



**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  
JUNE 12, 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

- Toni Wiersma, Director of Student Services
- Rodney Field, Language Arts Teacher, Okeechobee Freshman Campus
- Ann Hackett, First Grade Teacher, North Elementary School
- Terry Mike Ingram, VE Teacher, Okeechobee High School
- Richard Kielbasa, Science Teacher, Okeechobee High School
- Calvin "Buddy" Mills, Agriculture Teacher, Yearling Middle School
- Brendan Pritchard, Social Studies Teacher, Okeechobee High School
- Jean Zorich, VE Teacher, Okeechobee Freshman Campus
- Jessie Mae Clyburn, Bus Driver, Transportation
- John Godwin, Bus Aide, Transportation
- Kimberly Gosa, Food Service Assistant, Seminole Elementary School
- Valerie Neely, Bus Aide, Transportation
- Michael Wolski, Bus Driver, Transportation
- Susan Wolski, ESE Paraprofessional, South Elementary School

**SCHEDULED RECESS**

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- Academic Framework Forum at Okeechobee High School.....Cristian Rios  
2018 OHS Graduate

**IV. Approval of Minutes**

- Budget Workshop Minutes May 15, 2018
- Meeting of May 15, 2018

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SCHOOL BOARD OF  
OKEECHOBEE COUNTY

AGENDA FOR  
REGULAR MEETING  
JUNE 12, 2018

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**VII. Information Items:**

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

*The next regular School Board meeting is Tuesday, July 10, 2018, at 6:00 p.m.*

*A School Board meeting for consideration of proposed millage rates and the 2018-19 budget for advertisement will be held on Thursday, July 19, 2018, at 6:00 p.m. The School Board will conduct a public hearing on the proposed millage rates and the 2018-19 budget on Thursday, July 26, 2018, at 6:00 p.m.*

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AMENDMENT OF BOARD POLICY 3.29 DOMESTIC SECURITY**  
**DATE:** June 12, 2018

RECOMMENDATION:

That the Board approve amendment of Board Policy 3.29 Domestic Security.

BACKGROUND INFORMATION:

The School Board directed the Superintendent to develop a policy allowing the Coach Aaron Feis Guardian Program at its meeting on April 10, 2018. The revision to Policy 3.29 is consistent with language in Senate Bill 7026. Advertisement of intent to amend Policy 3.29 was approved by the School Board on May 15, 2018, and legally advertised to the public on May 16, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 3.29 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 3.00: School Administration

3.29+

### ***DOMESTIC SECURITY***

#### **POLICY**

- I. The Superintendent shall establish a District domestic security plan that is consistent with the requirements of National Incident Management System (NIMS). The District plan shall include a plan for each school and facility operated by the School Board. The Superintendent shall ensure that the plan is consistent with NIMS requirements.
- II. The domestic security plan shall include the following components:
  - A. Access Control  
The District shall control access to and enhance the security of school campuses, District facilities and transportation by implementing access control procedures and practices.
  - B. Emergency Equipment  
The District shall ensure that emergency equipment and supplies are available and operable and that communication between school/District personnel and first responders is readily available.
  - C. Training  
Initial and follow-up training shall be provided for school/District personnel, students and state and local partners. New employees shall receive training relevant to the position. When an employee is reclassified to a different position, his/her training record shall be reviewed and appropriate training shall be provided.
  - D. Communication and Notification Procedures  
The District shall ensure that external and internal communication and notification procedures are developed and implemented.
  - E. Coordination with Partners  
The District shall ensure coordination with state and local partners by establishing and maintaining a close working relationship with local law enforcement agencies, first responders and the county emergency operations center and participating on the Regional Domestic Security Task Force (RDSTF).
  - F. Vulnerability Assessment  
The District shall establish standards for assessment and shall assess vulnerability of all District schools and facilities.



- III. The District plan including all school and facility plans shall be reviewed annually or more frequently if needed. Modifications shall be made and communicated to relevant school/District personnel and emergency management officials. Conditions which may warrant interim review and possible modification of the plan include addition to or renovation of a facility, change in the use of a facility, change of grades served by a school, new programs added to the school, and change in security threat level
- IV. The Superintendent shall request documentation of compliance with the National Incident Management System (NIMS) standards from the county emergency management agency and shall obtain certification of compliance from the Commissioner of Education.

V. The Superintendent shall have sole discretion to select employees to function as school guardians.

VI. A school guardian shall be a volunteer who:

- I. Does not perform duties as a classroom teacher as defined in F.S. 1012.01(2)(a), unless:
  - A. The teacher teaches a Junior Reserve Officers Training Corp program.
  - B. Is a current service member as defined in F.S. 250.01, or
  - C. Is a current or former law enforcement officer, as defined in F.S. 943.10(1), (6), or (8).
- 2. Shall remain anonymous;
- 3. Holds a valid concealed weapons permit issued under F. S. 790.06;
- 4. Has completed 132 total hours of comprehensive firearms safety and proficiency training conducted by Criminal Justice Standards and Training Commission-certified instructors, which must include:
  - A. Eighty hours of firearms instruction based on the Criminal Justice Standards and Training Commission's Law Enforcement Academy training model, which must include at least 10 percent but no more than 20 percent more rounds fired than associated with academy training. Program participants must achieve an 85 percent pass rate on the firearms training.
  - B. Sixteen hours of instruction in precision pistol.
  - C. Eight hours of discretionary shooting instruction with using state-of-the-art simulator exercises.
  - D. Eight hours of instruction in active shooter or assailant scenarios.
  - E. Eight hours of instruction in defensive tactics.
  - F. Twelve hours of instruction in legal issues.
- 5. Has passed a psychological evaluation administered by a psychologist licensed under chapter 490.
- 6. Submits to and passes an initial drug test and subsequent random drug tests in accordance with the requirements of s. 112.0455 and the sheriff's office.
- 7. Has successfully completed ongoing training, weapon inspection, and firearm qualification on at least an annual basis.
- 8. Has successfully completed at least 12 hours of a certified nationally recognized diversity training program.

9. Holds a current school guardian certificate issued by the Sheriff of Okeechobee County, Florida.

VII. To continue to function as a school guardian, the person must successfully complete ongoing training, weapon inspection, and firearm qualification on at least an annual basis.

VIII. Any school employee that learns the identity of a school guardian shall not disclose such identity to any other person nor shall the school guardian voluntarily disclose the guardian's identity except in an emergency situation. A violation of this provision shall subject the violator to disciplinary proceedings, which could include suspension or termination.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	1001.43, 1001.51, 1001.54, 1006.07, 1006.08, 1006.09, 1006.21, 1013.13, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-1.0403, 6A-3.0171	
HISTORY:	Adopted:	01/16/2007
	Revision Date(s):	<a href="#">06/12/18</a>
	Formerly:	New
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**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AMENDMENT OF BOARD POLICY 6.242 FAMILY AND MEDICAL LEAVE**  
**DATE:** June 12, 2018

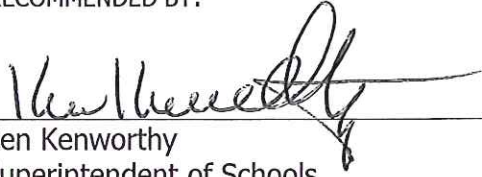
RECOMMENDATION:

That the Board approve amendment of Board Policy 6.242 Family and Medical Leave.

BACKGROUND INFORMATION:

Revision of Policy 6.242 more accurately reflects current practices. Advertisement of intent to amend Policy 6.242 was approved by the School Board on May 15, 2018, and legally advertised to the public on May 16, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 6.242, 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

6.242\*

### ***FAMILY AND MEDICAL LEAVE***

#### **POLICY**

I. A full-time employee may be granted a short-term leave of absence of up to twelve (12) workweeks, without pay, during any twelve (12) month period for one or more of the following reasons:

- A. Birth of employee's child.
- B. Placement of a child with the employee for adoption or foster care.
- C. The employee's need to care for a child, spouse, or parent who has a serious health condition.
- D. The employee's inability to perform the functions of his/her position because of a serious health condition.

II. To be eligible for this leave, an employee must have been employed for at least twelve (12) months and for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time support employees are deemed to meet the 1,250 hour requirement. The entitlement to leave for the birth or placement of a child begins on the date of birth or placement and expires at the end of a twelve (12) month period. The maximum aggregate leave entitlement under this provision is twelve (12) workweeks in any twelve (12) month period.

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

A physician's statement supporting reasons (C) and (D) above must accompany the leave request. The statement must include an estimate as to the amount of time the employee will be needed to care for a child, spouse or parent for reason (C) and the duration of the employee's inability to perform the function of his/her position for reason (D).

III. ~~An employee may use accumulated sick leave to cover any or all of this leave.~~ If an employee requires medical leave that extends beyond two weeks, FMLA leave benefits will run concurrent with employee's leave of absence request. FMLA will begin the first day the medical situation started. FMLA is a separate approval process from the leave approval process. In accordance with School Board Policies 6.20-6.29, to receive compensation while on leave of absence, the employee will be required to use accrued vacation leave, sick leave, personal leave, donated sick leave, sick leave bank (if applicable), or disability (if applicable). If you do not have access to these categories, your leave will be without pay.

After the expiration of this leave, the employee has the right to return to the same or an equivalent position. If the leave is ~~nine (9)~~ twelve (12) weeks or less, the employee shall return to their original assignment. The Board-paid portion of the employee's health insurance will continue during this leave. The employee is responsible for paying the employee portion, in advance, to the Finance Office.

IV. When eligible spouses are both employed by the Board, they are limited to a combined total of twelve (12) workweeks of FMLA leave during any twelve (12) month period if the leave is taken for reason (A) or (B), or to care for the staff member's parent who has a serious health condition.



Where the spouses both use a portion of the total twelve (12) week FMLA leave entitlement for reason (A) or (B), or to care for a parent, the husband and wife are each entitled to the difference between the amount s/he has taken individually and the twelve (12) weeks of FMLA leave for an additional qualifying FMLA occurrence.

When eligible spouses are both employed by the Board, they are limited to a combined total of twenty-six (26) workweeks of Military Caregiver Leave during the "single twelve (12) month period" if the leave is taken for reason (A) or (B), or to care for the staff member's parent who has a serious health condition, or to care for a covered service member with a serious injury or illness.

~~IV.~~ V. It is the responsibility of the employee to notify the immediate supervisor, in writing, thirty (30) days prior to the expiration of the leave of intent to return to work. Failure of an employee to meet this timeline indicating intent to return to work will be deemed a resignation, unless such failure is due to extenuating circumstances beyond the control of the employee. The determination of the existence of such extenuating circumstances shall be at the sole discretion of the Superintendent.

STATUTORY AUTHORITY:	1001.41, 1012.22, 1012.23, <a href="#">110.221</a> F.S.	
LAWS IMPLEMENTED:	1001.43, 1012.66, 1012.69, F.S.; The Family and Medical Leave Act of 1993; Part 825 of the Code of Federal Regulations; Title 29, U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	04/20/2010, <a href="#">06/12/18</a>
	Formerly:	New
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**To:** The Okeechobee County School Board

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

**SUBJECT:** **ADVERTISEMENT TO AMEND BOARD POLICY 6.43 UNLAWFUL DISCRIMINATION PROHIBITED**

**DATE:** June 12, 2018

**RECOMMENDATION:**

That the Board approve advertisement to amend Board Policy 6.43 Unlawful Discrimination Prohibited.

**BACKGROUND INFORMATION:**

Revision of Policy 6.43 prohibits discrimination in the education of students and employment. The policy, 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

6.43+

### ***UNLAWFUL DISCRIMINATION PROHIBITED***

#### **POLICY**

- I. 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.
  
- II. The School Board shall comply with all federal and state laws which include the Title II of the Americans with Disabilities Act of 1990 (ADA), 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.
  
- III. 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 filled with the principal or immediate supervisor, District Equity Coordinator/Director of Human Resources, or the Superintendent.
  
- IV. The Superintendent shall develop procedures to notify employees, applicants for employment, and students regarding their rights under this policy.

STATUTORY AUTHORITY:	1001.41, 1001.42, 1012.22, 1012.23, F.S.	
LAWS IMPLEMENTED:	1000.05, 1000.21, 1001.43, 1012.22, F.S. 28 CFR 35, 34 CFR 100, 34 CFR 104, 34 CFR 108, 34 CFR 200 PL 100-233 Americans with Disabilities Act (ADA)	
STATE BOARD OF EDUCATION RULES:	6A-19.002, 6A-19.003, 6A-19.009, 6A-19.010	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	10/12/1999, 10/11/2011, 10/13/2015, <a href="#">07/10/18</a>
	Formerly:	C-39, D-25, E-6
©EMCS		

**Okeechobee County School District  
NON-DISCRIMINATION NOTICE**

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.

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 2<sup>nd</sup> Avenue, Okeechobee, FL 34974  
(863) 462-5000 Ext. 267

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**Prohibición de discriminació**

Ninguna persona será discriminada en base a su raza, color, religión, sexo, embarazo, edad, origen de su nacionalidad, información genética, creencias políticas, estado civil, orientación sexual, identidad de género, discapacidad, ni por sus antecedentes sociales y familiares, o en base al uso de otro lenguaje, además del idioma Inglés, o por ser estudiantes identificados como LEP (aprendices del idioma Inglés), no se les debe de excluir de participar o negáseles beneficios, o ser sujetos a discriminación en ningún programa o actividad educativa, o en ningún empleo o prácticas realizadas por este Distrito Escolar, salvo lo dispuesto por la ley. (Junta Directiva 6.43). Todos los programas de Educación Profesional y Técnica tienen la inscripción abierta y todos los estudiantes son elegibles para solicitar estos cursos.

La Junta Escolar deberá de cumplir con todos los derechos federales y del estado incluyendo el Decreto de 1990 sobre Americanos Discapacitados (siglas en Inglés-ADA), 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.

Cualquier empleado, estudiante, aspirante del ingreso o aspirante del empleo que alegue haber sido discriminado u acosado por cualquier grupo (otro empleado, estudiante o persona), podrá llevar su queja directamente al/la director/a, supervisor, Coordinator de Justicia del Distrito, o Superintendente del Distrito.

El Coordinador de Justicia del Distrito/  
Directora de Recursos Humanos  
Quejas de Title II, Title IX, ADA/Section 504,  
Florida Education Equity Act  
700 SW 2<sup>nd</sup> 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 3.33 PROHIBITION OF HARASSMENT**  
**DATE:** June 12, 2018

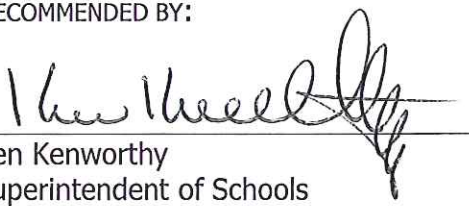
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 3.33 Prohibition of Harassment.

BACKGROUND INFORMATION:

Revision of Policy 3.33 prohibits discrimination in the education of students and employment. The policy, 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 3.00: School Administration

3.33\*

### ***PROHIBITION OF HARASSMENT***

#### **POLICY**

- I. The School Board prohibits harassment against any employee, applicant for employment, student, or student applicant based upon ~~race, color, religion, gender, age, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, disability, or genetic information.~~ 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. This policy also applies to non-employee volunteers who work subject to the control of school authorities.
- II. Harassment includes:
  - A. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
  - B. The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
  - C. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.
- III. Persons alleging such harassment shall use the Board approved Equity Plan Grievance Procedures, available in all school and district offices, to remedy such harassment. Complaints may be submitted to the Principal or immediate supervisor, the school district Equity Coordinator, or the Superintendent.
- IV. Any employee or student who makes a complaint of harassment will be protected against retaliation.

- V. Confidentiality and protection from retaliation will be provided to the extent possible to any employee, student, applicant or affected party who alleges discrimination or harassment.
- VI. Appropriate action will be taken when it is determined that harassment has occurred.
- VII. The Superintendent is responsible for ensuring that all employees, students, and other affected groups are informed of the District's prohibition of harassment and the related resolution procedures.

STATUTORY AUTHORITY:	120.54, 1001.41, 1001.42, 1012.23, F.S.	
LAWS IMPLEMENTED:	112.51, 119.07, 760.01 et seq., 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 200.43(c), P.L. 110-223	
STATE BOARD OF EDUCATION RULES:	6A-19.001 et seq.	
HISTORY:	Adopted:	09/11/2002
	Revision Date(s):	04/12/2016, <a href="#">07/10/18</a>
	Formerly:	New
©EMCS		



**To:** The Okeechobee County School Board

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

**SUBJECT:** **ADVERTISEMENT TO AMEND BOARD POLICY 8.80 ONLINE INFORMATION SERVICES USES**

**DATE:** June 12, 2018

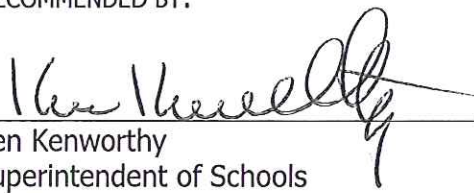
**RECOMMENDATION:**

That the Board approve advertisement to amend Board Policy 8.80 Online Information Services Uses.

**BACKGROUND INFORMATION:**

Revision of Policy 8.80 prohibits discrimination in the education of students and employment. The policy, 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 8.00: Auxiliary Services

8.80

### ***ONLINE INFORMATION SERVICES USE***

#### **POLICY**

Online information services such as, the district Wide Area Network (WAN), school Local Area Networks (LAN's), the Florida Information Resource Network (FIRN), and the Internet provide an exciting opportunity to expand learning for students and educators. However, access to these resources must be tied to the responsibility for appropriate use of the resources. Therefore, the Okeechobee County School Board is implementing the following acceptable use policy for accessing online information services.

#### I. The District WAN

The Okeechobee County Wide Area Network (WAN) connects the district office to all school sites and provides connectivity and support to schools. The WAN provides students with internet access to educational web sites, news, and other research tools (such as card catalogs, on-line encyclopedias). Faculty and staff also have internet access as well as email and other services.

#### II. The School LAN

Each school site has a Local Area Network (LAN). The LAN extends connectivity and support to the individual classroom. Besides providing Internet access at the classroom level, students and faculty are provided access to other educational software residing on the LAN.

#### III. Personal Use

Employees are generally not permitted to utilize the District Network to conduct personal business or for other personal purposes. However, limited personal use of the system is permitted, but only to the extent it does not conflict with the user's employment duties and responsibilities. Staff members may use the telephone system to make local personal telephone calls, but calls should be brief and infrequent so as not to interfere with the official use of the system. No personal long distance calls or calls resulting in a charge are to be made on the District system. Use of personally owned devices on the network is acceptable as long as the user has read and signed the Bring Your Own Device (BYOD) user agreement and it is on file with the school or department.

#### IV. Prohibited Activities

In using the District Network, employees shall not:

- A. Violate conditions for the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- B. Violate copyright laws.
- C. ~~Engage in discrimination or harassment on the basis of gender, race, religion, ethnicity, or disability.~~ Discriminate 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.

- D. Violate rules, procedures or guidelines of the School Board.
- E. Allow another individual to use his or her username and password.
- F. Use another individual's username and password.
- G. Use the system for political election/campaign activities, for political advocacy or activism, or to express personal views on issues that are pending or may reasonably be expected to come before the School Board. Personal email or other non-District media should be used for those purposes. However, this rule shall not prohibit School Board Members and the Superintendent and his staff from using the District's network for communications relating to legislative affairs, other political issues affecting schools and education, and issues that may be pending or may come before the School Board.
- H. Use the system for personal financial gain, online bidding or for any other activities related to non-School Board business.
- I. Access, download, store, view, send or display text, images, movies or sounds that contain pornography, obscenity or language that offends or degrades others.
- J. Attempt to send or send anonymous messages of any kind or pretending to be someone else while sending a message.
- K. Bully, harass, insult, threaten or attack others via electronic resources.
- L. Electronically or physically damage or attempt to damage the network, equipment, materials or data, including hacking, flooding or virus deployment.
- M. Attempt to or actually access the District System without authorization or in violation of any law.
- N. Use electronic resources for illegal or inappropriate activities.

V. No Expectation of Privacy

Users have no expectation of privacy in any communication sent or received over or through the District network, including email, internet access, network access or other electronic resources, or material stored on District servers. This includes District network access using any District-owned or personally-owned electronic device.

VI. Acceptable Use Policy (AUP) Guidelines and Procedures

The Superintendent is authorized to adopt procedures and guidelines implementing and administering this rule and adopting an AUP regulating the use of the District resources by students and other users in addition to employees.

STATUTORY AUTHORITY:	1001.42, F.S.	
LAWS IMPLEMENTED:	1000.21, 1001.43, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-1.0014	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	09/12/2000, 11/12/2013, <a href="#">07/10/18</a>
	Formerly:	G-49
©EMCS		

**To:** The Okeechobee County School Board

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

**SUBJECT:** **ADVERTISEMENT TO AMEND BOARD POLICY 7.60\* AUTHORIZED TRAVEL EXPENSES**

**DATE:** June 12, 2018

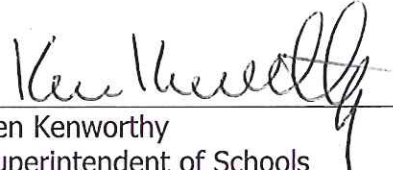
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 7.60\* Authorized Travel Expenses.

BACKGROUND INFORMATION:

Revision of Policy 7.60\* brings the plan into compliance with Florida Statutes. The policy, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:

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





# THE SCHOOL BOARD OF OKEECHOBEE COUNTY

## Chapter 7.00: Business Services

7.60\*

### ***AUTHORIZED TRAVEL EXPENSES***

#### **POLICY**

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

I. In-District Travel

Travel by an authorized officer or employee within the District shall be reimbursed at the School Board approved rates, provided, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.

II. Out-of-District Travel

A. One-day Trips – Expenses by officers or employees on authorized school business which require less than one (1) day shall be reimbursed for travel and meals at the School Board approved rates.

B. Overnight Trips - Expenses by officers or employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed for travel, lodging, and meals at the School Board approved rates. Travel shall be the most economical route or method.

III. Mileage shall be computed as follows:

A. In-District - In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.

B. Out-of-District - Pursuant to the mileage chart established on the official state road map plus vicinity mileage when sustained by the employee.

IV. Automotive travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical.

V. District School Board Member Travel

A. Out-of-District – Any request by a District School Board member for travel outside the district that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education except for travel for training by the Florida School Boards Association and Florida Coalition of School Board Members.

B. Out-of-State – Any request by a District School Board member for travel outside-of-state that exceeds \$500 must have prior approval by the Board. The request must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence.

VI. Reimbursement may be requested for tolls, taxes, parking, and registration fees when properly documented. No reimbursement may be authorized for gratuities. Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included.

VII. Reimbursement of travel expenses to officers and employees eligible for in-district or out-of-district

travel shall be made only upon receipt of travel reimbursement requests using formats established by the Superintendent or designee. Persons seeking reimbursement for expenses associated with Temporary Duty Elsewhere (TDE) leave must have prior leave approval to be eligible for reimbursement.

VIII. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

STATUTORY AUTHORITY:	1001.42, F.S.	
LAWS IMPLEMENTED:	112.061, 1001.39, 1001.643, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-1.056	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	06/13/2006, 11/17/2009, <a href="#">07/10/2018</a>
	Formerly:	C-5, C-8, D-19, E-22, F-11
©EMCS		



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **ADVERTISEMENT TO AMEND CODE OF STUDENT CONDUCT-BOARD POLICY 5.40**  
**STUDENT CONTROL.**  
**DATE:** June 12, 2018

RECOMMENDATION:

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

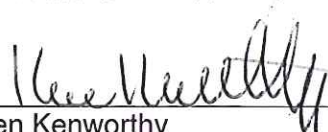
BACKGROUND INFORMATION:

Revisions to the Code of Student Conduct include:

- Application of Florida State Statutes when applicable for all school incidents
- Revision of Interventions to include "Referral to an Approved Mental Health Program"
- Providing ALL schools with School Resource Officers

The complete Code of Student Conduct with the proposed revisions is included in Board Member's agendas and is available upon request from the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:

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

# Code of Student Conduct

Okeechobee County Schools



Revised August 2017 2018-2019

*This Code of Student Conduct is available in Spanish.*

*Este Código de Conducta Estudiantil Está Disponible En Español.*





# School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue  
Okeechobee, Florida 34974

Fax 863-462-5151

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

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## *FOREWORD*

*Dear Parents:*

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

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

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

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

*Sincerely,*

*The Code of Conduct Committee*

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

**Okeechobee County Schools: Achieving Excellence!: Putting Students First!**

## STUDENT'S ROLE AND RESPONSIBILITY

### Students have the right to:

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

Have access to records and/or transcripts as provided by statute.

### Students have the responsibility to:

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



Seek regular medical advice regarding school attendance. Provide the school with all information relevant to making educational decisions.

## PARENT'S ROLE

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

**1. Understand, support, and discuss this Code of Student Conduct with your child.**

2. Teach your child self-respect, respect for the law, respect for the authority in the school, and respect for the rights and property of others.

3. Show a positive attitude toward the school and toward your child's learning progress.

4. Make certain your child attends school **all day, every day** unless the child is ill.

5. Know your child's school, its staff, and its curriculum.

6. Work closely with school personnel to solve any disciplinary or academic problems.

7. Teach your child to dress properly and neatly, and to be clean and well groomed.

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

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

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

## CLASSROOM TEACHER'S ROLE

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

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

1. Establish classroom rules of conduct.

2. Establish and implement consequences, designed to change behavior, for infractions of classroom rules.

3. Have violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention.

4. Assist in enforcing school rules on school property, on school-sponsored transportation, and during school-sponsored activities.

5. Request and receive information as to the disposition of any referrals to the administration for violation of classroom or school rules.

6. Request and receive immediate assistance in classroom management if a student becomes uncontrollable or in case of emergency.

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

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

9. Use reasonable force, according to standards recommended by the Education Standards Commission and the Education Practices Commission and adopted



by the State Board of Education, to protect himself or herself or others from injury.

### **REMOVING A STUDENT FROM CLASS**

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

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

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

Committee membership must include at least the following:

- (1) One teacher selected by the school's faculty; and one teacher selected by the teacher not wanting the student readmitted back in his/her class.
- (2) One member from the school's staff who is selected by the principal. The teacher who withheld consent to readmitting the student may not serve on the committee.

4. Any teacher who removes twenty-five percent of his or her total class enrollment shall be required to complete professional development to improve classroom management skills.

### **STAFF MEMBER'S ROLE FOR DISCIPLINE OUTSIDE OF THE CLASSROOM**

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

classroom is usually referred directly to an administrator.

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





## PRINCIPAL'S ROLE

1. The administrators at each school will, with the assistance of faculty and staff, develop rules consistent with this Code, the age of the student body, and the school's philosophy. Emphasis will be placed on teaching respect. These rules shall be published in the Student-Parent Handbook of the school.
2. Principals have statutory powers, which permit their determining disciplinary action appropriate to student misconduct (see F.S. 1006.09). Principals must protect the student's rights of due process and appeal.
3. The principal or the principal's designee shall give strong consideration to the recommendation for discipline made by the teacher, other member of the instructional staff, or a bus driver when making a decision regarding student discipline.
4. The principal or principal's designee may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of his or her staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school. Any recommendation of expulsion shall include a detailed report by the principal or the principal's designated representative on the alternative measures taken prior to the recommendation of expulsion.
5. The principal or the principal's designee shall make a good faith effort to immediately inform a student's parent or guardian by telephone of a student's suspension and the reasons for the suspension.
6. Principals must release a student to law enforcement officers when a warrant has been issued for the student's arrest.
7. It is understood that disciplinary decisions are based on the judgment of the individual administrator, according to the details of each specific case. Any disciplinary or prosecutorial action taken against a student who violates a zero tolerance policy must be based on the particular circumstances of the student's misconduct.
8. This Code defines minimum punishments to be assigned for certain serious violations of the rules, but the punishment is determined by the principal or his/her designee. The principal or designee may assign more than the minimums indicated in this Code.
9. The student's record may be considered. Punishment will be increasingly severe if rules are broken repeatedly or habitually. Repeated disruptive behavior may constitute "defiance of authority".
10. The principal is required to report certain infractions to law enforcement authorities and may press charges with the State Attorney if the violation warrants such action. In addition, certain infractions may be reported to the Department of Children and Families if conditions warrant.

## POSITIVE BEHAVIOR SUPPORT

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

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



## Interventions

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

Student/Teacher Conference  
Apology/Restitution  
Parent Contact  
Behavioral Contract

Functional Behavior Assessment  
Special Work Assignment  
Social Skills Training  
~~Refer to Counseling~~ [Referral to Approved  
Mental Health Program](#)  
Educational Modules  
Student/Administrator Conference

Behavior Intervention Class  
Removal from Program/Activity  
Loss of Privileges

## CORPORAL PUNISHMENT

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

## DETENTION

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

## WITHHOLDING PRIVILEGES

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

## TIMEOUT, SECLUSION AND PHYSICAL RESTRAINT

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



## SATURDAY SCHOOL

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

## IN-SCHOOL SUSPENSION

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

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

## OUT-OF-SCHOOL SUSPENSION

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

Out-of-School Suspension is an unexcused absence. No student shall be suspended for unexcused tardiness, lateness, absence, or truancy [F.S. 1006.09(1) (b)].

### a. Investigation Procedures

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

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

### b. Suspension Procedures

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

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

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

### c. Suspension Hearings

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

1. If the principal determines that the safety of a student or staff member would be endangered should his/her name be given, then the principal may withhold the name of the particular witness. In such a case, that person's testimony cannot be used in establishing the case against the pupil.
2. The principal or his /her designee may conduct the hearing.



3. The hearing should be conducted informally, witnesses should ordinarily be questioned in the presence of the accused student, and his/her parents. If a witness is reluctant or fearful, the hearing officer may interview him/her privately.
4. If a parent or student becomes abusive or unruly during the hearing so as to impair the hearing procedure, the hearing officer may exclude that person from the hearing.
5. A written summary of the hearing, prepared by the hearing officer, is to be filed in the principal's office. The decision of the principal or his/her designee is final.
6. Suspension hearings are exempted from the provision of Chapter 120.

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

### **COMMUNITY CONTROL (HOME DETENTION)**

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

### **SUSPENSION BASED ON FELONY CHARGES**

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

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

### **EXPULSION**

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

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

- (1) The following procedures shall be observed when a student is suspended with a recommendation of expulsion:
  - (a) The Superintendent shall receive and review the recommendation for expelling a student from the school principal or designee who is directly charged with the supervision of the student concerned. A recommendation shall be submitted in writing to the Superintendent and shall indicate the grounds for the recommendation. The student's parent(s) or legal guardian(s) or the adult student shall be notified in writing of the recommendation and the specific charges, upon which the recommendation is based, shall be provided a reasonable opportunity to meet with the principal to discuss the recommendation and shall receive a copy of the recommendation submitted to the Superintendent. Such notification shall be sent by certified mail or by regular mail if the parent(s) or legal guardian(s) or the adult student has been notified in person.
  - (b) The Superintendent shall review the school's investigation and determine whether to recommend expulsion of the student to the school board.



1. All interested parties shall be immediately informed in an appropriate manner when the Superintendent's investigation reveals that insufficient evidence or reasons exist to support an expulsion recommendation. The student shall immediately be readmitted to school with no penalty imposed for absences related to the investigation; this does not include the initial school suspension if reasonable in nature. Records of the expulsion recommendation shall be expunged.
  2. If the Superintendent recommends to the school board that the student be expelled, the Superintendent may extend the student's suspension until such time that the school board acts on the recommendation. The student's parent(s) or legal guardian(s) or the adult student shall be notified in writing of the right to an administrative hearing before the School Board's designated hearing officer. To request a hearing, the parent(s) or legal guardian(s) or the adult student shall file a written request for a hearing with the Superintendent's office at the specified address and before a certain date and time identified in the notice. Failure to request a hearing, in a timely manner, shall be considered a waiver of the right to a hearing. The student's parent(s) or legal guardian(s) or the adult student who timely requests a hearing shall be notified in a manner calculated to inform him/her in a timely manner of the date, time, and place of the hearing.
- (c) Expulsion hearings are conducted under Section 120.57 (2), Florida Statutes.
1. All parties shall have an opportunity to present evidence and argument on all issues, to conduct cross-examination and to submit rebuttal evidence. The student may also use the services of legal counsel at no expense to the School Board. The student's identity will remain confidential within the provisions of statute unless the student's parent(s) or guardian(s) or the adult student requests a public hearing. The Model Rules of Procedure, Florida Administrative Code, Chapter 28-5, shall govern such proceedings.
  2. The hearing officer shall accurately and completely preserve all testimony in the proceeding(s) by tape recording. On the request of any party, the School Board shall make a full or partial transcript available at actual cost. If either party desires a court reporter, they shall make arrangements for such court reporter and bear the expense.
  3. Following the hearing, the hearing officer will prepare a report detailing findings of fact. If the hearing officer concurs with the Superintendent's recommendation, the hearing officer will prepare a proposed final order which shall include Findings of Fact and Conclusions of Law for the school board to consider at the next regular scheduled meeting. If the hearing officer finds that insufficient evidence or reasons for expulsion exists, no proposed final order will be prepared and upon receiving the hearing officer's report, the Superintendent will notify all interested parties as in (b) (1) above.
  4. The Superintendent will notify the parent(s), legal guardian(s) or the adult student of the date, time and place of the meeting in which the school board will consider approval of the hearing officer's proposed final order.
  5. The school board shall review the hearing officer's report and approve or reject the proposed final order.
  6. The Superintendent shall notify the student's parent(s) or legal guardian(s) or the adult student of the official school board action by certified mail and include a copy of the school board's final order. The notice shall inform the student's parent(s) or legal guardian(s) or the adult student of his/her right to appeal the school board's final order to the District Court of Appeal.
- (2) Additional procedures unique for the expulsion of disabled students are provided in the Okeechobee County School Board policy 5.46, Discipline of Exceptional Education Students.



## ALTERNATIVE DISCIPLINARY PROGRAM

The Alternative Disciplinary program allows eligible students to earn grades, credits, and promotion in a safe environment while removing these students from their home campuses so that all students can learn in an environment that is both safe and conducive to learning.

Situations where eligibility of Alternative Placement may be withheld include:

- Zero Tolerance Violations. Students who commit Zero Tolerance offenses may not be served in the Alternative Disciplinary program without superintendent approval. In these cases, the superintendent must first determine that the student may be served while maintaining safe conditions for students and staff in the program before offering the program.
- Failure of the parent and student to (1) agree to alternative placement, and; (2) agree to follow the rules of the alternative placement program.

Students must meet one of the following criteria to be eligible for the program:

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

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

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

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

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

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

## ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

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

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

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



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

- a.) Requires reporting to a law enforcement agency any act that poses a serious threat to safety whenever and wherever students are under the jurisdiction of the school. Serious acts include but are not limited to weapons possession, threats of violence, hate related crimes, robbery, etc.
- b.) Minimizes the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent crime from further victimization.
- c.) Excludes zero tolerance for petty offenses such as minor physical aggression and minor violations against property, yet applies appropriate consequences in an attempt to change behavior.

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

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

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

### SEARCHES

The Okeechobee County School Board endeavors to ensure a safe environment for students. School administrators and school employees act in place of

parents or guardians while students are under their supervision.

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

of disclosing the presence of suspected stolen or illegal property.

**ALL STUDENT LOCKERS** are subject to search by school officials. Students and their property are also subject to random searches for weapons by school officials using metal detectors. If, at any time, a reasonable suspicion arises that a student is concealing or has concealed stolen or illegal property or contraband on his /her person or within his /her locker or other student storage space, an administrative staff member may search the personal property of the student or his/her locker or other storage space for the purpose

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



## ALCOHOLIC BEVERAGES

To: The Students of Okeechobee County  
From: Ashley Albright, Assistant State Attorney

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

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

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

### UNLAWFUL DISCRIMINATION PROHIBITED

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

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

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

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

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



## **BULLYING AND HARASSMENT**

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

## **DATING VIOLENCE AND ABUSE**

It is the policy of the Okeechobee County School District that all of its students and school employees have an educational setting that is safe, secure, and free from dating violence and abuse. The District shall not tolerate dating violence and abuse of any kind. Dating violence or abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation as found in Board Policy 5.325.

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

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

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

## **SEXUAL HARASSMENT OF STUDENTS BY A SCHOOL BOARD EMPLOYEE**

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

### **PROCEDURES:**

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

# GANG AWARENESS

## OKEECHOBEE COUNTY SHERIFFS OFFICE CRIMINAL INVESTIGATION DIVISION



### IDENTIFYING A GANG MEMBER

#### MEMBERS ARE LOOKING FOR:

Recognition  
Acceptance/Fellowship and gang family  
Protection  
Something to do

#### POSSIBLE INDICATORS

Low self-esteem  
Failure in school  
Drug abuse

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

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

### OKEECHOBEE COUNTY CRIMINAL STREET GANG DOCUMENTATION

Florida State Statute 874.03

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

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



## **COMPULSORY SCHOOL ATTENDANCE LAW FLORIDA STATUTE CHAPTER 1003.27**

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

### **EXCUSED ABSENCES ARE THOSE COVERED BY THE REASONS THAT FOLLOW:**

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

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

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

### **OKEECHOBEE COUNTY SHERIFF'S OFFICE**

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



# STUDENT ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC AND INTRASCHOLASTIC EXTRACURRICULAR ACTIVITIES

## THIS CODE OF STUDENT CONDUCT PROVIDES THAT:

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

## GUIDE TO READING THE VIOLATIONS CHARTS

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

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

## DISCIPLINE OFFENSE CODES

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

AB	Abusive Language/Gesture	MT	Motor Vehicle Theft
AL	Alcohol Possession and/or use	OM	Other Major Unclassified Offense
AR	Arson	PA	Physical Aggression
AU	Accepted Use Policy Violation	PD	Property Damage (Damage less than \$1000)
AV	Auto Violation	RB	Robbery
BA	Battery	SB	Sexual Battery
BC	Behavior Contract Violation	SC	Skipping Class
BE	Breaking and Entering	SH	Sexual Harassment
BL	Bullying	SO	Sexual Offenses (Other)
BS	Bus Rule	SS	Skipping School
CM	Continuation of Minor Infraction	ST	Larceny/Theft (Value of \$300 or more)
CO	Contraband	TB	Tobacco Possession and/or Use
DC	Disruption on Campus Major/Disorderly Conduct	TD	Tardiness
DD	Disrupt/Disrespect/Disobedient	TF	Forgery/Theft/Poss. of Stolen Property (less than \$300)
DI	Defiance/Insubordination	TI	Threat/Intimidation
DR	Drug Possession and/or Use, Excluding Alcohol	TP	Trespassing
DS	Drug Sales/Distribution, Excluding Alcohol	UB	Unsubstantiated Bullying
FC	Failure to Comply	UBP	Unsubstantiated Bullying Perpetrator
FT	Fight/Serious Mutual Com	UVB	Unsubstantiated Bullying Victim
HM	Homicide	UH	Unsubstantiated Harassment
HR	Harassment	UHP	Unsubstantiated Perpetrator
IM	Obscene and/or Inappropriate Material	UHV	Unsubstantiated Victim
KD	Kidnapping	VA	Vandalism (Damage must be \$1000 or more)
MM	Miscellaneous Minor Offense	WP	Weapons Possession



A. Absenteeism(TD,SS,SC)	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12 (for students under 16 years of age)
<p><b>1. (Truancy – Skipping)</b> Failure to be in school and on time unless absence is excused as per Florida Statute 1003.01(8) (See page 15 for excused absences allowed.)</p> <p><b>NOTE: The principal may assign additional consequences for being tardy and skipping class or school.</b></p>	<p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's note for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent or guardian.</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (Sit) meeting.</p> <p>The district Attendance Officer visits the home and provides written notice of the state statute.</p> <p>After 15 unexcused absences in a 90-day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol>	<p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's note for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent or guardian.</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The district Attendance Officer visits the home and provides written notice of the state statute.</p> <p>After 15 unexcused absences in a 90-day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol>	<p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a semester, a letter will be sent requiring a doctor's note for future absences.</p> <p>After 10 unexcused absences in a semester, a second attendance letter will be sent to the parent or guardian.</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The district Attendance Officer visits the home and provides written notice of the state statute.</p> <p>After 15 unexcused absences in a 90-day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:</p> <ol style="list-style-type: none"> <li>File a legal charge against parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol> <p>For all High School Students: A 7 day absence (excused or unexcused) letter is sent to warn parents of the mandatory attendance law whereby a student can lose credit due to absences over 9 days in a semester.</p>

B. Alcohol and Drugs (AL,DR,DS,OM)	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p>1. <u>Possessing</u> (including possession after use when the substance is still in the body) <u>using and/or procuring, selling or dispensing</u> on school premises, school buses, or at any school activity or school-related function of:</p> <ul style="list-style-type: none"> <li>a. Alcohol;</li> <li>b. Any substance controlled by F.S. 893 or 877.111 (available upon request);</li> <li>c. Prescription drugs for which the student does not have a valid prescription;</li> <li>d. Hallucinogenic drugs or combinations;</li> <li>e. Counterfeit drugs including, but not limited to, prohibited substances possessed, sold and/or used that are held out to be, or represented to be controlled/illegal substances. In addition counterfeit drugs include substances used in a manner not in accordance to package directions, or substances when combined, induce a mind-altering state or condition.</li> <li>f. Paraphernalia for use of controlled substances. (Code as Other Major for SESIR)</li> </ul>	<p><b>First Offense</b> Principal's discretion; may include Out-of-School Suspension up to 9 days and mandatory conference with principal and/or counseling.</p> <p><b>Second Offense</b> Principal's discretion, parent conference, and Out-of-school Suspension, (Minimum: 1 day)</p> <p><b>Third Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p>	<p><b>First Offense</b> Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Second Offense</b> Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Third Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p>	<p><b>First Offense</b> Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Second Offense</b> Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p><b>Third Offense</b> Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p>
<p><b>All incidents of alcohol and drugs will be reported to law enforcement and may be reported to the Department of Children and Families depending on the student's age.</b></p>			

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

1. Always say "no" if offered any of the above substances.
2. A student who becomes in possession of a contraband substance must report it to a teacher or administrator. This must be done before an investigation has been initiated to avoid consequences.
3. An explanation must be provided regarding the possession of the contraband substance.
4. Consequences for not following the steps above will range from a Minimum of Out-of-school Suspension for 3 days up to and including expulsion.



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

**NOTE:**

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



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

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

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

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

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

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



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

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

G. Inappropriate Conduct (AB,AU,DD, IM,BS,CM,BC,MM,DC,AV,TP,HM,KD)	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
1. Language - Using profanity or verbal abuse including name calling, racial slurs or derogatory statements.	<p><u>Any Offense</u></p> <p>Parent notification and principal's judgment based on severity and number of offenses.</p>	<p><u>Any Offense</u></p> <p>Parent notification and principal's judgment based on severity and number of offenses.</p>	<p><u>Any Offense</u></p> <p>Parent notification and principal's judgment based on severity and number of offenses.</p>
2. Disruptive Behavior – Disrespect, disruptive behavior and minor confrontations.	<p><u>Any Offense</u></p> <p>Principal's discretion based on severity of offense.</p>	<p><u>Any Offense</u></p> <p>Principal's discretion based on severity of offense.</p>	<p><u>Any Offense</u></p> <p>Principal's discretion based on severity of offense.</p>
3. Misuse of School Technology Resources – including computers and school network.	<p><u>Any Offense</u></p> <p>Principal's discretion based on severity of offense.</p>	<p><u>Any Offense</u></p> <p>Principal's discretion based on severity of offense.</p>	<p><u>Any Offense</u></p> <p>Principal's discretion based on severity of offense.</p>
<p><b>See Student Technology Privileges and Acceptable Use on pages 31, 32, and 33.</b></p>			
4. Misuse of Personal Technology, including, cell phones, MIP3 players, iPods, PSP and other gaming or listening devices.	<p><u>Any Offense</u></p> <p>Same as the minimum consequences of the rule actually violated by the other student(s).</p>	<p><u>Any Offense</u></p> <p>Same as the minimum consequences of the rule actually violated by the other student(s).</p>	<p><u>Any Offense</u></p> <p>Same as the minimum consequences of the rule actually violated by the other student(s).</p>
5. Conspiracy by a student to assist any other student to violate any of these rules.	<p><u>Any Offense</u></p> <p>Parent notification and principal's judgment based on severity and number of offenses.</p>	<p><u>Any Offense</u></p> <p>Principal's judgment based on severity and number of offenses.</p>	<p><u>Any Offense</u></p> <p>Principal's judgment based on severity and number of offenses.</p>
6. Other Inappropriate Conduct as determined by the principal.	<p><u>Any Offense</u></p> <p>Parent notification and principal's judgment based on severity and number of offenses.</p>	<p><u>Any Offense</u></p> <p>Principal's judgment based on severity and number of offenses.</p>	<p><u>Any Offense</u></p> <p>Principal's judgment based on severity and number of offenses.</p>

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

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

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




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

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



<p><b>J. Sexual Offenses (SO)</b>  <b>Sexual Misconduct</b> on school property, on school-sponsored transportation, at school sponsored activities or events:  (a) sexual activity, to include any penetration of private body parts of another person by human contact and such acts prohibited by Florida Statutes.  (b) sexual activity, as defined under Lewd and Indecent Behavior Violation in Florida Statutes.</p>	<p><b>Minimum Consequences K-5</b>  <u>Any Offense</u>  Principal's discretion. Must include parent conference.</p>	<p><b>Minimum Consequences 6-8</b>  <u>Any Offense</u>  Parent notification. Minimum of 3 day Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p>	<p><b>Minimum Consequences 9-12</b>  <u>Any Offense</u>  Parent notification. Minimum of 3 Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p>
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<p><b>K. Tobacco: Possession and/or Use and Dispensing (TB)</b>  <b>1. Tobacco and Electronic Cigarettes</b>  (This refers to all forms of tobacco, including smokeless tobacco. This also refers to all forms of electronic cigarettes.)</p> 	<p><b>Minimum Consequences K-5</b>  <u>First Offense</u>  Principal's discretion, mandatory parent notification.  <u>Second Offense</u>  Principal's discretion, Parent conference, and suspension (Minimum: 1 day). (Counseling is suggested.)  <u>Third Offense</u>  Suspension days increase.</p>	<p><b>Minimum Consequences 6-8</b>  <u>First Offense</u>  Principal's discretion, parent notification. (Counseling is suggested.)  <u>Second Offense</u>  In-School-Suspension, Out-of-School Suspension (Minimum: 1 day).  <u>Third Offense</u>  Suspension days increase.</p>	<p><b>Minimum Consequences 9-12</b>  <u>First Offense</u>  Parent Conference. (Counseling is suggested.) Out-of-School Suspension (Minimum: 1 day).  <u>Second Offense</u>  Suspension (Minimum: 2 days).  <u>Third Offense</u>  Suspension days increase.</p>
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<p><b>L. Verbal Assault (TI)</b>  <b>1. Seriously threatening to inflict injury and having the ability to do so.</b>  No bodily contact is necessary.  <b>All incidents may be reported to law enforcement.</b></p>	<p><b>Minimum Consequences K-5</b>  <u>First Offense</u>  Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.  <u>Second Offense</u>  Out-of-School Suspension (Minimum: 1 day).  <u>Third Offense</u>  Principal's judgment including a more severe punishment and parental involvement.</p>	<p><b>Minimum Consequences 6-8</b>  <u>First Offense</u>  Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.  <u>Second Offense</u>  Out-of-School Suspension (Minimum: 1 day).  <u>Third Offense</u>  Principal's judgment including a more severe punishment and parental involvement.</p>	<p><b>Minimum Consequences 9-12</b>  <u>First Offense</u>  Parent notification. Out-of-School Suspension (Minimum: 1 day).  <u>Second Offense</u>  Out-of-School Suspension (Minimum: 3 days).  <u>Third Offense</u>  Principal's judgment including a more severe punishment and parental involvement.</p>
<p><b>M. Violations Against Property</b></p>			

(ST,TF,PD,VA,BE,MT,AR)	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p><b>1. Stealing: (Theft, Burglary, Larceny)</b> Illegally taking money or property.</p> <p><b>NOTE:</b> The item must be <u>\$300</u> or more to be reported to SESIR. Items of lesser value are reported as Forgery/Theft.</p>	<p><b>First Offense</b> Principal's decision, parent notification and restitution.</p> <p><b>Second Offense</b> Parent conference and restitution or more. (Counseling may be suggested.)</p> <p><b>Third Offense</b> Out-of-School Suspension (Minimum: 1 day) and restitution.</p> <p><b>Any Offense</b> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>	<p><b>First Offense</b> Principal's decision, parent notification, restitution or more.</p> <p><b>Second Offense</b> Parent conference, restitution and Out-of-School Suspension (Minimum: 1 day ).</p> <p><b>Third Offense</b> Out-of-School Suspension (Minimum: 3 days) up to expulsion and restitution. Principal may explore any punishment including expulsion based on severity of the offense.</p> <p><b>Any Offense</b> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>	<p><b>First Offense</b> Principal's decision, parent notification, restitution or more.</p> <p><b>Second Offense</b> Parent Conference, restitution and Out-of-School Suspension (Minimum: 1 day ).</p> <p><b>Third Offense</b> Out-of-School Suspension (minimum:3 days) up to expulsion and restitution. Principal may explore any punishment including expulsion based on severity of the offense.</p> <p><b>Any Offense</b> Principal's discretion ranging from restitution for damages, parent notification and Out-of-School Suspension (minimum: 1 day).</p> <p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>
<p><b>2. Destruction Property/Vandalism</b> Willfully destroying or damaging public property or property of others.</p> <p><b>NOTE:</b> Damage must be <u>\$1000</u> or more to be reported to SESIR. Damage of lesser value is reported as Property Damage.</p>	<p><b>Any Offense</b> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>	<p><b>Any Offense</b> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>	<p><b>Any Offense</b> Principal's discretion ranging from restitution for damages, parent notification and Out-of-School Suspension (minimum: 1 day).</p> <p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>
<p><b>3. Bomb Threats and/or Pulling of Fire Alarms</b> when there is no fire Violates F.S. 806.101 (Code as Disruption on Campus – Major)</p>	<p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>	<p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>	<p><b>Any Offense</b> Principal's discretion up to and including expulsion.</p>

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



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

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

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

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



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

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

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

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

**ASSAULT – First Degree Misdemeanor**

**BATTERY – Third Degree Felony**

**AGGRAVATED ASSAULT – Second Degree Felony**

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



## AUTHORITY OF SCHOOL BUS DRIVERS

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

## SCHOOL BUS RULES

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

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

1. Stand at least ten feet off of the roadway while waiting for the bus.
2. Cross the roadway at least ten feet in front of the bus, in clear view of the driver, and only on the driver's signal.
3. Do not talk to the driver while the bus is moving unless spoken to or in an emergency.
4. Talk to other students in ordinary voice levels, unless the driver asks for silence.
5. Do not talk or make noise at a railroad crossing.
6. Do not block aisles or exits with legs, feet, book bags, or backpacks, coolers or any other items at any time.
7. Do not extend your arms, hands, head or objects through bus windows. Nothing is to be thrown from window of bus at any time.
8. Do not bring the following onto the bus: items larger than 14 inches square, balloons, glass containers, pets or other animals, radios, CD players, and other electronic devices such as MP3 players, iPod and other handheld games, or any dangerous objects. Exceptions can be made with prior approval for musical instruments or science project boards on a case by case basis when the items are part of the student's instructional program. Baseball bats may be transported in proper zipped bags as long as the bag does not impact other students. Skateboards may not be transported on the bus.
9. Cell phones may be used on the bus so long as ringers are inaudible. Cell phone usage that distracts the driver from safe driving will not be tolerated. All cell phones must be turned off immediately and remain off for the balance of the route or trip upon the drivers' first request. Any phone or electronic device found on the bus or collected by the driver will be returned to a school administrator the next time the driver is regularly scheduled to return to that school.
10. Sit in the seat assigned by the driver.



11. Remain seated until the bus comes to a complete stop upon arrival at school or at your stop.
12. Do not eat, drink, or chew gum on the bus unless an exception is made by the superintendent or his or designee. A choking incident on the bus could have serious consequences. Spilled food and liquid could cause insect infestation and is a costly item to treat.
13. Leave through the front loading door, except in emergencies.
14. Exit the bus at your assigned stop, unless a bus pass has been approved by the principal or designee.
15. Pick up any trash in your seat area and help to keep your entire bus clean.
16. Do not use profane, vulgar, or obscene language and/or gestures at any time.
17. Bullying and harassment will not be tolerated and must be reported to the driver promptly.
18. Do not tamper with bus equipment, controls, warning devices, safety devices, or interfere in any way with the driver's operation of the bus.
19. Only Okeechobee County Students, staff or approved chaperones may ride the bus.
20. Seat belts are to be buckled at all times.

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

### **STUDENT TECHNOLOGY PRIVILEGES AND ACCEPTABLE USE**

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

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

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

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

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

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

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive



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

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

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

Student users of technology shall:

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

Student users of technology shall not:

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

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

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

Okeechobee County School District provides students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Okeechobee County School District. Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use.



Your student's teachers will be using Google Apps for lessons, assignments, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Students are responsible for their own behavior at all times.

## **Section 5. COPPA Compliance**

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

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

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

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

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

## **Section 6. Disciplinary Actions**

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

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

Student's Name (Please Print)	Grade
Homeroom Teacher	Date

**STUDENT AGREEMENT:**

I have read, understand and will abide by the Terms and Conditions of the Okeechobee County School Board Acceptable Use Policy. I further understand that Internet access is a privilege designed solely for educational purposes and any violation may result in losing my access privileges, school disciplinary actions and/or appropriate legal action initiated against me. Yes  No

I have read, understand and will abide by the Code of Student Conduct. Yes  No

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

**PARENT OR GUARDIAN AGREEMENT:**

As the parent or guardian of this student, I have read and understand the Terms and Conditions of the Okeechobee County School Board Acceptable use Policy. I understand that this access is designed solely for educational purposes, and the School Board of Okeechobee County has taken reasonable precautions to supervise network usage. However, I also recognize that it is impossible for the District to restrict unsupervised access to all information and materials, and I will not hold it responsible for materials acquired on the network. I also accept full responsibility for supervision of my child in connection with such network access outside of the school setting and at home. Yes  No

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

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

As the parent or guardian I give permission for the District to publish my child's Directory Information as defined above. Yes  No

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **COMPREHENSIVE SAFETY INSPECTION FOR 2017-18**  
**DATE:** June 12, 2018

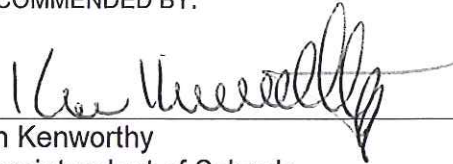
RECOMMENDATION:

That the Board approve the Comprehensive Safety Inspection Report (SREF Report) for the fiscal year 2017-18 for the Okeechobee County School District

BACKGROUND INFORMATION:

The report is included in Board Member agendas and is available for the public upon request in the office of the Director of Operations.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **CONTRACT FOR LEGAL SERVICES FOR 2018-19**  
**DATE:** June 12, 2018

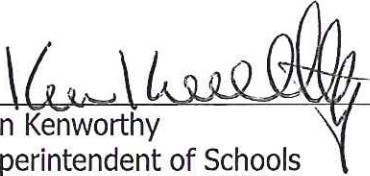
RECOMMENDATION:

That the Board approve a contract with Conely & Conely, P.A. for legal services to the Board for the 2018-19 fiscal year.

BACKGROUND INFORMATION:

This is a renewal contract. The contract is included in Board member agendas and is available upon request from the Superintendent's office.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board

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

**SUBJECT:** **ALLOCATED/UNALLOCATED GROUP FIXED ANNUITY CONTRACT WITH LINCOLN FINANCIAL GROUP**

**DATE:** June 12, 2018

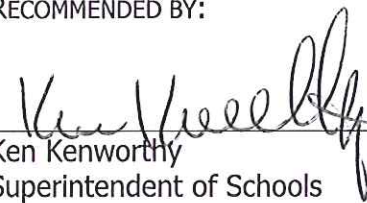
RECOMMENDATION:

That the Board approve the Allocated/Unallocated Group Fixed Annuity Contract with Lincoln Financial Group.

BACKGROUND INFORMATION:

Bencor previously contracted with Transamerica to provide brokerage and recordkeeping services. Transamerica is no longer providing these services. Bencor will now contract with Lincoln Financial Group to serve as the broker and Charles Swab will maintain the records. The Allocated/Unallocated Group Fixed Annuity Contract is included in Board member agendas and is available upon request from the Director of Finance.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **SALARY SCHEDULES NOT INCLUDED IN BARGAINING UNITS FOR 2017-18**  
**DATE:** June 12, 2018

RECOMMENDATION:

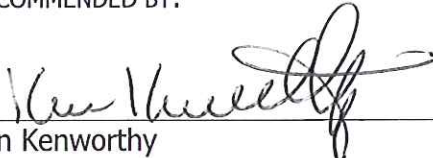
That the Board approve the salary schedules listed below which are not included in bargaining units, effective August 10, 2017, for the 2017-18 fiscal year:

- #1A Substitute Teacher and Authorized Substitute Paraprofessionals
- #2 School Principal – 12 Months
- #3 Assistant Principal – 12 Months
- #4 Assistant Principal – 11 Months
- #6 Assistant Superintendent – 12 Months
- #7 Building Code Administrator / Energy Manager – 12 Months
- #8 Director – 12 Months
- #9 Supervisor I – 12 Months
- #11 Coordinator / School Psychologist – 11 Months and 12 Months
- #12 Administrative Asst. / Superintendent’s Secretary / Executive Sec. – 12 Months
- #15 Maintenance Foreman / Assistant Director of Finance – 12 Months
- #23 Lunchroom Manager – 10 Months and 11 Months
- #31 Travel Expense

BACKGROUND INFORMATION:

The proposed salary schedules are attached and are available upon request in the Superintendent’s office.

RECOMMENDED BY:

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

**2017-2018  
OKEECHOBEE COUNTY SCHOOL BOARD  
SALARY SCHEDULE NO. 1A  
SUBSTITUTES**

**SUBSTITUTE TEACHERS  
AND  
AUTHORIZED SUBSTITUTE PARAPROFESSIONALS**

Rank I (less than 60 college credit hours)	\$11.00 per hour
Rank II (60 or more college credit hours)	\$12.00 per hour
Rank III (Bachelor's degree or higher)	\$13.00 per hour

**SUBSTITUTES FOR NON-INSTRUCTIONAL ALLOCATED POSITIONS**

\$11.00 per hour

**SUPPLEMENTARY TEMPORARY PERSONNEL**

\$8.25 per hour



**2017-2018 Okeechobee County School Board  
Salary Schedule No. 2 - Performance Pay  
School Principal – 12 Months**

<b>Step</b>	<b>Elementary</b>	<b>Middle School/ OHS Freshman Campus</b>	<b>High School</b>
1	71500	76500	81800
2	72200	77200	82500
3	72900	77900	83200
4	73600	78600	83900
5	74300	79300	84600
6	75000	80000	85300
7	75700	80700	86000
8	76400	81400	86700
9	77100	82100	87400
10	77800	82800	88100
11	78500	83500	88800
12	79200	84200	89500
13	79900	84900	90200
14	80600	85600	90900
15	81300	86300	91600
16	82000	87000	92300
17	82700	87700	93000
18	83400	88400	93700
19	84100	89100	94400
20	84800	89800	95100
21	85500	90500	95800
22	86200	91200	96500
23	86900	91900	97200
24	87600	92600	97900
25	88300	93300	98600

**Specialist Degree - Add \$3,400.00 / Doctorate Degree - Add \$4,400.00**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.

**2017-2018 Okeechobee County School Board  
Salary Schedule No. 3 - Performance Pay  
Assistant Principal – 12 Months**

Step	High School
1	67050
2	67500
3	67950
4	68400
5	68850
6	69300
7	69750
8	70200
9	70650
10	71100
11	71550
12	72000
13	72450
14	72900
15	73350
16	73800
17	74250
18	74700
19	75150
20	75600
21	76050
22	76500
23	76950
24	77400
25	77850

Specialist Degree - Add \$3,400.00 / Doctorate Degree - Add \$4,400.00

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.



**2017-2018 Okeechobee County School Board  
Salary Schedule No. 4 - Performance Pay  
Assistant Principal – 11 Months**

Step	Elementary	Middle School/ OHS Freshman Campus
1	60650	62150
2	61100	62600
3	61550	63050
4	62000	63500
5	62450	63950
6	62900	64400
7	63350	64850
8	63800	65300
9	64250	65750
10	64700	66200
11	65150	66650
12	65600	67100
13	66050	67550
14	66500	68000
15	66950	68450
16	67400	68900
17	67850	69350
18	68300	69800
19	68750	70250
20	69200	70700
21	69650	71150
22	70100	71600
23	70550	72050
24	71000	72500
25	71450	72950

**Specialist Degree - Add \$3,400.00 / Doctorate Degree - Add \$4,400.00**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.

**2017-2018 Okeechobee County School Board  
Salary Schedule No. 6  
Assistant Superintendent – 12 Months**

Step	Annual Salary
1	83670
2	84440
3	85210
4	85980
5	86750
6	87520
7	88290
8	89060
9	89830
10	90600
11	91370
12	92140
13	92910
14	93680
15	94450
16	95220
17	95990
18	96760
19	97530
20	98300
21	99070
22	99840

**Specialist Degree - Add \$3,400.00 / Doctorate Degree - Add \$4,400.00**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.



**2017-2018  
Okeechobee County School Board  
Salary Schedule No. 7  
Building Code Administrator  
12 Months**

<b>Step</b>	<b>Hourly Rate</b>
<b>0</b>	<b>30.00</b>

**Energy Manager  
12 Months**

<b>Step</b>	<b>Hourly Rate</b>
<b>0</b>	<b>20.00</b>

**2017-2018 Okeechobee County School Board  
Salary Schedule No. 8  
Director – 12 Months**

Step	Annual Salary
1	75925
2	76550
3	77175
4	77800
5	78425
6	79050
7	79675
8	80300
9	80925
10	81550
11	82175
12	82800
13	83425
14	84050
15	84675
16	85300
17	85925
18	86550
19	87175
20	87800
21	88425
22	89050
23	89675
24	90300
25	90925

**Specialist Degree - Add \$3,400.00 / Doctorate Degree - Add \$4,400.00**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.



<b>2017-2018 Okeechobee County School Board          Salary Schedule No. 9          Supervisor I – 12 Months</b>
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Step	Annual Salary
1	71100
2	71725
3	72350
4	72975
5	73600
6	74225
7	74850
8	75475
9	76100
10	76725
11	77350
12	77975
13	78600
14	79225
15	79850
16	80475
17	81100
18	81725
19	82350
20	82975
21	83600
22	84225
23	84850
24	85475
25	86100
26	86725

**Specialist Degree - Add \$3,400.00 / Doctorate Degree - Add \$4,400.00**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.

**2017-2018 Okeechobee County School Board  
Salary Schedule No. 11  
Coordinator  
School Psychologist/Behavior Analyst**

<b>Step</b>	<b>11 Months 206 Days</b>	<b>11 Months 224 Days</b>	<b>12 Months 249 Days</b>
<b>1</b>	52292	56860	65860
<b>2</b>	52803	57420	66420
<b>3</b>	53314	57980	66980
<b>4</b>	53825	58540	67540
<b>5</b>	54336	59100	68100
<b>6</b>	54847	59660	68660
<b>7</b>	55358	60220	69220
<b>8</b>	55869	60780	69780
<b>9</b>	56380	61340	70340
<b>10</b>	56891	61900	70900
<b>11</b>	57402	62460	71460
<b>12</b>	57913	63020	72020
<b>13</b>	58424	63580	72580
<b>14</b>	58935	64140	73140
<b>15</b>	59446	64700	73700
<b>16</b>	59957	65260	74260
<b>17</b>	60468	65820	74820
<b>18</b>	60979	66380	75380
<b>19</b>	61490	66940	75940
<b>20</b>	62001	67500	76500
<b>21</b>	62512	68060	77060
<b>22</b>	63023	68620	77620
<b>23</b>	63534	69180	78180
<b>24</b>	64045	69740	78740
<b>25</b>	64556	70300	79300

**Specialist Degree - Add \$3,400.00 / Doctorate Degree - Add \$4,400.00**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.



**2017-2018 Okeechobee County School Board  
Salary Schedule No. 12  
Administrative Assistant  
Superintendent's Secretary Executive Secretary  
12 Months**

<b>Step</b>	<b>Annual Salary</b>
<b>1</b>	40600
<b>2</b>	42200
<b>3</b>	43800
<b>4</b>	45400
<b>5</b>	47000
<b>6</b>	48600
<b>7</b>	50200
<b>8</b>	51800
<b>9</b>	53400
<b>10</b>	55000

**One (1) step on the schedule will be granted for each year of related experience up to a maximum of five (5) years.**

**Two years of college credit (60 semester hours) may count as one (1) step on the schedule. However, combined college credit and related experience may not exceed a total of five (5) steps on the schedule.**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.

**2017-2018 Okeechobee County School Board  
 Salary Schedule No. 15  
 Maintenance Foreman  
 Transportation Foreman  
 Assistant Director of Finance  
 12 Months**

<b>Step</b>	<b>Annual Salary</b>
<b>1</b>	46900
<b>2</b>	48500
<b>3</b>	50100
<b>4</b>	51700
<b>5</b>	53300
<b>6</b>	54900
<b>7</b>	56500
<b>8</b>	58100

**One (1) step may be granted for each year of related experience up to a maximum of five (5) years.**

**Two years of college credit (60 semester hours) may count as one (1) step on the schedule. However, combined college credit and related experience may not exceed a total of five (5) steps on the schedule.**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.



**2017-2018 Okeechobee County School Board  
Salary Schedule No. 23  
Lunchroom Manager**

<b>Step</b>	<b>Without Completed Courses 10 Months 195 Days</b>	<b>7 Completed Courses 10 Months 195 Days</b>	<b>Without Completed Courses 11 Months 229 Days</b>	<b>7 Completed Courses 11 Months 229 Days</b>
<b>1</b>	22500	24200	26885	28916
<b>2</b>	23500	25200	28080	30111
<b>3</b>	24500	26200	29275	31306
<b>4</b>	25500	27200	30470	32501
<b>5</b>	26500	28200	31665	33696
<b>6</b>	27500	29200	32860	34891
<b>7</b>	28500	30200	34055	36086
<b>8</b>	29500	31200	35250	37281
<b>9</b>	30500	32200	36445	38476
<b>10</b>	31500	33200	37640	39671
<b>11</b>	32500	34200	38835	40866

**One (1) step may be granted for each year of related experience up to a maximum of five (5) years.**

**The High School and Base Kitchen Lunchroom Managers may receive, at the discretion of the Superintendent, a supplement of \$150.00 per month.**

**For the 2017-2018 Fiscal Year:**

- Employees on this schedule will be entitled to a \$500 non-recurring Bonus if they were employed by August 10, 2017, are currently employed on the date of Board approval and if they received a 2016-2017 evaluation, earned Effective or higher.

**2017-2018  
 OKEECHOBEE COUNTY SCHOOL BOARD  
 SALARY SCHEDULE NO. 31  
 TRAVEL EXPENSE**

**MONTHLY TRAVEL ALLOWANCE** – will be paid based upon the most recent typical month's travel log not to exceed the amount listed below as approved by the School Board.

<b>Position</b>	<b>Maximum Per Month</b>
Assistant Superintendent for Administrative Services	\$80.00
Assistant Superintendent for Instructional Services	80.00
Coordinator of Grants and Special Programs	80.00
Coordinator of Instructional Technology	80.00
Coordinator of K-12 Accountability and Assessment	80.00
Coordinator of Network Systems	80.00
Coordinator of Staff Development	80.00
Director of Exceptional Student Education	80.00
Director of Financial Services	80.00
Director of Human Resources	80.00
Director of Information Technology	80.00
Director of Operations	80.00
Director of Student Services	80.00
Principals/Senior Administrator	80.00
Supervisor of Food Service	80.00
Supervisor of Transportation	80.00

**DAILY TRAVEL ALLOWANCE (FLORIDA STATUTES 112.061)**

Per mile (by automobile) \$ 0.445

**Class C Travel**

Breakfast (6 a.m. - 8 a.m.)	\$ 6.00
Lunch (12 noon - 2 p.m.)	11.00
Dinner (6 p.m. - 8 p.m.)	19.00

No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the District.



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** TCB CONSULTING BY ROBIN TENNILLE  
**DATE:** June 12, 2018

RECOMMENDATION:

That the Board approve a proposal with TCB Consulting by Robin Tennille.

BACKGROUND INFORMATION:

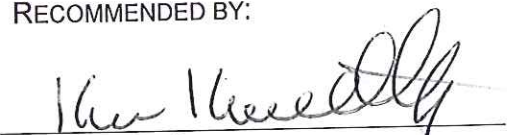
The proposal for assessing the District's School Food Service Program is \$10,000.00, effective August 2018, through March 2019.

The five step process, includes:

- Offsite data collection and assessment
- Onsite visit and evaluation
- Offsite reporting and recommendations
- Onsite follow-up visits
- Offsite coaching

The Proposal and Quote are included in Board member agendas and are available upon request from the Assistant Superintendent of Administrative Services.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** APPOINTMENT OF BOARD MEMBER AND CITIZEN MEMBER TO VALUE ADJUSTMENT BOARD  
**DATE:** June 12, 2018

RECOMMENDATION:

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

BACKGROUND INFORMATION:


Last year's appointees were:

Dixie Ball - School Board Member  
Jill Holcomb - Alternate School Board Member  
  
Michael Sumner - Citizen Appointee  
Anita Nunez - Alternate Citizen Appointee

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

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

RECOMMENDED BY:

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



*To:* The Okeechobee County School Board

*FROM:* Ken Kenworthy, Superintendent of Schools

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

*DATE:* June 12, 2018

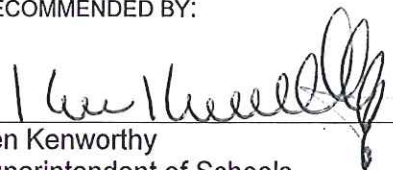
RECOMMENDATION:

That the following Instructional personnel be appointed for the 2018-2019 school year on Annual Contract:

**Okeechobee Achievement Academy**

Pamela Presley

RECOMMENDED BY:

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

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **REVISIONS TO PERSONNEL ALLOCATIONS FOR 2018-19**

DATE: June 12, 2018

RECOMMENDATION:

That the Board approve the following revisions to personnel allocations for the 2018-2019 fiscal year:

**Administrative Personnel**

<u>Action</u>		#	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
	✓	1	Coordinator, Grants and Special Programs	District Office	07-01-2018
✓		1	Director, Grants and Special Programs	District Office	07-01-2018

**Instructional Personnel**

<u>Action</u>		#	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
✓		1	Teacher, Instructional Coach, Math - Title I Funds	Osceola Middle School	07-30-2018

**Non-Instructional Personnel**

<u>Action</u>		#	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
	✓	1	Paraprofessional	South Elementary School	08-06-2018
	✓	1	Paraprofessional	Everglades Elementary School	08-06-2018
	✓	1	Paraprofessional	North Elementary School	08-06-2018
	✓	1	Clerical Aide	Osceola Middle School	08-06-2018
✓		1	Paraprofessional, ESE IDEA Funds	North Elementary School	08-06-2018
✓		2	Educational Interpreter IDEA Funds	Exceptional Student Education	08-06-2018

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board

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

**SUBJECT:** **Reappointment of Instructional Personnel on Professional Services Contract**

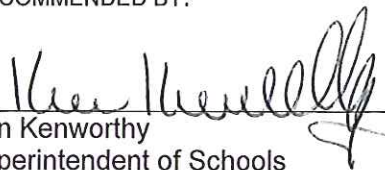
**DATE:** June 12, 2018

RECOMMENDATION:

That the following Instructional personnel be reappointed for the 2018-2019 school year on Professional Services Contract:

**Osceola Middle School**  
Jennifer Hughes

RECOMMENDED BY:

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

**TO:** The Okeechobee County School Board

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

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

**DATE:** June 12, 2018

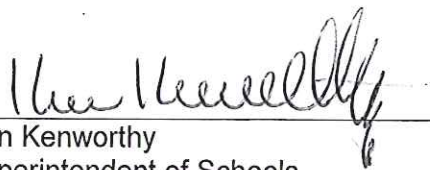
RECOMMENDATION:

That the following Non-Instructional personnel be reappointed for the 2018-2019 school year:

**Transportation**

Shannon Gatlin – Bus Driver

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools



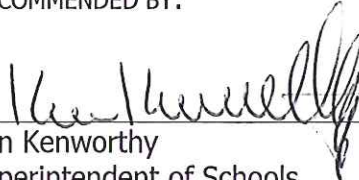
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **EMPLOYMENT OF TEMPORARY PERSONNEL**  
**DATE:** June 12, 2018

RECOMMENDATION:

That the following temporary personnel be employed as needed:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Stevens, Naomi	Assistant Varsity Softball Coach	01/22/2018

RECOMMENDED BY:

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

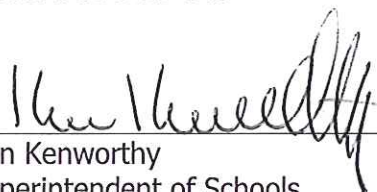
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **EMPLOYMENT OF PERSONNEL**  
**DATE:** June 12, 2018

RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Baggett, Bryan	Mechanic I	Transportation	05/21/2018

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:** June 12, 2018

RECOMMENDATION:

That resignations for the following personnel be accepted:

Name	Position	School or Center	Effective Date
Burk, Jennifer	Teacher, Kindergarten	South Elementary School	05/30/2018
Carver, Amanda	Teacher, Kindergarten	South Elementary School	05/30/2018
Dobbins, Cory	Teacher, Third Grade	South Elementary School	05/30/2018
Duncan, Christina	Teacher, First Grade	South Elementary School	05/30/2018
Elliott, Thomas	Teacher, Social Studies	Okeechobee High School	05/30/2018
Fullea, Stella	Teacher, Fifth Grade	North Elementary School	05/30/2018
Harris, Jesse	Bus Driver, 6 HR	Transportation	05/29/2018
Hartley, Charles	Teacher, Social Studies	Okeechobee High School	05/30/2018
McCranie, Lacey	Paraprofessional, Clinic	South Elementary School	05/30/2018
Hays, Jody	Principal, Middle School	Yearling Middle School	07/01/2018
Mize, Jerri	Bus Driver, 6 HR	Transportation	05/29/2018
Nichols, Eileen	Teacher, Fourth Grade	North Elementary School	05/30/2018
Nichols, Scott	Teacher, Social Studies	Okeechobee High School	05/30/2018
Pritchard, Brendan Retirement	Teacher, Social Studies	Okeechobee High School	05/30/2018
Sparks, Sara	School Bookkeeper	Everglades Elementary School	06/13/2018
Streelman, Karen	Teacher, Third Grade	North Elementary School	05/30/2018
Wolski, Michael Retirement	Bus Driver, 6 HR	Transportation	05/29/2018
Wolski, Susan Retirement	Paraprofessional, ESE	South Elementary School	05/30/2018

To correct the effective date for the following resignation originally approved May 15, 2018:

That the resignation of Jason Rhoden, Everglades Elementary School, be accepted with prejudice, May ~~14~~29, 2018, due to lack of sufficient notice.

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

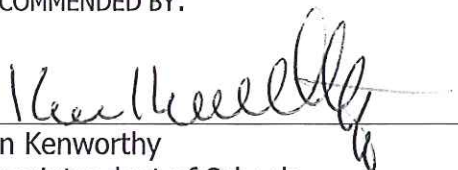
**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** LEAVE REQUESTS  
**DATE:** June 12, 2018

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>
Boyett, Jacqueline	North Elementary School	Short Term - Revised	05/09/2018	10/09/2018
Clyburn, Jessie	Transportation	Personal without Pay	05/08/2018	05/28/2018
Garcia, Harriette	Food Service Department	Personal without Pay	04/18/2018	05/18/2018
		Personal without Pay	05/21/2018	05/29/2018
Racine, Michael	Transportation	Personal without pay	05/21/2018	06/15/2018
Scott, Aegis	Transportation	Short Term	04/16/2018	05/21/2018
Talavera, Brittany	Paraprofessional, Clinic	Short Term - Revised	05/08/2018	10/08/2018
Voelker, Angie	South Elementary School	Short Term - Revised	05/07/2018	10/05/2018
Vuleta, Amanda	Everglades Elementary School	Short Term - Revised	05/02/2018	05/29/2018

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 2017-18**  
**DATE:** June 12, 2018

RECOMMENDATION:

That the following personnel be added to the Substitute Teacher List for the 2017-18 school year:

<u>Name</u>	<u>Rank</u>
Floyd, Melissa	III

To correct spelling for the following Substitute Teacher originally approved May 15, 2018:

Bittle, <del>Rozanne</del> <a href="#">Roxanne</a>	III
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Rank I – Less than 60 college credit hours  
Rank II – 60 or more college credit hours  
Rank III – Bachelor's degree or higher

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** PAYMENTS TO PERSONNEL  
**DATE:** June 12, 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 Teacher	Family Engagement Events/Work with Families @ OMS	\$23.00 Per Hour	Up to 20 hours 9/1/17-5/25/18	#4831 – Title I Part A
14 Food Service personnel	Cafeteria workers for Summer School programs	\$12.00 Per Hour	8 Hours Per Day M-Fri 05/30/18-08/03/18	#94480 – Summer Feeding
16 Teachers	Write Score PD @ EES	\$13.50 Per Hour	Up to 3.5 hours each 5/30/18-6/30/18	#4831 – Title I Part A
16 Teachers	Standards-Based Instruction Planning Summer Project 2018 @ EES	\$13.50 Per Hour	Up to 15 hours each 5/30/18-6/30/18	#4831 – Title I Part A
2 Additional Paraprofessionals	Migrant Summer Camp @ SEM	\$12.00 Per Hour	6 Hours Per Day M-Th 6/4/18-6/28/18 5/30/18 Work Day	#4817- Title I, Part C- Migrant
2 Paraprofessionals	SIG4 PreK Grant Training & Planning @ South Elementary	\$10.00 Per Hour	Up to 40 hours each 5/30/18-6/30/18	#4845 - SIG 4 PreK
2 PreK Teachers & 1 PreK Coach	SIG4 PreK Grant Training & Planning @ South Elementary	\$13.50 Per Hour	Up to 40 hours each 5/30/18-6/30/18	#4845 - SIG 4 PreK
22 Teachers	Standards-Based Instruction Planning Summer Project 2018 @ SEM	\$13.50 Per Hour	Up to 16 hours each 5/30/18-6/30/18	#4831 – Title I Part A
3 Additional Teachers	Migrant Summer Camp @ SEM	\$23.00 Per Hour	6 Hours Per Day M-Th 6/4/18-6/28/18 5/30/18 Work Day	#4817- Title I, Part C- Migrant
3 Teachers	Band Camp	\$23.00 Per Hour	7.5 Hours Per Day 10 days total	High School Budget
Skeen, Victoria	Nursing Program Tutorial Teacher	\$23.00 Per Hour	Up to 50 Hours 04/11/18 – 05/31/18	#1808 – Industry Certification Program

**Correction from Payments to Personnel Board Approved May 15, 2018:**

1 Teacher	Facilitator for Migrant Summer Camps	\$13.00-50 Per Hour	8 Hours Per Day (Fri) June 15, 22, 29	#4817 - Title I Migrant
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RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **LETTER PURCHASE ORDER FOR SERVICES OF INTERIM AGRICULTURE TEACHER**  
**DATE:** June 12, 2018

RECOMMENDATION:

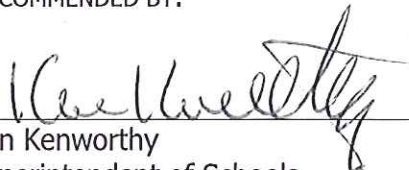
That the Board approve a Letter Purchase Order (LPO) with DES of Florida, LLC, for the position listed below, for the purpose of providing temporary services of Interim Agriculture Teacher for the period August 6, 2018 through May 31, 2019.

<b><u>Position:</u></b>	<b><u>Total Cost Including Taxes/Social Security (Not to Exceed):</u></b>
Interim Agriculture Teacher	\$59,787.00

BACKGROUND INFORMATION:

This is a new LPO for the services of Interim Agriculture Teacher in accordance with an approved agreement with DES of Florida. The Letter Purchase Order is included in Board member agendas and is available upon request in the Assistant Superintendent for Administrative Service's office.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board

**FROM:** Ken Kenworthy, Superintendent

**SUBJECT:** **CONTRACT WITH TRUECORE BEHAVIORAL SOLUTIONS, LLC FOR EDUCATIONAL SERVICES AT DJJ FACILITIES**

**DATE:** June 12, 2018

RECOMMENDATION:

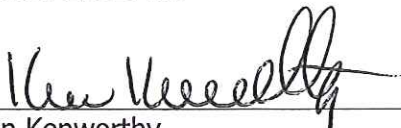
That the Board approve a contract with TrueCore Behavioral Solutions, LLC, for educational services at the Department of Juvenile Justice facilities shown below effective July 1, 2018, through June 30, 2019:

- Okeechobee Juvenile Offender Correction Center (Level 10) – Tantie
- Okeechobee Intensive Halfway House
- Okeechobee Girls Academy – Cypress

BACKGROUND INFORMATION:

This is a renewal contract with no changes in services for the 2018-2019 school year. The contract is included in Board member agendas and is available upon request in the Assistant Superintendent for Administrative Services office.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM (NEFEC)  
FOR VIRTUAL INSTRUCTION PROGRAM**  
**DATE:** June 12, 2018

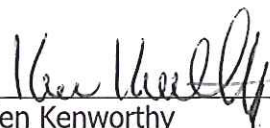
RECOMMENDATION:

That the Board approve an agreement with the District School Board of Putnam County on behalf of the North East Florida Educational Consortium (NEFEC) to provide Virtual Instruction Program Services effective July 1, 2018, through June 30, 2019.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** MULTI-DISTRICT PROGRAM AGREEMENT WITH ST. LUCIE COUNTY FOR HEARING IMPAIRED STUDENTS  
**DATE:** June 12, 2018

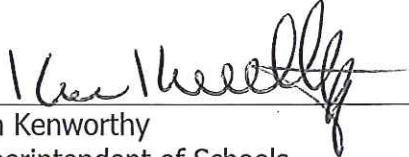
RECOMMENDATION:

That the Board approve a Multi-District Program Agreement with St. Lucie County to enable appropriate placement of full-time hearing impaired students effective July 1, 2018 through June 30, 2019.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH SHERIFF'S OFFICE FOR SCHOOL RESOURCE OFFICER PROGRAM**  
**DATE:** June 12, 2018

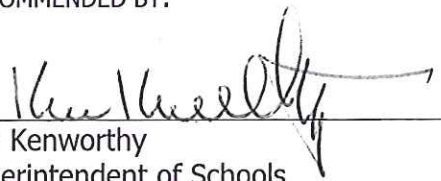
RECOMMENDATION:

That the Board approve an agreement with the Okeechobee County Sheriff's Office for the 2018-19 School Resource Officer program at a cost of \$573,000.00.

BACKGROUND INFORMATION:

This is a renewal agreement. The cost of the School Resource Officer program is based on thirteen (13) officers with combined financial support from the District, Okeechobee County Sheriff's Office, and the City and County of Okeechobee. The total cost to the School Board is \$573,000.00. The agreement is included in Board member agendas and is 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:** **AGREEMENT WITH PROFESSIONAL THERAPY OF TREASURE COAST, INC.**

**DATE:** June 12, 2018

RECOMMENDATION:

That the Board approve a contract with Professional Therapy of the Treasure Coast, Inc., to provide occupational therapy services for ESE students effective August 1, 2018 through July 31, 2019.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH SEQUEL CARE OF FLORIDA, LLC  
**DATE:** June 12, 2018

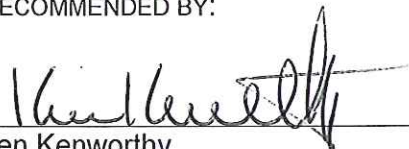
RECOMMENDATION:

That the Board approve an agreement with Sequel Care of Florida, LLC, for student mental health services effective August 1, 2018 through July 31, 2019.

BACKGROUND INFORMATION:

This is a renewal agreement. Referrals for services are made by the school psychologists or guidance counselors to the school social worker who then contacts the agency. There are no fees assessed to the School Board unless there are special circumstances approved by the Director of Exceptional Student Education. Special circumstance services are paid from IDEA Project 4949 for non-Medicaid students. The agreement is included in Board member agendas and is available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH EAST COAST MIGRANT HEAD START PROJECT, INC.  
**DATE:** June 12, 2018

RECOMMENDATION:

That the Board approve an agreement with East Coast Migrant Head Start Project, Inc., for the District to provide services for children with disabilities, ages 3-5, enrolled in the East Coast Migrant Head Start centers located in Okeechobee County effective August 1, 2018, through July 31, 2019.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH TREASURE COAST THERAPEUTICS, P.A.**  
**DATE:** June 12, 2018

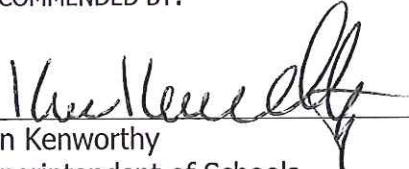
RECOMMENDATION:

That the Board approve a contract with Treasure Coast Therapeutics, P.A., to provide speech therapy services for students effective August 1, 2018, through July 31, 2019.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board

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

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

**DATE:** June 12, 2018

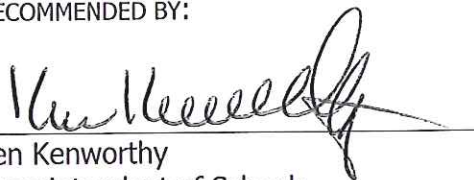
RECOMMENDATION:

That the Board approve a contract with Treasure Coast Speech-Language Pathology, LLC, for the employment of one Speech Therapist under contract effective August 1, 2018, through July 31, 2019.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board

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

**SUBJECT:** **LETTER OF AGREEMENT AND MOU WITH BIG BROTHERS BIG SISTERS ST. LUCIE,  
INDIAN RIVER & OKEECHOBEE - READS**

**DATE:** June 12, 2018

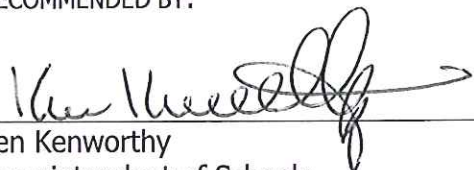
RECOMMENDATION:

That the Board approve a Letter of Agreement and MOU with Big Brothers Big Sisters St Lucie, Indian River & Okeechobee - Reads effective August 13, 2018 through July 31, 2019 to provide tutoring for selected students in grades K-3 who are reading below grade level.

BACKGROUND INFORMATION:

- This is a renewal agreement. The goal of the program is to increase the reading skills of identified students through one-on-one tutoring. The Letter of Agreement and MOU are included in Board member agendas and are available upon request from the Assistant Superintendent of Administrative Services.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH VISITING NURSE ASSOCIATION PLUS**  
**DATE:** June 12, 2018

RECOMMENDATION:

That the Board approve an Agreement with Visiting Nurse Association Plus for nursing services effective August 1, 2018, through July 31, 2019.

BACKGROUND INFORMATION:

This is a renewal contract with changes to payment for services. It provides a skilled nurse at the increased rate of \$53.00 per hour for an Exceptional Student Education (ESE) student. The nurse will perform physical assessments, suctioning of tracheotomy, and administering of medications. The cost of services will be covered by District funding or Medicaid if eligible. The agreement is included in Board member agendas and is available upon request from the Director of Exceptional Student Education.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH ABA THERAPY SOLUTIONS, LLC**  
**DATE:** June 12, 2018

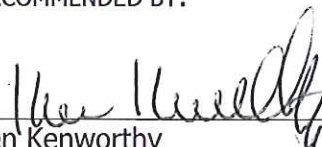
RECOMMENDATION:

That the Board approve an agreement with ABA Therapy Solutions, LLC, to perform functional behavior assessments for qualified ESE students effective August 1, 2018, through July 31, 2019.

BACKGROUND INFORMATION:

This is new contract. Payment for services will be funded from IDEA grant and SEDNET funds. The agreement is included in Board member agendas and is available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:

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

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH SEMINOLE COUNTY SCHOOL BOARD FOR ECTAC SERVICES  
**DATE:** June 12, 2018

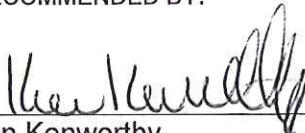
RECOMMENDATION:

That the Board approve an agreement with Seminole County School Board for the services of East Coast Technical Assistance Center (ECTAC) for the 2018-2019 school year at a cost of \$8,000.00.

BACKGROUND INFORMATION:

This is a renewal contract. ECTAC provides technical assistance and support to the district for the Title I, Parts A, C, D, Homeless and Title IV and V programs. The assessed fee of \$8,000.00 is based on the Title I student population of the district. Funding for the agreement comes from Title I, Part A. The agreement is included in Board member agendas and is available upon request in the office of 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

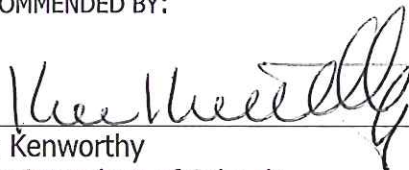
**SUBJECT: PROPERTY DISPOSAL LIST #7 FOR THE 2017-18 FISCAL YEAR**

**DATE:** June 12, 2018

RECOMMENDATION:

That the items listed on the attached Property Disposal List #7 for the 2017-18 fiscal year be declared as surplus, to be removed from property records, and that the Superintendent be authorized to donate or sell such items in accordance with state statute.

RECOMMENDED BY:

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





**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **MONTHLY FINANCIAL STATEMENT FOR APRIL, 2018**  
**DATE:** June 12, 2018

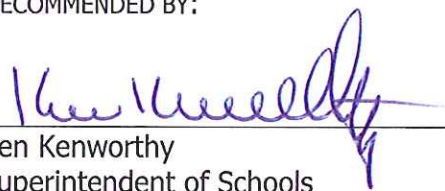
RECOMMENDATION:

That the Monthly Financial Statement for April, 2018, be accepted and filed as part of public record.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **BUDGET AMENDMENT #10 FOR APRIL, 2018**  
**DATE:** June 12, 2018

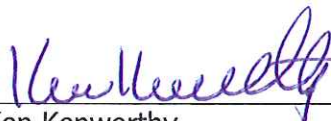
RECOMMENDATION:

That Budget Amendment #10 for April, 2018, be approved.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **WARRANT REGISTER FOR MAY, 2018**  
**DATE:** June 12, 2018

RECOMMENDATION:

That the Warrant Register for May, 2018, be approved as follows:

General Disbursement Account – Warrants #167862 thru #167

Operating General Fund	\$1,375,965.05
Federal Programs Fund	237,698.87
Food Service Fund	105,380.01
Capital Improvement Fund	<u>102,277.68</u>
Total	\$ 1,821,321.61

RECOMMENDED BY:

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