference: Dates _____

Curriculum Changes yes/no

If yes, has truancy been resolved? Yes/no

Comments/Results:

Step 4: Educational Review Date _____ Psychological Evaluation? Yes/no

Comments/Recommendations: _____

Step 5: Joint Staffing Date: _____

Comments/Recommendation: _____

Principal/Designee Signature Date

School Attendance Assistant Date

Parent/Guardian Date

Counselor Date

Attachment L
Referral for Court Truancy Staffing
The School District of Okeechobee County/Student Services Department
Truancy Referral
(Student Attendance Record Must Be Attached)

<u>Student ID #</u>	<u>School</u>	<u>Grade</u>	<u>Referral Date</u>
<u>Student Name</u>	<u>DOB</u>	<u>Race</u>	
<u>Sex</u>			
<u>Parent/Guardian</u>	<u>Phone #</u>	<u>Work #</u>	
<u>Address:</u>			
<u> </u>			
<u> </u>			
<u>Date of District Truancy Meeting:</u>			
<u> </u>			
<u>Number of Unexcused Absences after meeting:</u>			
<u> </u>			
<u>Date of Parent Conference referring to Truancy Court:</u>			
<u> </u>			
<u>Outcome of conference:</u>			
<u> </u>			
<u> </u>			
<u> </u>			

This form should be filed out and submitted to the Director of Student Services. A petition with the courts will be filed on receipt of this referral.

FLORIDA STATUES

1003.21 All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district shall notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's certified school counselor or other school personnel shall conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student's certified school counselor or other school personnel shall inform the student of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and high school equivalency examination preparation. Additionally, the student shall complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

1003.24 Parents responsible for attendance of children; attendance policy.—Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section; however, criminal prosecution under this chapter may not be brought against a parent until the provisions of s. [1003.26](#) have been complied with.

1003.26 Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

(b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

1003.27 In each case of non-enrollment or of nonattendance upon the part of a student who is required to attend some school, when no valid reason for such non-enrollment or nonattendance is found, the district school superintendent shall institute a criminal prosecution against the student's parent.

(b) Each public school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. Each designee of the governing body of each private school, and each parent whose child is enrolled in a home education program, may provide the Department of Highway Safety and Motor Vehicles with the legal name, sex, date of birth, and social security number of each minor student under his or her jurisdiction who fails to satisfy relevant attendance requirements and who fails to otherwise satisfy the requirements of s. 322.091. The district school superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s. 322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver license or learner's driver license to, and shall suspend any previously issued driver license or learner's driver license of, any such minor student, pursuant to the provisions of s. 322.091.

1001.53 District school superintendent responsible for enforcement of attendance.—The district school superintendent shall be responsible for the enforcement of the attendance provisions of chapters 1003 and 1006. In a district in which no attendance assistant is employed, the district school superintendent shall have those duties and responsibilities and exercise those powers assigned by law to attendance assistants.

5.30 Student Attendance

THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.30*

STUDENT ATTENDANCE POLICY

Policies and procedures regarding student attendance and truancy enforcement are located in the Okeechobee County Schools Attendance Procedures and Programs Manual, the Code of Student Conduct, and the Student Progression Plan. The Attendance Procedures and Programs Manual shall be approved by the Board. The Superintendent will recommend changes in the Attendance Procedures and Programs Manual and other policies for Board approval, as necessary, due to changes in Florida Statutes and State Board of Education rules and to provide a more effective program.

I. A student who is absent without the principal's approval shall have his/her parent(s), as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the Code of Student Conduct.

A. The Code of Student Conduct shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

B. Students shall be excused from any examination, study or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rule.

C. Students diagnosed with autism spectrum disorder may be excused from school to attend medical appointments necessary to receive therapy for autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy and occupational therapy.

D. No adverse or prejudicial effects shall result to any student who exercises their right to observe religious holidays or attend medical appointments.

II. Student absences must be tracked on a daily basis and parents contacted as required by law.

III. A person designated by the Superintendent or his/her designee shall investigate truancy problems.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1003.21, 1003.23, 1003.24, 1003.26

STATE BOARD OF EDUCATION

RULES: 6A-1.044, 6A-1.09514

HISTORY: Adopted: 07/14/1998

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AMENDMENT OF BOARD POLICY 5.27 HOMELESS STUDENTS**
DATE: August 14, 2018

RECOMMENDATION:

That the Board approve amendment of Board Policy 5.27 Homeless Students.

BACKGROUND INFORMATION:

The proposed revisions to Policy 5.27 are required based on changes in statutes. The proposed revisions to Policy 5.27 are attached and available upon request in the Superintendent's office. The advertisement was approved by the School Board on July 10, 2018, and legally advertised to the public on July 11, 2018 as required by Chapter 120, Administrative Procedures Act, Florida Statutes.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.27*

HOMELESS STUDENTS

POLICY

- I. Homeless children who live within the county shall be admitted to school in the District, and shall have access to free public education including preschool, shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and district assessments and accountability systems.
- II. Definitions
 - A. Homeless Child – One who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who:
 1. Are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 3. Are living in emergency or transitional shelters, abandoned in hospitals, ~~or awaiting foster care placement;~~
 4. Have a primary nighttime residence that is
 - a. A supervised shelter designed to provide temporary living accommodations;
 - b. An institution providing temporary residence for persons who are to be institutionalized; or
 - c. A public or private place not designed or normally used as a regular sleeping accommodation for human beings;
 5. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 6. Are migratory children who qualify as homeless because the children are living in circumstances described in II.A.1. through II.A.5.
 - B. Unaccompanied Youth – A child or youth student who is not in the physical custody of a parent or guardian.
 - C. Certified Homeless Youth – a minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development or designee, the director of a runaway or homeless youth basic center or transitional living program funded by the U.S. Department of Health and Human Services or designee, a licensed clinical social worker, or a circuit court.
 - D. School of Origin – The school that the student attended when permanently housed or the school where the child or youth was last enrolled.
 - E. Enroll and Enrollment – Attending school and participating fully in school activities.
 - F. Immediate – Without delay.

- G. Parent – Parent or guardian of a student.
 - H. Liaison – The staff person designated by the District as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act.
 - I. Designated Receiving School – Includes the next level school, elementary from prekindergarten, middle from elementary, high from middle, that a homeless child or youth, whose homelessness continues into the next school year, may attend when that next level school is the district designated school for those students in the homeless student's school of origin.
 - J. Eligible School – The school of origin, the school zoned for the address where the student is temporarily residing, or another school which students residing in that attendance zone are eligible to attend.
- III. The District shall identify homeless students as defined by federal and state law. ~~If the District's liaison for homeless children and youth determines that the minor is an unaccompanied homeless youth, the liaison shall issue to the youth a certificate documenting his/her status as required by law.~~
- IV. The District shall seek to remove barriers to the enrollment and retention of homeless children and youth, even if they cannot produce records or otherwise meet enrollments including: previous academic record; immunizations or other health records; birth certificate; proof of residency; guardianship; uniform or dress code requirements; outstanding fees, fines, or absences; other required documentation.
- V. The District shall ensure the immediate enrollment of homeless students.
- A. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
 - B. A homeless child shall be given a thirty (30) day school day exemption to provide proof of age, certification of a school-entry health examination, proof of immunization, and other documentation required for enrollment.
 - C. Provide appropriate credit for full or partial coursework satisfactorily completed by homeless children and youth while attending a prior school.
 - D. The eligible school selected shall immediately enroll the homeless child or youth, even if the child or youth missed an application or enrollment deadline during any period of homelessness.
- VI. Each homeless student shall be provided access to the services that are available for all other students including transportation, school nutrition programs, before and after school programs, extracurricular activities, and education services for which the child meets the eligibility criteria such as public preschool programs administered by the district, exceptional education, gifted education, career and technical programs, preschool programs, Title I, and limited English proficiency programs.
- VII. Homeless students shall be given meaningful opportunities to succeed in school
- VIII. Homeless students shall be allowed to remain in the school of origin ~~to the extent~~ feasible unless this is contrary to the request wishes of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youths.
- IX. Homeless students and/or parents shall have the right to dispute school assignment if placement is other than the school of origin. The District shall ensure that unaccompanied youth and the parents of homeless students are notified of the right to remain in the school of origin and of the dispute process.

- X. If requested by the parent of a homeless child or by the liaison on behalf of an unaccompanied youth, the District shall be responsible for providing transportation to and from the school of origin throughout the duration of homelessness. The District shall share the responsibility for transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.
- XI. Homeless students shall not be stigmatized, segregated, or separated in any educational program based on the ~~basis~~ of their homeless status.
- XII. The District shall follow the requirements of the McKinney-Vento Homeless Assistance Act.
- XIII. The District will coordinate district programs and collaborate with other school districts, community service providers and organizations, including:
- A. Local social services and other community agencies to provide support to homeless students and their families;
 - B. Other school districts regarding homeless student-related transportation, transfer of school records, and other inter-district activities, as needed;
 - C. Housing authorities; and
 - D. ESE.
- XIV. The District will consider student-centered factors to determine a placement that is in the student's best interest when considering placement in a school other than the child or youth's school of origin.
- XV. The District assures that records will be maintained for each homeless child or youth, including immunization or other required health records, academic records, guardianship records and evaluations for special services.
- XVI. Unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for postsecondary education.
- XVII. When the district determines that a placement other than the school of origin is in the best interest, the district will provide the parent, guardian, or unaccompanied homeless youth with a written explanation; in a manner and form understandable to the parent, guardian, or unaccompanied youth; and information on the right to appeal the placement determination.
- XVIII. During a school selection dispute, the child or youth will either remain enrolled in the student's school of origin or shall be immediately enrolled in the eligible school in which enrollment is sought, either the school zoned for the address where the student is residing or another school which students residing in that attendance zone are eligible to attend, pending final resolution of the dispute including all available appeals; the parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school or the district, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; the parent, guardian, or unaccompanied youth shall be referred to the district's designated homeless liaison to carry out the dispute resolution process as expeditiously as possible.

STATUTORY AUTHORITY:	1001.41, 1001.42, 1003.21 F.S.
LAWS IMPLEMENTED:	382.002, 743.067, 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, F.S. McKinney-Vento Homeless Assistance Act, P.L. 100-77 No Child Left Behind Act of 2001, P.L. 107-110 Every Student Succeeds Act 2015, P.L. 114-95

STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	01/20/2009
	Revision Date(s):	12/10/2013, 04/14/2015, 08/14/2018
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: AMENDMENT OF THE *STUDENT PROGRESSION PLAN* – BOARD POLICY 4.20
DATE: August 14, 2018

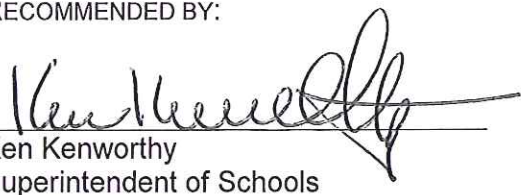
RECOMMENDATION:

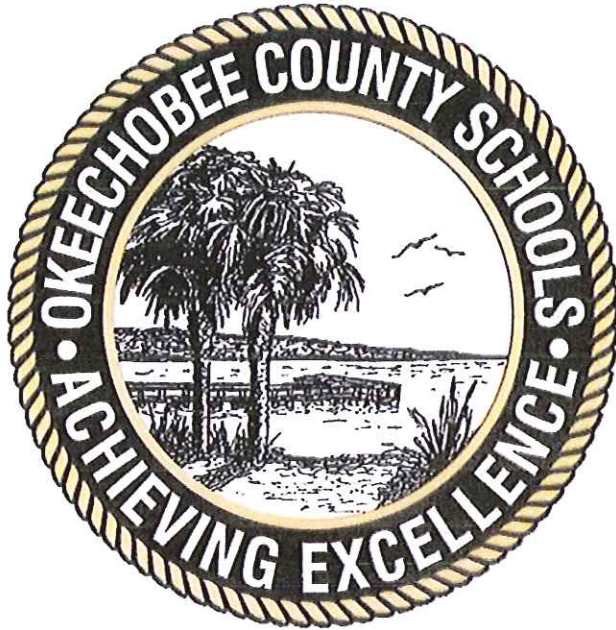
That the Board approve amendment of the *Student Progression Plan* which is a part of the School Board Policy 4.20.

BACKGROUND INFORMATION:

Revisions to the *Student Progression Plan* are required to comply with current legislation, State Board of Education rules, and updates from the Florida Department of Education. Revisions are outlined in the attached Executive Summary. Advertisement of intent to amend Policy 4.20 was approved by the School Board on July 10, 2018, and legally advertised to the public on July 11, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The complete Student Progression Plan with proposed revisions is available upon request in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools



The School District
of
Okeechobee County

STUDENT PROGRESSION PLAN

~~2017-~~
~~2018~~2018-
2019

The School District of Okeechobee
County

STUDENT PROGRESSION PLAN

School Board Members

Joe Arnold

Dixie Ball

Amanda

Fuchswanz[Riedel](#)

Jill Holcomb

Malissa

Morgan

Superintendent

Ken Kenworthy

Okeechobee County School Board Offices
700 S.W. Second Street
Okeechobee, FL 34974
863-462-5000

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**ELEMENTARY EDUCATION
(GRADES K-5)**

I. ADMISSION, ENROLLMENT, AND TRANSFERS

Florida Statutes 1003.03 requires all districts to meet class size. A parent of a student under the age of eighteen(18) or an eligible student who lives in the District or in another school district in the State of Florida who is not subject to a current expulsion or suspension may seek to enroll in a public school in the District that has not reached capacity, subject to the maximum class size pursuant to F.F. 1003.03 and Section 1, Art. IX of the Florida Constitution.

A. ADMISSION

The following policies for admission to The School District of Okeechobee County are in effect for all students in Okeechobee County.

1. First Entry to the State of Florida Schools:

Before admitting a student to Florida schools for the first time, the school must have received the following documents as required by Florida Statutes:

- a. proof of date of birth for students; (For acceptable alternates to birth certificates see Florida Statutes 1003.21(4)).
- b. a certificate showing a physical examination performed within one year prior to enrollment (height, weight, blood pressure, etc.)
- c. a valid Florida Certificate of Immunization (DH680) transcribed by a health professional.
- d. Kindergarten through 6th grade immunizations required for entry:
 - (1) 4-5 doses of DTP or DTaP (If the 4th dose is administered after the 4th birthday, a 5th dose is not required);
 - (2) 3-5 doses of polio final dose must be administered after 4th birthday
 - (3) 2 doses of MMR;
 - (4) 2 doses of Varivax or documentation of chicken pox disease;
 - (5) 3 doses of Hepatitis B.
- e. 7th through 12th grade:
 - (1) 4-5 doses of DTP or DTaP (If the 4th dose is administered after the 4th birthday, a 5th dose is not required);
 - (2) 3-4 doses of polio (according to age at time of final dose);
 - (3) 2 doses of MMR;
 - (4) 2-3 doses of Hepatitis B (according to age of administration);
 - (5) 1 dose of Varivax or documentation of chicken pox disease.
 - (6) 7th and 8th graders – 2 doses of Varivax
 - (7) Tdap booster

Any student transferring from another school in the United States may be given a 30-day temporary exemption until the certification of a school entry physical examination can be obtained from the previous school. If the record cannot be obtained from the previous school within this time frame, it is the parent's responsibility to provide such a copy. Any student from out-of-state must present an up-to-date Form 680 at the time of enrollment.

2. **Upon initial admission** evidence of residence must be presented to the receiving school. All addresses are subject to verification by the School Board. The following documents shall be required:

a. owned residence:

- (1) copy of the recorded deed (or agreement for deed), or a certified copy of the declaration of homestead exemption, and
- (2) a copy of a **current** electric bill or initial order for service; and
- (3) one of the following **current** documents:
 - (a) auto registration
 - (b) driver's license
 - (c) voter's registration
 - (d) Florida ID

b. rented or leased residence:

- (1) copy of **current** lease, rental agreement, or a notarized letter from the landlord, and
- (2) a copy of a **current** electric bill or initial order for service; and
- (3) one of the following **current** documents:
 - (a) auto registration
 - (b) driver's license
 - (c) voter's registration
 - (d) Florida ID

c. if applicable, legal documents, i.e. a copy of current judgment of divorce (dissolution of marriage) or other court order establishing the right of custody should be presented at time of enrollment.

3. Verifying Residence:

All addresses and changes of address are subject to verification by the School Board. All student residence addresses and all documents submitted for verification are subject to validation by district staff. When a change of address occurs after initial enrollment, verification of the new residence is required.

The School Board reserves the authority to verify enrollment information provided by a parent or parents and to reassign a student on the basis of its investigative determination. A student who is found to be attending an out-of-zone in-county school as the result of giving false or misleading information at registration, shall immediately be transferred to the school serving the student's residential attendance zone or withdrawn and advised to enroll in the appropriate school in their county of legal residence.

Any disagreement regarding the investigative finding will be reviewed by the Director of Student Services. Any disagreement regarding a determination that a student is a bona fide resident of a county other than Okeechobee may be contested as provided by law.

[Florida Statutes 837.06](#) provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

4. Divorced/Separated Parents:

a. divorced parents:

ONE or more of the following documents:

- (1) certified copy of final judgment of divorce
- (2) court custody order/parenting plan
- (3) court guardianship order
- (4) other such document establishing the right of custody

b. separated parents:

A notarized statement that the child actually lives in the home of the parent designated in the child's school records as the residential parent or parent with whom the student resides.

5. Entry to The School District of Okeechobee County from Public or Private Schools

Within the State:

Before admission to The School District of Okeechobee County from other Florida counties, a student must have a current Florida Certificate of Immunization on file in the Okeechobee County school in which they are enrolling. If a student has ever been in a Florida public or private school anytime throughout his/her school career, a new physical exam is not required for entry.

6. Admission of Part-time Students enrolled in a Home Education Program:

Students who are participating in a home education program in accordance with section [1002.41 Florida Statutes](#), may be admitted to the public schools in this district on a part-time basis. The child seeking entry must meet the same registration requirements as full-time students. Such students must register for all classes offered to home education students prior to the start of the grading period they will attend. Home education students and private school students who are excluded from a class at their zoned school due to space limitations may be assigned to another school if space in that class is available. Students who are participating in a home education program in accordance with [1002.20\(b\) Florida Statutes](#), may participate in extracurricular activities. Participation is on a space available basis and students must meet the same registration requirements as full-time students.

Exceptional students will be provided special education services determined appropriate by the school-based student study team, including the parent, using a Services Plan, not an Individual Education Plan (IEP). (K-12 only) The Board is not responsible for the transportation of students in a home education program/private school to or from the school. The school principal will establish the time and place for arrival and departure of these students. Students who attend school on a part-time basis are subject to all applicable rules and regulations pertaining to full-time students.

7. Admission of Part-time Students enrolled in a Private School:

Students who are enrolled in a private school may be admitted to the public schools in this district on a part-time basis in order to receive certain education services. The child seeking entry must meet the same registration requirements as full-time students.

Exceptional education students will be provided special education services determined appropriate by the school-based student study team, including parent(s), using a Services Plan, not an Individual Education Plan (IEP). (K-12 only)

B. ENROLLMENT GUIDELINES

A minor child's residence is that of the child's parent or parents. A child residing in Okeechobee County, Florida must be enrolled in and attend the public school that serves the child's residential attendance zone, unless otherwise authorized by participation in Controlled Open Enrollment, ESE school assignment, the appropriate district level administrator, disciplinary assignment under the Student Conduct and Discipline Code, assignment by the School Board "in lieu of expulsion," a "no contact order" entered by a court of competent jurisdiction, or assignment by the Superintendent/designee.

The following guidelines govern the enrollment of students into the elementary schools of Okeechobee County, Florida:

1. Kindergarten:

Any child who has attained the age of five years on or before September 1 will be admitted to kindergarten at any time during that school year.

2. First Grade:

Any child who has attained the age of six years on or before September 1 will be admitted to first grade if kindergarten has been successfully completed.

Successful completion of kindergarten will be defined as:

- a. regular attendance in a 180-day instructional program.
- b. regular attendance in a three-hour-net instructional day.
- c. attaining the age of five (5) on or before September 1 – required for legal entry into kindergarten.
- d. an official letter or transcript from a proper school authority (to include home education) which shows records of attendance, academic information, and grade placement of the student.

3. Both parents residing in Okeechobee County but in different school zones:

If a child's parents physically reside in separate residences located in different residential attendance zones or the child's parents are divorced or otherwise living separate and apart under court order and the child rotates between the parents' residences, the child shall be enrolled in and attend the school zoned for the residence of the parent in which the child physically resides (stays) for 51% or more of the time. If the actual physical rotation is 50/50 and the parents reside in separate residential attendance zones, the school of enrollment shall be selected by the parents. If there is no court order, the parents' declaration of primary residence should be accepted.

For Enrollment: *The parent with whom the student is going to be residing during the school year shall show proof of residency along with the other items required*

for registration.

- 4. A legal parent not living in Okeechobee County (resides in another county, out of state, or out of the country) requesting that the student reside with a parent living in Okeechobee County:**

The parent residing in Okeechobee County shall show proof of residency along with the other items required for registration.

- 5. A parent residing in Okeechobee County relinquishing formal legal custody of his/her student to someone (i.e., aunt, friend, grandparent, etc.) residing in a different school zone:**

For Enrollment: This requires the person with whom the parents request the student to live with to obtain temporary custody. A notarized letter from the parents stating the extenuating circumstances, which, by ordinary and reasonable standards, precludes the parent from actually caring for the student must accompany this request. *The person accepting responsibility for the student must also submit a letter stating he/she accepts responsibility of care for this student. This acceptance letter must be witnessed by an employee of the receiving school.*

- 6. A parent NOT residing in Okeechobee County requesting that his/her student reside with someone other than a parent, (i.e., aunt, friend, grandparent, etc.), and there is no parent living in the district:**

For Enrollment: *This requires the person with whom the parents request the student to live with to obtain temporary custody. A notarized letter from the parents stating the extenuating circumstances, which, by ordinary and reasonable standards, precludes the parent from actually caring for the student must accompany this request. The person accepting responsibility for the student must also submit a letter stating he/she accepts responsibility of care for this student. This acceptance letter must be witnessed by an employee of the receiving school.*

- 7. Students who have been expelled or recommended for expulsion in another school district:**

The Okeechobee County School Board will uphold the expulsion of a student from another school district.

- 8. Students who have been assigned to or recommended for assignment to an alternative school in another school district:**

The Superintendent has the authority to assign a student to an alternative educational placement when such placement has been made or recommended in another school district.

9. Enrollment in Hope Scholarship Program (Section 16):

Beginning with the 2018-2019 school year, contingent upon available funds, and on a first-come, first-served basis, a K-12 student enrolled in a Florida public school is eligible for a scholarship under this program if the student reported an

incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault or battery; threat or intimidation; or fighting at school.

Upon receipt of a report of an incident, the school principal or designee must provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as required by section (s.) 1006.09(6), Florida Statutes (F.S.). The principal or designee shall also provide a copy of the report to the parent of the alleged offender and superintendent within 24 hours after receipt of the report. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the student, providing said parents with the option of enrolling his or her child in another public school that has capacity or requesting and receiving a scholarship for the child to attend an eligible private school, subject to available funding.

The school district in which the student resides must notify each student (and parent) participating in the program in an eligible private school of the location and times to take all statewide assessments.

10. Enrollment in Reading Scholarship Accounts (Section 17):

Reading Scholarship Accounts are established, contingent upon available funds, and on a first-come, first-served basis, for students in grades 3 through 5 who are enrolled in a Florida public school and scored below a Level 3 on the grade 3 or grade 4 statewide, standardized English Language Arts (ELA) assessment in the prior school year.

An eligible student who is classified as an English Language Learner and is enrolled in a program or receiving services that are specifically designed to meet the instructional needs of English Language Learner students shall receive priority for this funding.

School districts must notify the parents of eligible students by September 30 of the process to request and receive a reading scholarship, subject to available funds.

Parents must submit application to an eligible scholarship funding organization for reimbursement of qualifying expenditures (e.g., instructional materials, curriculum, part-time tutoring, summer programs, after-school programs).

C. HOMELESS STUDENTS/FAMILIES IN NEED (FIN)

Homeless students, including homeless unaccompanied youth, are permitted to enroll in The School District of Okeechobee County and must not be placed in a separate school or program within a school based on their homeless status.

Homeless children and youth are provided services comparable to those offered to other students enrolled in OCSB to ensure they have an equal opportunity to meet student academic achievement standards. All homeless students are eligible

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for free breakfast and lunch.

Homeless students may choose to attend the school they attended at the time they became homeless. Those students who elect to do this shall be provided transportation if needed. As an alternative, homeless students may choose to enroll in the school zoned for the attendance area where they reside.

Regardless of which school a homeless student chooses to attend, he/she shall be permitted to immediately enroll, even if the student is unable to produce records normally required for enrollment. This includes, but is not limited to, records such as: previous academic records, immunizations, medical records, and proof of residency.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant records. The student has 30 days to produce these documents after enrollment. If the student needs immunization records, the enrolling school shall immediately refer the student to the school nurse or school social worker for assistance.

For Enrollment: Refer to OCSB Homeless Students (Families in Need) Policy found under Chapter 5.00: Students 5.27.

D. TRANSFERS/WITHDRAWALS

1. Within Okeechobee County Schools:

Parents will be expected to formally withdraw their child from a previous school before enrolling at another Okeechobee County public school.

For Enrollment: *The Student Services Office must approve all zone waiver forms.*

2. In-State Transfers from Nonpublic Schools to Kindergarten:

Students transferring from a nonpublic Florida kindergarten to ~~the~~The School District of Okeechobee County must be five years of age on or before September 1 and provide proof of immunization and meet first entry to the State of Florida criteria.

3. In-State Transfers from Nonpublic Schools to First Grade:

A child must have successfully completed kindergarten in a nonpublic Florida school, must be six years of age on or before September 1 of the school year in which admission to the first grade is being sought, and meet first entry to the State of Florida criteria.

Students transferring to first grade from a nonpublic kindergarten program will need written verification of successful completion of kindergarten from the nonpublic school attended. Students not meeting the above requirements for

grade one will be enrolled in kindergarten.

4. Underage Out-of-State Transfers to Kindergarten and First Grade from Public and Nonpublic Schools:

- a. entry into kindergarten and first grade by out-of-state transfer students who do not meet regular age requirements for admission to Florida public schools shall be based on their previous state's age requirements and shall be in accordance with [*Florida Administrative Rule 6 A.1.0985*](#) which states:
- b. any student who transfers from an out-of-state public or nonpublic school shall be admitted upon presentation of the following data:
 - (1) official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school;
 - (2) an official letter or transcript from a proper school authority which shows records of attendance, academic information, and grade placement of the student;
 - (3) proof of immunization;
 - (4) proof of date of birth; and
 - (5) proof of a medical examination completed within the last twelve months (first time entry into Florida public schools only)

5. Neither the student nor parent(s) reside within Okeechobee County and the student wishes to transfer into an The School District of Okeechobee County while maintaining residence outside of the county:

A parent of a student under the age of eighteen (18) or an eligible student who lives in the District or in another school district in the State of Florida who is not subject to a current expulsion or suspension may seek to enroll in a public school in the District that has not reached capacity, subject to the maximum class size pursuant to F.F. 1003.03 and Section 1, Art. IX of the Florida Constitution.

For Enrollment: *The Student Services Office must approve all zone waiver requests.*

6. Grade Placement:

When a student transfers into the School District of Okeechobee County from an out of district public or nonpublic school, the student ~~will~~may be academically screened as per Section II.A.1 (b). Testing results will be shared with the

parent. **The principal shall have the final decision regarding student**

placement.

When a student transfers from a home education program, it will be the responsibility of the principal or principal's designee to assess the student's achievement level. The following will be considered by principals for placement of home education students:

- a. review of the required home education annual evaluation (acceptable options include student portfolio, nationally normed achievement test, state student assessment test, psychological evaluation, or other approved valid measurement tool)
- b. site based assessment (as per Section II.A.1 (b). Students should be given a site based assessment after enrollment).

The principal shall have the final decision regarding student placement.

II. ELEMENTARY SCHOOL INSTRUCTION

A. REGULAR PROGRAM – GENERAL PROGRAM REQUIREMENTS

1. Student Performance:

The School District of Okeechobee County provides instruction in all required course standards and has instructional plans aligned to the course standards in the areas of English language arts, mathematics, science, and social studies. Teachers instruct using the instructional plans, and a school wide system of progress monitoring is used to support students with identified deficiencies. Student progression is based upon mastering the standards in each course as evidenced by student grades on the student's report card as well as formative data obtained from progress monitoring and summative data obtained from a student's performance on the statewide, standardized assessments.

- a. for grades and subjects in which no current state assessments are administered, school districts must establish and assess expected levels of performance for student progression using district-selected assessments such as students' class work, observations, tests, district and other assessments, or other relevant information.
- b. it is the responsibility of the classroom teacher to screen, instruct, assess, and monitor the progress of student proficiency on all Florida Standards/Next Generation Sunshine State Standards. Each teacher shall develop daily lesson plans for all subjects taught. Plans should reflect the teaching of Florida Standards/Next Generation Sunshine State Standards for K-5, including English Language Learners' and Exceptional Education Student modifications, when necessary. Lesson plans shall be checked regularly by the principal or principal designee. Standards will be consistently taught and assessed throughout the year. Assessment of proficiency will be based on Florida Standards/Next Generation Sunshine State Standards, Decision Trees located in the K-12

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Comprehensive Reading Plan, supplemental materials, student work samples, observation of the student's performance, and student self-assessment.

- c. each elementary school shall regularly assess the reading ability of each K-5 student. Reading assessment tools listed on the K-5 Reading Decision Trees are required (See K-12 Comprehensive Reading Plan). State and district diagnostic assessment tools will be used to identify a student's area of academic need. It is the responsibility of the classroom teacher to screen all The School District of Okeechobee County' students within 30 school days of entry. The parent of any K-5 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading.
- d. the district's comprehensive program for student progression uses assessment data, including universal screening and ongoing progress monitoring, to evaluate the effectiveness of instruction, identify students needing more intensive instructional support, and monitor each student's response to implemented interventions.

Students who do not meet grade level expectations receive increasingly intense intervention services. The areas of academic need and intervention strategies are defined through a problem-solving/Multi-Tiered System of Supports (MTSS) process. Multiple tiers of increasingly intense instruction/intervention services are implemented to support student academic proficiency. Students are matched to strategic and intensive interventions based on data from multiple assessment sources. Student progression decisions consider the effectiveness of core instruction and the student's response to evidence-based interventions. Interventions for academics and/or behavioral deficiencies will be provided through the School District of Okeechobee County Multi- Tiered System of Supports (MTSS) process.

Parents may not refuse remedial/intervention services. A school district has the authority and responsibility to design the student's course of study. It is the school that is held accountable for the student's progress.

- e. student satisfactory achievement is defined by The School District of Okeechobee County as the on-going demonstration and application of Florida Standards/Next Generation Sunshine State Standards. Satisfactory achievement on statewide, standardized assessment is defined as scoring at level 3 or above. **Each student must participate in assessments as required by Florida Statutes**

1008.25.

Students must demonstrate a satisfactory level of achievement in English language arts, mathematics, science and social studies at each grade level as determined by state/district levels of achievement on state assessments and/or local levels of achievement on district assessments. The independent work of the student will be

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considered as a criterion in the student's placement decision.

- f. all parents will be notified regularly of their child's achievement during the school year. The School District of Okeechobee County will report to the parent of each student the progress of the student toward achieving state and district expectations for satisfactory achievement in English language arts, mathematics, science, and social studies. The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, district and state assessments, and other relevant information. The final report card will indicate performance or non-performance at grade level, acceptable or unacceptable behavior, attendance, and promotion or retention.

Students with report card grades of "D's", "F's", or "N's" in English language arts, mathematics, or science should be monitored closely and may be considered for diagnostic assessment. If needed, remediation will be provided through the MTSS process or an Individual Education Plan. These students will be considered for possible retention.

English Language Learners, two years or less in the program, will not be marked below grade level.

(Note: see English Language Learners Plan)

- g. students working below grade level (working on curriculum standards below his/her current grade level) must be diagnostically assessed and provided remediation through the Multi-Tiered System of Supports (MTSS) and *considered* for possible retention. Students marked below level for English language arts on the report card must:
1. be diagnosed and provided remediation through intensive reading instruction as required by the K-12 Comprehensive Reading Plan
 2. based on diagnoses, have his/her individual areas of deficiency in phonemic awareness, phonics, fluency, comprehension and/or vocabulary identified, addressed, and monitored frequently
 3. be considered for possible retention and have this marked in the comment section
 4. be reassessed by locally determined assessments and through teacher observation at the beginning of the grade following the intensive reading instruction
 5. continue to be provided intensive reading instruction until the reading deficiency is remedied.

2. Curriculum and Instruction

Each student in grades K-5 will receive regularly scheduled instruction using an integrated approach based on the district adopted curriculum program which includes

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state/district approved materials and/or textbooks for the assigned grade level and Florida Standards/Next Generation Sunshine State Standards (refer to OCSB Curriculum Maps). English language arts instruction will follow the K-12 Comprehensive Reading Plan and the District Curriculum Maps. Mathematics instruction will follow the District's Mathematics Curriculum Maps. Science and

Social Studies instruction will follow the Next Generation Sunshine State Standards.

The physical education program stresses physical fitness and encourages healthful, active lifestyles and participation by all students. Physical education shall consist of physical activities of at least a moderate intensity level and for duration sufficient to provide a significant health benefit to students subject to the differing capabilities of students. Each student, grades K-5, shall receive at least 30 consecutive minutes of physical education each day on which physical education is offered with a cumulative total of 150 minutes of physical education each week as required by section [1003.455 Florida Statutes](#).

The requirement shall be waived for a student who meets one of the following criteria:

- (1) The student is enrolled or required to enroll in a remedial course;
- (2) The parent requests in writing by completing the waiver request form and submitting to the principal that the student enroll in another enrichment or elective course; or
- (3) The parent indicates in writing by completing the waiver request form and submitting to the principal that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

Students who waive the physical education requirement will be enrolled in an enrichment or elective course offered by the school. Placement will be made at the discretion of the principal and on a space available basis. Parents will be advised of these options before scheduling the student to participate in physical education. This type of exception must be renewed annually.

3. School Schedules

Flexibility in designing school schedules is permissible; however the daily schedule must include a minimum of the following:

- 90 minutes of uninterrupted literacy instruction;
- 30 minutes of intervention instruction to support students with identified deficiencies;
- 55 minutes of mathematics instruction (50 mins. K-2);

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- 30 minutes of science instruction (20 mins. K-2);
- 25 minutes of social studies instruction
- 20 minutes of unstructured recess,

Additionally, the schedule will include a minimum of 150 minutes of physical education per week, with a minimum of 30 consecutive minutes per day on days that physical education is provided.

School schedules may reflect the integration of subjects, including science, social studies, writing, technology skills, career education, comprehensive health education, creative/critical thinking skills, character education, and other areas deemed necessary to provide an appropriate instructional curriculum for each school.

4. Grouping for Instruction

Providing differentiated instruction for students at all levels is a best practice to meet their needs in mastering the Florida Standards/Next Generation Sunshine State Standards. Instructionally sound strategies for grouping students will be used to enhance the academic achievement of all students. Any grouping of students shall provide opportunities for the regrouping of students during a portion of the school day (e.g. within the regular education classroom, or during specials, or lunch, or portion of the school week).

B. SUPPLEMENTAL AND INTENSIVE INSTRUCTIONAL SUPPORT

Students in K-5 who do not meet the district levels and or state levels of performance in English language arts, mathematics, science or social studies shall be provided remediation. Teachers provide targeted instructional support to students with identified deficiencies.

In compliance with the Department of Education (DOE), OCSB has identified the following supplemental and intensive instructional support for implementation. The parent of any K-3 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation of the exact nature of the student's difficulty in learning and lack of achievement in reading. The parent shall be consulted in the development of a plan, as described in [Florida Statutes 1008.25\(4\)\(b\)](#); and shall be informed that the student will be given intensive reading instruction until the deficiency is corrected.

1. Progress Monitoring

[Florida Statutes 1008.25](#) requires a school-wide system of progress monitoring for all students who are deficient in English language arts, math, science and/or social studies. Strategies to help students achieve academic success will be discussed and documented in parent conferences. Pursuant to HB 7069 an Early Warning

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System will be in place to identify students who need additional support. Based upon assessments, the areas of deficiencies for each student will be identified and communicated to the parent within 30 days. Information regarding supplemental instructional services and supports through the MTSS process will be provided to the parent during the conference.

2. Supplemental Instructional Support Activities

Tutorial instruction/Summer Reading Camp and/or other instructional support activities may be provided to students in grades K-5 pending funding and availability of instructors. These services are provided as an opportunity for remediation of the required skills for those students who meet the following criteria:

- a. "N" (grades K), "D" or "F" (grades 1-5) in reading/literature, language arts, math, or science during the previous grading period or progress reporting time;
- b. reading below grade level as reflected through MTSS documentation;
- c. classroom teacher recommendation; and
- d. FSA Level 1 in reading

C. ACCELERATION

Acceleration of students is a practice that covers a wide range of educational strategies. An accelerated curriculum may be provided to those students who have demonstrated a need beyond the general curriculum. The School District of Okeechobee County offers the following opportunities.

1. Flexible class groups
2. Subject matter acceleration
3. Enrichment programs
4. Grade clustering
5. Virtual instruction
6. Whole grade promotion and mid-year promotion

For whole grade level acceleration, the principal, in consultation with all stakeholders, will review the following eligibility criteria before any accelerated placement is considered: social/emotional needs including readiness for higher level achievement, demonstration of a high level of mastery of the current and next grade curriculum; parent input; school history; ability and aptitude for advanced work; and referral for gifted services. The student must have scored at the highest level on all subjects in the most recently completed grade, earned a grade of A or E in all core subjects in the most recently completed grade, and must have scored 95% proficiency on the end of the year assessments for the grade which the student will be skipping. Students in 4th and 5th grade that earned a Level 5 in English language arts and math on the prior year

FSA are eligible to take accelerated courses using virtual school. Options may vary slightly by school and include advancing to the next grade level for some coursework

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in a face-to-face setting or through virtual school.

The final decision for grade placement is the responsibility of the principal.
Principals will report all mid-year promotions to the superintendent.

III. REPORTING STUDENT PROGRESS GRADING PROCEDURES

A. REPORT PROCESS

1. All parents will be notified regularly of their child's achievement during the 36-week school year. The reporting period is to be divided into four nine-week periods. Teachers will update grades in Skyward every week (7 days). A progress report will be sent home at the mid-point of the grading period. Every student who is enrolled at a school receives a report card, regardless of the length of the enrollment. The report card becomes a part of the school's permanent records. The report to the parent must include the student's progress toward achieving state and district expectations for satisfactory achievement in English language arts, science, social studies and mathematics. (Florida Statutes 1008.25(8)). The OCSB (School Board adopted) progress report and report card will be used. A student in attendance for fewer than 20 days does not have to receive a grade on the progress report/report card for that grading period. A comment should be included on the report card stating that the student has not been in attendance for a sufficient time to be evaluated adequately.

2. **Student's Decrease in Grade**

A conference with the parent ~~should~~will be held when there is a marked difference in student achievement from the previous reporting period, such as a decrease of more than one letter grade. Conferencing with parents is encouraged beyond the minimum conferencing provisions of this policy. Students or parents have the right and responsibility to be informed of student grades at all times. Teachers shall be given reasonable time to respond to the student or parent. The classroom or subject teacher has the initial and primary authority to assign grades.

3. Guidelines to review, modify, or to appeal a grade are listed below:

Step 1: Parents, student or both will request a conference with the teacher who assigned the grade. The teacher will explain how the grade was assigned.

Step 2: In the event satisfaction is not reached at step one, by all parties; they may appeal to the principal. Parents, student and teacher will present all information to the principal. After hearing all sides, the principal will make a decision.

Step 3: In the event satisfaction is not reached at step two by all parties, they may appeal to the Superintendent of Schools. The process in step two will be repeated. The superintendent will make a decision. The superintendent's decision will be final.

B. REPORT SYSTEM

Reporting to parents shall include:

1. progress report (midpoint of each grading period);
2. report card;
3. a minimum of one documented parent conference should be held in the first 90 days of school;
4. annual reporting of district wide state assessment results:
 - a. will be provided to parents in writing in a format adopted by the district School Board;
 - b. will be reported to the public as required by state law; and
5. parental notification of English language arts deficiencies.

C. GRADING CODE ELEMENTARY GRADING

Grades for ELA:

<u>Weighting</u>	<u>Reading (60%)</u>	<u>Writing (30%)</u>	<u>Word Study (10%)</u>
<u>4- Test</u> <u>3- Quiz</u> <u>2- Classwork</u> <u>1- Homework</u>	<u>40% of this grade must come from summative standards-based assessments designed to assess mastery of standards on the grade appropriate Curriculum Map.</u>	<u>40% of this grade must come from writings based on the FSA models and scored using the Rubric Conversion Chart below. Grammar standard for the grade level must be applied.</u>	<u>Application of spelling rules that align with grade level appropriate standards, as measured by Spelling inventories, vocabulary, and other measures of mastery may be used for this section.</u>

*No one score may count for more than 20% of the grade.

*There must be a minimum of 2 tests each nine weeks.

*At least one (1) designated Standards Mastery assessment in grades 2-5 must be given before issuance of progress reports and another one (1) Standards Mastery assessment given before issuance of report cards each grading period.

Grades for Mathematics:

<u>Homework (10%)</u>	<u>Classwork (20%)</u>	<u>Quiz (30%)</u>	<u>Test (40%)</u>
<u>Work that is sent home as review or practice work over a standard or skill that has been taught in class.</u>	<u>On Your Own, Problem Solving, or other short assignments to determine a student's progress toward mastery.</u>	<u>Benchmark Mini-Assessments, Minute Math, Teacher-created quizzes. A minimum of 2 (two) quiz grades per nine weeks.</u>	<u>Standards-based assessments used to determine mastery of standards on the Curriculum Map. There must be a minimum of 2 (two) each nine weeks.</u>

*No grades should be taken on Beginning, Middle, and End of Year Tests (Interim Assessments)

*At least one (1) designated Standards Mastery assessment in grades 2-5 must be given before issuance of progress reports and another one (1) Standards Mastery assessment given before issuance of report cards each grading period.

Rubric Conversion Chart for Writing

<u>Rubric Conversion</u>	<u>Grades 3-5</u>	<u>Grades K-2</u>	<u>Rubric Conversion</u>	<u>Grades 3-5</u>	<u>Grades K-2</u>
10.0 = 100%	<u>A</u>	<u>E</u>	4 = 60%	<u>D</u>	<u>N</u>
9 = 90%	<u>A</u>	<u>E</u>	3 = 55%	<u>F</u>	<u>U</u>
8 = 80%	<u>B</u>	<u>E</u>	2 = 55%	<u>F</u>	<u>U</u>
7 = 75%	<u>C</u>	<u>S</u>	1 = 50%	<u>F</u>	<u>U</u>
6 = 70%	<u>C</u>	<u>S</u>	0 = 50%	<u>F</u>	<u>U</u>
5 = 65%	<u>D</u>	<u>N</u>			

Kindergarten students will receive grades in writing beginning in the second semester. The 6 point district rubric will be used for Kindergarten writing grading. Grades 1-5 will use the 10 point (FSA) rubric for grading writing.

Grades for 1st and 2nd grades in science and social studies: There must be a grade for each subject each week. Assessments should cover the grade appropriate standards. Teacher observation and participation grades are appropriate for quiz or classwork grades. Grades could be taken from reading, if the passage is an informational passage aligned with a grade level appropriate standard in the science or social studies curriculum.

Kindergarten teachers will attach the detailed report to report cards to provide parents with information. The detailed report may be completed by hand or electronically, at the option of the teacher. A copy, either paper or electronic, of the completed detailed report must be maintained for each student and filed with the final report card at the end of the school year.

Grades 1-12	Description of Grade	Kindergarten and Select Subjects Grades 1-5
A = 90 - 100%	A = Excellent Progress	E = Excellent
B = 80 - 89 %	B = Above Average Progress	S = Satisfactory
C = 70 - 79 %	C = Satisfactory Progress	N = Needs Improvement
D = 60 - 69 %	D = Lowest Acceptable Progress	U = Unsatisfactory
F = 0 - 59 %	F = Unsatisfactory Progress	
I = 0%	I = Incomplete	
	NA = Not Applicable this period	

All students in grades K-5 will receive an E,S,N,or U in the areas of ~~music and~~ physical education.

D. DEPARTMENT OF EDUCATION (DOE) PUBLIC REPORTING

(Florida Statutes 1002.20 and 1008.25)

Each district School Board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year:

1. The provisions of this section relating to public school student progression and the district School Board's policies and procedures on student retention and promotion;
2. By grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the English Language Arts portion of the FSA;

3. By grade, the number and percentage of all students retained in grades 3 through 10;
4. Information on the total number of students who were promoted for good cause, by each category of good cause.
5. Any revisions to the district School Board's policy on student retention and promotion from the prior year.

These requirements are subject to change pending updates from the Florida Department of Education.

IV. ELEMENTARY GRADE PLACEMENT (K-5)

The primary responsibility for determining each student's performance and ability to function academically, socially, and emotionally in the next grade is that of the classroom teacher in conjunction with the principal. School personnel will use all available resources to achieve parental understanding and cooperation regarding a student's grade placement including the use of the school-based Multi-Tiered System of Supports (MTSS) Team. **The final decision for grade placement is the responsibility of the principal.**

The OCSB district adopted curriculum program includes state/district approved materials and/or textbooks for the assigned grade level Florida Standards/Next Generation Sunshine State Standards as defined by English language arts, mathematics, social studies, and science. Using the district adopted textbooks and supplemental materials, the classroom teacher will provide instruction, as well as assessment, of skills for each area. Assessment of satisfactory achievement may include but not be limited to teacher observation, classroom assignments, classroom participation, common assessments, alternative assessments, examinations, work sample reviews, and completion of English language arts, mathematics, social studies, and science grade level Florida Standards/Next Generation Sunshine State Standards.

A. PROMOTION

Promotion is based on criteria as defined in Section [H.B11.A.1\(e\)](#). No student may be assigned to a grade level based solely upon the student's age or other factors that constitute social promotion. Social promotion is defined as the promotion of a student based on factors other than the student achieving the district and state levels of performance for student progress. A student promoted to grade 4 with a good cause exemption shall be provided intensive reading instruction and intervention that includes specialized diagnostic information and strategies. Other options for promotion may occur at varying times during the school year. (Note: See Exceptional Student Education Section for ESE students.)

B. RETENTION

After consultation with the school administration, a student will be recommended for retention by the school-based Multi-Tiered System of Supports (MTSS) Team or school designated team based on the criteria listed in Section [H.B11.A.1\(e\)](#). A student who is retained must be in or placed in the MTSS process. Retention decisions are based on

more than a single test score.

Additional evaluations, portfolio reviews, and assessments are available to assist parents and the school personnel in knowing when a child is academically performing at or above grade level and ready for grade promotion. Students who are retained must continue to be monitored closely through the MTSS process. The final decision for grade placement **is the responsibility of the principal.**

Retention of English Language Learners (ELLs)/Limited English Proficient (LEP) students must be determined by a school's ELL/LEP Committee except in the case of mandatory retention for reading deficiencies in grade 3.

V. PROMOTION TO GRADE FOUR ([Florida Statutes 1008.25](#))

To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English language arts assessment required under [Florida Statutes 1008.22](#) for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the statewide, standardized assessment required under [Florida Statutes 1008.22](#) for grade 3, the student must be retained. The parent of any student who exhibits a substantial deficiency in reading must be notified in writing of the following:

1. That his or her child has been identified as having a substantial deficiency in reading.
2. A description of the current services that are provided to the child.
3. A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.
4. That if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he or she is exempt from mandatory retention for good cause.
5. Strategies for parents to use in helping their child succeed in reading proficiency.
6. That the statewide, standardized English language arts assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the school district in knowing when a child is reading at or above grade level and ready for grade promotion.
7. The district's specific criteria and policies for a portfolio and the evidence required for a student to demonstrate mastery of Florida's academic standards for English language arts. A parent of a student in grade 3 who is identified anytime during the year as being at risk of retention may request that the school immediately begin collecting evidence for a portfolio.
8. Midyear promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level.

A. GOOD CAUSE EXEMPTIONS FROM MANDATORY GRADE THREE RETENTION ([Florida Statutes 1008.25](#)) ELIMINATION OF SOCIAL PROMOTION

1. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.
2. The district school board may only exempt students from mandatory retention, as provided in [Florida Statutes 1008.25 paragraph \(5\)\(b\)](#), for good cause. A student

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who is promoted to grade 4 with a good cause exemption shall be provided intensive reading instruction and intervention that include specialized diagnostic information and specific reading strategies to meet the needs of each student so promoted. The school district shall assist schools and teachers with the implementation of reading strategies for students promoted with a good cause exemption which research has shown to be successful in improving reading among students who have reading difficulties. Good cause exemptions are limited to the following:

- a. Limited English proficient students who have had less than 2 years of instruction in an English Language Learners Plan program based on the initial date of entry into a school in the United States.
 - b. Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of [Florida Statutes 1008.212](#).
 - c. Students who demonstrate an acceptable level of performance on an alternative standardized reading or English language arts assessment approved by the State Board of Education.
 - d. A student who demonstrates through a student portfolio that he or she is performing at least at Level 2 on the statewide, standardized English Language arts assessment.
 - e. Students with disabilities who take the statewide, standardized English Language arts assessment and who have an individual education plan or a Section 504 plan that reflects that the student has received intensive instruction in reading or English language arts for more than 2 years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2, or grade 3.
 - f. Students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. A student may not be retained more than once in grade 3.
 - g. Students who have received intensive remediation in reading or English Language arts for 2 or more years but still demonstrate a deficiency and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. Intensive instruction for students so promoted must include an altered instructional day that includes specialized diagnostic information and specific reading strategies for each student. The district school board shall assist schools and teachers to implement reading strategies that research has shown to be successful in improving reading among low-performing readers.
3. Requests for good cause exemptions for students from the mandatory retention requirement as described in [Florida Statutes 1008.25 \(b\)3 and 4](#) shall be made consistent with the following:
- a. Documentation shall be submitted from the student's teacher to the school principal that indicates that the promotion of the student is appropriate and is

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based upon the student's academic record. In order to minimize paperwork requirements, such documentation shall consist only of the existing progress monitoring plan, individual educational plan, if applicable, report card, or student portfolio.

- b. The school principal shall review and discuss such recommendation with the teacher and make the determination as to whether the student should be promoted or retained. If the school principal determines that the student should be promoted, the school principal shall make such recommendation in writing to the district school superintendent. The district school superintendent shall accept or reject the school principal's recommendation in writing.

B. SUCCESSFUL PROGRESSION FOR RETAINED THIRD GRADE STUDENTS

(Florida Statutes 1008.25)

1. Students retained under the provisions of paragraph(5)(b) must be provided intensive interventions in reading to improve the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. This intensive intervention must include effective instructional strategies, participation in the school district's summer reading camp, and appropriate teaching methodologies necessary to assist those students in becoming successful readers, able to read at or above grade level, and ready for promotion to the next grade.
2. Each school district shall:
 - a. Provided 3rd grade students who are retained under the provisions of paragraph(5)(b) with intensive instructional services and supports to remediate the identified areas of reading deficiency, including participation in the school district's summer reading camp as required under paragraph (a) and a minimum of 90 minutes of daily, uninterrupted literacy instruction (120 and an additional 30 minutes of intervention instruction which includes phonemic awareness, phonics, fluency, vocabulary, and comprehension and other strategies prescribed by the school district, which may include, but are not limited to:
 - a. Integration of science and social studies content within the 90-minute block.
 - b. Small group instruction.
 - c. Reduced teacher-student ratios.
 - d. More frequent progress monitoring.
 - e. Tutoring or mentoring.
 - f. Transition classes containing 3rd and 4th grade students.
 - g. Extended school day, week, or year.
3. Provide written notification to the parent of a student who is retained under the provisions of paragraph (5)(b) that his or her child has not met the achievement level required for promotion and the reasons the child is not eligible for a good cause exemption as provided in paragraph (6)(b). The notification must comply with the provisions of *Florida Statutes 1002.20(15)* and must include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency.

4. Implement a policy for the midyear promotion of a student retained under the provisions of paragraph (5)(b) who can demonstrate that he or she is a successful and independent reader and performing at or above grade level in reading or, upon implementation of English language arts assessments, performing at or above grade level in English language arts. Tools that school districts may use in reevaluating a student retained may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Students promoted during the school year after November 1 must demonstrate satisfactory achievement levels in reading equivalent to the level necessary for the beginning of grade 4. The rules adopted by the State Board of Education must include standards that provide a reasonable expectation that the student's progress is sufficient to master appropriate grade 4 level reading skills.
5. Provide students who are retained under the provisions of paragraph (5)(b) with a highly effective teacher as determined by the teacher's performance evaluation under [Florida Statutes 1012.34](#).
6. Establish at each school, when applicable, an Intensive Acceleration Class for retained grade 3 students who subsequently score Level 1 on the required statewide, standardized assessment identified in [Florida Statutes 1008.22](#). The focus of the Intensive Acceleration Class shall be to increase a child's reading and English Language arts skill level at least two grade levels in one school year. The Intensive Acceleration Class shall:
 1. Be provided to a student in grade 3 who scores Level 1 on the statewide , standardized English Language arts assessment and who was previously retained in grade 3 the prior year.
 2. Have a reduced teacher-student ratio.
 3. Provide uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the grade four Florida Standards in other core subject areas.
 4. Use a reading program that is scientifically research- based and has proven results in accelerating student reading achievement within the same school year.
 5. Provide intensive language and vocabulary instruction using a scientifically research-based program, including use of a speech-language therapist.

C. STANDARDS FOR MID-YEAR PROMOTION OF RETAINED THIRD GRADERS
([Florida Statutes 1008.25](#))

1. As required by [Rule 6A-1.094222](#), the district has adopted a policy for the mid-year promotion of a student retained in third grade due to a reading deficiency.

To be eligible for mid-year promotion, a student must demonstrate that he or she:

 - a. is a successful and independent reader as demonstrated by reading at or above grade level;
 - b. has progressed sufficiently to master appropriate third grade reading skills;
 - c. has met any additional requirements, such as satisfactory achievement in

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- other curriculum areas, as determined by the policies of the district School Board; and
- d. demonstrate satisfactory performance on a locally-selected state approved standardized assessment.

VI. SPECIAL PROGRAMS

A. TITLE I (PART A)

Title I is a federally funded program that provides supplemental resources to high-poverty schools to improve the educational outcomes of children in such schools and enable them to meet challenging academic content and performance standards. Eligible schools receive an annual Title I allocation that is used to provide additional supports aligned with the academic achievement needs of each school. In OCSB' Title I schools, all children benefit from Title I resources, which may include additional interventions, supplemental instructional materials, teacher training, extended day/year, and family engagement.

B. ENGLISH LANGUAGE LEARNERS PLAN (ESOL)

The ESOL program is designed to meet the immediate linguistic needs of the English Language Learner (ELL), as well as the academic needs of students whose native language is other than English and who are not proficient in the English language. The instruction shall be designed to develop the student's mastery of the four language skills, including listening, speaking, reading, and writing as rapidly as possible. The students are served by the program as determined by the established criteria, receiving instruction as described by the English Language Learners Plan Procedural Handbook which is approved by the Florida Department of Education and the

School Board of Okeechobee County.

1. Equal access to appropriate programming shall include both access to intensive English language instruction and instruction in basic subject areas of math, science, social studies, and computer literacy which is:
 - a. Understandable to the ELL student given his or her level of English language proficiency and school shall be equal and comparable in amount, scope and sequence and quality to that provided to English proficient students.
 - b. Equal and comparable in amount, scope and sequence and quality to that provided to English proficient students.
 - c. Recommendations for such programming shall be documented in the form of an ELL student plan, which shall be in conformity with this agreement.
2. English Language Learners with special needs such as compensatory, remedial, or exceptional education, and who are at greater risk for under-achievement and/or dropping out, and in need of additional services, shall be provided equal and comparable services to those provided to English proficient students. ELL students shall receive needed services on a timely basis, and the services provided shall be appropriate for their level of English proficiency as set forth above.

3. Assignment of Grades: English Language Learners

The district grading policy will be applied for each subject for English Language Learners (ESOL – LY). Students served in ESOL must receive services, including ESOL instructional strategies, according to the district ELL Plan. If an ELL student is not performing on grade level in the subject area, the student will receive appropriate accommodations and/or modifications indicated by the student's English language proficiency.

In order for a grade of "F" to be given to an ELL student, the following factors must be reviewed by the school

ELL committee prior to the end of the current grading period:

1. Has an unsatisfactory progress report been sent to the parent or guardian in the parent's heritage language?
2. Have the student's parents been officially notified and involved in documented conferences (with translation) regarding the student's problems?
3. Are the instructional strategies, techniques and classroom assignments appropriate to the student's level of English language proficiency?
4. Is the student receiving appropriate programs and services in accordance with the district ELL plan?

The ELL committee will review and/or revise the student's ELL plan to develop and implement appropriate instructional services that are indicated for student success.

When an ELL student enrolls, the principal shall place him/her at the most appropriate grade level, based on age and maturity. ELL student achievement shall be assessed through a combination of ESOL, standardized and district tests. ELL students shall not be retained solely on the basis of their limited English proficiency

Students currently enrolled in an approved ELL program less than one year may be exempt from taking the state mandated assessments. Exempted students must be assessed through other means determined by the district and school personnel.

Students currently classified as LF (Limited former ESOL in monitoring stage) or LZ (Limited previously beyond monitoring stage) may not be exempted from taking required state mandated assessments.

Students cannot be awarded a standard high school diploma until the required State Assessments are passed.

All ELL students must meet state requirements (*Rule 6A-6.903*) to be exited from the program. If a student has been exited from the ESOL program and is not performing satisfactory in the regular classes, he/she may be re-classified and placed back into the ESOL program within the two year monitoring period.

C. EXCEPTIONAL STUDENT EDUCATION (ESE)

Services are available for children with vision and hearing disabilities from birth to age 2 and all students with disabilities ages 3 through the semester in which they turn 22. Students who are gifted may receive services from kindergarten through grade 12. These services are described in the Exceptional Student Education Policies and Procedures ([SP&P Manual](#)) which is approved by the Florida Department of Education and the School Board of Okeechobee County. Refer to the Exceptional Student Education Section of the Student Progression Plan for further information.

Exceptional education students who are parentally placed in a private school within Okeechobee County may receive ESE services based on a Services Plan even if they do not reside in Okeechobee County. This does not include gifted students who do not reside in Okeechobee County. Gifted students who attend private schools and reside in Okeechobee County may be co-enrolled in their zone school with an Educational Plan (EP).¹

**SECONDARY EDUCATION
MIDDLE SCHOOL
(GRADES 6-8)**

I. ADMISSION, ENROLLMENT, AND TRANSFERS

A. ADMISSION

The following policies for admission to The School District of Okeechobee County are in effect for all students in Okeechobee County.

1. First Entry to the State of Florida Schools:

Before admitting a student to Florida schools for the first time, the school must have received the following documents as required by *Florida Statutes*:

- a. proof of date of birth for students; (For acceptable alternates to birth certificates see [Florida Statutes 1003.21\(4\)](#).)
- b. a certificate showing a physical examination with at least three components performed within one year prior to enrollment (height, weight, blood pressure, etc.)
- c. a valid Florida Certificate of Immunization (DH680) transcribed by a health professional.
- d. kindergarten through 6th grade immunizations required for entry:
 - (1) 4-5 doses of DTP or DTap (If the 4th dose is administered after the 4th birthday, a 5th dose is not required;
 - (2) 3-5 doses of polio (final dose must be administered after 4th birthday
 - (3) 2 doses of MMR;
 - (4) 2 doses of Varivax or documentation of chicken pox disease;
 - (5) 3 doses of Hepatitis B.
- e. 7th through 12th grade:
 - (1) 4-5 doses of DTP or DTap (If the 4th dose is administered after the 4th birthday, a 5th dose is not required);
 - (2) 3-4 doses of Polio (according to age at time of final dose);
 - (3) 2 doses of MMR;
 - (4) 2-3 dose series of Hepatitis B (according to age of administration);
 - (5) 1 dose of Varivax or documentation of chicken pox disease
 - (6) 7th and 8th graders – 2 doses of Varivax
 - (7) Tdap booster

Any student transferring from another school in the United States may be given a 30-day temporary exemption until the certification of a school entry physical examination can be obtained from the previous school. If the record cannot be obtained from the previous school within this time frame, it is the parent's responsibility to provide such a copy. Any student from out-of-state must present an up-to-date Form 680 at the time of enrollment

- 2. Upon initial admission or entry** from one attendance zone to another in The School District of Okeechobee County, evidence of residence and date of birth must be presented to the receiving school. All addresses are subject to

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verification by the School Board. The following documents shall be required:

- a. owned residence:
 - (1) copy of the recorded deed (or agreement for deed), or a certified copy of the declaration of homestead exemption, and
 - (2) a copy of a **current** electric bill or initial order for service; and
 - (3) one of the following **current** documents:
 - (a) auto registration
 - (b) driver's license
 - (c) voter's registration
 - (d) Florida ID

- b. rented or leased residence:
 - (1) copy of **current** lease, rental agreement, or a notarized letter from the landlord, and
 - (2) a copy of a **current** electric bill or initial order for service; and
 - (3) one of the following **current** documents:
 - (a) auto registration
 - (b) driver's license
 - (c) voter's registration
 - (d) Florida ID

- c. non-primary owner or renter (families living with families):

A Verification of Residency Form must be completed by primary and non-primary owner or renter. This form is for one school year only.

- d. if applicable, legal documents, i.e. a copy of current judgment of divorce (dissolution of marriage) or other court order establishing the right of custody should be presented at time of enrollment.

3. Verifying Residence:

All addresses and changes of address are subject to verification by the School Board. All student residence addresses and all documents submitted for verification are subject to validation by district staff. When a change of address occurs after initial enrollment, verification of the new residence is required. Students who are suspected of residing outside of Okeechobee County, Florida, or in an attendance zone other than the student attendance zone for the school they are attending, will be reported to the district investigator for a residency determination investigation.

The School Board reserves the authority to verify enrollment information provided by a parent or parents and to reassign a student on the basis of its investigative determination.

A student who is found to be attending an out-of-zone in-county school as the result of giving false or misleading information at registration, shall immediately be transferred to the school serving the student's residential attendance zone or withdrawn and advised to enroll in the appropriate school in their county of legal

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residence. Any disagreement regarding the investigative finding will be reviewed by the Director of Student Services.

[Florida Statutes 837.06](#) provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

4. Divorced/Separated Parents:

a. divorced parents:

ONE or more of the following documents:

- (1) certified copy of final judgment of divorce
- (2) court custody order/parenting plan
- (3) court guardianship order
- (4) other such document establishing the right of custody

b. separated parents:

A notarized statement that the child actually lives in the home of the parent designated in the child's school records as the residential parent or parent with whom the student resides.

5. Entry to The School District of Okeechobee County from Public or Private Schools within the State:

Before admission to Okeechobee County schools from other Florida counties, a student must have a current Florida Certificate of Immunization on file in the Okeechobee County school in which they are enrolling. If a student has ever been in a Florida public school anytime throughout his/her school career, a new physical exam is not required for entry.

6. Admission of Home Education Students for Co-Enrollment in a Secondary School:

Students who are participating in a home education program in accordance with section [1002.41, Florida Statutes](#), may be admitted to the public schools in this district on a part-time basis. The child seeking entry must meet the same registration requirements as full-time students, and enroll for and attend at least one regularly scheduled class period at the zoned school. Such students must register for all classes prior to the start of the semester they will attend. Full-time students will be given priority in course registration. Home education students who are excluded from a class/course at their zoned school due to space limitations may be assigned to another school if space in that class/course is available. Exceptional students will be provided special education services determined appropriate by the school-based MTSS team, including the parent, using a Services Plan, not an Individual Education Plan (IEP). (K-12 only)

Students who are participating in a home education program in accordance with [Florida Statutes 1002.20\(b\)](#), may participate in extracurricular activities. Participation is on a space available basis and students must meet the same registration requirements as full-time students.

The Board is not responsible for the transportation of students in a home education

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program/private school to or from the school. The school principal will establish the time and place for arrival and departure of these students. Students who attend school on a part-time basis are subject to all applicable rules and regulations pertaining to full-time students.

7. Admission of Private School Students for Co-Enrollment in a Secondary School:

Students who are enrolled in a private school may be admitted to the public schools in this district on a part-time basis in order to receive certain education services. The child seeking entry must meet the same registration requirements as full-time students. Exceptional education students will be provided special education services determined appropriate by the MTSS team, including parent, using a Services Plan, not an Individual Education Plan (IEP). (K-12 only)

B. ENROLLMENT GUIDELINES

A minor child's residence is that of the child's parent or parents. A child residing in Okeechobee County, Florida must be enrolled in and attend the public school that serves the child's residential attendance zone, unless otherwise authorized by the participation in Controlled Open Enrollment, ESE school assignment, the appropriate district level administrator, disciplinary assignment under the Student Conduct and Discipline Code, assignment by the School Board "in lieu of expulsion", a "no contact order" entered by a court of competent jurisdiction, or assignment by the Superintendent/designee.

The following guidelines govern the enrollment of students into the middle schools of Okeechobee County, Florida:

- 1. Any child who has been promoted or assigned to grades 6, 7, or 8 will be admitted to middle school.**
- 2. Both parents residing in Okeechobee County but in different school zones:**

If a child's parents physically reside in separate residences located in different residential attendance zones or the child's parents are divorced or otherwise living separate and apart under court order and the child rotates between the parents' residences, the child shall be enrolled in and attend the school zoned for the residence of the parent in which the child physically resides (stays) for 51% or more of the time. If the actual physical rotation is 50/50 and the parents reside in separate residential attendance zones, the school of enrollment shall be selected by the parents. If there is no court order, the parents' declaration of primary residence should be accepted.

For Enrollment: *The parent with whom the student is going to be residing during the school year shall show proof of residency along with the other items required for registration.*

- 3. A legal parent not living in Okeechobee County (resides in another county, out of state, or out of the country) requesting that the student reside with a parent living in Okeechobee County:**

The parent residing in Okeechobee County shall show proof of residency along

with the other items required for registration.

- 4. A parent residing in Okeechobee County relinquishing formal legal custody of his/her student to someone (i.e., aunt, friend, grandparent, etc.) residing in a different school zone:**

For Enrollment: *This requires the person with whom the parents request the student to live with obtain temporary custody. A notarized letter from the parents stating the extenuating circumstances, which, by ordinary and reasonable standards, precludes the parent from actually caring for the student must accompany this request. The person accepting responsibility for the student must also submit a letter stating he/she accepts responsibility of care for this student. This acceptance letter must be witnessed by an employee of the receiving school.*

- 5. A parent NOT residing in Okeechobee County requesting that his/her student reside with someone other than a parent, (i.e., aunt, friend, grandparent, etc.) and there is no parent living in the district:**

For Enrollment: *This requires the person with whom the parents request the student to live with obtain temporary custody. A notarized letter from the parents stating the extenuating circumstances, which, by ordinary and reasonable standards, precludes the parent from actually caring for the student must accompany this request. The person accepting responsibility for the student must also submit a letter stating he/she accepts responsibility of care for this student. This acceptance letter must be witnessed by an employee of the receiving school.*

- 6. Students who have been expelled or recommended for expulsion in another school district:**

The Okeechobee County School Board will uphold the expulsion of a student from another school district.

- 7. Students who have been assigned to or recommended for assignment to an alternative school in another school district:**

The Superintendent has the authority to assign a student to an alternative educational placement when such placement has been made or recommended in another school district.

8. Enrollment in Hope Scholarship Program:

Beginning with the 2018-2019 school year, contingent upon available funds, and on a first-come, first-served basis, a K-12 student enrolled in a Florida public school is eligible for a scholarship under this program if the student reported an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault or battery; threat or intimidation; or fighting at school.

Upon receipt of a report of an incident, the school principal or designee must provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as required by section (s.) 1006.09(6), Florida Statutes (F.S.). The principal or designee shall also provide a copy of the report to the parent of the alleged offender and superintendent within 24 hours after receipt of the report. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the student, providing said parents with the option of enrolling his or her child in another public school that has capacity or requesting and receiving a scholarship for the child to attend an eligible private school, subject to available funding.

The school district in which the student resides must notify each student (and parent) participating in the program in an eligible private school of the location and times to take all statewide assessments.

C. HOMELESS STUDENTS/FAMILIES IN NEED (FIN)

Homeless students, including homeless unaccompanied youth are permitted to enroll in ~~the~~ The School District of Okeechobee County and must not be placed in a separate school or program within a school based on their homeless status. Homeless children and youth are provided services comparable to those offered to other students enrolled in OCSB to ensure they have an equal opportunity to meet student academic achievement standards. All homeless students are eligible for free breakfast and lunch. Homeless students may choose to attend the school they attended at the time they became homeless. Those students who elect to do this shall be provided transportation if needed. As an alternative, homeless students may choose to enroll in the school zoned for the attendance area where they reside.

Regardless of which school a homeless student chooses to attend, he/she shall be permitted to immediately enroll, even if the student is unable to produce records normally required for enrollment. This includes, but is not limited to, records such as: previous academic records, immunizations, medical records, and proof of residency. The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant records. The student has 30 days to produce these documents after enrollment. If the student needs immunization records, the enrolling school shall immediately refer the student to the school nurse or school social worker for assistance.

For Enrollment: *Refer to OCSB Homeless Students (Families in Need) Policy found under Chapter 5.00: Students 5.27.*

D. TRANSFERS/WITHDRAWALS

1. Within Okeechobee County Schools:

Parents will be expected to formally withdraw their child from a previous school before enrolling at another Okeechobee County public school. The sending school will provide the parent with a copy of the DH680/immunization record from the Student Information System, withdrawal form, report card copy, and transcript. If

there are extenuating circumstances, the principal may deal with this process on an

individual basis.

For Enrollment: *The Student Services Office must approve all zone waiver requests.*

2. In-State/Out-of-State Transfers:

Any student who transfers from an in-state public or nonpublic school or out-of-state public or nonpublic school shall be admitted upon presentation of the following data:

- a. an official letter or transcript from a proper school authority which shows a record of attendance, academic information, and grade placement of the student;
- b. proof of immunization;
- c. proof of date of birth; and
- d. proof of a medical examination completed within the last twelve months (first time entry to Florida Public Schools only).

3. State Uniform Transfer of Students in the Middle Grades [6A-1.09942](#)

The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and courses for students entering Florida's public schools composed of middle grades 6, 7, and 8 from out of state or out of country. The procedures shall be as follows:

- a. Grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, successful completion of courses shall be validated through performance during the first grading period as outlined in subsection (b) of this rule.
- b. Validation of courses shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should be passing each required course at the end of the first grading period. Students who do not meet this requirement shall have courses validated using the Alternative Validation Procedure, as outlined in subsection (c) of this rule.
- c. Alternative Validation Procedure – If validation based on performance as described above is not satisfactory, then any one of the following alternatives identified in the district student progression plan shall be used for validation purposes as determined by the teacher, principal, and parent:
 - 1) Portfolio evaluation by the superintendent or designee;
 - 2) Demonstrated performance in courses taken at other public or private accredited schools;
 - 3) Demonstrated proficiencies on nationally-normed standardized subject
 - 4) area assessments;
 - 5) Demonstrated satisfactory achievement proficiencies on the FSA; or
 - 6) Written review of the criteria used for a given subject provided by the former school .

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Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in paragraphs c (3) and (4) of this rule if required.

- 4. Neither the student nor parent(s) reside within Okeechobee County and the student wishes to transfer into a The School District of Okeechobee County while maintaining residence outside of the county:**

Any student transferring from another school in the United States may be given a 30-day temporary exemption until the certification of a school entry physical examination can be obtained from the previous school. If the record cannot be obtained from the previous school within this time frame, it is the parent's responsibility to provide such a copy. Any student from out-of-state must present an up-to-date Form 680 at the time of enrollment

- 5. Grade Placement:**

When a student transfers into a The School District of Okeechobee County from a public or nonpublic school, it will be the responsibility of the principal of the previous school to determine grade level placement. From a home education program it will be the responsibility of the principal or the principal's designee of the receiving school to assess the student's achievement level.

The principal shall have the final decision regarding student placement.

II. MIDDLE SCHOOL INSTRUCTION

Secondary schools are primarily designed to serve students in grades 6-12. Students promoted from the 8th grade will have the necessary academic skills for success in high school, and students graduating from high school will have the necessary skills for success in the workplace and postsecondary education. The mission of the middle grades is to prepare students for successful completion of rigorous courses in high school.

A. REGULAR PROGRAM - GENERAL PROGRAM REQUIREMENTS

Student Performance Standards

The School District of Okeechobee County provides instruction in all required course standards and has instructional plans aligned to the course standards in the areas of English language arts, mathematics, science, and social studies. Teachers instruct using the instructional plans and a school wide system of progress monitoring is used to support students with identified deficiencies. Student progression is based upon mastering the standards in each course as evidenced by student grades on the student's report card as well as formative data obtained from progress monitoring and summative data obtained from a student's performance on the statewide, standardized assessment program.

- 1. Middle school students in The School District of Okeechobee County shall receive instruction in the following subjects:**

- a. three middle grades or higher courses in mathematics; each middle school

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shall offer an accelerated math curriculum that includes Algebra I, and Geometry for high school credit. Middle grades students enrolled in Algebra I or Geometry must take the EOC assessment which constitutes 30% of the student's semester grades in the course. Students must earn a satisfactory score on the Algebra I EOC in order to earn a standard high school diploma. Beginning in the 2014-2015 school year, students who select the Scholar's diploma pathway must earn a satisfactory level or above on the Geometry EOC assessment. High school credit will be determined by the semester grades earned in the course.

- b. three middle grades or higher courses in English language arts (ELA) which shall include experiences in reading, writing, speaking, listening and language.
- c. three middle grades or higher courses in science which shall include instruction in life science, earth science, and physical science.
- d. three middle grades or higher courses in social studies which shall include the study of government, economics, geography, and history (including world, United States and Florida history). Middle school students are required to take at least a ~~one semester~~ civics education course that includes roles and responsibilities of federal, state, and local governments; the structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historical documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States. Middle grades students enrolled in Civics must take the Civics EOC assessment, which constitutes 30% of the student's semester grades in the course.

Students that transfer into a public middle school from out of county, out of state, private school or a home education program after the start of the second semester of 8th grade are exempt from the Civics requirement for promotion from the middle grades if the student's transcript documents passage of three courses in social studies or two yearlong courses in social studies that include coverage of Civics education.

- e. the equivalent of one class period per day of physical education for one semester of each year is required for students enrolled in grades 6 through 8. Students enrolled in such instruction shall be reported through the periodic student membership surveys, and records of such enrollment shall be audited pursuant to [Florida Statutes 1010.305](#). Such instruction may be provided by any instructional personnel as defined in [Florida Statutes 1012.01\(2\)](#), regardless of certification, who are designated by the school principal. The requirement in subsection II. A.6 (f) shall be waived for a student who meets one of the following criteria:
 - (1) The student is enrolled or required to enroll in a remedial course;
 - (2) The parent requests in writing by completing the waiver request form and submitting to the principal that the student enroll in another enrichment or

elective course; or

- (3) The parent indicates in writing by completing the waiver request form and submitting to the principal that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

Students who waive the physical education requirement will be enrolled in an enrichment or elective course offered by the school. Placement will be made at the discretion of the principal and on a space available basis. Parents will be advised of these options before scheduling the student to participate in physical education. This type of exception must be renewed annually.

2. Scheduling Practices

Design of the school's master schedule reflects flexible options based upon student course requests. Students who demonstrate academic needs in the areas of English language arts (ELA) and mathematics may be provided support classes to accelerate student growth. Determination of student needs will be done on a case-by-case basis by the principal to best meet the academic learning needs of the student. For exceptional education students, other than gifted, the IEP team will determine remediation strategies to meet the individual needs of the student.

3. Student Support Opportunities

The district's comprehensive program for student progression uses multiple data sources, including, student grades, teacher input, ongoing progress monitoring and state assessment results to monitor each student's response to implemented interventions. The areas of academic need and intervention strategies are defined through a Multi-Tiered Systems of Support (MTSS) process.

B. ADVANCED COURSES

Advanced course work at the middle grades level is offered in mathematics (grades 6, 7, and 8). Advanced courses are open for enrollment to any student who desires to self-select a more rigorous and challenging curriculum. Students who choose to enroll in advanced classes must commit, in writing, to doing the additional tasks and assignments associated with the more intensive curriculum. Students who fail to maintain a 2.0 average over two consecutive nine-week grading periods in an advanced course may be exited from that course.

Each middle school will provide additional academic support to assist students who are in jeopardy of being exited from an advanced class for failure to sustain the minimum performance expectations.

C. MONITORING STUDENT PROGRESS

Each student must participate in the statewide, standardized assessment program required by [Florida Statutes 1008.22](#). Each student who does not achieve a Level 3 or above on the statewide, standardized English language arts assessment, or on the

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statewide, standardized mathematics assessment, or the Algebra I EOC assessment must be evaluated to determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic supports to improve the student's performance.

A student who is not meeting the school district or state requirements for satisfactory performance in English language arts and mathematics must be covered by one of the following plans:

1. A federally required student plan such as an individual education plan;
2. A school wide system of progress monitoring for all students. A student who scores Level 4 or above on the English language arts and mathematics assessments may be exempted from participation by the principal.
3. An individualized progress monitoring plan. As required by the district reading plan, MTSS teams will systematically monitor and review student data in order to make decisions about interventions and instruction.

As required by [Florida Statutes 1001.42](#) (18) an early warning system for student in grades K-8 is used to identify students who need additional support to improve academic performance and stay engaged in school.

D. SUPPLEMENTAL AND INTENSIVE INSTRUCTIONAL SUPPORT

Students in grades 6 through 8 who are not demonstrating satisfactory progress

may be enrolled in an acceleration support program during the school day for the purpose of providing immediate instructional support. Principals may assign students to any one or all of the following acceleration support programs. Students assigned to these programs will remain in placement until they have demonstrated satisfactory performance as determined by a school wide system of progress monitoring.

1. Intensive Reading

Students who do not meet the requirements for satisfactory performance in English language arts, may be enrolled the following year in an accelerated reading support program. Middle grades students two or more years below grade level may be enrolled into a double block of reading to accelerate foundational skills.

2. Intensive Mathematics

Students who do not meet the requirements for satisfactory performance in mathematics, may be enrolled the following year in an accelerated mathematics support program designed to develop a deeper understanding of math concepts and to advance student learning.

E. ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL)/ VERTICAL ACCELERATION

Each school must offer the following ACCEL options: whole-grade and midyear promotion; subject matter acceleration and virtual instruction in higher grade-level

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subjects. Additional ACCEL options may include, but are not limited to enriched

science, technology, engineering, and mathematics (STEM) coursework; enrichment programs; flexible grouping; advanced academic courses, combined classes; self-paced instruction and advanced-content instruction. The principal, after consultation with the parent/guardian, guidance counselors, teachers and the Assistant Superintendent for Instructional Services shall determine if placement in an above-grade level course offered by The School District of Okeechobee County or grade level acceleration is appropriate. Factors considered in making this placement decision shall include, but not be limited to, the student's academic history, standardized test performance, current nine weeks exam performance, the student's attendance and conduct record.

Placement decisions shall be made on a case-by-case basis and the decision of the principal is final. All placement decisions shall be made on an annual basis and students shall be required to petition the principal each year they wish to enroll in above grade level courses

If a student participates in an ACCEL option pursuant to a parent's request, a performance contract must be executed by the student, the parent, and the principal.

If a principal initiates a student's participation in an ACCEL option, the student's parent must be notified. A performance contract is not required when a principal initiates participation but may be used at the discretion of the principal.

III. MIDDLE SCHOOL ASSESSMENT

All students must participate in the statewide assessment tests required by [Florida Statutes 1008.22](#). For exceptional education students, other than gifted, the IEP team will make recommendations for accommodations students are to receive as part of regular classroom instruction on the statewide assessment.

Middle School State Standardized Assessments		
Grade 6	Grade 7	Grade 8
Grade 6 - English Language Arts Florida Standards Assessment	Grade 7 - English Language Arts Florida Standards Assessment	Grade 8 - English Language Arts Florida Standards Assessment
Grade 6 - Math Florida Standards Assessment	Grade 7 - Math Florida Standards Assessment OR Algebra 1 End of Course Assessment	Grade 8 - Math Florida Standards Assessment OR Algebra 1 End of Course Assessment OR Geometry End of Course Assessment
	Civics End of Course Assessment	Grade 8 - Statewide Science Assessment

Parents will receive an annual report of their student's progress toward achieving state and district expectations for satisfactory achievement levels on standardized state assessments.

IV. SPECIAL PROGRAMS

A. ENGLISH LANGUAGE LEARNERS PLAN (ESOL)

The ESOL program is designed to meet the immediate linguistic needs, of the English Language Learner (ELL), as well as the academic needs of students whose native language is other than English and who are not proficient in the English language. The instruction shall be designed to develop the student's mastery of the four language skills, including listening, speaking, reading, and writing as rapidly as possible. The students are served by the program as determined by the established criteria, receiving instruction as described by the English Language Learners Plan which is approved by the Florida Department of Education and the School Board of Okeechobee County.

All ELL students must meet state requirements (*Rule 6A-6.903*) to be exited from the program. If a student has been exited from the ESOL program and is not performing satisfactory in the regular classes, he/she may be re-classified and placed back into the ESOL program within the two year monitoring period.

B. EXCEPTIONAL STUDENT EDUCATION

Services are available for children with vision and hearing disabilities from birth to age 2 and all students with disabilities ages 3 through the semester in which they turn 22. Students who are gifted may receive services from kindergarten through grade 12. These services are described in the Exceptional Student Education Policies

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and Procedures (SP&P) which is approved by the Florida Department of Education and the School Board of Okeechobee County. Refer to the Exceptional Student Education Section of the Student Progression Plan for further information.

V. GRADING PROCEDURES

A. REPORTING STUDENT PROGRESS

1. All parents will be notified regularly of their child's achievement during the 36 week school year. Teachers will update grades in Skyward every week (7 days). The school year is divided into four nine-week grading periods. A progress report will be available for each student in all subjects at the mid-point of each nine-week grading period. Thereafter, until the end of each grading period, teachers will notify parents/guardians if the student's performance drops ~~significantly~~ by more than one letter grade.

1. **Student's Decrease in Grade**

A conference with the parent ~~should~~ will be held when there is a marked difference in student achievement from the previous reporting period, such as a decrease of more than one letter grade. Conferencing with parents is encouraged beyond the minimum conferencing provisions of this policy. Students or parents have the right and responsibility to be informed of student grades at all times. Teachers shall be given reasonable time to respond to the student or parent. The classroom or subject teacher has the initial and primary authority to assign grades.

2. Guidelines to review, modify, or to appeal a grade are listed below:
Step 1: Parents, student or both will request a conference with the teacher who assigned the grade. The teacher will explain how the grade was assigned.
Step 2: In the event satisfaction is not reached at step one, by all parties; they may appeal to the principal. Parents, student and teacher will present all information to the principal. After hearing all sides, the principal will make a decision.
3. **Step 3:** In the event satisfaction is not reached at step two by all parties, they may appeal to the Superintendent of Schools. The process in step two will be repeated. The superintendent will make a decision. The superintendent's decision will be final.

B. SECONDARY GRADING -- MIDDLE SCHOOL

1. Upon completion of each nine-week grading period, a report card will be issued. The report card will depict the student's grade that is based on his/her academic performance in each class that reflects examinations as well as written papers, class participation, and other academic performance criteria, the student's performance or nonperformance at his/her grade level. The report card will include information about the student's conduct and attendance. The final report card will contain a statement indicating promotion, assignment, or retention. Florida Statutes 1003.437 requires the grading system and interpretation of letter grades used in grades 6 through 12 be as follows:

The following is the grading system for The School District of Okeechobee County, grades 6-12.

Letter Grade	Percentage Range	GPA Value	Definition
A	90-100	4	Outstanding Progress
B	80-89	3	Above Average
C	70-79	2	Average Progress
D	60-69	1	Lowest Acceptable
F	0-59	0	Failure
I			Incomplete
NG			No Grade

*GPA Value=Grade Point Average (GPA) Value

No plus or minus marks will appear on the report card.

2. As part of a district wide system of monitoring student progress, mid-quarter and end-of-quarter exams will be administered to students enrolled in language arts and mathematics. The nine-week grade in all other courses will be determined by the work completed by the student during that grading period.
3. ~~Beginning with the 2015-16 school year,~~ Mmiddle school students enrolled in courses for high school credit shall be graded in accordance with the provisions of Section III.B. of the High School Student Progression Plan (Secondary Grading-High School) Each nine-week course grade will be counted as 50% of the semester grade. The student's semester grades in courses with state mandated End of Course assessments will be calculated as follows: 70% based on student course work and 30% based on the EOC score. The grading plan will be communicated to the student and parent at the beginning of the course.
4. The cumulative year-to-date GPA is determined by averaging the semester grade for each course.
5. All courses taken in a middle grades student's schedule, including courses taken for high school credit, shall be calculated into the student's cumulative year-to-date GPA.
6. Virtual School course grades shall be included in the calculation of a middle grades student's cumulative year-to-date GPA. Courses taken with My District Virtual School must be completed by the end of the academic year to be included in the student's year-to-date cumulative GPA.
7. For Mathematics, social studies and science at middle school, Skyward gradebook will be divided into four categories, weighted as follows: Tests (40%), Quizzes (30%), Classwork (20%) and Homework (10%). For English Language

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Arts, Skyward gradebook will be divided into four categories as follows: reading (50%), writing (25%), grammar/language (15%), spelling (10%).

8. Grade Weighting: High school honors courses taken during middle grades shall be weighted for the purpose of calculating middle grades GPA's. Grade weighted high school credit honors courses taken at the middle grades level shall also have the weighted grade applied to the calculation of the high school GPA when the student enters high school.

VI. MAKE-UP ASSIGNMENTS AND ASSESSMENTS FOR ABSENCES

Regardless of whether an absence is excused or unexcused, students are required to make up all coursework and assessments missed during the period of nonattendance. Immediately upon returning to class, it is the responsibility of the student to obtain missed coursework, confirm corresponding dates for completion, and schedule missed assessments. Students shall earn full credit for all short-term assignments, long-term assignments, tests, and quizzes made up within the reasonable time limits established by the teacher.

Partial credit shall be given for assignments not completed within the time limits established by the teacher.

1. Short-Term Assignments

- a. Short-term assignments are those assignments given less than five (5) school days in advance of a student's absence.
- b. Full credit will be given for those short-term assignments turned in within the reasonable time limits set by the teacher, which shall be no less than the number of days the student was absent, plus one (1) additional day
- c. Partial credit will be given for those short-term assignments turned in after the due date. The teacher will grade short-term assignments turned in late. After the letter grade for the assignment has been determined, the teacher may reduce it by no more than one (1) letter grade for every day the assignment was turned in late.

2. Long-Term Assignments

- a. Long-term assignments are those assignments given five (5) or more school days in advance of a student's absence.
- b. Unless exempted from this requirement by the principal or the principal's designee, in consultation with the teacher, long-term assignments are due on the assigned date for full credit.
- c. Partial credit will be given for those long-term assignments turned in after the due date. The teacher will grade long-term assignments turned in late. After the letter grade for the assignment has been determined, the grade shall be reduced by one letter grade for every day the assignment was turned in late.

3. Tests and Quizzes

- a. Students are required to make-up tests and quizzes missed during an absence. At a minimum, students have no less than the number of days they were absent, plus one (1) additional day, to make-up tests and quizzes missed during an

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absence. The time and place for the make-up is the decision of the teacher. The teacher's decision on make-up schedules shall be final.

- b. The teacher may administer an alternate form test or quiz to assess competency or mastery of subject matter. There shall be no academic penalty imposed for tests and quizzes completed within the reasonable time period set by the teacher. However, if a student fails to make up the test or quiz within the reasonable time period established by the teacher, then the teacher may impose a reasonable academic penalty as approved by the principal.

~~4. Exams~~

~~Exams must be made up within the reasonable time limits established by the teacher, at minimum, the number of days absent plus one (1) additional day. The teacher may administer an alternate exam to assess competency or mastery of subject matter. The teacher's decision on make-up schedules shall be final.~~

VII. Late Work

Late work is defined as work that was not turned in on time even though the student was present when the assignment was due. Late work shall not be granted full credit. Late work shall be accepted for one day from the due date unless otherwise extended by the teacher or by accommodations of the student's IEP. The student will receive no less than 75% of the earned credit for the assignment. Honors and Advanced Placement courses that have a contract that includes a policy regarding late work will be exempt from the Late Work section of Student Progression. Parents and students will be required to review and sign the contract prior to placement in these courses. Dual Enrollment courses are also exempt from this section and the policies and procedures dictated by the postsecondary institution where they are enrolled will be followed. ~~These procedures will be listed in the syllabus provided to the students at the beginning of each dual enrollment course.~~ This deadline may be extended with the approval of the teacher or principal.

VIII. MIDDLE SCHOOL GRADE PLACEMENT

Promotion, assignment, or retention will occur at the completion of the regular school year, or after the completion of a grading period in the subsequent school year, when appropriate. Student progression from one grade to another is based on mastery of standards in English language arts, mathematics, science, and social studies. The final decision for grade placement is the responsibility of the principal. For exceptional students with disabilities on Alternate Assessment, refer to Section V. in the Exceptional Education section of the Student Progression Plan.

A. PROMOTION

Middle grades students must earn passing grades in ELA, math, science, and social studies for three grading periods of the school year (three out of four quarters per course).

Students who do not pass three grading periods of a two or more courses shall be retained.

Supplemental and accelerated instructional support can be provided in the next grade level to students who did not demonstrate satisfactory performance.

B. ASSIGNMENT

Students may not be assigned to a grade level based solely on age or other factors that constitute social promotion. Students who do not meet the criteria for promotion may be

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assigned to the next higher grade by the principal after due consideration of relevant factors which may include but are not limited to:

1. input from the student's parent, teachers, and counselor;
2. successful student participation in supplemental or accelerated instruction;
3. other planned interventions.

Information will be placed in the student's cumulative folder by the principal supporting the rationale for a student's assignment to the next grade level.

C. RETENTION

A student who has not been promoted or assigned is retained. A student who is retained must be in or placed in the MTSS process.

D. PUBLIC REPORTING (*Florida Statutes 1002.20 and 1008.25*)

Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year:

1. The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion.
2. By grade, the number and percentage of all students in grades 3 through 10 performing at levels 1 and 2 on the English language arts portion of the standardized state assessment.
3. By grade, the number and percentage of all students retained in grades 3 through 10.
4. Information on the total number of students who were promoted for good cause, by each category of good cause.
5. Any revisions to the district school board's policy on student retention and promotion from the prior year.

These requirements are subject to change pending updates from the Florida Department of Education.

IX. HIGH SCHOOL CREDIT

1. Middle school students may enroll in courses for high school credit on a space available basis when the courses are offered at their middle school.
2. Middle school students enrolled in a high school credit course may not drop the course or transfer into a lower level course after the completion of the first nine-weeks grading period.
3. Grade Forgiveness – Middle school students who take any high school course for high school credit and earn a grade of "C", "D", or "F" or the equivalent of "C", "D", or "F", shall be allowed to retake the same or a comparable course and replace the grade with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned in the course.

Middle school students who earn a grade of "A" or "B" in a high school credit course are not eligible for grade forgiveness.

Middle school students who earn a grade of "C" in Algebra I Honors may retake the same course for the purpose of grade forgiveness and, at the same time, enroll

in the Geometry Honors course for high school credit.

In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. However, all courses completed by a student remain a part of the student's cumulative record and will appear on the high school transcript. Any course not replaced according to this forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

4. Grade Weighting – High school honors courses taken during middle school shall be weighted. Grade weighted high school credit courses taken at the middle school level shall also have the weighted grade applied to the calculation of the high school GPA when the student enters high school and will receive the same weighting as courses taken on a high school campus.
5. High School courses taken prior to the 9th grade may be used to meet the core course requirement for the National Collegiate Athletic Association (NCAA) if the course appears on the high school transcript with a grade and a credit and the course is on the high school's approved list of NCAA courses.
6. High school credit for courses successfully completed by middle school students shall be awarded upon completion of middle school and official entry into high school.
7. All courses taken at the middle grades level for high school credit shall be graded in accordance with the provisions of Section III.B. of the High School Student Progression Plan (Secondary Grading-High School). Each nine-week grade will be counted as 50% of the semester grade. The student's semester grades in courses with state mandated End of Course assessments will be calculated as follows: 70% based on student course work and 30% based on the EOC score. The grading plan will be communicated to the student and parent at the beginning of the course.
- 7.8.** Credits are recorded on an official high school transcript from where the student was officially enrolled.
9. Virtual Courses for High School Credit - Parents of middle school students who want their child to take a high school credited course via virtual school shall inform the guidance counselor at the middle school the student attends and be approved by the middle school principal and the Director of Student Services.
10. Information concerning the three-year and four-year high school graduation options will be provided to middle school students and parents so they may select the program that best fits their needs.

X. EXCEPTIONS

Individual student exceptions (under highly unusual circumstances) can be made to the Middle School Student Progression Plan. These exceptions will be made only with the approval of the principal and the Assistant Superintendent for Instructional Services.

**SECONDARY EDUCATION
HIGH SCHOOL
(GRADES 9-12)**

I. ADMISSION, ENROLLMENT, AND TRANSFERS

A. ADMISSION

The following policies for admission to The School District of Okeechobee County are in effect for all students in Okeechobee County.

1. First Entry to the State of Florida Schools:

Before admitting a student to Florida schools for the first time, the school must have received the following documents as required by *Florida Statutes*:

- a. proof of date of birth for students; (For acceptable alternates to birth certificates see [Florida Statutes 1003.21\(4\)](#).)
- b. a certificate showing a physical examination with at least three components performed within one year prior to enrollment (height, weight, blood pressure, etc.)
- c. a valid Florida Certificate of Immunization (DH680) transcribed by a health professional.
- d. kindergarten through 6th grade immunizations required for entry:
 - (1) 4-5 doses of DTP or DTap (If the 4th dose is administered after the 4th birthday, a 5th dose is not required);
 - (2) 3-5 doses of Polio (according to age at time of final dose);
 - (3) 2 doses of MMR;
 - (4) 2 doses of Varivax or documentation of chicken pox disease;
 - (5) 3 doses of Hepatitis B.
- e. 7th through 12th grade:
 - (1) 4-5 doses of DTP or DTap (If the 4th dose is administered after the 4th birthday, a 5th dose is not required);
 - (2) 3-4 doses of Polio (final dose must be administered after 4th birthday
 - (3) 2 doses of MMR;
 - (4) 2-3 dose series of Hepatitis B (according to age of administration);
 - (5) 1 dose of Varivax or documentation of chicken pox disease
 - (6) 7th and 8th graders – 2 doses of Varivax
 - (7) Tdap booster.

Any student transferring from another school in the United States may be given a 30-day temporary exemption until the certification of a school entry physical examination can be obtained from the previous school. If the record cannot be obtained from the previous school within this time frame, it is the parent's responsibility to provide such a copy. Any student from out-of-state must present an up-to-date Form 680 at the time of enrollment

- f. the Superintendent may require evidence of the age of any child whom he or she believes not to be within the limits of compulsory attendance as provided for by law ([Florida Statutes 1003.21](#)) such as:
 - (1) a valid/official birth record
 - (2) Social Security card
 - (3) copy of final transcript

2. Upon initial admission or entry from one attendance zone to another in The School District of Okeechobee County, evidence of residence and date of birth must be presented to the receiving school. All addresses are subject to verification by the School Board. The following documents shall be required:

- a. owned residence
 - (1) copy of the recorded deed (or agreement for deed), or a certified copy of the declaration of homestead exemption, and
 - (2) a copy of a **current** electric bill or initial order for service; and
 - (3) one of the following current documents:
 - (a) auto registration
 - (b) driver's license
 - (c) voter's registration
 - (d) Florida ID
- b. rented or leased residence:
 - (1) copy of **current** lease, rental agreement, or a notarized letter from the landlord, and
 - (2) copy of a **current** electric bill or initial order for service; and
 - (3) one of the following **current** documents:
 - (a) auto registration
 - (b) driver's license
 - (c) voter's registration
 - (d) Florida ID
- c. non-primary owner or renter (families living with families):
A Verification of Residency Form must be completed by primary and non- primary owner or renter. This form is for one school year only.
- d. if applicable, legal documents, i.e. a copy of current judgment of divorce (dissolution of marriage) or other court order establishing the right of custody should be presented at time of enrollment.

3. Verifying Residence

All addresses and changes of addresses are subject to verification by the School Board. All student residence addresses and all documents submitted for verification are subject to validation by district staff. When a change of address occurs after initial enrollment, verification of the new residence is required. Changing high school attendance zones may affect athletic eligibility according to the rules and regulations of the FHSAA.

The School Board reserves the authority to verify enrollment information provided by a parent or parents and to reassign a student on the basis of its investigative determination. A student who is found to be attending an out-of-zone in-county school as the result of giving false or misleading information at registration, shall immediately be transferred to the school serving the student's residential attendance zone or withdrawn and advised to enroll in the appropriate school in their county of legal residence. Any disagreement regarding the investigative finding will be reviewed by the Director of Student Services. Any disagreement regarding a determination that a student is a bona fide resident of a county other than Okeechobee may be contested as provided by law.

[Florida Statutes 837.06](#) provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

4. Divorced/Separated Parents:

a. divorced parents:

ONE or more of the following documents:

- (1) certified copy of final judgment of divorce
- (2) court custody order/parenting plan
- (3) court guardianship order
- (4) other such document establishing the right of custody

b. separated parents:

A notarized statement that the child actually lives in the home of the parent designated in the child's school records as the residential parent or parent with whom the student resides.

5. Entry to OCSB from Public or Private Schools within the State

Before admission to Okeechobee County schools from other Florida counties, a student must have a current Florida Certificate of Immunization on file in the Okeechobee County school in which they are enrolling. If a student has ever been in a Florida public or private school anytime throughout his/her school career, a new physical exam is not required for entry.

76. Denial of Admission or Continued Enrollment with Reference to Appropriate Alternative(s)

The School District of Okeechobee County is committed to provide students with appropriate educational services through thirteen years from the date of their kindergarten entrance. Services may be provided at the discretion of the principal for a student who is on schedule to graduate by the end of an additional (fourteenth) year. Students who are 18 years old, [or older](#), at the time of enrollment must have earned a minimum 12 high school credits and have a GPA of no less than 1.50. Any full time Exceptional Education student may be exempt from this policy. All Exceptional Education students are to be regulated by the existing state statutes.

Services are available for exceptional education students through the semester in which they turn 22 or they earn a standard diploma. In any instance consistent with the previous provision that admission or continued enrollment is denied, school personnel

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shall make recommendations for appropriate alternatives that would provide the student with a means to continue his/her education.

87. Admission of Home Education or Private School Students for Co-Enrollment in a Secondary School

Students who are participating in a home education program in accordance with section 1002.41 Florida Statutes, or who are enrolled in a private school may be admitted to the public schools in this district on a space available basis. The child seeking entry must meet the same registration requirements as full-time students.

Such students must register for all classes prior to the start of the semester they will attend. Full-time students will be given priority in course registration. Home education/private school students who are excluded from a class/course at their zoned school due to space limitations may be assigned to another school within the district transfer guidelines if space in that class/course is available. Students who are participating in a home education program in accordance with 1002.20(b) Florida Statutes, may participate in extracurricular activities. Participation is on a space available basis and students must meet the same registration requirements as full-time students.

Exceptional students will be provided services as required by law. Students with disabilities who are parentally placed in a home private school in Okeechobee County may receive ESE services based on a Service Plan, not an IEP (Individual Education Plan), developed by the serving school. (K-12 only)

The Board is not responsible for the transportation of students in a home education program/private school to or from the school. The school principal will establish the time and place for arrival and departure of these students. Students who are co-enrolled are subject to all applicable rules and regulations pertaining to full-time students.

B. ENROLLMENT GUIDELINES

A minor child's residence is that of the child's parent or parents. A child residing in Okeechobee County, Florida must be enrolled in and attend the public school that serves the child's residential attendance zone, unless otherwise authorized by participation in Controlled Open Enrollment, ESE school assignment, the appropriate district level administrator, disciplinary assignment under the Student Conduct and Discipline Code, assignment by the School Board "in lieu of expulsion", a "no contact order" entered by a court of competent jurisdiction, or assignment by the Superintendent/designee.

The following guidelines govern the enrollment of students into the high schools of Okeechobee County, Florida:

- 1. Any student who has been officially promoted or assigned to grade 9 will be admitted to high school.**
- 2. Both parents residing in Okeechobee County but in different school zones:**
If a child's parents physically reside in separate residences located in different residential attendance zones or the child's parents are divorced or otherwise living separate and apart under court order and the child rotates between the parents'

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residences, the child shall be enrolled in and attend the school zoned for the residence of the parent in which the child physically resides (stays) for 51% or more of the time. If the actual physical rotation is 50/50 and the parents reside in separate residential attendance zones, the school of enrollment shall be selected by the parents. If there is no court order, the parents' declaration of primary residence should be accepted.

For Enrollment: The parent with whom the student is going to be residing during the school year shall show proof of residency along with the other items required for registration.

- 3. A legal parent not living in Okeechobee County (resides in another county, out of state, or out of the country) requesting that the student reside with a parent living in Okeechobee County**

The parent residing in Okeechobee County shall show proof of residency along with the other items required for registration.

- 4. A parent residing in Okeechobee County relinquishing formal legal custody of his/her student to someone other than the parent (i.e., aunt, friend, grandparent, etc.) residing in a different school zone.**

For Enrollment: This requires the person with whom the parents request the student to live with to obtain temporary custody. A notarized letter from the parents stating the extenuating circumstances, which, by ordinary and reasonable standards, precludes the parent from actually caring for the student must accompany this request.

- 5. A parent NOT residing in Okeechobee County requesting that his/her student reside with someone other than a parent, (i.e., aunt, friend, grandparent, etc.), and there is no parent living in the district**

For Enrollment: This requires the person with whom the parents request the student to live with to obtain temporary custody. A notarized letter from the parents stating the extenuating circumstances, which, by ordinary and reasonable standards, precludes the parent from actually caring for the student must accompany this request.

- 6. Students who have been expelled or recommended for expulsion in another school district**

The Okeechobee County School Board will uphold the expulsion of a student from another school district.

Students who have been assigned to or recommended for assignment to and alternative school in another school district

The Superintendent has the authority to assign a student to alternative educational placement when such placement has been made or recommended in another school district.

For Enrollment: The student must apply to Director of Student Services for entry into the School District of Okeechobee County.

7. Enrollment in Hope Scholarship Program:

Beginning with the 2018-2019 school year, contingent upon available funds, and on a first-come, first-served basis, a K-12 student enrolled in a Florida public school is eligible for a scholarship under this program if the student reported an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault or battery; threat or intimidation; or fighting at school.

Upon receipt of a report of an incident, the school principal or designee must provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as required by section s.) 1006.09(6), Florida Statutes (F.S.). The principal or designee shall also provide a copy of the report to the parent of the alleged offender and superintendent within 24 hours after receipt of the report. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the student, providing said parents with the option of enrolling his or her child in another public school that has capacity or requesting and receiving a scholarship for the child to attend an eligible private school, subject to available funding.

The school district in which the student resides must notify each student (and parent) participating in the program in an eligible private school of the location and times to take all statewide assessments.

C. HOMELESS STUDENTS/FAMILIES IN NEED (FIN)

Homeless students, including homeless unaccompanied youth, are permitted to enroll in the School District of Okeechobee County. and must not be placed in a separate school or program within a school based on their homeless status.

Homeless children and youth are be provided services comparable to those offered to other students enrolled in OCSB to ensure they have an equal opportunity to meet student academic achievement standards. All homeless students are eligible for free breakfast and lunch.

Homeless students may choose to attend the school they attended at the time they became homeless. Those students who elect to do this shall be provided transportation if needed. As an alternative, homeless students may choose to enroll in the school zoned for the attendance area where they reside.

Regardless of which school a homeless student chooses to attend, he/she shall be permitted to immediately enroll, even if the student is unable to produce records normally required for enrollment. This includes, but is not limited to, records such as: previous academic records, immunizations, medical records, and proof of residency. The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant records. The student has 30 days to produce these documents after

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enrollment. If the student needs immunization records, the enrolling school shall immediately refer the student to the school nurse or school social worker for assistance.

For Enrollment: Refer to OCSB Homeless Students (Families in Need) Policy found under Chapter 5.00: Students 5.18.

D. TRANSFERS

1. Within Okeechobee County Schools

Parents will be expected to formally withdraw their child from a previous school before enrolling at another Okeechobee County public school.

2. In-State/Out-of-State Transfers

Any student who transfers from an in-state public or nonpublic school or out-of-state public or nonpublic school shall be admitted upon presentation of the following data:

- a. an official letter or transcript from a proper school authority which shows a record of attendance, academic information, and grade placement of the student;
- b. proof of immunization;
- c. proof of date of birth; and
- d. proof of a medical examination completed within the last twelve months (first time entry into Florida Public Schools only).

3. Neither the student nor parent(s) reside within Okeechobee County and the student wishes to transfer into a The School District of Okeechobee County while maintaining residence outside of the county

Any student transferring from another school in the United States may be given a 30-day temporary exemption until the certification of a school entry physical examination can be obtained from the previous school. If the record cannot be obtained from the previous school within this time frame, it is the parent's responsibility to provide such a copy. Any student from out-of-state must present an up-to-date Form 680 at the time of enrollment.

For Enrollment: *The Director of Student Services must approve all zone waiver requests.*

4. Grade Placement

When a student transfers into a The School District of Okeechobee County from a public or nonpublic school, it will be the responsibility of the principal of the previous school to determine grade level placement. From a home education program, it will be the responsibility of the principal or principal's designee of the receiving school to assess the student's achievement level. **The principal shall have the final decision regarding student placement.**

5. Transfer of High School Credits

- a. All evidence of work or credits earned at another school, community college, or university offered for acceptance will be based on an official transcript authenticated by the proper school authority.

- b. Work or credits from all schools or institutions will be accepted at face value, subject to validation if required by the receiving schools accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period.
- c. Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Credits and grades earned from unaccredited schools shall be accepted at face value if submitted on an official transcript. An official transcript is sent directly from the past administrator to the present administrator and should clearly identify the school, the student, the course number, date the course was taken, credit earned and grade in each course. The transcript should be on official school letterhead and/or be embossed with the school seal. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure.
- c. Alternative Validation Procedure - If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:
 - (1) Portfolio evaluation by the superintendent or designee;
 - (2) Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
 - (3) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
 - (4) Demonstrated proficiencies on nationally-normed standardized subject area assessments;
 - (5) Demonstrated satisfactory achievement on the 10th grade state standardized reading assessment and/or End-of-Course Exams (EOC);
 - (6) Written review of the criteria used for a given subject provided by the former school. Students must be provided at least 90 days from date of transfer to prepare for assessments outlined in paragraphs (d) (4) and (d) (5) if required.
- d. The requirements of the School Board will not negatively affect transfer students provided the student has met all requirements of the school district or state from which he/she is transferring and provided that the student was enrolled elsewhere for at least one (1) grading period. A student must meet The School District of Okeechobee County' graduation requirements for the grading periods including passing scores on required tests, 10th grade state standardized English language arts assessment and/or End-of-Course Exams.
- e. In cases where students are unable to provide an official letter or transcript, it will be the responsibility of the principal to assign credit. Comprehensive tests may be required.

6. Home Education

- a. Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate

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sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Credits and grades earned from unaccredited schools shall be accepted at face value if submitted on an official transcript. An official transcript is sent directly from the past administrator to the present administrator and should clearly identify the school, the student, the course number, date the course was taken, credit earned and grade in each course. The transcript should be on official school letterhead and/or be embossed with the school seal. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure.

- b. In order to receive credit for any course completed within the past year, a student shall pass a school-based competency exam if an examination is available for the subject. For those subjects where a test is not available, a curriculum outline, materials used, samples of work generated, and an indication of time devoted to study of the course shall be required.
- c. In order to receive credit for any course completed prior to the past year, the principal/designee shall use discretion in determining whether a final examination shall be required.
- d. Credit granted for courses shall receive Pass/Fail grades only.
- e. Credit for courses shall not carry the Honors designation. However, should a student earn an "A" or "B" on a school-based competency exam in an honors course, the honors designation will be provided. (The student would receive a "Pass" grade). The Advanced Placement designation will only be provided if the student has taken the relevant Advanced Placement examination and had earned a score of 3 or higher on that exam.
- f. Home education students transferring into The School District of Okeechobee County (OCSB) during their last academic year prior to graduation must be co-enrolled in a minimum of 4 OCSB courses and earn a minimum of 4 OCSB credits in order to receive a diploma from the district.
- g. Students with credit awarded for home education programs shall be eligible to be ranked in their graduation class only if enrolled by the fall semester of their senior year.
- h. Home education students may participate in dual enrollment, Okeechobee County Virtual School (OVIP), Florida Virtual School (FLVS), career and technical courses, early admission, and credit by examination/Credit Acceleration Program (CAP). Credit earned by home education students through dual enrollment shall apply toward the completion of a home education program that meets the requirements of [*Florida Statutes 1002.41*](#).
- i. A home education student is eligible to participate in the interscholastic extracurricular activities at the public school that he or she would be assigned to attend based on the district's attendance area policy and provided the student meets the requirements of the home education program. [*Florida Statutes 1002.41*](#).

II. COURSE OF STUDY

A. STUDENT PERFORMANCE STANDARDS

The School District of Okeechobee County provides instruction in all required course standards and has instructional plans aligned to the course standards in the areas of English language arts, mathematics, science, and social studies. Teachers instruct using the instructional plans and a school wide system of progress monitoring is used to support students with identified deficiencies. Student progression is based upon mastering the standards in each course as evidenced by student grades on the student's report card as well as formative data obtained from progress monitoring and summative data obtained from a student's performance in the statewide, standardized assessment program.

The term "extracurricular" means any school-authorized or education-related activity occurring during or outside the regular instructional school day. In order to participate in interscholastic, extracurricular student activities, a student must maintain a cumulative grade point average of 2.0 or above on a 4.0 scale in the courses required by statute for high school graduation [Florida Statutes 1003.4282](#) And Florida High School Athletic Association (FHSAA). Per FHSAA policy, athletic eligibility is determined at the end of each semester.

High school courses taken prior to the ninth grade may be used to meet the core course requirement for the National Collegiate Athletic Association (NCAA) if the course appears on the high school transcript with a grade and a credit and the course is on the high school's approved list of NCAA courses.

B. REQUIREMENTS FOR GRADUATION

Students receiving a Standard High School Diploma from Okeechobee County Public Schools must meet the following requirements: (**Table continued on next page**)

Standard Diploma Requirements

SUBJECT	CREDITS	DESCRIPTION
English	4 credits	English I, II, III, IV or higher level courses AND a satisfactory score or above on the 10 th grade state standardized ELA/Reading assessment
Mathematics	4 credits	To include Algebra 1, Geometry AND a satisfactory score on the Algebra 1 EOC. Four math credits must be earned in 9 th -12 th grade. Industry certification that leads to college credit may be substituted for up to 2 math credits. (excluding Algebra 1 and Geometry).
Science	3 credits	Three credits must be earned in courses with a lab component one of which must include Biology. Industry certification that leads to college credit may be substituted for up to 1 science credit (excluding Biology).
Social Studies	3 credits	To include World History, American History, American Govt. (1/2) and Economics with Financial Literacy (1/2)
Physical Education	1 credit	To include Personal Fitness (1/2) and PE elective (1/2 credit). See Waiver Section for course substitutions.
Fine/Performing Arts	1 credit	
On-Line Course	1 course	To be completed through online learning; high school credited courses taken in grades 6-8 fulfill this requirement; OR completion of a course that leads to nationally recognized industry certification in information technology that leads to college credit or the passage of an information technology certification exam without enrollment in the course meets this requirement; <u>or</u> <u>Passage of an online content assessment by which the student demonstrates skills and competency in locating information and applying technology for instructional purposes without enrollment or completion of the course meets this requirement, if the student has not been previously enrolled in Intro to Informational Technology course or taken the Intro to Informational Technology exam; or completing a blended learning course.</u>
Electives	8 credits	College bound students are highly recommended to complete a minimum of two credits in the same world language
Total	24 credits	

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Students choosing the **Scholar's Pathway Diploma** must meet the following additional requirements:

SUBJECT	DESCRIPTION
English	Standard Diploma requirements including a satisfactory score or above on the 10 th grade state standardized ELA/reading assessment
Math	Standard Diploma requirements including a satisfactory score or above on the Algebra I EOC AND Algebra II EOC AND Geometry EOC for students in Grad Base Year 2018 and after. Earn 1 credit in statistics or equally rigorous math course
Science	Standard Diploma requirements Chemistry or Physics, and one credit equally rigorous to Chemistry or Physics AND a satisfactory score or above on the Biology EOC assessment.
Social Studies	Standard Diploma requirements AND a satisfactory score or above on the US History EOC assessment.
Foreign Language	Students must earn two credits in the same world language
Electives	Students must earn one credit in an AP, or dual enrollment course
Fine/Performing Arts Physical Education Online Course Additional Electives	Students must meet all standard diploma requirements in these areas.

Students choosing the **Merit Pathway Diploma** must meet the following requirements:

SUBJECT	CREDITS	DESCRIPTION
English	4 credits	Standard Diploma requirements including a satisfactory score or above on the 10 th grade state standardized ELA/reading assessment
Mathematics	4 credits	Standard Diploma requirements including a satisfactory score or above on the Algebra 1 EOC. Industry certification that leads to college credit may be substituted for up to 2 math credits (excluding Algebra 1 and Geometry).
Science	3 credits	Standard Diploma requirements Industry certification that leads to college credit may be substituted for up to 1 science credit (excluding Biology). An identified rigorous computer science course with a related industry certification substitutes for up to one science credit (except Biology).
Social Studies	3 credits	Standard Diploma requirements.
Physical Education	1 credit	Standard Diploma requirements.
Fine/Performing Arts	1 credit	Standard Diploma requirements.
On-Line Course	1 course	Standard Diploma requirements.
Electives	8 credits	College bound students are highly recommended to complete a minimum of two credits in the same world language
Industry Certification		One or more industry certification is required for the Merit Diploma Path.

FLORIDA SEAL OF BILITERACY

The Florida Seal of Biliteracy Program recognizes a high school graduate who has attained a high level of competency in one or [more](#) world languages in addition to English. Beginning with the 2016-2017 school year, the Gold Seal/Silver Seal of Biliteracy will be awarded to high school students who earn a standard diploma and who earn four world language course credits in the same world language with a cumulative grade point average of 3.0 or higher on a 4.0 scale and achieve a qualifying score on a world language assessment (pending State Board of Education rule making) defined as a passing score on an International Baccalaureate exam in the world language or Advanced Placement exam in the world language or SAT Subject Test in the world language or Advanced International Certificate of Education examination in the world language or satisfy an alternative requirement as determined by the State Board of Education for a student to demonstrate equivalent competency in a world language, including requirements a student who native language is not English may satisfy to demonstrate competency in his or her native language.

The State Board of Education will determine a process to award world language course credits to a student who was not enrolled in world language or who did not complete the course but has demonstrated competency in a world language.

DIPLOMAS AND CERTIFICATES OF COMPLETION

In order to receive a standard diploma, a student must satisfy the state and school graduation requirements as prescribed in [Florida Statutes 1003.4282](#) (1), (2), and (3); accumulate a 2.0 GPA on a 4.0 scale; and demonstrate mastery of the 10th grade state standardized ELA/reading assessment or earn a concordant score on the ACT or SAT; demonstrate satisfactory performance on the state mandated Algebra I EOC.

If, at the time of graduation, the student earns the appropriate credits but does not meet the testing requirements, he/she will receive a certificate of completion in lieu of a standard diploma.

Explanatory Note: A student who has received a certificate of completion who subsequently meets the requirements for a standard high school diploma shall be awarded a standard diploma whenever the requirements are completed. Additionally, the awarding of a certificate of completion is limited to those students choosing to meet their school's graduation requirements and is not applicable to the three-year graduation programs.

Any student who is entitled to a certificate of completion may elect to remain in the secondary school either as a full-time student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.

Student with a certificate of completion due to a deficiency on the tenth grade state standardized ELA/reading assessment and/or the Algebra I EOC may retake the assessments at scheduled administrations during the year.

At the time that a student with a certificate of completion earns a passing score on the 10th grade state standardized ELA/reading assessment, Algebra I EOC or concordant score on **PERT/PSAT**, ACT, or SAT, the student may be awarded a diploma with the current year's graduating class based upon meeting graduation requirements specific to the student's graduation base year. <http://www.fldoe.org/fileparse.php/5663/urlt/Rule6Alog422Ann-FAQ.pdf>
 In order to participate in the graduation ceremony, seniors must have earned all required credits.

REQUIRED STATE STANDARDIZED ASSESSMENTS

English Language Arts	Math	Science	Social Studies
<p>9th grade state standardized ELA assessment</p> <p>10th grade state standardized ELA assessment satisfactory score required for graduation</p>	<p>Algebra 1 EOC (30%) of course grade and satisfactory score required for graduation</p> <p>Geometry EOC (30%) of course grade</p>	<p>Biology EOC (30%) of course grade</p>	<p>US History EOC (30%) of course grade</p>

EOC assessments were not calculated as 30% of the course grade for students taking Algebra 1, Geometry and Algebra 2 in the 14-15 school year.

1. Course Waivers/Substitutions

- a. Please see high school guidance counselor regarding the waiver/substitution options.
- b. Students using a waiver or substitution may need to substitute other courses to meet the required number of credits for graduation.

Course	Waiver/ Substitution applies to
<p>Athletic Participation: Students who participate in interscholastic sports at the junior varsity or varsity level for two years (2 full seasons) shall satisfy the ½ credit of Personal Fitness and ½ credit of elective physical education.</p> <ul style="list-style-type: none"> • Students must <u>not</u> have taken or be enrolled in the Personal Fitness course to be eligible for the waiver. 	Physical Education graduation requirement including Personal Fitness
<p>Marching Band: Completion with a grade of "C" or better of one semester in an official marching band class (Band I – VI) or in a physical activity class that requires participation in marching band activities as an extracurricular activity shall satisfy the ½ credit of elective PE credit. The student must still take Personal Fitness.</p> <ul style="list-style-type: none"> • This waiver may <u>not</u> be combined with the waiver for Personal Fitness through athletic participation. • Marching band season is the first semester of the year only. 	Physical Education graduation requirement but <u>not</u> Personal Fitness
<p>JROTC/Performing Fine Arts/Physical Education: Completion of two years in a JROTC class, a significant component of which is drills, shall satisfy the ½ credit requirement in physical education (<u>not</u> Personal Fitness) and the one credit requirement in performing arts.</p>	Physical Education graduation requirement (<u>not</u> Personal Fitness) and Performing Fine Arts
<p>JROTC/Physical Education: A grade of "C" or better in a JROTC class, a significant component of which is drills, shall satisfy the ½ credit requirement in physical education. This may <u>not</u> be used to satisfy the Personal Fitness requirement or the requirement for adapted physical education under an IEP or 504 Plan.</p>	Physical Education graduation requirement but <u>not</u> Personal Fitness
<p>Industry Certification – Math: Industry certification courses that lead to college credit may substitute for up to two (2) math credits.</p>	Math graduation requirement (excluding Algebra 1 and Geometry)
<p>Industry Certification – Science: Industry certification courses that lead to college credit may substitute for up to one (1) science credit.</p>	Science graduation requirement (excluding Biology)
<p>Industry Certification – Computer Science: - An identified rigorous Computer Science course with a related industry certification may substitute for up to one (1) science credit.</p>	Science graduation requirement (excluding Biology)
<p><u>Apprenticeship or Pre-apprenticeship: Completion of a DOE- registered apprenticeship or pre-apprenticeship program shall satisfy the one (1) credit requirement for fine or performing arts.</u></p>	<u>Fine Arts requirement</u>

2. Transfer Students from Out-of-State and Out-of-Country

Students who enter 11th or 12th grade from out-of-state or out of country shall not be required to spend additional time in a Florida public school in order to meet the high school course requirements of the school district, state, or country from which he or she is transferring. Such students who are not proficient in English should receive immediate and intensive instruction in English

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language acquisition. ~~However, to~~ To receive a standard high school diploma, a transfer student must earn a 2.0 grade point average and meet the requirements under [Florida Statutes 1008.22](#).

3. Graduation Options

Students who enter grade 9 may select one of the following TWO HIGH SCHOOL GRADUATION OPTIONS:

- 1) Completion of the general requirements for high school graduation pursuant to [Florida Statutes 1003.4282 \(IIB1\)](#);
- (2) Completion of the 18 credit Academically Challenging Curriculum to Enhance Learning (ACCEL) [Florida Statutes 1002.3105](#)

The 18 primary credits required for completion of this program shall be distributed as follows:

Requirements for the 18 credit ACCEL Diploma

SUBJECT	CREDITS	DESCRIPTION
English	4	English I, II, III, IV or ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB), and dual enrollment courses may satisfy this requirement.
Mathematics	4	Algebra I and Geometry, Algebra 1 EOC and Geometry EOC assessment will constitute 30% of final course grades EOC assessments were not calculated as 30% of the course grade for students taking Algebra 1, Geometry and Algebra 2 in the 14-15 school year. Industry certifications that lead to college credit may substitute for up to 2 math credits, except for Algebra 1 and Geometry
Natura -Natural Science	3	Two must have a laboratory component, one must be Biology 1 and EOC assessment will constitute 30% of final course grade. Chemistry, physics or equally rigorous courses are required. Industry certifications that lead to college credit may substitute for up to 1 science credit, except for Biology 1. An identified rigorous computer science course with a related industry certification substitutes for up to 1 science credit except for Biology 1.
Social Science	3	World History (1), American History (1), American Government (1/2), Economics with Financial Literacy (1/2), US History EOC assessment will constitute 30% of final course grade.
Fine/Performing Art	1	
Electives	3	
State Assessment Requirements		<ul style="list-style-type: none">• Satisfactory score on the Grade 10 required state assessment for reading/ELA or a concordant score• Satisfactory score on the Algebra I End-of-Course Exam or a concordant score.

Students participating in the 18 credit ACCEL diploma program are not required to meet the physical education or on-line course graduation requirements.

Prior to selecting a program, the following requirements must be met:

- Designated school personnel shall meet with the student and student's parent to give an explanation of the relative requirements, advantages, and disadvantages of each graduation option.
- Participation in the 18 credit ACCEL diploma program can be principal initiated or parent initiated.

Selection of one of the graduation options may be completed by the student at any time and is exclusively up to the student and parent. If the student and parent fail to select a graduation option, the student shall be considered to have selected the general graduation option (II.B.1) in accordance with state and school graduation requirements.

4. Early High School Graduation

A student who earns the required number of credits and meets the high school graduation requirements as specified in the Student Progression Plan in less than 8 semesters or the equivalent, may elect early graduation. The school shall provide notification of this option to the parent/guardian of the student who is eligible for early graduation.

A student who completes all of their graduation requirements in less than 8 semesters or the equivalent and does not return as a student the following semester, will have a graduation date on his/her transcript and cumulative record that will reflect the date on which he/she finished all the graduation requirements.

A student who graduates early may continue to participate in school activities and social events with the student's cohort, as if the student were still enrolled in high school. A student who graduates early must comply with district school board rules and policies regarding access to the school facilities and grounds during normal operating hours. A student who graduates early will be included in class ranking, honors, and award determinations for the student's cohort.

If eligible for a Florida Bright Futures Scholarship Program award under [*Florida Statutes 1009.53-1009.538*](#), a student who graduates from high school midyear may receive an initial award in the spring term following the student's graduation.

5. Acceleration Coursework

At the beginning of each school year and prior to ninth grade, parents of students in or entering high school will be notified of the opportunity and benefits of Advanced Placement, dual enrollment, and virtual school courses.

C. DEFINITION OF A HIGH SCHOOL CREDIT

One full credit for high school graduation is defined as a minimum of 135 hours or two semesters of sixty-seven and one half (67.5) hours (with the exception of summer school), of bona fide instruction in a designated course which contains student performance standards. Except as

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otherwise provided by the Credit Acceleration Program (CAP), virtual courses and identified blended courses, students must be enrolled and in attendance for the minimum hourly requirement of each course. *(Refer to Attendance Policy)* Any student who has been enrolled but not in attendance for instruction for the minimum hourly requirements may not be awarded credit. *(Refer to Attendance Policy)*

The principal shall determine credit for students who enroll after the start of the school year.

D. GRADE CLASSIFICATION OF STUDENTS

High school graduation requirements – Students will follow the requirements that were in place when they entered their high school.

A student selecting a 24-credit options must have:

Required Credits	End of Academic Year	*Mid-Year
Total credits to graduate	24	24
Credits to become a Senior	17	20 ½
Credits to become a Junior	11	13 ½
Credits to become a Sophomore	5	7 ½

A student selecting an 18-credit option must have:

Required Credits	End of Academic Year	*Mid-Year
Total credits to graduate	18	
Credits to become a Senior	13	15 1/2
Credits to become Junior	8	8 1/2
Credit to become a Sophomore	5	6

Mid-year promotion is permitted when students earn the appropriate number of credits to join their cohort and are in the appropriate English class for that cohort.

Students will receive one-half (½) credit for each semester course satisfactorily completed. Credit in courses with an EOC will be finalized upon receipt of the EOC assessment results. EOC assessments were not calculated as 30% of the course grade for students taking Algebra 1, Geometry and Algebra 2 in the 14-15 school year and played no role in determining credit earned in these courses.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

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No credit will be granted for non-interscholastic athletic extracurricular activities, or any course which is not listed in the Course Code Directory.

E. ASSESSMENT AND REMEDIATION

Each student must earn a satisfactory score on required state standardized assessments as defined in [Florida Statutes 1008.22\(3\)](#) or earn a concordant score.

Levels for FSA/EOC student satisfactory performance are:

Subject	Achievement Level
English Language Arts*	3.0+
Algebra I**	3.0+
Algebra II	3.0+
Biology	3.0+
Geometry	3.0+
US History	3.0+

Concordant Scores	
Assessment	Reading/ELA
ACT	19
SAT	430
Assessment	Algebra I
PERT	97

Cohort	Scheduled Graduation Date	Concordant Scores
Those who entered 9th grade in 2018-2019 and beyond	Spring 2022 and beyond	<p>Students can only use newly adopted scores</p> <p>For Grade 10 FSA ELA:</p> <ul style="list-style-type: none"> • 480 on SAT EBRW or • An average of 18 on ACT English and Reading <p>For Algebra 1 EOC:</p> <ul style="list-style-type: none"> • 430 on PSAT/NMSQT* or • 420 on SAT Math** or • 16 on ACT Math
Those who entered 9th grade between 2010-2011 and 2017-2018	Spring 2021 Spring 2020 Spring 2019 Spring 2018 Spring 2017 Spring 2016 Spring 2015 Spring 2014	<p>Students can use last-adopted scores</p> <p>For Grade 10 FSA ELA:</p> <ul style="list-style-type: none"> • 430 on SAT EBRW*** or • 24 on SAT Reading subtest <p>or</p> <ul style="list-style-type: none"> • 19 on ACT Reading <p>For Algebra 1 EOC:</p> <ul style="list-style-type: none"> • 97 on PERT Mathematics

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[Students can also use the newly adopted scores.](#)

[*Administered in 2015 and beyond. Students may use a comparative score of 39 on PSAT/NMSQT Math if it was earned prior to 2015.](#)

*Students who entered 9th grade in 2013-2014 (grad base year 2017) are eligible for an alternate passing/satisfactory score on the 10th grade FSA ELA assessment of a 349 scale score, achievement level 2.

**Students participating in the FSA Algebra 1 EOC assessment in 2015 are eligible for an alternate passing/satisfactory score of a 489 scale score, achievement level 2. Students taking the FSA Algebra 1 EOC in the spring of 2016 and after must earn a passing/satisfactory scale score of 497 or higher, achievement level 3 or above.

Each student must participate in the statewide, standardized assessment program required by [Florida Statutes 1008.22](#). Each student who does not achieve satisfactory performance or above on the statewide, standardized English language arts assessment, or on the statewide, standardized mathematics assessment, or the Algebra I EOC assessment must be evaluated to determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic supports to improve the student's performance.

A student who is not meeting the school district or state requirements for satisfactory performance in English language arts and mathematics must be covered by one of the following plans:

- A federally required student plan such as an individual education plan;
 - A school wide system of progress monitoring for all students. A student who scores Level 4 or above on the English language arts and mathematics assessments may be exempted from participation by the principal. Or
 - An individualized progress monitoring plan.
1. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment tests in English language arts and mathematics may continue to be provided with accelerated support programs until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance.
 2. ESE Statewide Assessment Waiver/Test Accommodations – Students with disabilities who meet the following criteria may be considered for a waiver from passing the state standardized assessment in tenth grade ELA/reading (Florida Statutes 1003.43)
 - a. have a current individual education plan (IEP).
 - b. have taken the required state ELA/reading assessment with appropriate, allowable accommodations at least once
 - c. demonstrated mastery of Grade 10 English language arts standards
 - d. obtain the recommendation from the student's IEP team for a waiver.

The IEP team will meet and complete the state standardized reading assessment waiver process.

Students with disabilities who meet the following criteria may be considered for a waiver from state mandated End of Course assessments for the purpose of determining the student's course grade and/or standard diploma graduation requirements ([Florida Statutes 1003.43](#)):

- a. have a current individual education plan (IEP)

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- b. have taken the EOC with appropriate, allowable accommodations at least once . A student is eligible for consideration for the waiver if the student has not earned a passing score on the EOC.
- c. demonstrated mastery of course standards
- d. obtain the recommendation from the student's IEP team for a waiver.

The IEP team will meet and complete the waiver process.

- 3. The district's comprehensive program for student progression uses multiple data sources, including, student's grades, teacher input, ongoing progress monitoring and state assessment results, to monitor each student's response to implemented interventions. The areas of academic need and intervention strategies are defined through a Multi-Tiered Systems of Support/MTSS process.
- 4. Accommodations for national assessments, such as but not exclusive to, SAT and ACT will require a separate parent initiated application process and are not solely determined by IEP/504 documentation.

F. INTENSIVE INSTRUCTIONAL SUPPORT

- 1. Students in grades 9 and 10 who do not meet the requirements for satisfactory performance in English language arts, may be enrolled the following year in accelerated reading support program.
- 2. Students who do not meet the requirements for satisfactory performance in Algebra 1 or Geometry may be enrolled the following year in an accelerated mathematics support program designed to develop a deeper understanding of math concepts and to advance student learning.
- 3. —Schools will continue to make decisions that are in the best interest of each student regarding course enrollment and instructional support for students entering their senior year who have not demonstrated college readiness on the SAT, ACT, or through mastery of standards in mathematics or English language arts courses. College ready scores are defined as follows:

College Ready Scores		
Assessment	English Language Arts	Mathematics
SAT	440+	440+
ACT	19+ Reading & 17+ English	19+

- 4. Acceleration support courses taken in grades 9-12 may be taken only as elective credits for high school graduation. Acceleration support instruction may not be in lieu of English and mathematics credits required for graduation.

G. TESTING EXEMPTIONS (ESE)

See Section IV. STATEWIDE ASSESSMENT FOR STUDENTS WITH DISABILITIES – [RULE 6A-10943](#) regarding exempting students with disabilities from district and/or state

testing.

H. EARNING ADDITIONAL CREDIT TOWARD GRADUATION

Students may earn additional credit toward graduation through any of the following programs for which they are eligible:

1. Earning High School Credit Prior to the Ninth Grade

Students from public schools, private schools, or home education may earn high school credit prior to their freshman year. Credits will be granted for Algebra 1 and Geometry. Credits are on an official high school transcript from where the student was officially enrolled.

2. Summer School Remediation

Students may attend summer school for remediation in 9th – 12th grades. Students who do not successfully earn ample credits to be promoted to the next grade are provided the opportunity to enroll in summer school courses to remediate deficiencies. It is the expectation that summer school students attend every day. Summer school acceleration opportunities are available through virtual school.

3. Volunteer Service

The purpose of volunteer service is to encourage students to develop a sense of responsibility for others within their community. It helps students foster an

understanding of the value of volunteerism and the rewards of helping others. One of the requirements to receive a Bright Future Scholarship is the successful completion of volunteer service for all three Bright Futures award levels. Bright Futures Florida Academic Scholars (FAS),

Florida Medallion Scholars (FMS), and Florida Gold Seal Vocational Scholars (GSV) must complete the following hours: FAS – 100 hours, FMS – 75 hours and GSV – 30 hours Per HB 793, except for course credit earned through service-learning courses, students may not receive high school credit for performance of volunteer service work. The guidelines for volunteer service are as follows:

- a. Only approved OCSB volunteer service sites will be accepted. Qualifying sites must be a nonprofit (501-C) entity; For-profit business or sites do not qualify for volunteer service hours, even if the student does not receive pay for services.
- b. The volunteer service application should be approved by the agency site supervisor PRIOR to a student volunteering.
- c. All hours must be completed by May 1st, of the student's year of graduation.
- d. If a student wishes to complete volunteer service at their own high school a maximum of 30 hours will be accepted. Note: Hours must be earned beyond the school day and the club/organization must be listed on the volunteer service application.
- e. Volunteer service hours beyond the 100 may be self-reported on college applications or resumes.
- f. School principals have the final authority to approve student volunteer service.
- g. Volunteer hours authorized by parents will not be permitted. Students must have hours verified by a supervisor that is not an immediate family member.

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For additional information on the Florida Bright Futures Scholarship go to <http://www.floridastudentfinancialaid.org/ssfad/bf/>

4. Grade/Credit Recovery

The following recovery programs have been put in place to assist students who have fallen behind their cohort due to previous retentions and/or loss of credit. The purpose of these opportunities is to give motivated students the opportunity to graduate with their cohort. The principal must approve enrollment in the programs listed below. Recovery programs are:

- a. **PLATO Credit Recovery** – PLATO course have been developed and implemented as components of the dropout prevention efforts of The School District of Okeechobee County. The focus of PLATO and credit recovery is on the mastery of course content objectives. Specific course credit is awarded when students demonstrate competency of the intended learning outcomes and the performance standards for the course.
- b. **Summer School** – Students who are behind in credits or have a “D” or “F” in an academic course are permitted to enroll in summer school, including virtual instruction options if available

I. EARNING COLLEGE CREDIT IN HIGH SCHOOL

Students may earn college credit in high school through any of the following programs for which they are eligible:

1. Advanced Placement

Advanced Placement (AP) is the enrollment of an eligible secondary student in a course offered by the Advanced Placement Program administered by the College Board. Postsecondary credit for an AP course may be awarded. Students should consult their college requirements/policies.

[Students who are enrolled in an Advanced Placement course and earn the minimum score necessary to earn college credit are not required to take the state end-of-course assessment for that subject.](#)

2. Credit Acceleration Program (CAP)

The purpose of the Credit Acceleration Program (CAP) is to allow a secondary student to earn high school credit in courses required for high school graduation through passage of an end of course assessment in Algebra I, ~~Algebra II~~, Biology, Geometry, and/or United States History or an Advanced Placement or College Level Examination Program (CLEP) test. Notwithstanding [Florida Statutes 1003.436](#), definition of “credit”, a school district shall award course credit to a student who is not enrolled in the course, or who has not completed the course, if the student attains a passing score on the corresponding end of course assessment, Advanced Placement exam or CLEP test. The district shall permit a public school or home education student who is not enrolled in the course, or who has not completed the course, to take the assessment or exam during the regular administration of the assessment or exam.

3. Dual Enrollment

The dual enrollment program is defined as the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high

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school completion and a career certificate or an associate or baccalaureate degree. The School District of Okeechobee County and Indian River State College operate under a Dual Enrollment Contract. College credit and vocational certificate courses may be offered to high school students pending the approval of the high school principal. Students enrolled in an approved dual enrollment course are exempt from the payment of registration, tuition, and laboratory fees

a. Requirements for students to be admitted in a dual enrollment course:

- (1) Students must have [completed at least one semester of 9th grade and have earned a minimum of 4 high school credits, and](#) a cumulative unweighted high school grade point average of 3.0 or better and/or the approval of their high school principal.
- (2) Students must meet the same entrance requirements as students desiring to enroll in the same courses on the college campus and have the approval of the high school principal.
- (3) Dual enrollment course offerings are limited to approved courses at Indian River State College. Students must receive prior approval from their principal to enroll. Courses not taken at IRSC are not covered by the Dual Enrollment Contract and therefore are not eligible for tuition and instructional materials reimbursement by OCSB. This includes talent identification programs, college summer programs, summer camps and courses at schools other than IRSC.
- (4) College ready scores are ~~recommended~~ [required](#) for all students participating in dual enrollment. Grades earned in dual enrollment courses will carry the same grade weight as Advanced Placement courses when grade point averages are calculated.
- (5) [Any college credit course comprising 3 credits or higher and/or any vocational clock hour course comprising 75 hours or higher that is listed in the State Common Course Numbering System \(SCNS\) for postsecondary credit can be considered for Dual Enrollment. Courses that meet high school graduation requirements are listed in the DUAL ENROLLMENT COURSE EQUIVALENCY LIST. All high schools shall accept these postsecondary courses toward meeting the requirements of Section 1003.43, F.S.](#)

4. EARLY COLLEGE ADMISSION (FULL TIME COLLEGE)

Students may enter college full time during their senior year if the following criteria are met:

- a. The student must successfully complete the 11th grade with enough credits to be classified as a senior.
- b. The student must have achieved at least a 3.0 cumulative unweighted grade point average during his/her sophomore and junior year.
- c. The student must have the approval of the high school principal.
- d. Students must meet the same entrance requirements as students desiring to enroll in the same courses on the college campus, have earned a college-ready score as indicated above, and have the approval of the high school principal.
- e. Students entering the Early College Admission Program may earn a high school diploma to be awarded with the student's class at graduation or at a later time based on the

following:

- The student must demonstrate mastery of skills measured by state standardized assessments.
- The student must earn sufficient college credit to fulfill the remaining high school graduation requirements (based on three semester hours equaling one-half high school credit).
- The student must maintain at least a 2.0 GPA in college courses.

J. ALTERNATIVE TO EARNING A HIGH SCHOOL DIPLOMA

Although The School District of Okeechobee County does not recommend student withdrawal from the public school system, there is an alternative for that student who is eighteen or older who does not wish to pursue an education in a traditional public high school setting. Students may prepare to take the GED at Indian River State College Academic Support Center. Additional information can be obtained from the school's guidance office and from the registrar at Indian River State College.

K. ENGLISH LANGUAGE LEARNERS PLAN (ESOL)

The ESOL program is designed to meet the immediate linguistic needs of the English Language Learner (ELL), as well as the academic needs of students whose native language is other than English and who are not proficient in the English language. The instruction shall be designed to develop the student's mastery of the four language skills, including listening, speaking, reading, and writing as rapidly as possible. The students are served by the program as determined by the established criteria, receiving instruction as described by the English Language Learners Plan which is approved by the Florida Department of Education and the School Board of Okeechobee County.

All ELL students must meet state requirements ([Rule 6A-6.903](#)) to be exited from the program. If a student has been exited from the ESOL program and is not performing satisfactory in the regular classes, he/she may be re-classified and placed back into the ESOL program within the two year monitoring period

L. EXCEPTIONAL STUDENT EDUCATION

Services are available for children with vision and hearing disabilities from birth to age 2 and all students with disabilities ages 3 through the semester in which they turn 22. Students who are gifted may receive services from kindergarten through grade 12. These services are described in the Exceptional Student Education Policies and Procedures ([SP&P](#)) which is approved by the Florida Department of Education and the School Board of Okeechobee County. Refer to the Exceptional Student Education Section of the Student Progression Plan for further information.

M. TRANSCRIPT INTEGRITY-COURSE CHANGES & WITHDRAWALS

Occasionally it will be necessary to reschedule a student from one course to another in the same discipline to ensure appropriate placement. When a student is rescheduled from one course and enrolled in another course, the original course will not appear on the student's official transcript. The schedule change window is typically limited to the first nine (9) days of each semester. For transfer students, principals who are in receipt of an official transcript from another school may substitute a course with another in the same discipline if appropriate.

III. GRADING PROCEDURES

A. Reporting Student Progress

All parents/guardians will be notified quarterly of their student's achievement. The grading system is divided into four quarters of nine-weeks each. Teachers will update grades in Skyward every week (7 days). A progress report will be available at the midpoint of each nine-week grading period. Upon completion of each grading period, a report card will be issued. The report card must clearly grade or mark:

- the student's academic performance in each class or course in grades 9-12 (based upon examinations as well as written papers, class participation and other academic performance criteria);
- the student's conduct and behavior;
- the student's attendance; and
- the student's cumulative grade point average.

Each student who does not meet specific levels of performance as determined by the district or who does not meet specific levels of performance, as determined by the state on statewide assessments at selected grade levels, may be scheduled in an acceleration support program and provided with additional diagnostic assessments to determine the nature of the student's difficulty and areas of academic need. Services may include, but are not limited to:

- summer school
- special counseling
- tutorial assistance
- school-sponsored help sessions
- study skills classes

At the end of each semester, parents or guardians of each student in grades 9 -12 who does not have a cumulative grade point average of 2.5 (GPA) as required for graduation pursuant to Florida Statutes 1003.43(5) will be notified that the student is at risk of not meeting graduation requirement. Student's Decrease in Grade

A conference with the parent should be held when there is a marked difference in student achievement from the previous reporting period, such as a decrease of more than one letter grade.

Conferring with parents is encouraged beyond the minimum conferencing provisions of this policy. Students or parents have the right and responsibility to be informed of student grades at all times. Teachers shall be given reasonable time to respond to the student or parent. The classroom or subject teacher has the initial and primary authority to assign grades.

Guidelines to review, modify, or to appeal a grade are listed below:

Step 1: Parents, student or both will request a conference with the teacher who assigned the grade. The teacher will explain how the grade was assigned.

Step 2: In the event satisfaction is not reached at step one, by all parties; they may appeal to the principal. Parents, student and teacher will present all information to the principal. After hearing all sides, the principal will make a decision.

Step 3: In the event satisfaction is not reached at step two by all parties, they may appeal to the Superintendent of Schools. The process in step two will be repeated. The superintendent will make a decision. The superintendent's decision will be final.

B. SECONDARY GRADING -- HIGH SCHOOL

The following is the grading system for The School District of Okeechobee County, grades 6-12:

Letter Grade	Percentage Range	*GPA Value	Definition
A	90-100	4	Outstanding Progress
B	80-89	3	Above Average Progress
C	70-79	2	Average Progress
D	60-69	1	Lowest Acceptable Progress
F	0-59	0	Failure
I			Incomplete an I becomes an F at the end of the next semester

*GPA Value=Grade Point Average (GPA) Value

The student's nine-week grade will be calculated as follows: 30% will be from practice work, 30% will be from quizzes or projects and 40% will be from tests. No one assignment will be worth more than 20% of a student's overall grade for the 9 weeks. Each nine-week grade will be counted as 40% of the semester grade and 20 % will be from the semester exam or Common Course Exam. The student's semester grade in courses with state mandated End of Course assessments will be calculated as follows: 30% of the semester grade will be determined by the grade earned on the End of Course assessment. EOC assessments were not calculated as 30% of the course grade for students taking Algebra 1, Geometry and Algebra 2 in the 14-15 school year and played no role in determining credit earned in these courses.

The grading plan will be communicated to the student at the beginning of the course. For the purpose of class rank and honors/awards for graduating seniors, grade point average will be calculated at the completion of the seventh semester of high school enrollment.

~~In order for a student to earn credit in a course, a student must not be absent more than nine unexcused days per semester. A student who exceeds nine unexcused absences in a course may earn credit in that class by earning a passing grade in at least one of the two nine-week grading periods, pass a comprehensive semester exam, and earn a passing semester grade for that course.~~ Schools shall not exempt students from academic performance requirements, such as final exams, based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement.

C. GRADE WEIGHTING

Grade weighting in The School District of Okeechobee County is as follows:

Letter Grade	Quality Points for Advanced Placement, Dual Enrollment,	Quality Points for Honors and CTE Level III Courses
A	6	5
B	5	4
C	4	3
D	3	2
F	0	0

*A student who is enrolled in an AP course must take the AP exam otherwise the course weight changes to honors course weighting.

D. GRADE FORGIVENESS

Grade forgiveness policies for required and elective courses are limited to replacing a grade of “D” or “F” with a grade of “C” or higher that is subsequently earned in the same or comparable course with principal approval. If a student has multiple prior attempts at a course resulting in multiple grades of “D” or “F” and subsequently earns a grade of “C” or higher in the course, all prior attempts at passing that course can be forgiven for graduation purposes.

Middle school students who take any high school course for high school credit and earn a grade of “C”, “D”, or “F” or the equivalent of “C”, “D”, or “F”, shall be allowed to retake the same or a comparable course and replace the grade with a grade of “C” or higher, or the equivalent of a grade of “C” or higher, earned in the course. In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student’s grade point average, however all courses completed by the student will appear on the high school transcript. Any course not replaced according to this forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

E. HIGH SCHOOL COURSES

All high school courses are designated as semester courses. Students will be awarded credit in one-half (½) credit increments if the student successfully completes either the first or the second half of a full year course. Grades are based on student mastery of course standards. [Students transferring credit must have at least 1 quarter credit and a semester exam, or 2 quarters of grades in order to constitute a semester credit.](#)

F. PUBLIC REPORTING ([Florida Statutes 1002.20 and 1008.25](#))

Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year:

1. The provisions of this section relating to public school student progression and the district school board’s policies and procedures on student retention and promotion.
2. By grade the number and percentage of all students retained in grades 3 through 10 performing below satisfactory on the state standardized reading/ELA assessment.
3. By grade, the number and percentage of all students retained in grade 3 through 10.
4. Any revisions to the district School Board’s policy on student retention and promotion from

the prior year.

These requirements are subject to change pending updates from the Florida Department of Education.

G. FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Florida Bright Futures Scholarship Program [Florida Statute 1009.531](#) provides for tuition and fee reimbursement for undergraduate studies at a public or private university, state/community college, or Career and Technical school. The three scholarship awards within the Bright Futures Scholarship Program are the Bright Futures Florida Academic Scholars Award, Florida Medallion Scholars Award, Florida Gold Seal Vocational Scholars Award and Florida Gold Seal CAPE Scholars Award.

Each has specific criteria that must be met. Refer to the Florida Department of Education website for the most current criteria. The student report card contains a disclosure that the grade point average calculated for purposes of the Florida Bright Futures Program may differ from the grade point average on the report card. Additional information can be found at <http://www.floridastudentfinancialaid.org/ssfad/bf/>

H. RECOGNITION OF STUDENTS AT GRADUATION

This ranking will be based upon a weighted ranking of all courses taken and will be done at the end of the first semester of the graduating year. The G.P.A. calculation shall be carried out to four (4) decimal places. In computing a student's rank, a student with fewer repeated courses will be ranked ahead of a student with the same weighted G.P.A. with more repeated courses. The principal may delete any student from recognition who exhibits a significant decline in performance during the final semester. Top 1%= Summa, next 2%= Magna, next 2%= Cum Laude

IV. MAKE-UP ASSIGNMENTS AND ASSESSMENTS FOR ABSENCES

Regardless of whether an absence is excused or unexcused, students are required to make up all coursework and assessments missed during the period of nonattendance. Immediately upon returning to class, it is the responsibility of the student to obtain missed coursework, confirm corresponding dates for completion, and schedule missed assessments. Students shall earn full credit for all short-term assignments, long-term assignments, tests, and quizzes made up within the reasonable time limits established by the teacher.

Partial credit shall be given for assignments not completed within the time limits established by the teacher.

1. Short-Term Assignments
 - a. Short-term assignments are those assignments given less than five (5) school days in advance of a student's absence.
 - b. Full credit will be given for those short-term assignments turned in within the reasonable time limits set by the teacher, which shall be no less than the number of days the student was absent, plus one (1) additional day
 - c. Partial credit will be given for those short-term assignments turned in after the due date. The teacher will grade short-term assignments turned in late. After the

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letter grade for the assignment has been determined, the teacher may reduce it by no more than one (1) letter grade for every day the assignment was turned in late.

2. Long-Term Assignments

- a. Long-term assignments are those assignments given five (5) or more school days in advance of a student's absence.
- b. Unless exempted from this requirement by the principal or the principal's designee, in consultation with the teacher, long-term assignments are due on the assigned date for full credit.
- c. Partial credit will be given for those long-term assignments turned in after the due date. The teacher will grade long-term assignments turned in late. After the letter grade for the assignment has been determined, the grade shall be reduced by one letter grade for every day the assignment was turned in late.

3. Tests and Quizzes

- a. Students are required to make-up tests and quizzes missed during an absence. At a minimum, students have no less than the number of days they were absent, plus one (1) additional day, to make-up tests and quizzes missed during an absence. The time and place for the make-up is the decision of the teacher. The teacher's decision on make-up schedules shall be final.
- b. The teacher may administer an alternate form test or quiz to assess competency or mastery of subject matter. There shall be no academic penalty imposed for tests and quizzes completed within the reasonable time period set by the teacher. However, if a student fails to make up the test or quiz within the reasonable time period established by the teacher, then the teacher may impose a reasonable academic penalty.

4. Exams

Exams must be made up within the reasonable time limits established by the teacher, at minimum, the number of days absent plus one (1) additional day. The teacher may administer an alternate exam to assess competency or mastery of subject matter. The teacher's decision on make-up schedules shall be final.

V. Late Work

~~Late work is defined as work that was not turned in on time even though the student was present when the assignment was due. Late work shall not be granted full credit. Late work shall be accepted for one day from the due date unless otherwise extended by the teacher or~~

Late work is defined as work that was not turned in on time even though the student was present when the assignment was due. Late work shall not be granted full credit. Late work shall be accepted for one day from the due date unless otherwise extended by the teacher or by accommodations of the student's IEP. The student will receive no less than 75% of the earned credit for the assignment. Honors and Advanced Placement courses that have a contract that includes a policy regarding late work will be exempt from the Late Work section of Student Progression if approved by the principal. Parents and students will be required to review and sign the contract prior to placement in these courses. Dual Enrollment courses are also exempt from this section and the policies and procedures dictated by the postsecondary institution where they are enrolled will be followed. These procedures will be listed in the syllabus provided to the students at the beginning of each dual enrollment course. This deadline may be extended with the approval of the teacher or principal.

**VIRTUAL
EDUCATION**

I. OVERVIEW

A. The School District of Okeechobee County offers a virtual instruction program in accordance with [Florida Statutes 1002.45\(1\)\(b\)](#) with at least two options for part-time and full-time virtual instruction.

1. The virtual instruction program is a public school choice option per [Florida Statutes 1002.20\(6\)\(a\)](#).
2. OCSB offers virtual education in conjunction with flexible student scheduling, including blended schedules (combinations of virtual and brick-and-mortar courses), virtual education during the school day in a computer lab or elsewhere on campus on a space-available basis, and/or virtual education from home or other off-campus location if authorized by the parent.

B. The following virtual education options may be available to students ~~for the 2016-17 school year:~~

1. Florida Virtual School may provide part-time and full-time virtual instruction for students in Kindergarten through grade 12. In order to be eligible for part-time instruction, students must meet at least one of the eligibility criteria in s. 1002.455. The District School Board shall provide students with access to enroll in courses available through the Florida Virtual School and award credit for successful completion of such courses.

Part-time courses:

Kindergarten through grade 5 students taking part-time courses from Florida Virtual School may not enroll in the same course concurrently and may not exceed the hours of the school day equaling 1.0 FTE.

Students enrolled in district middle schools and high schools may choose to enroll in courses available through Florida Virtual School and will receive credit for successful completion of such courses. Access shall be available to students during or after the normal school day and through summer school enrollment. However, a student may not enroll in the same course concurrently at two different public schools, such as their district school and Florida Virtual School.

Extracurricular Activities

A student of the Florida Virtual School full-time program may participate in any interscholastic extracurricular activity at the public school to which the student would be assigned according to the District School Board attendance area policies. The student must also meet the same standards of acceptance based on academic and behavior performance as required by other students in the school district. Students intending to participate must register his or her intent to participate in interscholastic extracurricular activities with the school before the beginning date of the season for the activity in which he or she wishes to participate. s. 1006.15.

Florida Virtual School will be available to students during or after the normal school day and through summer school enrollment. Student requesting to take a course offered by Florida Virtual School must have certified school counselor, principal, and parent permission. The school district will award credit for successful completion of courses taken through Florida Virtual School. Courses coded with "W/F" will be treated as a grade of "F" on the student transcript.

2. Okeechobee Virtual Instructional Program (OVIP 7004) was created on 4/1/14 in accordance with F.S. 1002.45 of the Florida Statutes. OVIP is a fully online program for students in grades ~~6th-K~~ through 12th. OVIP is a franchise of the Northeast Florida Educational Consortium (NEFEC) which has contracted with Florida Virtual School (FLVS), ~~K-12, APEX~~ to offer part and full-time courses. All instructors are employed by NEFEC and are highly qualified, Florida certified teachers who have undergone a background check.

Okeechobee Virtual ~~School-Instruction Program~~ (OVS 7023) is a provider-operated program contracted with NEFEC to provide part-time or full-time options for students in Kindergarten through 12th grade. All instructors are employed by NEFEC/~~APEX~~ and are highly qualified, Florida certified teachers who have undergone a background check. For eligibility requirements for the ~~OVS-or~~-OVIP programs, refer to the Enrollment in Virtual Program section.

~~3. The District may offer a full-time or part-time program of core courses for students in grades 9 through 12 enrolled in dropout prevention; academic intervention; Department of Juvenile Justice (DJJ); or community colleges in order to meet class size requirements.~~

~~A student who is enrolled in a full-time or part-time Virtual Instruction Program under § 1002.45, Fla. Stat., meets the online requirement. This requirement does not apply to a student who has an individual education plan under § 1003.57, Fla. Stat., which indicates that an online course would be inappropriate or to an out-of-state transfer student who is enrolled in a Florida high school and has 1 academic year or less remaining in high school (§ 1003.4282 (4), Fla. Stat.).~~

C. Students may participate in multiple virtual education options as long as enrollment and eligibility requirements are met.

II. STUDENT CLASSIFICATION

A. Public School Students

1. A student in grades ~~K-5~~K-12 entering virtual education to participate as a public school student will be classified as:

a. Full-time in OVIP (7023) if the student enrolls in virtual education for all core academic courses and PE, art, and music, and takes no courses in a brick-and-mortar school. However, a full-time OVIP student may take one or more courses at the student's zone school by mutual agreement of the OVIP principal or designee and the principal of the zone school or designee. In these cases, the student is co-enrolled in OVIP and the brick-and-mortar school. In this option, the student would take state assessments, take district assessments, and receive counseling and intervention services at the OVIP offices.

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- b. Part-time in OVIP (7023) or OVIP (7004) if the student is enrolled in a brick-and-mortar OCSB school and enrolls in at least one OVIP course. In this case, the student is co-enrolled in OVIP and the brick-and-mortar school. In this option, the student would take state assessments, take district assessments, and receive counseling and intervention services at the brick-and-mortar school. Students may not be simultaneously enrolled in the same course in a virtual school and brick-and-mortar school.

~~2. A student in grades 6-12 entering virtual education to participate as a public school.~~

~~A student will be classified as:~~

- ~~a. Full-time in OVIP (7004) if the student enrolls in virtual education for all courses and takes no courses in a brick-and-mortar school. However, a full-time OVIP student may~~

~~take one or more courses at the student's zone school by mutual agreement of the OVIP principal or designee and the principal of the zone school by designee. In these cases, the student is co-enrolled in OVIP and the brick-and-mortar school. In this option, the student would take state assessments, take district assessments, and receive counseling and intervention services at the OVIP offices.~~

- ~~b. Part-time in OVIP (7004) or OVIP (7023) if the student is enrolled in a brick-and-mortar OCSB school and enrolls in at least one OVIP course. In this case, the student is co-enrolled in OVIP and the brick-and-mortar school. In this option, the student would take state assessments, take district assessments, and receive counseling and intervention services at the brick-and-mortar school. Students may not be simultaneously enrolled in the same course in a virtual school and brick-and-mortar school, and high school students must follow the schedule change process as explained in the High School section of this document.~~

- B. Non-Public School Students: A student who is enrolled in a non-public school may also enroll in one or more virtual education courses on a part-time basis and will be assigned to a virtual school/program based on the course(s) selected in accordance with I(B) above.
- C. Home Education Students: A student who is registered in a Home Education program in Okeechobee County per [Florida Statutes 1002.41](#) may access one or more virtual education courses through OVIP on a part-time basis. Home Education students in secondary courses may not exceed six (6) half-credit courses per semester in OVIP. Even in cases where the entire home education program consists of virtual education, the parent of a Home Education student remains responsible for maintaining a Home Education program and portfolio as required in [Florida Statutes 1002.41](#).

III. HIGH SCHOOL GRADUATION

- A. Public school students who are enrolled full-time in Okeechobee County Virtual School (7004) and meet the high school graduation requirements listed in the High School section of this document will receive a diploma, with the appropriate designation if so eligible, from Okeechobee High School.
- B. Nonpublic school and home education students enrolled in an OCSB virtual education option who subsequently wish to enter OVIP or a brick-and-mortar school as a public-school student for the purpose of graduation from high school should review the Transfers provisions of the

IV. ENROLLMENT AND ELIGIBILITY

- A. Public school students seeking enrollment into a full-time virtual education option must register with the Director of Student Services at the OBSB Office and meet all of the admission requirements as outlined in the grade- appropriate section of this document. The District must provide parents/guardians with timely written notification of a least one (1) open enrollment period for full-time students that consists of 90 days or more and ends 30 days before the first day of the school year. The VIP written notification will be distributed annually during the prior school year's third grading period to notify parents prior to the open enrollment period.
- B. Non-public school students and home education students seeking enrollment into a part-time virtual education option must register with the Director of Student Services at the OCSB Office and meet all of the admission requirements as outlined in the grade-appropriate section of this document.
- C. OVIP Full-Time Enrollment Windows and Requirements
1. Full-time enrollment in OVIP for semester 1 will be open annually for at least 90 days ending 30 days before the first day of the school year as required by Florida Statutes 1002.45 and then continuing September 15.
 2. Full-time enrollment in OVIP for semester 2 will be open on a space-available basis beginning the Monday after Thanksgiving until January 15..3. The enrollment period restriction may be waived for good cause (such as medical documentation, family hardship, and transfer from another virtual school) by the principal of OVIP
 3. Any student entering OVIP with a prior year FSA English Language Arts or FSA/EOC Math score of Level 1 or Level 2, or with no score for the prior year, will be required to participate in an additional academic screening and may, at the discretion of the OVIP principal, be required to sign a contract as a condition of enrollment committing to progress monitoring through the OVIP office. Failure to meet the provisions of this contract will result in return to zoned school at semester or end of school year as appropriate.

D. Completion Restrictions

Students have until the end date, July 15 of Survey 4 to complete a MyDistrict Virtual School course if they were enrolled and working in the course during either Survey 2 or 3.

Students that begin a MyDistrict Virtual School course after Survey 3 must finish the segment of the course by the last day of school.

Students may remain enrolled beyond the last day of school if the course is needed for credit recovery.

Students may remain enrolled beyond the amendment of the final enrollment survey (4) to complete a course needed for graduation.

Students must maintain a minimum GPA to take an AP, Honors, or additional course beyond the 6 period (300 minute) day.

- DE.** For students entering virtual education with an Individual Education Plan (IEP) or Section 504 plan, a Student Study/IEP/504 team meeting will be scheduled as appropriate, to include

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the parent, student as appropriate, staff from the student's zone school, virtual school, and the ESE department, to determine whether services can be delivered appropriately to the student.

F. Full Time /Part Time Virtual Education Enrollment:

Students may move between a virtual or brick-and mortar classroom in a yearlong course after the end of the first semester, providing the student continues to meet the requirements for full-time enrollment. MyDistrict Virtual School and Florida Virtual School course requests that are assigned the statuses Course Requested (CR), Withdrawn, and Not Activated (NA) do not count as active courses for the purpose of establishing full-time enrollment status. Additionally, any virtual course activated prior to July 1 cannot be counted in the course schedule for the school year beginning on July 1—even if the course remains active.

Students who have previously been unsuccessful in a virtual school course (F or WF) will need to meet with their school counselor before the course request is approved.

Students requesting to take a virtual course offered by MDVS or FLVS must have a school counselor and parent/caregiver approval [§ 1002.20(6), Fla. Stat.].

Students taking a course outside of the school day must maintain a "C" average throughout the Grace Period of 28 days for MDVS and 15 days for FLVS in order to remain enrolled in the course. Students who do not complete at least 20% (MDVS) or 10% (FLVS) of the course and have a below average "D" or "F" will be withdrawn from the course (W).

V. ANNUAL RE-ENROLLMENT POLICY

To qualify for enrollment for the following school year, a student enrolled in full-time OVIP must maintain satisfactory attendance as measured by course pacing and comply with any contract(s) related to Level 1 and/or Level 2 scores on FSA English Language Arts and/or FSA/EOC Mathematics.

VI. PACE & PERFORMANCE

- A. During the first twenty-eight (28) days of any virtual education course, or for a shorter period of time if so established by the principal of OVIP, a student may be dropped from the course if pace expectations, which are established and published for each course by the administration of OVIP, are not met. Following an administrative withdrawal from a course, the OVIP administration may choose to allow a student to re-enroll in the course if the student and parent enter into a performance contract.
- B. The compulsory attendance requirement for full-time virtual education students is met through course pace requirements, which are established and published by the administration of OVIP. A student who falls behind pace in one or more courses will receive attendance interventions from the teacher and then be referred to the truancy process if pace remains deficient. Students in virtual courses are given a pacing guide to complete their on-line lessons and assessments. Students should stay within pace of the expectations. If students are not logging into their virtual courses and completing assignments each week, they are considered absent or truant from school. Excess unexcused absences will result in the student being removed from the Virtual Instruction Program and will need to go back to their brick and mortar school, register for the district's Home Education Program, or report other means in which the student will attend school. Full or part time students taking a virtual course that do not follow attendance requirements could be withdrawn from the program with a "W" Withdraw, "WP"

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Withdraw Passing, or "WF" Withdraw Failing depending on their grade at time of withdrawal.

C. Students in an elementary (K-5) virtual instruction program should have a legal guardian or a designated learning coach preparing daily assignments, materials and monitoring the student's day to day progress. Parents or legal guardians of middle and high school virtual instruction program should also be monitoring students work and progress on a regular basis. Legal guardians are responsible for making sure the student has access to a computer and to internet service each school day. Legal guardians of students falling behind two weeks or more in pace will be contacted for a conference to discuss the student's continued enrollment in the VIP or withdrawal.

D. Full-time virtual education students are expected to attend all required state and local assessment sessions at the OVIP/OVIP office. Failure to attend these assessment sessions is an indicator of inadequate pace, which may trigger the truancy process and result in loss of re-enrollment for the next school year.

E. Full-time virtual education students will be scheduled into state assessments at the grade level for which instruction is provided, which may be a higher grade level than indicated in the school district's student information system.

F. Virtual education students are expected to comply with the school district's rules of conduct as established in the OCSB Student Code of Conduct. In addition to the consequences listed in that document, violations of the Honor Code in virtual education courses may result in additional sanctions such as course withdraw/failure or denial of future access to virtual education courses.

VII. REPORTING STUDENT PROGRESS

Report Cards

Report cards shall be issued to students in grades K-5 each semester to inform parents of the child's progress. Grades on report cards must clearly reflect the student's level of achievement in mastery of the virtual courses. The final report card for the school year will indicate the following designations: Promoted/ Retained.

Legal guardians of students in grades 6-12 shall be able to log into their student's virtual instruction program to view current progress and completion grades. The district will obtain the completion grades and place them on the student's transcripts.

Percent Value Point Value Definition

A= 90-100%, 4, Outstanding

B= 80- 89%, 3, Above Average

C= 70-79%, 2, Average

D= 60-69%, 1, Below Average

F= 0-59%, 0, Incomplete

**EXCEPTIONAL STUDENT
EDUCATION
(GRADES K-
12)**

I. ADMISSION AND PLACEMENT OF STUDENTS

Services are available for children with vision and hearing disabilities from birth to 2 and all students with disabilities ages 3 through age 22. Students who are gifted may receive services from kindergarten through grade 12. These services are described in the Exceptional Student Education Policies and Procedures ([SPE](#) manual) which is approved by the Florida Department of Education and the School Board of Okeechobee County.

II. Home/Hospital

Students confined to the home/hospital for three weeks or more, may be eligible for Home/Hospital under the exceptional student education program. Students grades K-12 and Pre-K students with disabilities who are determined to be eligible by Student Study Team, continue their academic instruction in the home or hospital. The change of placement to and from Home/Hospital services is completed at the zone school via a Student Study Team Process.

III. CURRICULUM AND INSTRUCTION

A. FLORIDA STANDARDS/NEXT GENERATION SUNSHINE STATE STANDARDS

The expectation is for students with disabilities to receive instruction in the Florida Standards/Next Generation Sunshine State. Accommodations are provided based on individual student need to support the participation of students with disabilities in the general education curriculum.

Accommodations are changes to how a student accesses information and demonstrates performance. Accommodations may change how students are instructed and how they are assessed. As permitted by state or national testing guidelines, accommodations provided in the classroom will be made accessible on standardized tests. The use of an accommodation must not change the standards, the instructional level, or the content; instead it provides the student with equal access and equal opportunity to demonstrate his/her skills and knowledge. For exceptional education students, other than gifted, who are working towards Next Generation Sunshine State/Florida Standards, the student's IEP (Individual Education Plan) will specify the student's present levels of performance, special education services, related services, and accommodations as the district's offer of a free and appropriate public education.

**B. FLORIDA STANDARDS ACCESS POINTS/NEXT GENERATION
SUNSHINE STATE STANDARDS ACCESS POINTS FOR STUDENTS WITH
SIGNIFICANT COGNITIVE DISABILITIES**

Access Points reflect the essence or core intent of the standards that apply to all students in the same grade level but at reduced levels of complexity. Access Points are academic expectations created specifically for students with significant cognitive disabilities. Students eligible for Access Points will take the Florida Standards Alternate Assessment. All Florida students participate in the state's assessment and accountability system.

It is the responsibility of the classroom teacher to assess, instruct, and monitor progress of student proficiency on all Next Generation Sunshine State/Florida Standards Access Points using the same progress monitoring testing schedule as district-wide regular assessments for progress monitoring. Each teacher shall develop daily lesson plans for all subjects taught to be checked regularly by the principal or designee. Students will receive instruction based on the requirements of the district K-12 reading, writing, math, and science with appropriate accommodations and/or modifications. Instruction will also include social studies, physical education, and career education at appropriate levels of instruction with accommodations and/or modifications. Modifications are changes in what a student is expected to learn; may include changes to content, requirements, and expected level of mastery; however, should align with the grade level Access Points.

IV. REPORTING STUDENT PROGRESS

The evaluation of student progress must be based on classwork, observations, tests, district and state assessments and other relevant information. All parents/guardians will be notified regularly of their child's achievement during the school year using OCSB Report Cards and Progress Reports. The frequency of reporting will be the same as that of non-disabled peers enrolled in the same school. Nothing on the report card, progress report, or grade transcript may identify the student as a student with a disability. Progress toward IEP annual goals will be reported to the parent/guardian with the Individual Education Plan- Report Card. Progress toward Educational Plan (EP) goals for elementary students who are gifted will be reported to parents/guardians twice a year Gifted Educational Plan Evaluation – Elementary K-5. Progress towards EP goals for students who are gifted at the secondary level will be reported at the time of regular progress reporting.

V. STATEWIDE ASSESSMENT FOR STUDENTS WITH DISABILITIES– [RULE 6A-1.09](#)

It is expected that all students participate in state and district assessments. Students with disabilities must be afforded the appropriate allowable accommodations for state and district assessments as indicated on the IEP. The IEP team decides which, if any, testing accommodations the student will receive. The team should only consider accommodations that the student receives for classroom instruction and testing and determine whether the student also needs those accommodations for state and district assessments as allowable by state and national testing guidelines. A student's IEP team may determine that a student is eligible to participate in the statewide accountability system by participating in the Florida Standards Alternate Assessment (FSAA). This decision must be made based on specific guidelines and with parental consent.

A. GUIDELINES FOR DETERMINING APPROPRIATE ACCOMMODATIONS

Determination of appropriate accommodations in assessment situations for students with disabilities shall be based on the individual needs of each student. Decisions on accommodations shall be made by the IEP team and must be documented on the IEP. Accommodations for national assessments, such as but not exclusive to, SAT and ACT will require a separate parent initiated application process and are not solely determined by IEP documentation.

Statewide/district assessment accommodations must be the same or nearly the same

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as the student uses in classroom instruction and assessment activities. See allowable accommodations in the most recent Department of Education Florida Standards Assessment Administration Manual and/or Guidelines for End of Course Exam. For administration of CBT (Computer Based Testing) allowable accommodations must also be considered by the IEP team and indicated on IEP.

B STATEWIDE ASSESSMENT WAIVER

Waiver of the State Assessment Graduation Requirements for Students with Disabilities – Students with disabilities who are working toward a standard high school diploma, including students on Access Points, are expected to participate in state assessments. Legislation provides for consideration of a waiver, with parent consent, for these assessments if specific criteria is met (refer to High School for assessment and waiver requirements).

Students with disabilities enrolled in courses for which a statewide EOC assessment is required are expected to participate in the Florida Standards or Florida Standards Alternate EOC Assessments. Waivers are available for an EOC requirement for students who have IEP's. The IEP team must determine that an EOC assessment cannot accurately measure the student's abilities, taking into consideration all allowable accommodations. The student may have the EOC assessment results waived for the purpose of determining the student's course grade and credit.

In order to be considered for the waiver from the FCAT 2.0, FSA, FSAA, and/or End-of-Course (EOC) assessment requirement, the student must meet all of the following criteria:

1. Be identified as a student with a disability, as defined in [Florida Statutes 1007.02\(2\)](#)
2. Have an active individual educational plan (IEP),
3. Have taken the FCAT2.0/FSA/FSAA/EOC assessment with appropriate allowable accommodations at least once, and
4. Have demonstrated as determined by the IEP team, achievement of the course standards.

VI. GRADE PLACEMENT OF EXCEPTIONAL EDUCATION STUDENTS

A. PROMOTION AND RETENTION OF STUDENTS WITH DISABILITIES

1. PROMOTION

Promotion is based upon achievement of these regular education standards on grade level standards with accommodations and/or modifications, if indicated on the IEP. [Rule 6A-6.0011](#). Refer to Elementary and Secondary Education sections (grades K-5, 6-8, 9-12) for general education promotion requirements.

2. RETENTION

Students with disabilities will follow the same criteria as outlined in the Elementary, Middle, and High School Retention sections of the Student Progression Plan. The final decision for grade placement is the responsibility of the principal.

STUDENT PROGRESSION PLAN

3. MIDYEAR PROMOTION OF RETAINED THIRD GRADERS

A third grade student with a disability who did not qualify for good cause exemption and was retained in 3rd grade may be eligible for a midyear promotion based on [34222](#). See Elementary Midyear Promotion of 3rd Graders section for requirements for midyear promotion. If a midyear promotion is granted, the IEP team must convene to review the IEP at the time of promotion and revise said IEP if necessary.

B. MANDATORY GRADE THREE RETENTION

***** (see TIER 2 and TIER 3 of K-12 Comprehensive Reading Plan) ****

C. EXEMPTION FROM MANDATORY GRADE THREE RETENTION ([FL STATUTE 1008.25](#)) REFER TO ELEMENTARY EDUCATION SECTION

1. Refer to Elementary Education section Good Cause Exemption from Mandatory Retention in grade 3 for requests for good cause exemptions for students with disabilities from the mandatory retention requirements.
2. Remediation
 - a. Remediation opportunities will be based on student progress, demonstrated need and IEP goals.
 - b. The IEP team will review and/or revise the Individual Educational Plan, if needed, when student achievement on state/district assessment does not meet the level of proficiency required in any area.

D. GRADE PLACEMENT OF EXCEPTIONAL EDUCATION STUDENTS IN FLORIDA STANDARDS ACCESS POINTS/NEXT GENERATION SUNSHINE STATE STANDARDS ACCESS POINTS FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

1. When considering grade placement of a student receiving instruction on Access Points,;
 - a. progress monitoring data, mastery of IEP goals and objectives, and other student performance measures based on Access Points instruction will be considered to determine whether or not students with significant cognitive disabilities should be retained in a specific grade level. Beginning in grade three, the Florida Standards Alternate Assessment will also be considered. .

E. SUMMER SCHOOL

Students with disabilities may attend if they meet OCSB Summer Reading Camp or Summer School criteria.

F. EXTENDED SCHOOL YEAR (ESY)

A student with a disability receives extended school year (ESY) services if the student's IEP team determines that the student needs specific services beyond the regular 180-day school year in order to meet the IEP goals provided as part of the district's offer of a free and appropriate public education. ESY services are determined for each student by the IEP team based on emerging critical life skills, severity of their disability, and/or regression as related to the IEP goals, not based on exceptionality. The IEP team determines the initiation, duration, and frequency of ESY services.

G. TRANSITION PLANNING

Transition needs are addressed by the IEP team and may include the following electives designed to prepare students with disabilities for careers and post-school adult living: The first course is Career Preparation, ESE course number 7980110, which focuses on the acquisition of the necessary knowledge and skills. Career Experiences/Job Experience Training (JET), ESE course code 7980120, is recommended for ages 16 and older and provides opportunities for the application of knowledge and skills in a non-paid school or community work experience setting with coaching and instructional assistance.

Students who secure paid employment should be enrolled in Career Placement/OJT (paid competitive employment), ESE course code 7980130, rather than JET. OJT provides the opportunity for students to earn high school credit for satisfactorily maintaining paid employment. Students should complete 2 full years of high school coursework prior to being recommended for JET or OJT. Multiple credits may be earned in JET and OJT.

COURSE CODE CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

The Learning Strategies Curriculum, Strategic Instruction Model (SIM), is strongly recommended for students with Specific Learning Disabilities who are working toward a standard diploma. The use of ESE course code 7963080 may only be used if an ESE instructor has been formally trained to implement this specific curriculum. This is an elective course which may be taken consecutively for up to 4 years. (i.e., LS I, II, III, IV)

The Social and Personal Skills Course (ESE course code 7963070) will be credited as an elective for students with disabilities as determined by the IEP team and may be taken consecutively.

STUDENT PROGRESSION PLAN

VII. GRADUATION OPTIONS FOR EXCEPTIONAL EDUCATION STUDENTS

A.

High School Graduation Requirements for Special Diploma (Prior to 2014 – 2015 9th grade cohort)		
9th grader in:	2010 - 11 or earlier	2011-12, 2012-13, 2013-14
Graduation Requirements	English/Reading 4 credits Math 9-12 or Life Skills Math 4 credits Science 9-12 3 credits Social Studies 3 credits Physical Education 3 credits Career Preparation 1 credit Electives 8.5 credits 24 credits total	English/Reading 4 credits Mathematics Access Courses: Algebra 1a/1b, Geometry, Liberal Arts Math 4 credits Science Access Courses: Earth/Space, Biology, Integrated, Chemistry 3 credits Social Studies 3 credits Physical Education Personal Fitness ½ credit, elective ½ credit, Specially Designed PE per IEP 1 credit Career Preparation 1 credit Electives 8 credits 24 credits total

STUDENT PROGRESSION PLAN

**Standard Diploma High School Graduation Options
(Students Entering 9th Grade in 2014-2015 and After)**

24 credit standard diploma option available to all students, including students with disabilities	24 credit standard diploma option available only to students with disabilities	24 credit standard diploma available only to students with disabilities, who take access courses and the alternate assessment.*
4 Credits English Language arts (ELA)		
<ul style="list-style-type: none"> • ELA I, II, III, IV • ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement. 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute a CTE course with content related to English for English IV 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute access courses for general education courses • May substitute a CTE course with content related to English for English IV
4 Credits Mathematics		
<ul style="list-style-type: none"> • One of which must be Algebra I and one of which must be Geometry • Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry) 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute a CTE course with content related to mathematics for one mathematics credit (except for Algebra I and Geometry) 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute access courses for general education courses • May substitute a CTE course with content related to mathematics for one mathematics credit (except for Algebra I and Geometry)
3 Credits Science		
<ul style="list-style-type: none"> • Three of the four required credits must have a laboratory component • One of which must be Biology I, two of which must be equally rigorous science courses. • An Industry certification that leads to college credit substitutes for up to one science credit (except for Biology I) • An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology) 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute a CTE course with content related to science for one science credit (except for Biology I) 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute access courses for general education courses • May substitute a CTE course with content related to science for one science credit (except for Biology I)
3 Credits Social Studies		
<ul style="list-style-type: none"> • 1 credit World History • 1 credit in U.S. History • .5 credit in U.S. Government 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute a CTE course with content related to social 	<ul style="list-style-type: none"> • Must earn credits for all of the courses listed in the first column • May substitute access courses for general education courses

STUDENT PROGRESSION PLAN

<ul style="list-style-type: none"> .5 credit in Economics with Financial Literacy 	studies for one social studies course (except for U.S. History)	<ul style="list-style-type: none"> May substitute a CTE course with content related to social studies for one social studies course (except for U.S. History)
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts**		
7 Elective Credits		
	<ul style="list-style-type: none"> Must include .5 credit in an employment based course May include ESE courses 	<ul style="list-style-type: none"> May include employment based course/s
1 Credit Physical Education to include the integration of health		
1 Online Course		
	To be completed through online learning; high school credited courses taken in grades 6-8 fulfill this requirement. Completion of a course that leads to nationally recognized industry certification in information technology that leads to college credit or the passage of an information technology certification exam without enrollment in the course meets this requirement. Passage of an online content assessment by which the student demonstrates skills and competency in locating information and applying technology for instructional purposes without enrollment or completion of the course meets this requirement. Online course may be waived by IEP team	
Students must earn a 2.0 grade point average on a 4.0 scale and pass statewide assessments unless a waiver of assessment results is granted by the IEP team.		

*Parental consent is required before a student may take access courses.

**Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory.

B. CERTIFICATE OF COMPLETION

Students who complete the required high school courses but fail to meet all of the graduation requirements for a diploma may receive a certificate of completion. A certificate of completion is not a diploma. It certifies that a student attended high school but did not meet all graduation requirements for a diploma.

A certificate of completion may be given to students with disabilities who have not satisfied all high school graduation requirements, (see Regular Education High School Section). Students with disabilities may continue to receive FAPE and pursue a standard or special diploma through the semester in which the student turns 22 years old.

C. SPECIAL DIPLOMA OPTION I (9th grade cohort prior to 2014-2015)

Students must meet Florida Standards Access Points for Students with Significant Disabilities at the appropriate level for the Special Diploma. (Exceptional Student Education Courses Grades 6-12 incorporate the Florida/Next Generation Sunshine State Standards Access Points for Students with Significant Cognitive Disabilities)

STUDENT PROGRESSION PLAN

A student with a disability who has earned credit for a course based on Florida Standards with accommodations and/or modifications as documented on the IEP can use the credit to meet graduation requirements based on Florida Standards Access Points

Students working toward a special diploma who enroll in regular education course(s) using modifications may receive credit in the corresponding subject area to count toward a special diploma. Modifications are changes in what a student is expected to learn; may include changes to content, requirements, and expected level of mastery.

D. SPECIAL DIPLOMA OPTION II (9th grade cohort prior to 2014-2015)

Option II is an individually designed option that documents mastery of employment and functional community skills.

Requirements

- Minimum age – 16 years old,
- 3-6 earned high school credits,
- Graduation /work plan is developed for employment competencies,
- Documentation of mastery of 75% of employment competencies,
- Ninety consecutive days of successful employment at or above minimum wage with same employer averaging 25 hours per week,
- Be enrolled and receiving exceptional student education services,
- Transition IEP reflects the student is working towards an Option II diploma.

E. MOVING BETWEEN DIPLOMA OPTIONS (9th grade Cohort prior to 2014-2015)

The diploma choice is reviewed annually at the IEP/transition meeting, and the IEP/transition team may change the diploma option, if appropriate. However, a change of diploma options from Special Diploma Option 1 to Standard Diploma late in a student's high school career may mean additional time in school to satisfy graduation requirements.

F. GRADUATION FROM HIGH SCHOOL AS RELATED TO FREE AND APPROPRIATE PUBLIC EDUCATION

All students with disabilities must be provided a free appropriate public education, until the student receives a standard diploma or upon completion of the semester in which the student turns 22 years old.

A P P E N D I X

Addendum

Interstate Compact on Educational Opportunity for Military Children [Florida Statutes 1000.36](#)

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents.

This compact applies to the children of:

- Active-duty members of the uniformed services, including members of the National Guard and Reserve on active-duty orders pursuant to 10 U.S.C. ss. 1209 and 1211.
- Members of veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.

The compact does not apply to the children of:

- Inactive members of the National Guard and military reserves;
- Members of the uniformed services now retired,
- Veterans of the uniformed services;
- Other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active-duty members of the uniformed services.

If a child's official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, that school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon receipt of the request, the school in the sending state shall process and furnish the official education records to the school in the receiving state within 10 days or within such time as is reasonably determined under the rules adopted by the Interstate Commission.

Districts must give 30 days from the date of enrollment or within such time as is reasonably determined under the rules adopted by the Interstate Commission for students to obtain any immunization or a series of immunizations required by the receiving school.

Students shall be allowed to continue their enrollment at grade level commensurate with their grade level, including kindergarten, from a local education agency in the sending state at the time of transition, regardless of age. If a student transfers before or during the school year, the receiving school shall initially honor placement in courses based on the student's enrollment in the sending school if the courses are offered. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, vocational, technical, and career pathways courses. The receiving school is not precluded from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses.

The receiving school must initially honor placement of the student in educational programs such as Gifted and talented and English as a Second Language based on current educational assessments conducted at the sending school.

At the beginning of each school year, parents of students in or entering high school will be notified of the opportunity and benefits of Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Dual Enrollment, and Florida Virtual School courses.

Dependent children of active-duty military personnel who otherwise meet the eligibility criteria for special academic programs offered through public schools shall be given first preference for admission for such programs even if the program is being offered through a public school other than the school to which the student would generally be assigned. If such a program is offered through a public school other than the school to which the student would generally be assigned, the parent or guardian of the student must assume responsibility for transporting the student to that school. For purposes of this subsection, special academic programs include magnet schools, advanced studies programs, Advanced Placement, Dual Enrollment, Advanced International Certificate of Education, and International Baccalaureate.

A special power of attorney relative to the guardianship of a child of a military family and executed under applicable law is sufficient for the purposes of enrolling the child in school and for all other actions requiring parental participation and consent. A local education agency is prohibited from charging local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school's jurisdiction different from that of the custodial parent. A transitioning military child, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school's jurisdiction different from that of the custodial parent, may continue to attend the school in which he or she enrolled while residing with the custodial parent. State and local education agencies must facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadline, to the extent they are otherwise qualified.

In order to facilitate the on-time graduation of children of military families, states and local education agencies shall incorporate the following procedures: shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. If waiver is not granted to a student who would qualify to graduate from the sending school, the local education agency must provide an alternative means of acquiring required graduation coursework so that graduation may occur on time. States shall accept exit or end of course exams required for graduation from the sending state, national norm-referenced tests, or alternative testing, in lieu testing requirements for graduation in the receiving state. If these alternatives cannot be accommodated by the receiving state for a student transferring in his or her senior year, then the provisions of the following shall apply. If a military student transfers at the beginning of or during his or her senior year and is not eligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies must ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements from the sending local education agency. If one of the states in question is not a member of this compact, the member state shall use its best efforts to facilitate the on-time graduation of the student. Special note: Florida is a member-state.

Reauthorized: [HB 7003, 4/10/2013](#)

Educational Equity

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 Limited English Proficiency (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 shall comply 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.

The School District of Okeechobee County offers career and technical education pathways and academies for all students. Based on their interest a student may enroll in any of the following programs: Technical Ag Operations, Animal Science and Services, Aquaculture, Automotive Maintenance & Light Repair, Building Construction Technologies, Digital Design, Electrocardiograph Aide, and Nursing Assistant. The lack of English language skills will not be a barrier to admission or participation in the Career Technical Education Programs (CTE).

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. Complaints may be filed with the principal or immediate supervisor, District Equity Coordinator/Director of Human Resources or the Superintendent.

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

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 4.48 VIRTUAL INSTRUCTION**
DATE: August 14, 2018

RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 4.48 Virtual Instruction.

BACKGROUND INFORMATION:

Revision of Policy 4.48 revises policy to add certifications and assessments that meet eligibility requirements. Policy 4.48, 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 4.00: Curriculum and Instruction

4.48

Virtual Instruction

POLICY

- I. At least one (1) course required for graduation must be earned through online learning. A student shall not be required to take an online course outside the regular school day or in addition to the courses in which a student is registered in a given semester.
- II. The District shall provide various options for eligible students to participate in part-time or full time virtual instruction. Options may include
 - A. Courses in the traditional school setting taught by certified personnel who provide instruction through virtual instruction;
 - B. Blended learning courses taught by certified personnel that consist of traditional classroom and online instructional techniques;
 - C. Online courses offered by the District;
 - D. Online courses offered by another Florida school district;
 - E. Enrollment in Florida Virtual School; and
 - F. Enrollment with a virtual instruction provider approved by the Florida Department of Education.
- III. Students may also use the following options to meet online course requirements:
 - A. Completion of a course in which a student earns an industry certification in information technology that is identified on the CAPE Industry Certification Funding list;
 - B. Passing the information technology certification exam without enrolling in or completing the course(s); or
 - C. Passing an online content assessment that requires the student to demonstrate skill and competency in locating information and applying technology for instructional purposes without enrollment in or completion of the relevant course(s).
- IV. To participate in virtual instruction, a student must meet the eligibility requirements set forth in state law.

A. Industry certification examinations, national assessments, and statewide assessments offered by the school district shall be available to all Florida Virtual School students.

B. All industry certification examinations, national assessments, and statewide assessments must be taken at the school to which the student would be assigned according to district school board attendance areas, unless an alternative testing site is mutually agreed to by Florida Virtual School and the District.

V. At the beginning of each school year, the District shall notify parents and students regarding the right and choice to participate in virtual instruction. Notification shall include eligibility requirements, the options available to the student, and the courses offered by Florida Virtual School.

STATUTORY AUTHORITY:	1001.41, 1001.42	
LAWS IMPLEMENTED:	1000.04, 1001.20, 1001.42, 1002.20, 1002.321, 1002.37, 1002.45, 1002.455, 1003.02, 1003.4282, 1003.498, 1006.29, 1007.27, 1011.62	
STATE BOARD OF EDUCATION RULES:	6A-6.0981, 6A-6.0982	
HISTORY:	Adopted:	11-22-16
	Revision Date(s):	10-09-18
	Formerly:	
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To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 5.21 REQUIREMENTS FOR ORIGINAL ENTRY**

DATE: August 14, 2018

RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 5.21 Requirements for Original Entry.

BACKGROUND INFORMATION:

Revision of Policy 5.21 revises policy to add mental health services; adds 1006.07, F.S. Policy 5.21, 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 5.00: Students

5.21

REQUIREMENTS FOR ORIGINAL ENTRY

POLICY

- I. Any student who initially enrolls in the District shall be required to present certification of immunization for those communicable diseases required by Florida Statutes.
 - A. Immunization shall be as required by the State of Florida.
 - B. A transfer student shall provide documentation of school entry health examination and immunization record prior to school attendance.
 - C. An exception may be granted as provided in Florida Statutes.

- II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.
 - A. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school may be granted thirty (30) days to secure documentation of a school health examination and certificate of immunization.
 - B. The Superintendent may grant exceptions to this rule pursuant to provisions of Florida Statutes.
 - C. The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.

- III. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had any other prior referrals to mental health services. If the student is admitted, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district, when appropriate, at the direction of the School Board. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have been grounds for expulsion according to the receiving District School Board's *Code of Student Conduct*.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	1001.43, 1001.51 , 1003.01, 1003.21, <u>1006.07</u> , 1003.22, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-6.024	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	03/09/2001, <u>10/09/2018</u>
	Formerly:	I-1, I-2
©EMCS		

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 5.32* ZERO TOLERANCE FOR SCHOOL RELATED CRIMES**

DATE: August 14, 2018

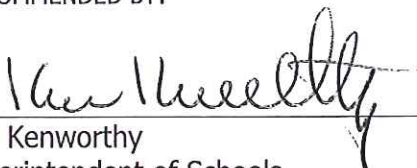
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 5.32* Zero Tolerance for School Related Crimes.

BACKGROUND INFORMATION:

Revision of Policy 5.32* revises policy to add consultation with law enforcement. Policy 5.32*, 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 5.00: Students

5.32*

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

POLICY

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the zero tolerance policy as outlined in Florida Statutes and State Board of Education rules.

- II. Acts that pose a serious threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Such acts include but are not limited to:
 - A. Aggravated battery;
 - B. Armed robbery;
 - C. Arson;
 - D. Battery or aggravated battery on a teacher or other school personnel;
 - E. Kidnapping or abduction;
 - F. Murder;
 - G. Manslaughter;
 - H. Possession, use or sale of a controlled substance;
 - I. Possession, use or sale of any explosive devise;
 - J. Possession, use or sale of any firearm or weapon;
 - K. Sexual battery.

- III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to:
 - A. Cellular telephone violation;
 - B. Defiance of authority;
 - C. Disruption, minor;
 - D. Dress code violation;
 - E. Eating or drinking on the bus;
 - F. Forgery;
 - G. Horseplay;
 - H. Leaving campus without permission;
 - I. Lying or misrepresentation;
 - J. Profanity;
 - K. Vehicle parking violation.

- IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency.
- V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:
- A. Alcohol violation;
 - B. Alcohol, sale or distribution;
 - C. Arson
 - D. Battery;
 - E. Bomb or biochemical threat;
 - F. Breaking and entering or burglary;
 - G. Disruption of school, major;
 - H. Drug use, sale or distribution;
 - I. Explosives, possession or use;
 - J. Extortion;
 - K. False alarm;
 - L. Firearms violation;
 - M. Gang-related activity;
 - N. Hate crime;
 - O. Illegal organization, membership;
 - P. Robbery;
 - Q. Sexual battery;
 - R. Sexual harassment;
 - S. Sexual misconduct;
 - T. Sexual offense;
 - U. Stalking;
 - V. Trespassing;
 - W. Weapons violation;
 - X. Any felony as defined by Florida Statutes.

VI. If a student commits more than one misdemeanor, the threat assessment team must consult with law enforcement to determine if the act should be reported to law enforcement.

~~VI.~~VII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:

- A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school;
- B. Making a threat or false report as defined in Florida Statutes, Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school sponsored activity.
- C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.

D. Hazing as defined in 1006.135 Florida Statutes

~~VII.~~VIII. When a student is formally charged with a felony or delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

~~VIII.~~IX. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

~~IX.~~X. The Superintendent may consider the one (1) year expulsion requirement on a case by case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

~~X.~~XI. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

~~XI.~~XII. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees, shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

~~XII.~~XIII. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04, 1001.31, <u>1001.42</u> , 1001.43, 1001.54, 1003.31, 1006.07, 1006.08, 1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-6.03311	
HISTORY:	Adopted:	12/14/10
	Revision Date(s):	<u>10/09/18</u>
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT TO AMEND BOARD POLICY 6.58* REPORT OF MISCONDUCT**
DATE: August 14, 2018

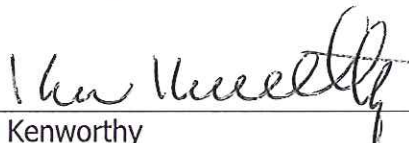
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 6.58* Report of Misconduct.

BACKGROUND INFORMATION:

Revision of Policy 6.58* policy revised to reflect changes in law regarding sexual misconduct. Policy 6.58*, 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

6.58*

REPORT OF MISCONDUCT

POLICY

The School District of Okeechobee County shall adhere to all requirements related to employee misconduct that affects the health, safety, or welfare of a student.

I. Mandatory Reporting of Misconduct

A. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety, or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.

B. Instructional personnel and school administrators shall report alleged misconduct of other instructional personnel or school administrators who engage in or solicit sexual, romantic, or lewd conduct with a student.

II. Investigation

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety, or welfare of a student.

A. An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students, or may be suspended per Board Policy 6.53, pending the outcome of the investigation.

B. Information related to the alleged misconduct shall be considered confidential until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.

C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report alleged misconduct of instructional personnel or school administrator who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, Florida Statutes. Failure to report such conduct to law enforcement forfeits the Superintendent's salary for up to one year.

D. The School district shall notify the parents of a student affected by an educator's violation of the district's Standards of Ethical Conduct. This notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:

1. The nature of the misconduct,

2. If the District reported the misconduct to the department in accordance

- with Section 1012.796, Florida Statutes,
3. The sanctions imposed against the employee, if any, and
4. The support the school district will make available to the student in
response to the employee's misconduct.

III. Legally Sufficient Complaint

The Superintendent shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the District became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

IV. Resignation or Retirement in Lieu of Termination

If an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety, or welfare of a student, the Superintendent shall report the misconduct to the Department of Education as required.

V. Employment Reference

A representative of the School District shall not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety, or welfare of a student. A District official shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

VI. Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety, or welfare of a student shall be posted in a prominent place at each school and on each school's website. The notice shall include the name of the person to whom the report is made and the consequences for misconduct.

VII. Protection from Liability

- A. Any individual who reports in good faith any act of child abuse, abandonment, or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil liability or criminal liability that might result from such action.
- B. An employer who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

VIII. False or Incorrect Report

The Superintendent, a Board member, or any District official shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false

or incorrect. An individual who knowingly makes a false or incorrect report shall be subject to disciplinary action as prescribed by Florida Statute.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061, 1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-10.081	
HISTORY:	Adopted:	03/10/2009
	Revision Date(s):	03/10/2015, 10/09/2018
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **VISTA 401(k) ADVISORY COUNCIL – FBMC BENEFITS MANAGEMENT, INC.**

DATE: August 14, 2018

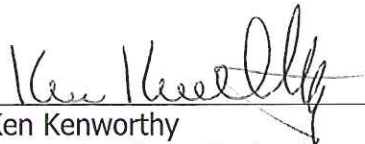
RECOMMENDATION:

That the Board approve the appointed member, Corey Wheeler, to serve as a representative of the Board's VISTA 401(k) Plan as a Member of the VISTA 401(k) Advisory Council established by the Administrator – FBMC Benefits Management, Inc.

BACKGROUND INFORMATION:

This is a new FBMC Benefits Management, Inc. requirement. This document 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: SALARY SCHEDULE NO. 31 – NOT INCLUDED IN BARGAINING UNITS FOR 2018-19

DATE: August 14, 2018

RECOMMENDATION:

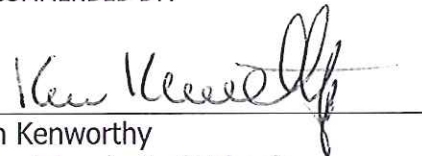
That the Board approve the salary schedule listed below which is not included in bargaining units, for the 2018-19 fiscal year:

#31 Travel Expense

BACKGROUND INFORMATION:

The proposed salary schedule is attached and 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 EXCEPTIONAL STUDENT EDUCATION COUNSELOR**

DATE: August 14, 2018

RECOMMENDATION:

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

- Exceptional Student Education Counselor:

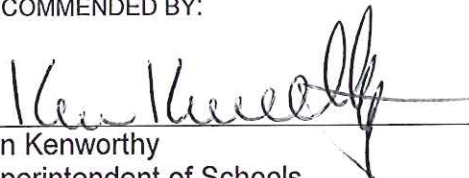
Qualifications

- (1) Master's degree in Mental Health Counseling or equivalent from an accredited educational institution.
- (2) Florida Licensure preferred; Registered Mental Health Intern Required.
- (3) Florida Licensure in Mental Health Counseling required within first 12 months of employment.
- (4) Valid Florida teaching certificate or Statement of Eligibility.
- (5) Three (3) years successful experience in teaching or counseling.
- (6) Must meet the Elementary and Secondary Education Act regulations and requirements.
- (7) Satisfactory criminal background check and drug screening.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **MINIMUM JOB QUALIFICATIONS YOUTH MENTORING COORDINATOR**

DATE: August 14, 2018

RECOMMENDATION:

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

- Youth Mentoring Coordinator:

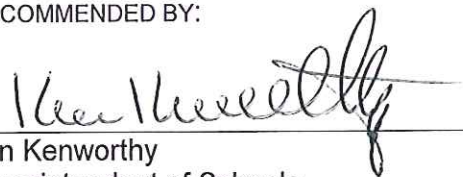
Qualifications

- (1) High school diploma or equivalent and TABE Test;
- (2) A minimum of three (3) years of experience in community based-youth involvement;
- (3) Satisfactory criminal background check and drug screening.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: APPOINTMENT OF INSTRUCTIONAL PERSONNEL ON ANNUAL CONTRACT

DATE: August 14, 2018

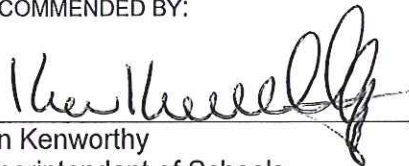
RECOMMENDATION:

That the following Instructional personnel be appointed for the 2018-2019 school year on Annual Contract:

Okeechobee High School

Casey, Mary

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: August 14, 2018

RECOMMENDATION:

That the following Principals and Assistant Principals be appointed for the 2018-2019 fiscal year:

<u>Name</u>	<u>Position</u>
Potter, Gregory – Effective 8/02/2018	Assistant Principal, Osceola Middle School
Shells, Jerrime – Effective 08/06/2016	Assistant Principal, Yearling Middle School
Stuart, David Brent – Effective 8/06/2018	Assistant Principal, Okeechobee Freshman Campus

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF PERSONNEL**

DATE: August 14, 2018

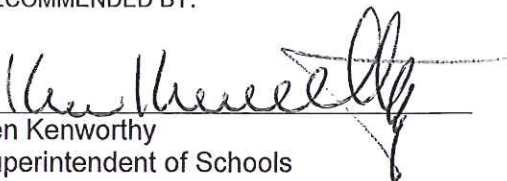
RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Adams, Hollie	Teacher, Lang Art, Senior High	OFC/Okeechobee High School	08/02/2018
Anselmo, Lucina	Teacher, Kindergarten	Everglades Elementary School	08/06/2018
Austin, Heidi	Teacher, Lang Art, Senior High Teacher, VE (Full Time)	Okeechobee Freshman Campus	08/02/2018
Beatty, Nicole Out of Field-Reading	Teacher, Lang Arts and Reading, Senior High	OFC/Okeechobee High School	08/02/2018
Buchanan, Kelly	Teacher, Math-Senior High	Okeechobee High School	08/06/2018
Cano, Vanessa	Paraprofessional, Elem., EBD	Okeechobee Achievement Academy	08/06/2018
Carroll, Erin Out of Field-ESE	Teacher, VE (Full Time)	Central Elementary School	08/02/2018
Davis, Makayla	Teacher, Lang Art, Senior High	Okeechobee High School	08/02/2018
Delagall, Danyta Out of Field-ESE	Teacher, Elementary, ESE,EBD	Okeechobee Achievement Academy	08/06/2018
Fulks, Samantha	Teacher, Math, M/J	Osceola Middle School	08/02/2018
Fuller, Ronda Out of Field-PK	Teacher, PK Handicap	Okeechobee Achievement Academy	08/02/2018
Giles, Sarah	Teacher, Lib/Media Specialist	South Elementary School	08/02/2018
Heidelmeyer, Pauline	Teacher, 4 th Grade	Central Elementary School	08/02/2018
Hoisington, Elizabeth Out of Field-ESE	Teacher, Math, Senior High Teacher, VE (Full Time)	Okeechobee Freshman Campus	08/02/2018
Jolly, Kiera	Teacher, 5 th Grade	North Elementary School	08/02/2018
Kellner, Jennifer	Teacher, VE (Inclusion)	Osceola Middle School	08/02/2018
Knight, Jennifer	Health Aide	Okeechobee Achievement Academy	08/06/2018
Lawson, Patrick	Paraprofessional, M/J, Drop-Out Prevention	Okeechobee Achievement Academy	08/06/2018
Murphy, Dawn	Teacher, Reading Coach-Elem SIG-4	South Elementary School	07/30/2018
Nieto, Ricardo Jr.	Teacher, VE (Full-Time) ASD	Seminole Elementary School	08/06/2018
Peresse, Marla	Paraprofessional, ESE, Ages 6-21	South Elementary School	08/06/2018

Platt, Jeffry Out of Field-ELA	Teacher, Lang Art-Elem	Osceola Middle School	08/06/2018
Platt, Leslie	Teacher, Kindergarten	North Elementary School	08/02/2018
Snowden, Tamecia	Teacher, VE (Full-Time) ASD	Seminole Elementary School	08/06/2018
Thompson, Jeffrey	Teacher, 4 th Grade	South Elementary School	08/02/2018
Tuten, Angela	Teacher, 4 th Grade	Central Elementary School	08/02/2018
Williams, Vernestine	Teacher, VE (Inclusion)	OFC/Okeechobee High School	08/02/2018
Wooten, LaDonna	Teacher, 1 st Grade	Central Elementary School	08/02/2018
Zarella, Yabel	Health Aide	South Elementary School	08/06/2018

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **RESIGNATION, TERMINATION, AND SUSPENSION OF EMPLOYMENT**

DATE: August 14, 2018

RECOMMENDATION:

That resignations for the following personnel be accepted:

Name	Position	School or Center	Effective Date
Catron, Savannah	Paraprofessional, Instructional	North Elementary School	05/30/2018
Emerson, Barbara	Bus Driver, 6 HR	Transportation	05/29/2018
Ernst, Candie	Food Service Assistant, 6 HR	Okeechobee High School	05/30/2018
Flynn, Crystal	Aide, ESE Guidance Clerical	Everglades Elementary School	05/30/2018
Johnson, Ashley	Paraprofessional, ESE	Seminole Elementary School	05/30/2018
Loredo, Merita Retirement	Bus Driver, 6 HR	Transportation	09/04/2018
Ryan, Michael Retirement	Maintenance, Specialist II	Maintenance Department	10/01/2018
Stanley, Sue Retirement	Paraprofessional, Instructional	Okeechobee Achievement Academy	05/30/2018
Stephenson, Patricia	Tech IT	IT Department	08/13/2018
Torres, Elisabeth	School Secretary, 229 days	Yearling Middle School	07/30/2018

That the resignation of Shundra Dowers, Principal, North Elementary School, be accepted with prejudice effective August 13, 2018, due to lack of sufficient notice

That the resignation of Jillian Kay, Teacher, Gifted, Yearling & Osceola Middle School, be accepted with prejudice effective May 30, 2018, due to lack of sufficient notice.

That the resignation of Amanda Lammermeier, Teacher, 2nd Grade, South Elementary School, be accepted with prejudice effective May 30, 2018, due to lack of sufficient notice.

That the resignation of Thomas Machado, Teacher, Math Elementary, Yearling Middle School, be accepted with prejudice effective August 20, 2018, due to lack of sufficient notice.

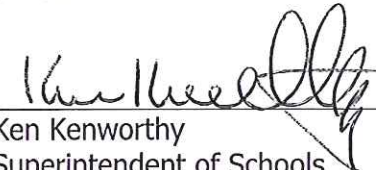
That the resignation of Gisele Morales, Teacher, Lang-Art-Elem, Yearling Middle School, be accepted with prejudice effective May 30, 2018, due to lack of sufficient notice.

That the resignation of Morgan Murphy, Teacher, Kindergarten, North Elementary School, be accepted with prejudice effective May 30, 2018, due to lack of sufficient notice.

That the resignation of Ashley Starr, Teacher, VE Inclusion, Yearling Middle School, be accepted with prejudice effective May 30, 2018, due to lack of sufficient notice.

That the resignation of Derek Stewart, Teacher, 5th Grade, South Elementary School, be accepted with prejudice effective May 30, 2018, due to lack of sufficient notice.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **TRANSFER OF PERSONNEL**
DATE: August 14, 2018

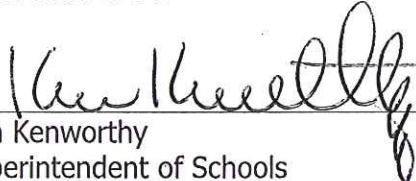
RECOMMENDATION:

That the following personnel transfers be approved:

<u>Name</u>	<u>Transfer From</u>	<u>Transfer To</u>	<u>Effective Date</u>
Benbow, Meagan	Teacher, 4 th Grade South Elementary School	Teacher, 4 th Grade Everglades Elementary School	08/06/2018
Casey, Mary Out of Field-Art	Teacher, 5 th Grade Central Elementary School	Teacher, Art, Senior High Okeechobee High School	08/02/2018
Clay, Cierra	Paraprofessional, Elementary North Elementary School	Paraprofessional, ISS Okeechobee High School	08/06/2018
Cox, Maria	Teacher, Kindergarten Central Elementary School	Teacher, 2 nd Grade South Elementary School	08/06/2018
Maes, Danielle	Teacher, Kindergarten Central Elementary School	Teacher, VE (Full Time) Seminole Elementary School	08/06/2018
Wharin, Michael	Teacher, Lang Art-E Yearling Middle School	Teacher, 4 th Grade North Elementary School	08/06/2018

RECOMMENDED BY:

18


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **LEAVE REQUESTS**
DATE: August 14, 2018

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>
Fraser, Donald	South Elementary School	Short Term	08/08/2018	09/04/2018
Racine, Michael	Transportation	Personal Leave Without Pay	06/18/2018	06/17/2019
Note: Employee returned to duty 07/30/2018				

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADDITIONS TO SUBSTITUTE TEACHERS FOR 2018-19**
DATE: August 14, 2018

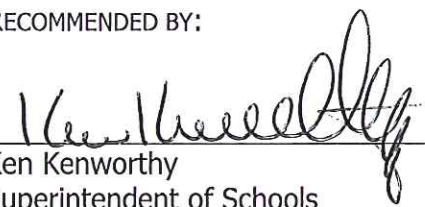
RECOMMENDATION:

That the following personnel be added to the Substitute Teacher List for the 2018-19 school year:

<u>Name</u>	<u>Rank</u>
Catron, Savannah	II
Keebler, Patricia	III
McQueen, Tamisha (G4S)	I
Mott, Georgia	I

Rank I – Less than 60 college credit hours
Rank II – 60 or more college credit hours
Rank III – Bachelor's degree or higher

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **PAYMENTS TO PERSONNEL**
DATE: August 14, 2018

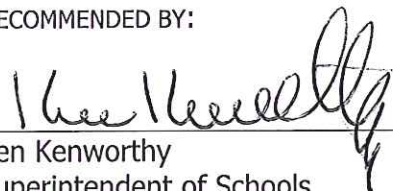
RECOMMENDATION:

That the Board approve the following payments to personnel:

<u>Name/Group</u>	<u>Purpose</u>	<u>Rate of Pay</u>	<u>Time Period (Maximum)</u>	<u>Funding Source</u>
1 Continuous Improvement Coordinator	Pre-school VPK set-up	\$13.50 Per Hour	40 Hours total 07/30/18-08/10/18	#4945 – SIG 4
1 Reading Coach	Pre-school VPK set-up	\$13.50 Per Hour	40 Hours total 07/30/18-08/10/18	#4945 – SIG 4
2 Paraprofessionals	Pre-school VPK set-up	\$12.00 Per Hour	40 Hours total 07/30/18-08/10/18	#4945 – SIG 4
2 Teachers	Pre-school VPK set-up	\$13.50 Per Hour	40 Hours total 07/30/18-08/10/18	#4945 – SIG 4
Ellis, Glenetta	Clerical, Osceola Middle School	Current Rate of Pay	7.5 Hours Per Day 07/23/18 – 08/03/18	OMS School Budget

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: CARL D. PERKINS CAREER AND TECHNICAL EDUCATION, DJJ GRANT APPLICATION
DATE: August 14, 2018

RECOMMENDATION:

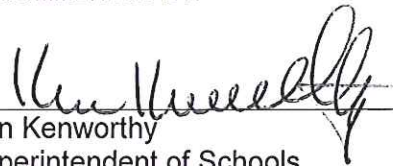
That the Board approve the Carl D. Perkins Secondary Career and Technical Education, DJJ Grant application in the amount of \$64,170.00 for the 2018-19 project year.

BACKGROUND INFORMATION:

The purpose of this grant is to improve academic and technical skills of career and technical education students, increase the completion and placement rate of all career and technical education students (with particular emphasis on non-traditional populations), and increase enrollment in career and technical education courses with a focus on the Hospitality Industry. The grant funds have been awarded for these purposes to the DJJ sites of Okeechobee Intensive Halfway House, Tantie Juvenile Residential Facility, and Cypress Girls Academy. This project reflects an increase of \$5,455.00 from the 2017-2018 program year.

The application/award pages and budget pages are included in the Board member agendas. The complete application 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: CARL D. PERKINS RURAL AND SPARSELY POPULATED GRANT APPLICATION
DATE: August 14, 2018

RECOMMENDATION:

That the Board approve the Carl D. Perkins Rural and Sparsely Populated Grant application in the amount of \$70,927.00 for the 2018-19 project year.

BACKGROUND INFORMATION:

Grant funds will be used to purchase and maintain updated curriculum and career labs to meet the unique needs of a small district in providing career and technical education programs as outlined by the Region 20 List of High Skill/High Wage or High Demand Occupations. The funded amount reflects an increase of \$1,298.00 in comparison to the 2017-2018 project year.

The application/award pages and budget pages are included in Board member agendas. The complete application is available upon request from the Coordinator of Grants & Special Programs.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **APPOINTMENT OF EXPULSION HEARING OFFICERS FOR THE 2018-19 SCHOOL YEAR**

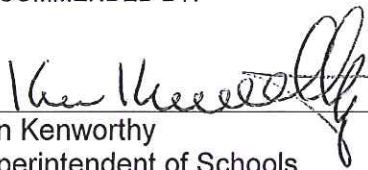
DATE: August 14, 2018

RECOMMENDATION:

That the Board appoint the following personnel to serve as hearing officers to conduct expulsion hearings for the 2018-19 school year.

- Sean Downing, Principal, Osceola Middle School
- Renée Geeting, Assistant Superintendent for Administrative Services
- Dr. Thelma Jackson, Principal, Seminole Elementary School
- Dave Krakoff, Principal, Yearling Middle School
- Leslie Lundy, Director of Grants and Special Programs
- Dr. Pat McCoy, Assistant Superintendent for Instructional Services
- Dr. Joseph Noel, Coordinator of Staff Development
- Carol Revels, Senior Administrator, Okeechobee High School/Freshman Campus
- Tuuli Robinson, Coordinator of K-12 Accountability and Assessment
- Dr. Joseph Stanley, Principal, Central Elementary School
- Lonnie Steiert, Director of Student Services
- Dylan Tedders, Principal, Okeechobee High School

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **WARRANT REGISTER FOR JULY, 2018**
DATE: August 14, 2018

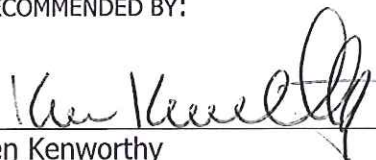
RECOMMENDATION:

That the Warrant Register for July, 2018, be approved as follows:

General Disbursement Account – Warrants #168588 thru #168769

Operating General Fund	\$1,197,347.02
Federal Programs Fund	82,794.53
Food Service Fund	20,769.57
Capital Improvement Fund	<u>230,932.72</u>
Total	\$ 1,531,843.84

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools