



**Vision**

*Achieving Excellence*

**Mission**

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

**Core Values**

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

**SCHOOL BOARD OF OKEECHOBEE COUNTY**

**AGENDA FOR REGULAR MEETING  
JULY 9, 2013  
6:00 P.M.**

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

**I. Call to Order**

- A. Prayer
- B. Pledge of Allegiance

**II. Opening Items**

- A. Community Recognition
  - ★ Betty Williamson – Certificate of Appreciation for Support of Education
  - ★ Kiwanis Club – Recipient of Commissioner’s Business Recognition Award
- B. Staff Recognition - Retirements  
Administrative Staff
  - ★ Bill Huddle, Building Code Administrator

**III. Presentation – “Common Core” ..... Renée Geeting**

**IV. Approval of Minutes**

- Meeting of June 11, 2013
- Legislative Hearing on June 12, 2013
- Special Meeting of June 21, 2013

**V. Items for Action**

- A. Advertisement to Amend Board Policy 5.40 Student Control ..... 1
- B. Adoption of Board Policy 4.22 Academic Acceleration ..... 2
- C. Adoption of Board Policy 4.24 Early High School Graduation ..... 3
- D. School Starting and Dismissal Times for 2013-14 ..... 4
- E. Date, Time, and Location for Legislative Hearing ..... 5
- F. Appointment of Assistant Superintendent for Instructional Services ..... 6
- G. Revisions to Personnel Allocations for 2013-14 ..... 7
- H. Acceptance of Banking Services Proposal ..... 8

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

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



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** ADVERTISEMENT TO AMEND BOARD POLICY 5.40 STUDENT CONTROL  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 5.40 Student Control (Code of Student Conduct).


BACKGROUND INFORMATION:

Revisions to the Code include:

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

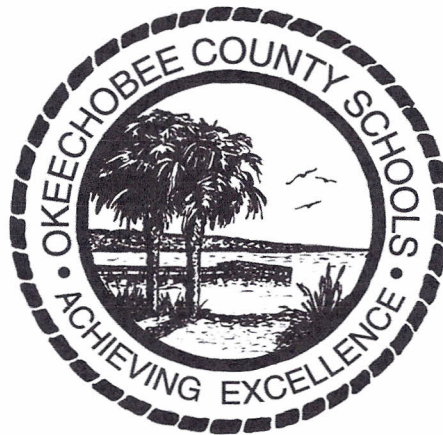
The Code of Student Conduct with proposed revisions is included in Board member agendas and is available upon request in the office of the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:

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

# Code of Student Conduct

Okeechobee County Schools



Revised August, 2013

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

Superintendent  
Ken Kenworthy



# School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue  
Okeechobee, Florida 34974

Fax 863-462-5151

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

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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*

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



# STUDENT'S ROLE AND RESPONSIBILITY

## **Students have the Right to:**

Be informed of all school rules and the consequences of breaking those rules.

Be shown personal respect by all other students and school personnel.

Make appropriate use of school facilities, properties, and materials.

Attend school and benefit from quality educational opportunities.

Have access to an appropriate education including instruction and use of materials and tests at a level which allows an opportunity for success.

Hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.

Know in advance how grades in a class will be determined.

Enjoy a reasonable degree of personal privacy.

Participate in extracurricular activities and clubs if their conduct and academic record qualify them. Students may not be excluded on the basis of sex (except as allowed under Title IX), color, race, ethnic origin, religion or handicap.

Choose whether or not to participate in patriotic or religious activities.

Receive personal, academic and career counseling.

Dress comfortably in a way appropriate to a school setting.

Assemble peacefully on school grounds.

Participate in school government based on a democratic process.

Receive due process by knowing the charges made against him/her, giving an explanation of his/her actions, presenting his/her view in all disciplinary actions and by presenting evidence. He/she may also appeal a disciplinary decision.

Remain in the school program if married, parent, or pregnant.

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

## **Students have the Responsibility to:**

Observe all school rules or suffer the consequences of unacceptable behavior. Students will be familiar with this Code of Student Conduct and the school Student Handbook.

Show respect to all other students and adults.

Respect and protect school facilities, properties, and materials.

Attend school and all classes on a regular basis.

Participate in educational opportunities, completing classroom assignments and homework to the best of their abilities.

Consider and respect the divergent point of view of others. Be sure that personal expressions (speech, written or symbolic) do not infringe on the rights of others.

Understand the teachers' grading systems, monitoring their own progress in each class.

Keep their persons and property free of dangerous or illegal objects, materials, and substances.

Abide by the rules of extracurricular activities - display school spirit and good sportsmanship. All school rules are applicable when attending school-sponsored activities on or off campus.

Respect the rights of others to participate in patriotic or religious activities.

Seek personal, academic, and career counseling.

Dress in a way not offensive to others and in compliance with specific school rules.

Assemble so as not to disrupt the educational process.

Take an active interest in student government.

Cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accept final decisions.

Seek regular medical advice regarding school attendance.

Provide the school with all information relevant to making educational decisions.

## PARENT'S ROLE

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

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

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

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

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

## CLASSROOM TEACHER'S ROLE

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

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

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

in case of emergency.

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

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

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



## REMOVING A STUDENT FROM CLASS

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

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

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

Committee membership must include at least the following:

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

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

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

the classroom is usually referred directly to an administrator.

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



## PRINCIPAL'S ROLE

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

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

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

## POSITIVE BEHAVIOR SUPPORT

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

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

## CORPORAL PUNISHMENT

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

## DETENTION

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

## WITHHOLDING PRIVILEGES

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

## TIME OUT, SECLUSION AND PHYSICAL RESTRAINT

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

## SATURDAY SCHOOL

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

## IN-SCHOOL SUSPENSION

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

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



# OUT-OF-SCHOOL SUSPENSION

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

Out-of School Suspension is an unexcused absence.

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

## a. Investigation Procedures

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

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

## b. Suspension Procedures

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

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

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

## c. Suspension Hearings

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

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

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



# COMMUNITY CONTROL (HOME DETENTION)

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

## SUSPENSION BASED ON FELONY CHARGES

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

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

## EXPULSION

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

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

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

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

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

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

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

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

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

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

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

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



# ALTERNATIVE DISCIPLINARY PROGRAM

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

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

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

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

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

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

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

## ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

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

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

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

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

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



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

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

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

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

## SEARCHES

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

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

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

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

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

## ALCOHOLIC BEVERAGES

To: *The Students of Okeechobee County*

From: *Ashley Albright, Assistant State Attorney*

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

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

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

## UNLAWFUL DISCRIMINATION PROHIBITED

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

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

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

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

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

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

## BULLYING AND HARASSMENT

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

## DATING VIOLENCE AND ABUSE

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

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



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

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

## SEXUAL HARASSMENT OF STUDENTS BY A SCHOOL BOARD EMPLOYEE

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

### PROCEDURES:

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

## GANG AWARENESS



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

### IDENTIFYING A GANG MEMBER

#### MEMBERS ARE LOOKING FOR:

Recognition  
Acceptance / fellowship and gang family  
Protection  
Something to do

#### POSSIBLE INDICATORS:

Low self-esteem  
Failure in school  
Drug abuse

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

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

### OKEECHOBEE COUNTY CRIMINAL STREET GANG DOCUMENTATION

*Florida State Statute 874.03*

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

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

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

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

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

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

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

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

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

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

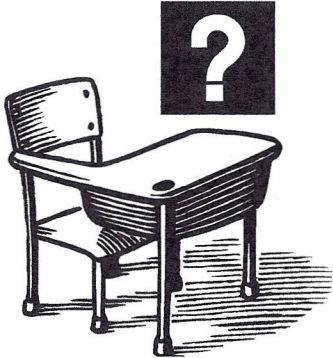
In an effort to provide safe schools and establish positive relationships with students, the Okeechobee County School Board and the Okeechobee County Sheriff's Department fund School Resources Officers (SRO) for many school sites. It is important to remember that although administrators and SROs work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



# GUIDE TO READING THE VIOLATIONS CHARTS

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

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

A. Absenteeism	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12 (for students under 16 years of age)
<p>1. <b>(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 semester, 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 the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol> <p><b><u>For All High School Students:</u></b> 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	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p>1. <b>Possessing</b> (including possession after use when the substance is still in the body) <u>using</u> and/or <u>procuring</u>, <u>selling</u> or <u>dispensing</u> on school premises, school buses, or at any school activity or school-related function of:</p> <p>a. Alcohol;</p> <p>b. Any substance controlled by F.S. 893 or 877.111 (available upon request);</p> <p>c. Prescription drugs for which the student does not have a valid prescription;</p> <p>d. Hallucinogenic drugs or combinations;</p> <p>e. Counterfeit drugs including, but not limited to, prohibited substances possessed, sold and/or used that are held out to be, or represented to be controlled/illegal substances. In addition, counterfeit drugs include substances used in a manner not in accordance to package directions, or substances when combined, induce a mind-altering state or condition.</p> <p>f. Paraphernalia for use of controlled substances. (Code as Other Major for SESIR)</p>	<p><b><u>First Offense</u></b> Principal's discretion; may include Out-of-School Suspension up to 9 days and mandatory parent conference with principal and/or counseling.</p> <p><b><u>Second Offense</u></b> Principal's discretion, parent conference, and Out-of-School-Suspension (Minimum: 1 day).</p> <p><b><u>Third Offense</u></b> Expulsion or Alternative Placement</p>	<p><b><u>First Offense</u></b> Expulsion or Alternative Placement;</p> <p><b><u>Second Offense</u></b> Expulsion or Alternative Placement</p> <p><b><u>Third Offense</u></b> Expulsion or Alternative Placement</p>	<p><b><u>First Offense</u></b> Expulsion or Alternative Placement</p> <p><b><u>Second Offense</u></b> Expulsion or Alternative Placement</p> <p><b><u>Third Offense</u></b> 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 turn it in to a teacher or administrator. This must be done before an investigation has been initiated to avoid consequences.
3. An explanation must be provided regarding the possession of the contraband substance.
4. Consequences for not following the steps above may be found in the corresponding Violations Charts.

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

**NOTE:**

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



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

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

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

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

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

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

F. Firearms/Knives/Other Dangerous Objects	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p><b>1. Firearms and Destructive Devices:</b> Any weapon (operable or inoperable, loaded or unloaded) which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm or muffler or firearm silencer; any destructive device; or any machine gun. Examples include, but are not limited to: handgun, starter gun, zip gun, pistol, shotgun, rifle, bomb, pipe bomb, grenade and/or missile. (Reported to SESIR as a Weapon)</p>	<p><u>Any Offense</u> Expulsion – see Zero Tolerance</p>	<p><u>Any Offense</u> Expulsion – see Zero Tolerance</p>	<p><u>Any Offense</u> Expulsion – see Zero Tolerance</p>
<p><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><b>2. 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><u>Any Offense</u> Principal’s discretion</p>	<p><u>Any Offense</u> Expulsion or Alternative Placement</p>	<p><u>Any Offense</u> Expulsion or Alternative Placement</p>
<p><b>3. 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><u>Any Offense</u> Principal’s discretion</p>	<p><u>Any Offense</u> Expulsion or Alternative Placement</p>	<p><u>Any Offense</u> Expulsion or Alternative Placement</p>
<p><b>4. 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><u>Any Offense</u> Principal’s discretion</p>	<p><u>Any Offense</u> Principal’s discretion unless displayed or possessed in connection with a threat. If displayed, Out-of-School Suspension (Minimum: 5 days) to expulsion. If used in connection with a threat – Expulsion or Alternative Placement.</p>	<p><u>Any Offense</u> Principal’s discretion unless displayed or possessed in connection with a threat. If displayed, Out-of-School Suspension (Minimum: 5 days) to expulsion. If used in connection with a threat – Expulsion or Alternative Placement.</p>
<p><b>5. Hazardous Items:</b> Items including, but not limited to: mace, chemicals and other objects used to threaten, intimidate, or cause a disruption. (Reported to SESIR as weapon if used in connection with a threat, otherwise code as Contraband.)</p>	<p><u>Any Offense</u> Principal’s discretion</p>	<p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p>	<p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p>
<p><b>6. 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><u>Any Offense</u> Principal’s discretion</p>	<p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p>	<p><u>Any Offense</u> Principal’s discretion unless possessed in connection with a threat. If used in connection with a threat – Expulsion or Alternative Placement.</p>

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



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

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

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


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

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



I. Sexual Harassment & Sexual Battery	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 it is unwelcome.</p> <p>c. All victims of sexual harassment are required to report such activity to an administrator, guidance counselor, or teacher.</p> <p>d. Possession and/or distribution of pornographic materials.</p>	<p><b><u>First Offense</u></b> Principal's discretion.</p> <p><b><u>Second Offense</u></b> Mandatory parent conference and principal's discretion. (Counseling may be suggested.)</p> <p><b><u>Additional Offenses</u></b> Out-of-School Suspension (Minimum: 1 day). (Counseling is suggested.)</p>	<p><b><u>First Offense</u></b> Principal's discretion based on severity of the offense.</p> <p><b><u>Subsequent Offenses</u></b> Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. (Counseling may be suggested.)</p>	<p><b><u>First Offense</u></b> Principal's discretion based on severity of the offense.</p> <p><b><u>Subsequent Offenses</u></b> 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><b>2. Sexual Harassment</b> Lewd and lascivious conduct. Any person who handles, fondles, or demonstrates unwelcome conduct of a sexual nature.</p> <p><b>3. Sexual Battery</b> Any sexual act or attempt directed against another person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his 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><b><u>First Offense</u></b> Principal's discretion</p> <p><b><u>Second Offense</u></b> Parent conference and Out-of-School Suspension (Minimum: 1 day). (Counseling may be suggested.)</p> <p><b><u>Third Offense</u></b> Principal may explore any punishment up to and including expulsion.</p> <p><b><u>Any Offense</u></b> Mandatory expulsion and involvement of law enforcement.</p>	<p><b><u>Any Offense</u></b> Parent notification. Principal may explore any punishment including expulsion based on the severity of the offense.</p> <p><b><u>Any Offense</u></b> Mandatory expulsion and involvement of law enforcement.</p>	<p><b><u>Any Offense</u></b> Parent notification. Principal may explore any punishment including expulsion based on the severity of the offense.</p> <p><b><u>Any Offense</u></b> Mandatory expulsion and involvement of law enforcement.</p>

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

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

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



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<b>M. Violations Against Property</b>	<b>Minimum Consequences K-5</b>	<b>Minimum Consequences 6-8</b>	<b>Minimum Consequences 9-12</b>
<p><b>1. Stealing: (Theft, Burglary, Larceny)</b> Illegally taking money or property.</p> <p>NOTE: The item must be \$300 or more to be reported to SESIR. Items of lesser value are reported as Forgery/Theft.</p> <p><b>2. Destruction Property/Vandalism</b> Willfully destroying or damaging public property or property of others.</p> <p>NOTE: Damage must be \$1,000 or more to be reported to SESIR. Damage of lesser value is reported as Property Damage.</p> <p><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><u>First Offense</u></b> Principal's decision, parent notification and restitution.</p> <p><b><u>Second Offense</u></b> Parent conference and restitution or more. (Counseling may be suggested.)</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 1 day) and restitution.</p> <p><b><u>Any Offense</u></b> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><b><u>Any Offense</u></b> Principal's discretion up to and including expulsion.</p>	<p><b><u>First Offense</u></b> Principal's decision, parent notification, restitution or more.</p> <p><b><u>Second Offense</u></b> Parent conference, restitution and Out -of-School Suspension (Minimum: 3 days).</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 5 days) up to expulsion and restitution.</p> <p><b><u>Any Offense</u></b> Principal's discretion ranging from restitution for damages, parent notification or Out-of-School Suspension (Minimum: 1 day).</p> <p><b><u>Any Offense</u></b> Principal's discretion up to and including expulsion.</p>	<p><b><u>First Offense</u></b> Principal's decision, parent notification, restitution or more.</p> <p><b><u>Second Offense</u></b> Parent conference, restitution and Out -of-School Suspension (Minimum: 3 days).</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 5 days) up to expulsion and restitution.</p> <p><b><u>Any Offense</u></b> Principal's discretion ranging from restitution for damages, parent notification and Out-of-School Suspension (Minimum: 1 day).</p> <p><b><u>Any Offense</u></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.

<b>N. Violence</b>	<b>Minimum Consequences K-5</b>	<b>Minimum Consequences 6-8</b>	<b>Minimum Consequences 9-12</b>
<p><b>1. Bullying/Harassment</b> The incident is bullying if it includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile or offensive environment; or unreasonably interferes with the individual's school performance or participation (School Board Policy 5.321)</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><u>First Offense</u></b> Principal's discretion ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><b><u>Second Offense</u></b> Out-of School Suspension (Minimum: 1 day).</p> <p><b><u>Third Offense</u></b> Out of School Suspension (Minimum: 3 days).</p>	<p><b><u>First Offense</u></b> Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><b><u>Second Offense</u></b> Out-of School Suspension (Minimum: 2 days).</p> <p><b><u>Third Offense</u></b> Out of School Suspension (Minimum: 3 days).</p>	<p><b><u>First Offense</u></b> Out-of-School Suspension (Minimum: 1 day).</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension (Minimum: 3 days).</p> <p><b><u>Third Offense</u></b> Out of School Suspension (Minimum: 5 days).</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>			
<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><b><u>First Offense</u></b> Principal's discretion</p> <p><b><u>Second Offense</u></b> Principal's discretion, parent conference, detention and/or Out-of-School Suspension.</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 1 day).</p>	<p><b><u>First Offense</u></b> Principal's discretion</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension. (Minimum: 2 days) and parent conference.</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 3 days) and parent conference.</p>	<p><b><u>First Offense</u></b> Principal's discretion</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension. (Minimum: 3 days) and parent conference.</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p>

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



N. Violence, continued	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p><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 consequence.</b></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; violent</b> circumstances otherwise code as physical aggression.)</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.</p>	<p><b><u>First Offense</u></b> Principal’s discretion, parent conference, detention and/or Out-of-School Suspension.</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension (Minimum: 1 day).</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 3 days). Counseling is Suggested.</p> <p><b><u>First Offense</u></b> Principal’s discretion, parent conference, detention and/or Out-of-School Suspension.</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension (Minimum: 1 day).</p> <p><b><u>Third Offense</u></b> Out-of-School Suspension (Minimum: 3 days). Counseling is Suggested.</p> <p><b><u>Any Offense</u></b> <b>K-2</b> Out-of-School Suspension (Minimum: 2 days).</p> <p><b>3-5</b> Out-of-School Suspension (Minimum: 5 days) or expulsion.</p>	<p><b><u>First Offense</u></b> Out-of-School Suspension (Minimum: 2 days) and parent conference.</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><b><u>Third Offense</u></b> Out of School Suspension. (Minimum: 9 days) and recommendation for expulsion or alternative placement.</p> <p><b><u>First Offense</u></b> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension (Minimum: 9 days) and parent conference and recommendation for expulsion or alternative placement.</p> <p><b><u>Any Offense</u></b> Expulsion or alternative placement.</p>	<p><b><u>First Offense</u></b> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension (Minimum: 9 days) and parent conference and recommendation for expulsion or alternative placement.</p> <p><b><u>First Offense</u></b> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p> <p><b><u>Second Offense</u></b> Out-of-School Suspension (Minimum: 9 days) and parent conference and recommendation for expulsion or alternative placement.</p> <p><b><u>Any Offense</u></b> Expulsion or alternative placement.</p>
<p><b>Depending on the severity, incidents of violence may be reported to law enforcement.</b></p>			

THE FLORIDA LEGISLATURE (F.S. 1006.135) PASSED A LAW WHICH PROHIBITS "HAZING" OF HIGH SCHOOL STUDENTS, and provides criminal penalties for individuals who commit acts of hazing. Anyone who commits an act of hazing which results in serious bodily injury or death will be charged with a third degree felony. Anyone who commits an act of hazing which creates a substantial risk of injury, although the victim is not hurt, will be charged with a first degree misdemeanor. The fact that the victim in a hazing incident provided consent to the hazing cannot be used in a criminal defense. In addition to criminal charges, school disciplinary action will be taken against any student involved in hazing incidents.

**WARNING:** Whenever any student, parent, or other person is charged with committing an **ASSAULT OR BATTERY UPON ANY ELECTED OFFICIAL OR EMPLOYEE OF A SCHOOL DISTRICT OR SPORTS OFFICIAL**, regardless of whether he knows or has reason to know the identity, position or employment of the victim, and the elected official or employee is on school property or is away from school property on official school business, the offense for which the person is charged shall be classified: "ASSAULT" – First Degree Misdemeanor; "BATTERY" – Third Degree Felony; "AGGRAVATED ASSAULT" Second Degree Felony; "AGGRAVATED BATTERY" First Degree Felony. (F.S 784.081)



## AUTHORITY OF SCHOOL BUS

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

## SCHOOL BUS RULES

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

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

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

15. Pick up any trash in your seat area and help to keep your entire bus clean.
16. Do not use profane, vulgar, or obscene language and/or gestures at any time.
17. Bullying and harassment will not be tolerated and must be reported to the driver promptly.
18. Do not tamper with bus equipment, controls, warning devices, safety devices, or interfere in any way with the driver's operation of the bus.
19. Only Okeechobee County students, staff, or approved chaperones may ride buses.
20. When seat belts are provided, they must be buckled at all times.

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

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

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

### **Computer Lab Scheduling/Rules**

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

### **OCSB Telecommunication Plan and Electronic Communication Use Policy**

Telecommunication network facilities and the Internet are to be used for providing expanded learning opportunities for students and educators. The OCSB-provided access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and guidelines may result in suspension or revocation of the user's network access and other disciplinary action as found in the Okeechobee County Code of Student Conduct.



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

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

- Use of electronic mail, chat rooms, and other forms of direct electronic communication, unless specifically authorized by staff in pursuit of a legitimate educational goal;
- Unauthorized Internet, online, or other technology access, including so-called “hacking” and other unlawful activities;
- Disclosure, use, and dissemination over the Internet of personal information regarding students.
- Cyberstalking – as defined in Florida Statute means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- Cyberbullying – as defined in Florida Statute, means bullying through the use of technology or any electronic device.

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

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

### **Safety Guidelines for Students**

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

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

### **Web Publishing Policy**

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

### **Statement of Purpose**

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

1. Student Published Web Pages
  - a. Students may publish web pages on the school/district web site as part of a class or school sponsored activity with parental consent and principal approval prior to publishing.
  - b. If students develop web pages for the school they must sign a form stating that all content belongs to the school and they must have parental consent. (See the OCSB Student Web Page Permission Contract.)
  - c. Material presented on a student web site must follow the Okeechobee County School Board’s Web Publishing Guidelines.
  - d. It is the teacher’s or advisor’s responsibility to make sure that students follow the design, development and best practice guidelines defined in this policy for creating and maintaining web pages.

### **Web Site Limitations and Restrictions**

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

### **Video and Audio Podcasts**

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

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

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

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

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

**Please see our entire Okeechobee County School District Information Technology Policies and Procedures on our website at [http://www.okee.k12.fl.us/html/policies\\_and\\_manuals.html](http://www.okee.k12.fl.us/html/policies_and_manuals.html).**



# GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

## WHERE DO I GO IF I NEED HELP?

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

<b>Community Aid</b>	<b>Health &amp; Medical</b>
Call 211 – 24 hours a day. 7 days a week. This agency directs individuals to school, community and governmental resources designed to help in any situation. Simply dial the three numbers 211 on any telephone.	The Okeechobee County Health Department may assist you with any medical need or condition. See your school nurse or call 462-5819.
<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 calling the number above. (F.S. 1006.141)	Seek assistance from any adult on campus. They have been trained to get you to the right person for help depending on your situation. Call 911 or 211
<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**  
**Student Network Access Permission & Internet Safety Contract**

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

**STUDENT AGREEMENT:**

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

Yes  No

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

Yes  No

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

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

**PARENT OR GUARDIAN AGREEMENT:**

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

Yes  No

Florida Statute, 1002.22 (2) (C), provides that an educational institution may, without authorization from parents, guardians, or eligible students, release "Directory Information". Directory information includes the following: Student's name, address, telephone listing if not an unlisted number, date and place of birth, a major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by student, photographs in the school year book and similar information.

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

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

Yes  No

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

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent  
**SUBJECT:** **ADOPTION OF BOARD POLICY 4.22 ACADEMIC ACCELERATION**  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve adoption of Board Policy 4.22 Academic Acceleration.

BACKGROUND INFORMATION:

This proposed policy implements F.S. 1002.3105, *Academically Challenging Curriculum to Enhance Learning*, which outlines student opportunities to participate in accelerated learning. Advertisement of intent to adopt Policy 4.22 Academic Acceleration was approved by the School Board on June 11, 2013, and legally advertised to the public on June 12, 2013, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:

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



## **Chapter 4.00: Curriculum and Instruction**

**4.22**

### **ACADEMIC ACCELERATION**

#### **POLICY**

The School Board of Okeechobee County believes that all children are entitled to an education that is challenging and is commensurate with their abilities and needs. Therefore, students who can exceed grade level and/or subject area expectations shall be provided opportunities to participate in accelerated learning.

- I. Accelerated learning options shall include but not be limited to:
  - A. Whole grade promotion
  - B. Mid-year promotion
  - C. Virtual instruction
  - D. Subject matter acceleration
  - E. Advanced academic courses
  - F. Credit Acceleration Program
  - G. Enrichment programs
  - H. Early high school graduation
- II. All parents and students shall be notified of the opportunities for academic acceleration. Notification shall include but not be limited to:
  - A. Accelerated learning options including early graduation
  - B. Eligibility requirements
  - C. Referral process and relevant deadlines
  - D. Appeals process
  - E. Performance contracts for students who are referred by their parents
- III. Student eligibility requirements shall be established at the school and district levels. Eligibility considerations shall include those established by law and other considerations as determined by the school or district.
- IV. A student may be referred for academic acceleration by a teacher, administrator, guidance counselor, school psychologist, or parent.
- V. An evaluation committee shall be established at each school to consider all referrals for academic acceleration. The committee shall determine a student's eligibility for an acceleration program or accelerated class(es).



- VI. A parent may appeal the decision of the evaluation committee in writing if the committee does not recommend that the child is eligible to participate in academic acceleration.
- VII. A performance contract shall be developed for each student who participates in an acceleration option at the request of his/her parent. The contract shall be signed by the student, parent, and school principal.
- VIII. Provisions for academic acceleration shall be contained in the Student Progression Plan.
- IX. The district and schools shall establish procedures for the implementation of academic acceleration. The eligibility requirements, data sources to be used for evaluation, composition of the evaluation committee and methods of monitoring accelerated students shall be included in the procedures.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21, 1001.43, 1002.3105, 1002.321, 1003.4281, 1003.429, 1003.4295, F.S.

STATE BOARD OF EDUCATION RULES:

HISTORY:

Adopted:  
Revision Date(s):  
Formerly: New

©EMCS

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent  
**SUBJECT:** **ADOPTION OF BOARD POLICY 4.24 EARLY HIGH SCHOOL GRADUATION**  
**DATE:** July 9, 2013

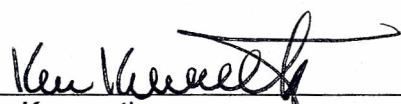
RECOMMENDATION:

That the Board approve adoption of Board Policy 4.24 Early High School Graduation.

BACKGROUND INFORMATION:

This proposed policy is required by Florida Statute and implements F.S. 1003.4281, Early High School Graduation, permitting the election of early graduation for those students have earned twenty-four (24) credits and meet graduation requirements in accordance with Florida Statutes. Advertisement of intent to adopt Policy 4.24 Early High School Graduation was approved by the School Board on June 11, 2013, and legally advertised to the public on June 12, 2013, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:

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





# The School Board of Okeechobee County

## Chapter 4.00: Curriculum and Instruction

4.24\*

### EARLY HIGH SCHOOL GRADUATION

#### POLICY

- I. A student who completes a minimum of twenty-four (24) credits and meets the graduation requirements stated in Florida Statutes, in less than eight (8) semesters or the equivalent, may elect early graduation. The District shall notify the parent and student who qualifies for early graduation.
- II. Procedures for the implementation of this policy and relevant law shall be established.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, 1003.428, 1003.4281, F.S.

STATE BOARD OF EDUCATION RULES:

HISTORY:

Adopted:

Revision Date(s):

Formerly: New

©EMCS

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** SCHOOL STARTING AND DISMISSAL TIMES FOR 2013-14  
**DATE:** July 9, 2013

RECOMMENDATION:

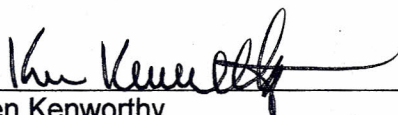
That the Board approve the starting and dismissal times for students for the 2013-14 school year as follows:

	<u>Starting Time</u>	<u>Ending Time</u>
All Elementary Schools	8:10 a.m.	2:50 p.m.
Osceola Middle School 5 <sup>th</sup> Grade	8:00 a.m.	2:35 p.m.
All Middle Schools	8:55 a.m.	3:35 p.m.
Okeechobee Freshman Campus	7:15 a.m.	1:50 p.m.
Okeechobee High School	7:00 a.m.	2:10 p.m.
Okeechobee Achievement Academy	7:15 a.m.	1:50 p.m.

BACKGROUND INFORMATION:

There is one change from last year's schedule affecting Okeechobee High School. The starting time is being changed from 7:08 a.m. to 7:00 a.m., and the ending time is being changed from 2:05 p.m. to 2:10 p.m. This will extend the instructional day at OHS so that the first semester can be completed prior to the winter break.

RECOMMENDED BY:

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

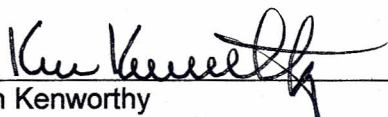


**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** DATE, TIME, AND LOCATION FOR LEGISLATIVE HEARING  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board set a date, time, and location for conducting a legislative hearing for resolution of impasse for the Instructional Personnel Contract.

RECOMMENDED BY:

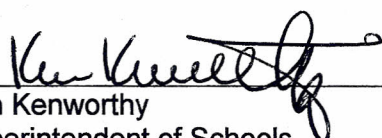
  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** APPOINTMENT OF ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES  
**DATE:** July 9, 2013

RECOMMENDATION:

That Renée Geeting be appointed as Assistant Superintendent for Instructional Services effective July 1, 2013, for the 2013-14 fiscal year.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** REVISIONS TO PERSONNEL ALLOCATIONS FOR 2013-14  
**DATE:** July 9, 2013

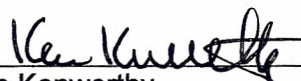
RECOMMENDATION:

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

Instructional Personnel

<u>Action</u>		<u>#</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
	✓	1	Teacher, Perm Sub	Central Elementary School	08-13-2013
✓		1	TSA, Pupil Personnel Services	Osceola Middle School	07-29-2013

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** ACCEPTANCE OF BANKING SERVICES PROPOSAL  
**DATE:** July 9, 2013

RECOMMENDATION:

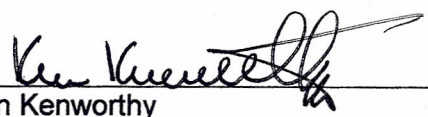
That the Board accept the proposal for District level banking services from Harbor Community Bank.

BACKGROUND INFORMATION:

The District received five (5) responses to its Request for Proposals (RFP) for District banking services. After a review and analysis of the results of these proposals by the Banking Review Committee, it was determined that Harbor Community Bank should be awarded the contact. The proposal will result in a contract for banking services for three (3) years subject to annual compliance and service evaluations. In addition, the District will have the right to extend the contract for an additional three (3) one-year terms, if so desired.

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

RECOMMENDED BY:

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



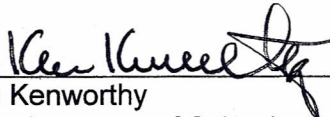
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** EMPLOYMENT OF PERSONNEL  
**DATE:** July 9, 2013

RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Barnes, Randi	Teacher, Math	Osceola Middle School	08-09-2013
Batson, Mary	Teacher, Language Arts	Osceola Middle School	08-09-2013
Burkes, Renna	Teacher, Social Studies	Okeechobee High School	08-09-2013
Ernst, Todd	Custodian II	Osceola Middle School	07-01-2013
Farmer, Dionna	Teacher, ESE	South Elementary School	08-13-2013
Jackson, Paul	Teacher, Math	Osceola Middle School	08-09-2013
Koch, Christopher	Teacher, Language Arts	Freshman Campus	08-09-2013
LaFoy, Betsey	Teacher, Elementary	South Elementary School	08-09-2013
Maciejewski, Nicole	Teacher, Elementary	Osceola Middle School	08-09-2013
Mangold, Jennifer (Out of Field)	Teacher, Reading	Yearling Middle School	08-09-2013
Miller, Alyson	Teacher, Elementary	Seminole Elementary School	08-09-2013
Mullens, Wendy	Teacher, Elementary	Seminole Elementary School	08-09-2013
Neal, Rebecca	Teacher, VE	Okeechobee High School	08-09-2013
Ochsenbine, Ashley	Food Service Assistant	North Elementary School	08-14-2013
Royal, Allison	Teacher, Elementary	Seminole Elementary School	08-09-2013
Syples, Kimberly	Teacher, Elementary	Seminole Elementary School	08-09-2013
Whitton, Leda	Custodian II	Osceola Middle School	07-01-2013

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** EMPLOYMENT OF SUMMER SCHOOL PERSONNEL  
**DATE:** July 9, 2013

RECOMMENDATION:

That the following personnel be employed for the 2013 Summer School term, pending student enrollment, at Yearling Middle School and at the following rates of pay:

Food Service - \$12.00 per hour

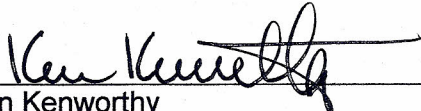
Summer Food Program will be funded by Summer Feeding.

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**Food Service**

Wharin, Rosemarie

RECOMMENDED BY:

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



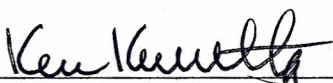
**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** RESIGNATION, TERMINATION, AND SUSPENSION OF EMPLOYMENT  
**DATE:** July 9, 2013

RECOMMENDATION:

That resignations for the following personnel be accepted:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Arvin, Michelle	Teacher, Elementary	South Elementary School	06-10-2013
Atwell, Amy	Teacher, Elementary	Central Elementary School	06-10-2013
Black, Martel	Teacher, ROTC	Okeechobee High School	06-24-2013
Blackstone, Jeffrey	Teacher, Science	Okeechobee High School	06-10-2013
Bunting, Allison	Teacher, Science	Okeechobee High School	06-10-2013
Daaku, Juliana	Teacher, ESE	Seminole Elementary School	06-10-2013
Harrison, Lisa	Teacher, Elementary	North Elementary School	06-10-2013
Hyde, Amy	Teacher, Elementary	Everglades Elementary School	06-10-2013
Lopez, Coralís	Paraprofessional, Schl Readiness Pre-K	South Elementary School	06-10-2013
McGlamory, Linda (Retirement)	TSA, Pupil Personnel Services	Osceola Middle School	10-01-2013
Olive, Robert	Teacher, Social Studies	Okeechobee High School	06-10-2013
Rackley, Aryne	Teacher, Elementary	South Elementary School	06-10-2013
Ward, Jennifer	Teacher, Media	North Elementary School	06-10-2013

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

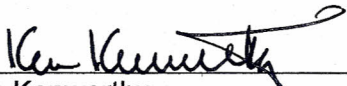
**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** TRANSFER OF PERSONNEL  
**DATE:** July 9, 2013

RECOMMENDATION:

That the following personnel transfers be approved:

<u>Name</u>	<u>Transfer From</u>	<u>Transfer To</u>	<u>Effective Date</u>
Culligan, Cathy	Bookkeeper Finance	Aide, ESE Bus (IDEA) Transportation	08-16-2013
Kotula, Teresa	Food Service Assistant Central Elementary School	Aide, ESE Guidance Clerical CES/OAA	08-13-2013
Lawson, Kati	Teacher, Elementary Osceola Middle School	Teacher, Voc. Resource Okeechobee High School	07-29-2013
Leach, Patricia (Out of Field)	Teacher, Elementary Seminole Elementary School	Guidance Counselor North Elementary School	07-29-2013
Mercurio, Brian	Teacher, Science Yearling Middle School	Teacher, DO Prev. Okeechobee Achievement Academy	08-13-2013
Moore, Douglas	Teacher, Reading Osceola Middle School	Teacher, Language Arts Okeechobee High School	08-13-2013
Mullins, Danny D.	TBA	Teacher, PE North Elementary School	08-13-2013
Nichols, Eileen (Out of Field)	Teacher, Elementary South Elementary School	Teacher, Reading Okeechobee High School	08-13-2013
Raulerson, Rebecca	TBA	Paraprofessional, Schl Readiness Pre-K South Elementary School	08-13-2013
Sanchez, Guadalupe	Paraprofessional, ESOL North Elementary School	Advocate North Elementary School	07-29-2013
Waldron, Ana	Advocate North Elementary School	Advocate Yearling Middle School	07-29-2013

RECOMMENDED BY:

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



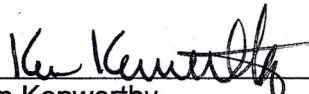
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** LEAVE REQUESTS  
**DATE:** July 9, 2013

RECOMMENDATION:

That the following leaves of absence be approved:

<u>Name</u>	<u>School</u>	<u>Leave Type</u>	<u>From</u>	<u>Through</u>
Douglas, Teresa	Osceola Middle School	Short Term	06-06-2013	08-01-2013
Walters, Susanne	Transportation	Short Term	05-06-2013	05-29-2013

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** ADDITIONS TO SUBSTITUTE TEACHER LIST FOR 2012-13  
**DATE:** July 9, 2013


RECOMMENDATION:

That the following personnel be added to the Substitute Teacher List for the 2012-13 school year.

<u>Name</u>	<u>Rank</u>
LaFoy, Betsey	III

Rank I – Less than 60 college credit hours  
Rank II – 60 or more college credit hours  
Rank III – Bachelor's degree or higher

RECOMMENDED BY:



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Ken Kenworthy  
Superintendent of Schools



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** PAYMENTS TO PERSONNEL  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve the following payments to personnel:

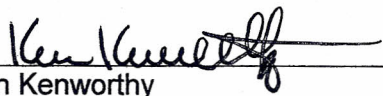
<u>Name/Group</u>	<u>Purpose</u>	<u>Rate of Pay</u>	<u>Time Period (Maximum)</u>	<u>Funding Source</u>
Instructional Personnel Guidance Counselors Paraprofessionals	Attend Positive Behavior Support Training	<u>Instructional</u> \$13.00 Per Hour <u>Non-Instructional</u> \$8.00 Per Hour	60 Hours Each for 2013-14	#4449 – IDEA Part B
All Instructional Personnel Employed In 2013-14	Eligible to Work as Homebound and/or Homebased Teachers	\$20.00 Per Hour	Assigned As Needed In 2013-14	ESE Operating Budget
Instructional Personnel Guidance Counselors Deans Paraprofessionals	Attend ESE-Related Professional Development In 2013-14	<u>Instructional</u> \$13.00 Per Hour <u>Non-Instructional</u> \$8.00 Per Hour	As Needed In 2013-14	#4449 – IDEA Part B #4442 – IDEA Pre-K ESE Operating Budget
Instructional Personnel Paraprofessionals	FCAT Tutoring	<u>Instructional</u> \$20.00 Per Hour <u>Non-Instructional</u> \$8.00 Per Hour	Assigned As Needed In 2013-14	#4449 – IDEA Part B ESE Operating Budget
Hearing Impaired Interpreters	Interpretation for Hearing Impaired Students for After School Activities In 2013-14	\$8.00 Per Hour	Assigned As Needed In 2013-14	#4449 – IDEA Part B
Tom Bonasera Gail Blount	TEAM Inservice Presenters (Techniques for Effective Aggression Management)	\$24.00 Per Hour	As Needed In 2013-14	#4449 – IDEA Part B
Mayra Talavera	Spanish Translation of ESE Documents	\$12.00 Per Hour	As Needed In 2013-14	#4449 – IDEA Part B
All Personnel Employed In 2013-14	Eligible to Work at School Athletic Program Events	Per Salary Schedule No. 34	As Needed In 2013-14	As Budget By Schools
All Personnel Employed In 2013-14	Eligible to Work as Sub Bus Drivers, Sub Custodians, Sub Food Service Workers	Per Salary Schedule No. 1A	As Needed In 2013-14	General Funds Transportation Budget Food Service Budget
Instructional Personnel Guidance Counselors Substitute Teachers Paraprofessionals Bus Drivers Sub Bus Drivers	Attend Staff Development Trainings/Workshops (as approved by Coordinator of Staff Development)	<u>Instructional</u> \$13.00 Per Hour <u>Non-Instructional</u> \$8.00 Per Hour	100 Hours Each for 2013-14	#4421 – Title II Part A #4190 – Race To The Top

<u>Name/Group</u>	<u>Purpose</u>	<u>Rate of Pay</u>	<u>Time Period (Maximum)</u>	<u>Funding Source</u>
All Personnel Employed In 2013-14	Eligible for Temporary Employment in After-School Programs/Tutorials	As Determined by Each Program's Specifications and/or Salary Schedules 30 & 33	As Needed In 2013-14	#1466 – SAI #4417 – Title I Migrant #4431 – Title I Part A #4401 – Title III ELL #4449 – IDEA #4435 – Title I School Improvement #4455 – Title VI Rural & Low Income
Vicki Davenport Pat DeVoss Carmen Leon Patricia Lopez	Migrant Summer Camp	\$12.00 Per Hour	6 Hours Per Day 6/10/13 – 6/27/13	#4317 – Title I Migrant
Joseph Szentmartoni Steve Szentmartoni			6 Hours Per Day 6/10/13 – 6/28/13	#4317 – Title I Migrant
			5 Hours on 7/1/13	#4417 – Title I Migrant
Shirley Brown Joyce Claypool Michelle Coleman Catherine Farless Marcie Farrell Christine Finch Eida Garcia Pam Gaucin Allen Mayernick Maria Medrano Erik Rios Anayeli Solis Delores Torres Robert Walsh Ruth Yeilding	Migrant Summer Camp	\$20.00 Per Hour	6 Hours Per Day 6/10/13 – 6/27/13	#4317 – Title I Migrant
Jorge Botello Clint LaFlam Debbie Raulerson Karen VanBeek			6 Hours Per Day 6/10/13 – 6/28/13	#4317 – Title I Migrant
			5 Hours on 7/1/13	#4417 – Title I Migrant
Flerida Algarin Tina Grant Isaura Henry Guadalupe Sanchez Mayra Talavera Elmo Urbina Elida Villalpando Ana Waldron	Assist Migrant Students and Families with Translation	\$12.00 Per Hour	30 Hours Each	#4417 – Title I Migrant
Bridgette Buerhly Heather Pope	Seminole Elementary Kindergarten Screening	\$20.00 Per Hour	5 Hours Per Day 6/13/13 – 6/14/13	#4331 – Title I Schoolwide
Beth Box	Facilitate 7th Grade Civics Summer Program for Students	\$20.00 Per Hour	50 Hours	#4431 – Title I Part A
Bonnie Roehm	North Elementary Summer Library Program	\$8.00 Per Hour	3 Hours Per Day 6/18/13 – 6/28/13	#4331 – Title I Schoolwide
Bonnie Roehm	North Elementary Summer Library Program	\$8.00 Per Hour	3 Hours Per Day 7/8/13 – 8/9/13	#4431 – Title I Schoolwide
Heather Gillis	Produce Scholarship Booklet	\$13.00 Per Hour	13 Hours	OHS Budget (6100-1300)

<u>Name/Group</u>	<u>Purpose</u>	<u>Rate of Pay</u>	<u>Time Period (Maximum)</u>	<u>Funding Source</u>
3 Teachers Seminole Elementary	Family Summer Reading Project	\$20.00 Per Hour	10 Hours Each	#4331/4431 – Title I Part A
6 Teachers Seminole Elementary	Develop Parent Involvement Plan	\$13.00 Per Hour	15 Hours Each	#4431 – Title I Part A
Chris Bowen Clint LaFlam Courtney LaFlam Regan VanNess	Summer Band Camp 7/29/13 – 8/9/13	\$20.00 Per Hour	100 Hours 100 Hours 100 Hours 58 Hours	OHS Budget

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

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** K-12 COMPREHENSIVE READING PLAN  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve the K-12 Comprehensive Reading Plan for the 2013-14 school year with a budget of \$387,606.00.


BACKGROUND INFORMATION:

The district must submit an updated comprehensive plan prior to beginning of each school year. Components include leadership, professional development, and a specific plan for elementary, middle, and high schools. Updates to the plan include changes in the materials being utilized in reading classes, personnel involved in reading instruction, and language addressing text complexity. Funds from this project are used for salaries for reading teachers at the secondary level and reading materials at the elementary schools and at the high school. The plan is included in Board member agendas. A complete plan, including referenced charts, is available upon request in the office of the Assistant Superintendent for Instructional Services. All professional development shall comply with provisions in the negotiated personnel agreements.

STRATEGIC PLAN:

Goal #1, Objectives B. and C.

RECOMMENDED BY:

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

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** REVISION TO SCHOOL HEALTH SERVICES PLAN – MEDICATION POLICY  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve a revised Medication Policy for school clinics, which is a part of the 2012-14 School Health Services Plan approved by the School Board on September 6, 2012.


BACKGROUND INFORMATION:

The recommended medication policy was reviewed by the School Health Advisory Council. On June 1, 2013, several recommendations were approved by the Council that will improve readability, provide more clarity for school health staff, advise parents of procedures for disposal of medication, and define the type and strength of over-the-counter medications that are available in the clinic. A summary of changes and a draft copy of the medication policy and forms are included in Board member agendas and are available upon request from the Director of Student Services. The complete 2012-14 Health Services Plan is also available from the Director of Student Services.

STRATEGIC PLAN:

Goal #4, Objective C.; Goal #3, Objective B.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** STANDARD PURCHASE AND LICENSE TERMS AGREEMENT WITH EDMENTUM, INC.  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve a Standard Purchase and License Terms Agreement with Edmentum, Inc. for software license rights and professional development for web-based, computer-assisted curriculum at all schools at a cost of \$115,200.00 per year for a 3-year period.

BACKGROUND INFORMATION:

This is a renewal for continuation of the Plato Learning System, which is now operated by Edmentum, Inc. Funding for this agreement is from District funds.


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

A copy of the agreement is included in Board member agendas and is available upon request in the Superintendent's office.

STRATEGIC PLAN:

Goal #1, Objectives B. and C.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH HOSPICE OF OKEECHOBEE, INC.  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve an agreement with Hospice of Okeechobee, Inc. for student mental health services effective August 1, 2013, through July 31, 2014.

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 Coordinator of Exceptional Student Education. The agreement is included in Board member agendas and is available upon request in the office of the Coordinator of Exceptional Student Services.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH SUNCOAST MENTAL HEALTH CENTER, INC.**  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve an agreement with Suncoast Mental Health Center, Inc. for behavior management effective August 1, 2013, through July 31, 2014.

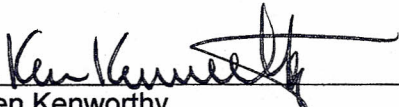
BACKGROUND INFORMATION:

This is a renewal agreement. Referrals for services are made by school psychologists or guidance counselors to school social workers who then contact the agency. There are no fees assessed to the School District unless there are special circumstances approved by the Coordinator of Exceptional Student Education or Director of Grants and Special Programs. Special circumstance services are paid from IDEA (4449) for non-Medicaid students or Title I, Part C (4417). Otherwise, Suncoast Mental Health Center bills Medicaid for the services they provide. The agreement is included in Board member agendas and is available upon request in the office of the Coordinator of Exceptional Student Services.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH PROFESSIONAL THERAPY OF TREASURE COAST, INC.  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve an agreement with Professional Therapy of Treasure Coast, Inc. to provide occupational therapy services for ESE students effective August 1, 2013, through July 31, 2014.

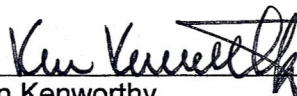
BACKGROUND INFORMATION:

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

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH C. F. PHYSICAL THERAPY, INC.,  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve an agreement with C.F. Physical Therapy, Inc. (aka Physical Therapy of Okeechobee) to provide physical therapy services for ESE students effective August 1, 2013, through July 31, 2014.

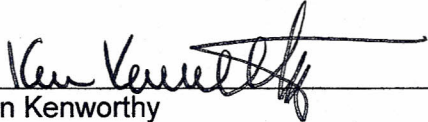
BACKGROUND INFORMATION:

This is a renewal agreement with no changes. Medicaid will be billed for reimbursement of services. The agreement is included in Board member agendas and is available upon request in the office of the Coordinator of Exceptional Student Education.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH EAST COAST MIGRANT HEAD START PROJECT, INC.  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve an agreement with East Coast Migrant Head Start 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, 2013, through July 31, 2014.

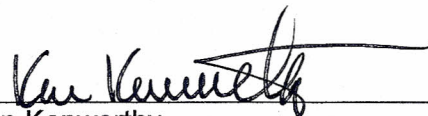
BACKGROUND INFORMATION:

This is a renewal agreement. The agreement is included in Board member agendas and is available upon request in the office of the Coordinator of Exceptional Student Education.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** CONTRACT WITH TREASURE COAST SPEECH-LANGUAGE PATHOLOGY, LLC  
**DATE:** July 9, 2013

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, 2013, through July 31, 2014.

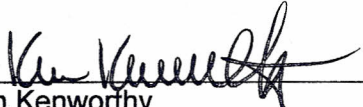
BACKGROUND INFORMATION:

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

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH JACQUE HAYES  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve an agreement with Jacque Hayes, Consultant for the Visually Impaired, effective August 1, 2013, through July 31, 2014.


BACKGROUND INFORMATION:

This is a renewal agreement. Mrs. Hayes will provide consultant services for students identified as Visually Impaired and for a first year teacher of the Visually Impaired students. This will be paid from county funds generated by FTE. The agreement is included in Board member agendas and is available upon request in the office of the Coordinator of Exceptional Student Education.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** COLLABORATIVE AGREEMENT WITH ECONOMIC OPPORTUNITIES COUNCIL OF INDIAN RIVER/OKEECHOBEE COUNTIES HEAD START  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve a collaborative agreement with Indian River/Okeechobee Counties Head Start for the District to provide services to children with disabilities, ages 3-5, enrolled in the Indian River/Okeechobee Counties Head Start centers located in Okeechobee County during the 2013-14 fiscal year.

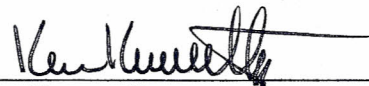
BACKGROUND INFORMATION:

This is a renewal agreement. The School District is required by IDEA to provide these services, and there is no exchange of funds. The agreement is included in Board member agendas and is available upon request in the office of the Coordinator of Exceptional Student Education.

STRATEGIC PLAN:

Goal #3, Objective B.

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent  
**SUBJECT:** CONTRACT WITH G4S FOR EDUCATIONAL SERVICES AT DJJ FACILITIES  
**DATE:** July 9, 2013

RECOMMENDATION:


That the Board approve a contract with G4S Youth Services, LLC, for educational services at the Department of Juvenile Justice facilities as shown:

- 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 2013-14 school year. The contract is included in Board member agendas and is available upon request in the office of the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:

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



**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** IDEA PART B AND PART B PRESCHOOL GRANT APPLICATIONS FOR 2013-14  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve the IDEA Part B and Part B Preschool Grant applications for the 2013-14 school year as follows:

- IDEA Part B - \$1,574,458.00 (including estimated roll forward)
- IDEA Part B Preschool - \$105,805.00 (including estimated roll forward)

BACKGROUND INFORMATION:

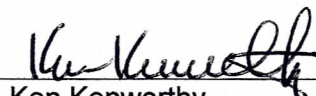
Part B – Funds are used to employ staff such as a Coordinator of Exceptional Student Education (ESE), Secretary to Coordinator of ESE, Staffing Specialists, Bus Paraprofessionals, Behavior Interventionists, Behavior Monitors, Personal Assistants, and Diagnosticians. Contracts for specialized services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

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

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

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

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** TITLE II PART A GRANT APPLICATION FOR 2013-14  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve the Title II Part A Teacher and Principal Training and Recruiting Fund Grant application in the amount of \$375,420.00, including estimated roll forward, for the 2013-14 fiscal year.

BACKGROUND INFORMATION:

Title II is a federally funded grant executed by the state.

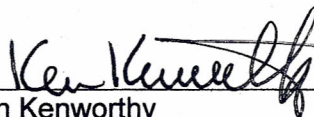
A districtwide needs assessment was conducted using input from various sources including parents, instructional and non-instructional school staff, administrators, and community leaders. These funds are being requested for the following uses:

- Funding for Reading Coaches for middle and high schools
- Funding for Coordinator of Staff Development
- Funding for Secretary of Staff Development
- Funding for Instructional Technology Coordinator
- Providing staff development activities that improve the knowledge of teachers and principals in areas such as Common Core Standards, literacy strategies, instructional leadership, classroom management, data analysis skills, assessment strategies, positive parent involvement, application of educational technology, curriculum integration and alignment, communication skills, school safety, and addressing the broad spectrum of students' needs.
- Providing teacher mentoring and training
- Training leading to the development of cadres of highly-qualified teachers at each school
- Providing alternative certification opportunities for professionals from other fields

All professional development included in this grant shall comply with provisions in the negotiated personnel agreements.

Budget and narrative information from the grant application is included in Board member agendas. A complete copy of the grant is available upon request in the office of the Coordinator of Staff Development.

RECOMMENDED BY:

  
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Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** TITLE III, PART A, ENGLISH LANGUAGE ACQUISITION GRANT APPLICATION  
**DATE:** July 9, 2013

RECOMMENDATION :

That the Board approve the Title III, Part A, English Language Acquisition Grant application in the amount of \$128,032.40 for the 2013-14 project year.

BACKGROUND INFORMATION:

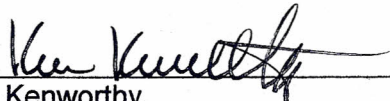
This is a renewal grant application. Funding of this entitlement grant is provided to supplement services for students identified as English Language Learners (ELLs). The 2013-14 Title III Grant will target the needs of the ELLs in accordance with Section 3111(c)(d) of Title III, No Child Left Behind Act of 2001. The funds will be used to increase the language proficiency of these students by providing supplemental curricula/software, tutorial services, professional development and family outreach. In addition, these funds provide the ELL Advocate for Okeechobee High School. All professional development shall comply with provisions in the negotiated personnel contracts.

The certification and budget are included in Board member agendas. The complete application is available upon request in the office of the Director of Student Services.

STRATEGIC PLAN:

Goal #1, Objective C.

RECOMMENDED BY:

  
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Ken Kenworthy,  
Superintendent of Schools



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **TITLE III, PART A, ENHANCED INSTRUCTIONAL OPPORTUNITIES FOR RECENTLY ARRIVED IMMIGRANT CHILDREN AND YOUTH, GRANT APPLICATION FOR 2013-14**  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve the Title III, Part A, Enhanced Instructional Opportunities for Recently Arrived Immigrant Children and Youth Grant application in the amount of \$18,049.29 for the 2013-14 project year.

BACKGROUND INFORMATION:

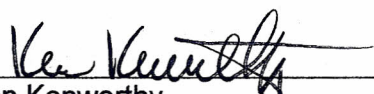
Funding of this entitlement grant is provided to supplement services for students identified as Recently Arrived Immigrant Children and Youth. The 2013-14 Title III Grant will target the needs of the Recently Arrived Immigrant Children and Youth in accordance with Title III, No Child Left Behind Act of 2001. The funds will be used to enhance the transition of immigrant children and youth into American society through tutorial services, professional development and family outreach. All professional development shall comply with provisions in the negotiated personnel contracts.

The certification and budget are included in Board member agendas. The complete application is available upon request in the office of the Director of Student Services.

STRATEGIC PLAN:

Goal #1, Objective C.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** ANNUAL INSPECTION OF EXISTING RELOCATABLE BUILDINGS  
**DATE:** July 9, 2013

RECOMMENDATION:

That the Board approve the Annual Inspection of Existing Relocatable Buildings submitted for the School District of Okeechobee County.

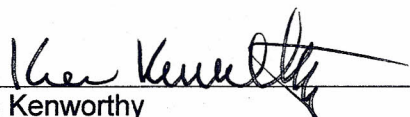
BACKGROUND INFORMATION:

The inspector's summary letter and inventory listing are included in Board member agendas. Individual inspection records are available upon request in the office of the Director of Operations.

STRATEGIC PLAN:

Goal #4, Objective A.

RECOMMENDED BY:

  
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Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy Superintendent of Schools  
**SUBJECT:** PETROLEUM PRODUCTS BID  
**DATE:** July 9, 2013

RECOMMENDATION:


That the Board approve a two (2) year Bid for Petroleum Products with Glover Oil Company, Inc. and Port Consolidated, Inc. as recommended and accepted by the City of Port St. Lucie, the lead agency for the Co-Op Bid for Diesel, Gasoline, Heating and Emergency Generator Fuel.

BACKGROUND INFORMATION:

This is a two (2) year bid with an option to renew for three (3) additional one (1) year periods. The Co-Op agencies bid jointly for petroleum products to take advantage of volume pricing. These agencies include: Okeechobee County Schools, City of Port St. Lucie, St. Lucie County School Board, City of Vero Beach, St. Lucie Board of County Commissioners, Martin County Board of County Commissioners, Martin County School District, Town of Jupiter Island, St. Lucie County Fire District, Martin County Sheriff's Office, and Town of Indian River Shores.

A Bid Tabulation Report is included in Board member agendas. The complete bid documents are available upon request from the Transportation Office.

RECOMMENDED BY:

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



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** MONTHLY FINANCIAL STATEMENT FOR MAY, 2013  
**DATE:** July 9, 2013

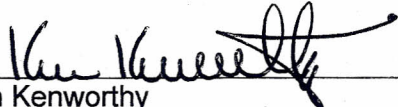
RECOMMENDATION:

That the Monthly Financial Statement for May, 2013, 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 in the office of the Director of Finance.

RECOMMENDED BY:

  
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Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** BUDGET AMENDMENT #11 FOR MAY, 2013  
**DATE:** July 9, 2013

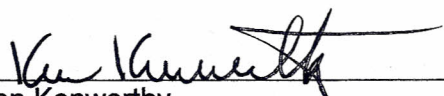
RECOMMENDATION:

That Budget Amendment #11 for May, 2013, be approved.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

  
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Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **WARRANT REGISTER FOR JUNE, 2013**  
**DATE:** July 9, 2013

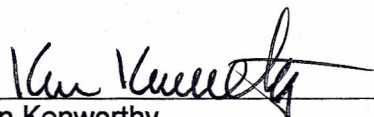
RECOMMENDATION:

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

General Disbursement Account – Warrants #145540 thru #145878

Operating General Fund	\$ 1,287,597.29
Federal Programs Fund	340,658.08
Food Service Fund	107,623.20
Capital Improvement Fund	<u>49,872.00</u>
Total	\$ 1,785,750.57

RECOMMENDED BY:

  
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Ken Kenworthy  
Superintendent of Schools