



Vision

*Achieving Excellence:
Putting Students First*

Mission

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

Core Values

Perseverance

Respect

Integrity

Dependability

Ethics

SCHOOL BOARD OF OKEECHOBEE COUNTY

AGENDA FOR REGULAR MEETING

JULY 11, 2017

6:00 P.M.

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

I. Call to Order

- A. Prayer
- B. Pledge of Allegiance

II. Recognition Items

- A. Student Recognition
 - ★ OHS FFA Meat Judging Team
 - ★ OHS FFA Vegetable Judging Team
 - ★ OHS FFA Conduct of Meetings Team
 - ★ FFA District 12 President
- B. Community Recognition
 - ★ 2017 Commissioner's Business Recognition Award
 - MidFlorida Credit Union
- C. Staff Recognition
 - ★ Dr. Brian Dassler Leadership Academy Graduates
 - Leslie Lundy, Principal, Everglades Elementary School
 - Carol Revels, Senior Administrator, OHS/Freshman Campus
 - Dylan Tedders, Principal, Okeechobee High School
 - ★ Retirements
 - Marilyn Crowell, Custodian, South Elementary School
 - Faith Gerhardt, Food Service, Okeechobee High School

-----**SCHEDULED RECESS**-----

III. Approval of Minutes

- Special Facilities Pre-Application Site Visit June 5, 2017
- Meeting of June 13, 2017

IV. Presentation

- Human Resources PresentationSherry Wise, Director of Human Resources

V. Items for Action

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- B. Adoption of Board Policy 6.501 Conflict of Interest in Purchasing 2
- C. Adoption of Board Policy 8.43 Unpaid Meal Policy 3
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SCHOOL BOARD OF
OKEECHOBEE COUNTY

AGENDA FOR
REGULAR MEETING
JULY 11, 2017

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VII. Information Items:

- A. Superintendent
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A School Board meeting for consideration of proposed millage rates and the 2017-18 budget for advertisement will be held on Thursday, July 20, 2017, at 6:00 p.m. The School Board will conduct a public hearing on the proposed millage rates and the 2017-18 budget on Thursday, July 27, 2017, at 6:00 p.m. The next regular School Board meeting is Tuesday, August 15, 2017 (special date), at 6:00 p.m.

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

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADOPTION OF BOARD POLICY 5.202 POSTSECONDARY ENROLLMENT PROGRAMS**
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve adoption of School Board Policy 5.202 Postsecondary Enrollment Programs.

BACKGROUND INFORMATION:

The proposed adoption of Policy 5.202 is required based on changes in statutes. Advertisement of intent to adopt Policy 5.202 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The proposed policy adoption is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.202

POSTSECONDARY ENROLLMENT PROGRAMS

POLICY

- I. The School Board recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities. The Superintendent will annually develop/revise articulation agreements jointly with postsecondary institutions to provide a comprehensive articulated acceleration program including, but not limited to, dual enrollment and early admission programs.
- II. The Board will approve participation by students in grades 10, 11, and 12 who meet the State Board of Education's criteria, to enroll in approved postsecondary programs while in attendance in the District. Students will be eligible to receive secondary credit for completing courses contained in any of these programs. Such credit will count toward graduation requirements.
- III. No student may participate without the written consent of parents and the high school principal.
- IV. Annually all secondary school students and their parents shall be informed of the options available to the students for dual enrollment as an educational option and mechanism for acceleration.
- V. The postsecondary education institution will assign a letter grade for the student's work in the course, and the District will be responsible for posting dual enrollment course grades as assigned by the postsecondary institution to the high school transcript. The Superintendent shall also establish the necessary procedures to comply with State law and ensure that it is properly communicated to both students and their parents.
- VI. The District shall deny high school credit for any portion of postsecondary courses which are taken during the period of a student's expulsion. Any District student who is expelled is not eligible for enrollment or continuation in postsecondary courses during the period of expulsion except as determined by mutual agreement between the District and the college or university.

STATUTORY AUTHORITY:	<u>1001.41, 1001.42, F.S.</u>	
LAWS IMPLEMENTED:	<u>1007.27, 1007.271, F.S.</u>	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	<u>07/11/2017</u>
	Revision Date(s):	
	Formerly:	<u>NEW</u>
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To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **ADOPTION OF BOARD POLICY 6.501 CONFLICT OF INTEREST IN PURCHASING**
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve adoption of School Board Policy 6.501 Conflict of Interest in Purchasing.

BACKGROUND INFORMATION:

The proposed adoption of Policy 6.501 reflects the new Florida Administrative Code. Advertisement of intent to adopt Policy 6.501 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The proposed policy adoption is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 6.00: Personnel

6.501

Conflict of Interest in Purchasing

POLICY

- I. No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a material interest. No business in which an employee holds ownership or material interest shall provide either directly or indirectly purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.

- II. This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and, when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.

STATUTORY AUTHORITY:	1001.41, 1012.22, 1012.23, F.S.	
LAWS IMPLEMENTED:	112.313, 1001.43, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-10.081	
HISTORY:	Adopted:	07/11/17
	Revision Date(s):	
	Formerly:	
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To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADOPTION OF BOARD POLICY 8.43 UNPAID MEAL POLICY**
DATE: July 11, 2017

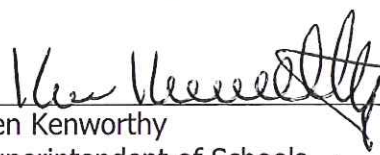
RECOMMENDATION:

That the Board approve adoption of Board Policy 8.43 Unpaid Meal Policy.

BACKGROUND INFORMATION:

The proposed adoption of Board Policy 8.43 is required based on changes in statutes. Advertisement of intent to adopt Policy 8.43 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The proposed policy adoption is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 8.00: Auxiliary Services

8.43

UNPAID MEAL POLICY

POLICY

The School Board of Okeechobee County is sensitive to the fact that its Child Nutrition Program must provide for all students. The District must maintain financial viability of the food service operation knowing that some students may lack the means to pay for meals. The Board is committed to supporting the following guidelines to address student unpaid meal charges.

ADMINISTRATIVE GUIDELINES STATEMENT:

- I. The Child Nutrition Program (CNP) shall be responsible for tracking all student meal charges, the amounts associated with the meal charges and the date the charge was incurred. History Reports will be supplied to parents/guardians and/or school principals, social workers and guidance counselors on demand when it pertains to the collection of lunchroom debt by the Food Service Manager (FSM).
- II. FSM shall be the first point of contact by sending the family a copy of the Unpaid Meal Charge Policy, a free and reduced lunch application and a copy of the low/negative balance report and making the initial phone call to a student's family who is found to have a negative account over \$10.00.
- III. If the FSM is unsuccessful in reaching the family, or the contact did not result in the account being paid in full, the Child Nutrition Office will send an automated call to the home using Skyward School Messenger.
- IV. If the call from Skyward School Messenger does not result in the account being paid in full, the CNP will forward student negative balance of all student meal charges to the School Principal. Additional efforts can be made by the School Administrative Office.
- V. When all attempts listed above have been exhausted, with no resulting payment, the Cafeteria Manager will send the family an additional copy of the Unpaid Meal Charge Policy and negative balance report. It is a requirement of the Healthy Hungry Free Kids Act (HHFKA, Public Law 111-126; December 13, 2010) that the current policy be given to parents/guardians at the start of each school year, to families transferring to the school mid-year, on the District website and throughout the school year. It is also a requirement that the policy be provided to all school or district-level staff responsible for enforcement. This includes, school food service professionals, principals, staff involved in notifying families, social workers, school nurses, liaisons for homeless, migrant, and runaways at a minimum.
- VI. The Principal and the Child Nutrition Supervisor are encouraged to work together to fill out and approve a Free & Reduced Lunch Form on behalf of the student whose debt continues to rise and where contacts to the family have gone unanswered. This should be done on a case-by-case basis.

UNPAID MEAL CHARGE POLICY:

The Okeechobee County School Board (OCSB) is concerned that all students receive the nutrition they need to stay focused during the school day. The School Board does not wish that any student be singled out for the inability to pay for meals. The School Board also understands that OCSB Child Nutrition Program must maintain the financial integrity of the nonprofit school food service account. The Board puts the following Unpaid Meal Charge Policy into effect:

- I. When a student does not have the funds to cover a reimbursable meal, the meal chosen by the student will be served and the account debited. No alternate meal will be served at this point. The student's account will be debited the cost of the meal. In order to save the student from public embarrassment, he/she will not be informed of the incurred debt while in the lunch line. At a debt level of \$10.00, a low balance notification, Unpaid Meal Policy and a Free & Reduced Lunch Form will be sent home to the parents via the student, placed in a blank white envelope to avoid overt identification and delivered to the student via the school administrative office. A phone call will also be made to the parent/guardian when the student reaches a debt level of \$10.00.
- II. Every effort will be made to inform the parent/guardian of the need to replace unpaid meal charges by the Cafeteria, the Child Nutrition Program and the School Administration.
- III. Students who have debt will not be allowed to purchase a la carte foods.
- IV. There will be no ceiling debt level before which a student is declined a meal. However, an alternate meal not of the student's choice will be served after debt has exceeded \$50.00.
- V. Student debt will "follow" the student from school-to-school and year-to-year until paid. Students will be required to have any debt \$20.00 or more paid in full before participating in special school activities and programs such as field trips unrelated to the curriculum and field day, etc. and before participating in graduation. The Child Nutrition Program will be responsible for sending letters on District letterhead in the month of January and again in April to the parents of all seniors whose lunch accounts are negative. The parent/guardian of all students, whose accounts are not paid by May 1, will be notified by the High School administrative office that their student will not be able to "walk" at graduation without full payment of all school debt. A payment plan can be arranged.

STATUTORY AUTHORITY:	1001.42, 1001.43, F.S.	
LAWS IMPLEMENTED:	570.98, 570.981, F.S.	
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULES:	5P-1.004	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	
	Formerly:	F-25
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To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent

SUBJECT: **AMENDMENT OF BOARD POLICY 2.40 SCHOOL IMPROVEMENT, EDUCATION
ACCOUNTABILITY AND SCHOOL ADVISORY COUNCIL**

DATE: July 11, 2017

RECOMMENDATION:

That the Board approve amendment of Board Policy 2.40 School Improvement, Education Accountability and School Advisory Council.

BACKGROUND INFORMATION:

The revision is necessary and adds a citation. Advertisement of intent to amend Policy 2.40 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 2.40 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 2.00: School Board Governance and Organization

2.40*+

SCHOOL IMPROVEMENT, EDUCATION ACCOUNTABILITY AND SCHOOL ADVISORY COUNCIL

POLICY

The School Board shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Florida Statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform to the provisions of planning and budgeting as required by Florida Statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

The system shall include, but not be limited to the following components:

I. School Improvement Plans which are adopted for each District school.

Each District school shall develop and present to the Superintendent, by the date set by the Superintendent, an initial, individual School Improvement Plan for consideration by the School Board. The approved plan shall be implemented the next school year.

- A. The plan shall be designed to achieve the State education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Florida Statutes.
- B. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures including adequate measures of individual student performance. Specific school safety and discipline strategies and other academic-related issues may be included.
- C. The plan for each District school shall be approved annually and shall be implemented as a new, amended, or continued School Improvement Plan.
- D. The plan shall be developed by School Board employees in each District school in conjunction with the School Advisory Council.
- E. Each school plan shall meet the requirements of Florida Statutes.

II. An approval process.

The District process for initial approval and subsequent annual approvals of School Improvement Plans shall provide for each School Improvement Plan to be reviewed and approved or disapproved by the School Board. The Superintendent shall refer any disapproved School Improvement Plans to the ~~proper agency as required by law~~ [Department of Education](#).

- A. A two-year individualized assistance and intervention plan for schools that do not meet or make adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved School Improvement Plan.
- B. The District notification procedures to the Commissioner of Education and the State Board of Education which identifies any school that has completed a two-year individualized assistance and intervention plan without making adequate progress in satisfying the goals and standards of its approved school improvement plan.
- C. A communication program, to inform the public about student performance and educational programs in District and school reports.
- D. Funds for schools to develop and implement School Improvement Plans.
- E. Reporting Procedures

1. To provide the Department of Education with annual feedback on the progress of implementing and maintaining a system of school improvement and education accountability. Items specified in Section 1001.42, Florida Statutes, shall be included in all feedback reports.

~~A reporting procedure as required by law on the progress of implementing and maintaining a system of school improvement and education accountability.~~

2. To provide parents with the school financial report including the average amount of money spent per student per school.

III. The School Board authorizes the establishment of a School Advisory Council in each District School to serve in an advisory capacity to the Principal, assist in the enhancement of school site decision-making, and assist in the development of the educational program and in preparation and evaluation of the School Improvement Plan required pursuant to Florida Statutes. The Superintendent shall develop guidelines pursuant to Florida Statutes to assist School Advisory Councils in order to ensure their active role in school site decision-making. School Advisory Councils shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the district and/or school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules, or regulations.

- A. Composition and Selection of Councils – Council members shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives
 - 1. Members shall be representative of the ethnic, racial, and economic community served by the Council.
 - 2. Student representation shall be required for School Advisory Councils established at vocational-technical centers and high schools and may be included for School Advisory Councils serving middle and junior high schools. Student representation shall not be required for School Advisory Councils serving elementary schools.
 - 3. The term *education support employees* as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal work week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.
 - 4. The term *teacher* as used herein shall include classroom teachers, certified student services personnel, and media specialists.
 - 5. A majority of members must be persons who are not employed at the school.

6. *Appropriately balanced* as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal. The size of the School Advisory Council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the operational guidelines adopted by each School Advisory Council.
- B. Selection of Council Members – New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
1. The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the established procedures of the School Advisory Council.
 - a. A teacher(s) shall be elected by teachers;
 - b. An education support employee(s) shall be elected by education support employees.
 - c. A student(s), when appropriate, shall be elected by students; and
 - d. A parent(s) shall be elected by parents.
 2. The School Advisory Council shall select a business and community member(s) to serve on the School Advisory Council after reviewing the list of nominees prepared by the school principal.
 - a. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each School Advisory Council.
 - 1) The school principal shall seek candidates who are interested in making a commitment to participate on the School Advisory Council by representing businesses and the community.
 - 2) Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
 - 3) The school principal shall prepare a list of individuals seeking nomination to the School Advisory Council and shall present the list to the School Advisory Council for selecting the business and community representative(s).
 - b. Subsequent to the initial selection as described in subsection II.B.2.a. herein, the operational guidelines of the School Advisory Council shall set forth procedures for nominating business and community representatives to serve on the School Advisory Council.
 3. The Principal shall submit the list of council members to the Superintendent for review of each school to determine compliance with subsection II.A. herein. The membership list shall contain the name of each council member and the peer group which is being represented by each member.
- C. Confirmation of the School Advisory Council – The Superintendent shall submit to the School Board for review and approval the membership list for each School Advisory Council in the District. The School Board shall determine if a School Advisory Council meets criteria specified in subsection II.A. herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the School Advisory Council.
- D. Responsibilities of Councils – Each School Advisory Council shall:

1. Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance.
 2. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; collaboratively define adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress.
 3. Review the results of any needs assessments conducted at the school.
 4. Monitor students' and the school's progress in attaining goals, and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures.
 5. Prepare and distribute information regarding the status of implementing the School Improvement Plan and progress in accomplishing the school goals to the public and to other schools whose students come from the same geographical neighborhoods.
 6. Assist in the preparation of the annual school report which includes the key data elements approved by the State Board of Education.
 7. Provide input on use of School Improvement funds.
 8. Provide such assistance as the Principal may request in preparing the school's annual budget.
- E. Operation of School Advisory Council – Operational bylaws shall be established and mutually agreed upon by members of the School Advisory Council. The bylaws shall contain procedures required by Florida Statutes and shall include, but not be limited to:
1. A procedure for determining officers and a definition of their terms of office and duties shall be established in operational guidelines.
 2. The length of service for School Advisory Council members shall be defined in operational guidelines. A staggered length of service shall be considered to assist in the orientation of new members.
 3. The schedule of meetings including date, time, and place of the meetings shall be mutually agreed upon by members of the School Advisory Council. This schedule shall reflect consideration for the attendance of members of the school community at large.
 4. The attendance of members at School Advisory Council meetings is essential. Procedures for encouraging attendance of all members at scheduled meetings shall be established in the operational guidelines.
 5. Meetings of the School Advisory Council shall be announced to the school community at least forty-eight (48) hours in advance of the scheduled meeting.
 6. Members of the School Advisory Council shall be notified three (3) days in advance, in writing, of any matter that is scheduled before the council for a vote.
 7. All meetings of the School Advisory Council shall be open and public.
 8. The School Advisory Council shall maintain records of meetings.
 9. The School Advisory Council shall be in compliance with Florida's Government in the Sunshine Law and Public Records Law.
- F. School Improvement Plan – A School Advisory Council shall annually assist in the preparation of a new, amended, or continuation School Improvement Plan.

1. Content of School Improvement Plan – A School Improvement Plan shall support the intent of Florida’s goals and standards and include a vision or mission statement, the goals of the school, indicators of school and student progress, strategies and evaluation procedures to measure student performance. Needs assessment data that includes key data elements shall be reviewed when establishing school priorities. Adequate progress shall be defined for each school goal.
2. Approval of School Improvement Plan – Each Principal shall annually submit a new, amended, or continuation School Improvement Plan to the School Board for approval.
3. Dispute Resolution Process
 - a. The school principal, with assistance from the School Advisory Council, shall prepare a draft School Improvement Plan and present it to a District Advisory Council appointed by the Superintendent for review.
 - b. The District Advisory Council and Superintendent will offer comments and suggestions and indicate whether any changes are required in order to obtain the endorsement of the District Advisory Council or Superintendent. Failure to make the required changes will result in a recommendation to the School Board to reject the plan.
 - c. The Principal, with assistance from the School Advisory Council, will complete the plan and submit to the School Board for approval.
 - d. The Board will review and approve or disapprove each plan. If the Board decides not to approve a plan, it will inform the Principal and School Advisory Council of the elements within the plan found to be problematic and recommendations for change which would enable the plan to be approved, and direct the Superintendent or designee to work with the school principal and School Advisory Council to revise the plan. The plan will then be resubmitted for School Board approval.
 - e. Should the School Board decide not to approve the revised plan, the Florida Department of Education and Accountability Commission will be asked to provide assistance to the Principal and School Advisory Council. The Principal will then submit a revised plan to the School Board for approval. This step will be repeated until a plan is approved.
4. Implementation of School Improvement Plan
 - a. The School Advisory Council shall report progress in meeting the goals of the School Improvement Plan. The end-of-the-year report shall affirm the satisfactory implementation of the plan.
 - b. Should a school not make adequate progress in more than one goal area as determined by the definition of adequate progress included in the School Improvement Plan, the School Board shall develop a three-year plan of assistance and intervention. The status of schools not making adequate progress shall be reported annually to the Department of Education by the School Board.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	24.121(5)(c), 1000.21 , 1001.10, 1001.42, 1001.43, 1001.452, 1002.20 , 1003.413, 1008.33, 1008.345, 1008.385, 1010.01, 1011.01, 1012.01 , F.S.	
STATE BOARD OF EDUCATION RULES:		
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	11/17/1998, 01/08/2002, 04/20/2004, 04/13/2006, 06/12/2007, 07/11/2017
	Formerly:	G-4, G-11, G-44
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To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 3.90 CHARTER SCHOOLS**
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve amendment of Board Policy 3.90 Charter Schools.

BACKGROUND INFORMATION:

The revision is necessary based on changes in statutes. Advertisement of intent to amend Policy 3.90 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 3.90 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 3.00: School Administration

3.90

CHARTER SCHOOLS

POLICY

The purpose of this policy is to ensure the highest quality of instruction and safety for all Charter School participating students and to maintain accountability for the appropriate use of all allocated resources.

I. Eligibility to Apply

- A. A proposal for a new charter school may be made by an individual, teachers, parents, group of individuals, a municipality, or any legal entity organized under the laws of the State of Florida. The school shall organize as a nonprofit organization prior to receiving approval as a charter school with the School Board.
- B. The principal, teachers, parents and/or the school advisory council at an existing public school that has been in operation for at least two (2) years may submit a proposal for converting the school to a charter school, provided that they demonstrate the support of at least fifty percent (50%) of the teachers then currently employed at the school and fifty percent (50%) of the parents whose children are then currently enrolled in the school.
- C. A Charter school may operate a virtual charter school to provide full time online instruction to eligible students. An existing charter school may become a virtual charter school by amending its charter or submitting a new application.
- ~~C.D.~~ Private schools, parochial schools, and home education schools are not eligible for charter status. A charter school may not be affiliated with a nonpublic sectarian school or religious institution and shall be nonsectarian in programs, admission policies, employment practices, and operations.

II. Timelines for Approving Charter Schools

~~The School Board shall receive and review all completed applications for a charter school received on or before August 1, the final application window period. The School Board shall by a majority vote of the full Board approve or deny a formal application no later than sixty (60) days after receiving the completed application during the submission period following a public hearing to ensure community input.~~

The School Board shall annually accept applications on or before August 1, and staff may provide technical assistance to organizations and individuals submitting proposals. A charter school application shall be approved or denied no later than sixty (60) calendar days after receipt of the application to allow sufficient time for the governing board of a charter school organization to obtain fiscal, material, facility, students, staff and other resources for start up for the succeeding fall school term. However, a charter school may defer the opening of the school for up to two (2) years to provide time for adequate facility planning.

III. Application

- A. Proposals for charter schools shall be submitted on the application form prepared by the Department of Education. ~~No proposal will be accepted until the application is complete and all appropriate signatures are obtained.~~ The application does not constitute the charter which will be considered the legal contract between the School Board and the school organizational body.
- B. An applicant may submit a draft application on or before May 1, with a \$500.00 application fee. The Superintendent's designee shall review the application and provide feedback regarding material deficiencies in the application by July 1. The applicant may revise and resubmit the application by August 1.
- C. Before final approval or denial of an application, the District shall notify the applicant in writing if technical or nonsubstantive corrections need to be made or signatures need to be added if the errors may cause denial of the application. The applicant will be allowed at least seven (7) calendar days to make the corrections.
- ~~A.D.~~ The application shall include:
1. All items required by Florida Statutes.
 2. Proof of insurability from an adequate rated insurer with a policy of no less than one million dollars (\$1,000,000.00) for errors and omissions and general liability coverage, to include but not limited to prior acts, sexual harassment, civil rights and employment discrimination, breach of contract, insured vs. insured, consultants, and independent contractors.
 3. Coverage for property and casualty equal to replacement costs for school structures and contents, automobile, and workers' compensation.
 4. An indemnification or hold harmless agreement releasing the School Board of all liability actions by the charter school governing body or its employees.
- ~~B.E.~~ The applicants and members of the governing body of the proposed charter school shall submit with the application a complete set of fingerprints taken by an employee of the school district who is trained to take fingerprints. These fingerprints shall be submitted to the appropriate state and federal law enforcement agencies for processing with the cost borne by the applicant and charter school governing body members.
- F. The applicants, members of the governing body, and all proposed service providers shall disclose the name and sponsor of any charter school operated by an applicant, governing board members, or service provider that has closed, the reason for the closure, and the academic and financial history of those charter schools.

IV. Charter

- A. Within ~~sixty (60)~~thirty (30) days of approving a charter school application, the District shall provide an initial proposed charter contract to the charter school.
- B. The applicant and the District shall have ~~seventy-five (75)~~forty-five (45) days to negotiate the charter and provide notice for final approval of the charter contract.
- C. The following elements shall be required to be included in the school's charter agreement with the School Board:
1. School vision and mission
 2. Students to be served (ages, grades, current school of zone and projected FEFP categories)
 3. Student criteria for admissions, selection process, and dismissal procedures
 4. Marketing/recruitment plan

5. Method for achieving racial and ethnic balance of student population
6. FTE enrollment verification process
7. Focus of the curriculum with emphasis on reading
8. Instructional methods to be used, including service to ESE, ADA and ESOL students, and students who are reading below grade level
9. Current baseline standard of student achievement, outcomes to be achieved, and method(s) of measurement
10. Methods used to identify the educational strengths and needs of students and how well goals are met by the students
11. Participation in the statewide assessment program
12. Method for determining that a student has met graduation or promotion requirements
13. Code of Student Conduct consistent with district policies and discipline code
14. Method of identification and acquisition of appropriate technologies needed to improve educational and administrative performance
15. Means for promoting safe, ethical, and appropriate uses of technology which comply with legal and professional standards
16. Nature of parent involvement
17. Conflict resolution strategies for students, parents, and staff
18. Methods for resolving conflict between School Board and governing body of the charter school
19. Program evaluation and reporting plan
20. Annual progress reports to include state required information
21. Status as a private or public employer
22. Staff status related to certification or subcontracting
23. Strategies that will be used to recruit, hire, train, and retain qualified staff to achieve best value
24. Staff selection process including fingerprinting and criminal background check
25. Disclosure of employees of the charter school who are related to the owner, board of directors, president, superintendent, school administrator, or other person with decision making authority at the charter school
26. Qualifications of teachers which must be disclosed to parents
27. Professional development plan
28. Alternative arrangements for students and teachers at a converting public school who choose not to participate
29. Charter School Board members and background checks for governing body
30. Articles of incorporation and governance structure including names, addresses, financial disclosure to include the same requirements in Florida Statutes
31. Financial and administrative management of school
32. Internal financial controls and audit process
33. Proposed budget including salary and benefits of staff and letter of credit or other funds to cover start-up costs
34. Procedure for notification by auditor if school is in a state of financial emergency or deficit financial position
35. Insurance coverage at specified limits no less than one million dollars (\$1,000,000.00) for errors and omissions and general liability and property equal to replacement costs of all structures and contents

- 36. Indemnification or hold harmless agreement
- 37. Transportation, food service or other plans and agreements with the district or other contractors
- 38. Facilities to be used and their location and evidence of all codes having been met
- 39. Length of agreement
- 40. Renewal and modification of the agreement
- ~~40.41.~~ Provision for cancellation of the agreement for insufficient progress
- ~~41.42.~~ Implementation of timetable

- D. The District shall provide academic student performance data to charter schools for each of their students coming from the District, as well as rates of academic progress of comparable student populations in the District school system.
- E. The governing body shall exercise continuing oversight over charter school operations.
- F. The governing body shall participate in governance training approved by the Department of Education.
- G. After a public hearing to ensure community input, the governing body of the charter school and the District shall sign the charter.

V. Approval

- A. The School Board shall ~~receive and~~ review all completed applications for a charter school received on or before August 1 of each calendar year for charter schools to be opened at the beginning of the District's next school year or within the next two (2) years if the applicant requests that the opening be deferred. ~~Pre-applications shall be accepted during the year to permit interested applicants to receive technical assistance from the School District and the Department of Education that may enhance the quality of their proposed charter applications.~~ The School Board shall by a majority vote of the full Board approve or deny a formal application no later than sixty (60) days after receiving the completed application during the submission period, following a public hearing to ensure community input.
- B. If the Board denies an application for a charter, the Board shall provide notice of denial to the applicants in writing within ten (10) days after the meeting at which the Board denied the application. The notice must specify the exact reason(s) for denial, based on good cause, and must provide documentation supporting those reasons. The notification shall also be submitted to the Department of Education.

VI. Selection Criteria

Utilizing the Department of Education evaluation instrument, the~~The~~ School Board shall consider, but is not limited to using the following criteria to evaluate applications for charter school approval:

- A. Mission, guiding principles, and purpose
- B. Target population and student body
- C. Educational program design
- D. Curriculum plan
- E. Student performance, assessment, and evaluation
- F. Exceptional students

- G. English language learners
- H. School culture and discipline
- I. Supplemental programming
- J. Governance
- K. Management and staffing
- L. Human resources and employment
- M. Professional development
- N. Student recruitment and enrollment
- O. Parent and community involvement
- P. Facilities
- Q. Transportation
- R. Food service
- S. School safety and security
- T. Budget
- U. Financial management and oversight
- V. Start-up Plan

- ~~A. Quality and breadth of instructional program.~~
- ~~B. Safeguards for the physical and emotional safety of students to be served.~~
- ~~C. Innovativeness of approach to teaching and learning.~~
- ~~D. Representativeness of student population and impact upon other schools~~
- ~~E. Soundness of the financial plan, including sufficient start-up funds or line of credit equivalent to three (3) months operating costs.~~
- ~~F. Adequacy of insurance to include property and casualty, general liability, automobile, workers' compensation, and errors and omissions including specific coverage for civil rights and employment discrimination claims, and indemnification of the School Board.~~
- ~~G. Qualifications and diversity of staff, governing body, and organizers including criminal background checks, fingerprinting, and bonding as necessary.~~
- ~~H. Adequacy of facilities.~~
- ~~I. Extent of parent involvement.~~
- ~~J. Representativeness of governance structure including full financial disclosure on the forms required of the School Board by all members of the governing body.~~
- ~~K. Level of student performance expectations relative to state education and other significant goals.~~
- ~~L. Sufficiency of elements required in the charter by law or policy.~~

VII. Nonrenewal or Termination of Charter

- A. At the end of the term of a charter, the School Board may choose not to renew the charter for any of the following grounds:
 1. Failure to participate in the state's education accountability system or failure

- to meet the requirements for student performance stated in the charter;
 - 2. Failure to meet generally accepted standards of financial management;
 - 3. Violation of law, or;
 - 4. Other good cause shown.
- B. During the term of a charter, the School Board may terminate the charter for any of the grounds listed in paragraph VII.A. ~~or if~~ if the health, safety, or welfare of the student(s) is threatened, the charter may be terminated immediately.
- C. At least ninety (90) days prior to renewing or terminating a charter, unless a state of emergency exists, the School Board shall notify the governing body of the school of the proposed action in writing, detailing the grounds for the action and stipulating that a request for an ~~informal~~ hearing may be requested within fourteen (14) days of receipt of the notice. ~~The School Board shall conduct an informal hearing within thirty (30) days after receiving a written request. The charter school's governing body may, within thirty (30) days after receiving the School Board's decision to terminate or refuse to renew the charter, appeal the decision to the State Board of Education.~~
1. Within sixty (60) days after receipt of the request for a hearing, the School Board may
 - a. Conduct a direct hearing and decide upon nonrenewal or termination by a majority vote or
 - b. Elect to have a hearing conducted by an administrative law judge assigned by the Department of Administrative Hearings. The School Board may adopt or modify by majority vote the order recommended by the judge.
 2. The School Board shall issue the final order which shall state the specific reasons for the Board's decision. The final order shall be provided to the charter school and the Department of Education within ten (10) days after its issuance.
 3. Within thirty (30) days after receiving the final order, the charter school governing board may appeal the decision as allowed by law.
- D. After all school grade appeals are final, a charter school's charter contract is automatically terminated if the school earns two (2) consecutive grades of "F" unless the school meets certain criteria.
- E. A charter may be terminated by a charter school's governing board through voluntary closure.
- F. In the event a charter is not renewed or is terminated, the School District may assume the operation of the school, or the school shall be dissolved and students assigned to other public schools. All unencumbered funds as well as property and improvements, furnishings, and equipment purchased with public funds shall automatically revert to full ownership of the School Board.
- ~~E.G.~~ If a charter is not renewed or is terminated, the governing body of the school is responsible for all debts of the charter school. The District shall not assume the debt from any contract for services made between the governing body of the school and a third party, except for a debt that is previously detailed and agreed upon in writing by both the governing body of the school and the School Board and that may not reasonably be assumed to have been satisfied by the District.
- ~~F.H.~~ If a charter is not renewed or is terminated, any unencumbered capital outlay funds provided pursuant to 1013.62, F.S., and federal charter school program grant funds

shall revert to the Department of Education for redistribution among other eligible charter schools.

VIII. Tuition Prohibition

A charter school shall not charge tuition fees, except those fees normally charged by other public schools.

IX. Rule Exemptions

A charter school shall be exempt from all School Board policies except those pertaining to health, safety, civil rights, financial records, accountability related to student enrollment report, financial audits, and collective bargaining agreements if the staff chooses to remain part of the District bargaining unit(s).

X. Personnel Options

- A. Charter school employees may bargain collectively as a separate unit or as part of the existing applicable district collective bargaining unit(s).
- B. If teachers at a charter school choose to be part of a professional group that subcontracts with the charter school to operate the instructional program under the auspices of a partnership or cooperative that they collectively own, they shall not be considered public employees.
- C. Employees of the School District may take leave for up to three (3) years to accept employment in a charter school upon the approval of the School Board and shall maintain seniority accrued in the School District. They may continue to be covered by the benefit program of the School District only if the charter school and the School Board agree to the arrangement and its financing.
- D. Teachers employed or under contract to a charter school shall be certified as required by Florida Statutes if not certified, contracted with according to the provisions defined in Florida Statutes.
- E. The charter school shall conduct screenings and employment history checks, as required by law, on candidates for instructional and administrative positions that require direct contact with students.
- F. All governing board members and employees of a charter school shall be fingerprinted and shall undergo a background screening as provided for in Florida Statutes.
- G. The governing body of a charter school may elect to participate in the Florida Retirement System after proper application and approval under Florida Statutes.

XI. Funding

Students enrolled in a charter school shall be funded the same as students enrolled in a basic or special program in any other public school in the District.

- A. Each charter school shall report its student enrollment to the District School Board as required by Florida Statutes and School Board policy and procedures. The School Board shall include each charter school's enrollment in the District's report of students.
- B. Charter schools whose students or programs meet the eligibility criteria in law shall be entitled to their proportionate share of all Florida Education Finance Program and General Appropriations Act funds, gross state and local funds, discretionary funds, categorical program funds, and federal funds. Total funding for each charter school

will be recalculated during the year to adjust for the actual weighted full-time equivalent and eligible students reported by the school and the revised calculations under the Florida Education Finance program, following the October and February Full Time Equivalent (FTE) counts.

- C. Any administrative fee charged by the School District to the charter school shall be no more than five percent (5%) of the available funds defined in XI.B. The District may only withhold an administrative fee for enrollment up to and including five hundred (500) students. Administering the contract includes providing technical assistant, monitoring policy compliance, and processing financial, student and other records or required reports. This does not include contract(s) for other specific services to staff or students participation in the benefit packages or other special programs. The fees for these services will be negotiated and will be determined on an actual cost basis.
- D. The School District shall make every effort to ensure that charter schools receive timely and efficient reimbursement with payment issued no later than ten (10) working days after receipt of funding or pay penalty of one (1) percent interest per month. Under no circumstances will the School District advance funds before a charter school is open, but the School Board may approve a charter before the applicant has secured space, equipment, or personnel if the applicant indicates approval is necessary for it to raise working capital.

XII. Facilities Requirement

A charter school shall utilize facilities which comply with the Florida Building Code adopted pursuant to Florida Statutes, the Florida Fire Prevention Code pursuant to Florida Statutes, and the Comprehensive Land Use plan as adopted by the authority in whose jurisdiction the facility is located. A certificate or temporary certificate of occupancy may be required by the School District within fifteen (15) days of the opening of school. ~~A lease agreement and evidence that all applicable codes have been met shall be provided no less than three (3) weeks prior to the opening of the school year or the school will not be permitted to be open to students.~~

XIII. Length of the School Year

A charter school shall provide instruction for at least one hundred eighty (180) days and may provide instruction for additional days. Reimbursement for additional days of instruction will be subject to the limits of the Florida Education Finance Program, General Appropriations Act, and other rule or programs that restrict funding to the School District. Upon approval of a charter application, the initial startup must be consistent with the beginning of the school year calendar(s) adopted by School Board.

XIV. Monitoring and Review

- A. The School Superintendent, or the Superintendent's designee, and the District internal auditor shall have ongoing responsibility for monitoring the health, safety, and well-being of students, and the fiscal responsibility of all approved charter schools. The Superintendent, the Superintendent's designee, the District internal auditor, and all School Board members shall have free and open access to the charter school at all times.
- B. The charter school shall submit a monthly financial report to the School District.
- C. Annually, no later than forty-five (45) calendar days following the end of the regular school term, the governing body of the charter school shall submit the following for School Board review:

1. The charter school's progress towards achieving the goals outlined in its charter;
 2. The charter school's annual report to parents pursuant to Florida Statutes;
 3. An annual financial audit report obtained by the school reflecting generally accepted financial accounting standards;
 4. Salary and benefit levels of school employees;
 5. Certification status of instructional personnel; and
 6. Any other information provided by the school, the Superintendent or the internal auditor.
- D. Upon receipt of the required annual report, the School Board shall forward the report to the Commissioner of Education at the same time as other annual school accountability reports.
- E. If a deteriorating financial condition is identified, the School District shall notify the governing board of the charter school and the Commissioner of Education within seven (7) business days. The governing board and District shall develop a corrective action plan and submit the plan to the Commissioner of Education within thirty (30) business days after notifying the charter school.
- F. If a certified public accountant or an auditor finds that a charter school is in a state of financial emergency, the charter school shall file a detailed financial recovery plan with the District no later than thirty (30) days after receipt of the audit. The Superintendent or designee shall monitor implementation of the recovery plan.
- G. A charter school that receives a school grade of D shall report to the District regarding areas of deficiency. ~~A-The charter school that receives a grade of D for two (2) consecutive years or a grade of F~~ shall submit a school improvement plan for approval by the School Board. The Superintendent or designee shall monitor implementation of the plan in accordance with Florida Statutes.

XV. Appeals Process

- A. An applicant may appeal any denial of an application for a charter school to the State Board of Education no later than thirty (30) days after the School Board's final decision. The State Board must accept or reject the decision of the School Board no later than ninety (90) days after an appeal is filed, and remand the application with its written recommendation to the School Board.
- B. The School Board shall act upon the recommendation of the State Board of Education no later than thirty (30) days after it is received.
- C. The decision of the State Board of Education is a final action subject to judicial review.
- D. A governing body may appeal the School Board's decision ~~to not to~~ renew or to terminate a charter as outlined in VII. C. ~~following the same steps described in XV.A.-C.~~

XVI. Immunity

For the purposes of tort liability, the governing body and employees of a charter school shall be governed by Florida Statutes. The School Board shall assume no liability for actions of the governing body of the charter schools or its employees.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	120.68 , 1001.02, 1001.43, 1002.33, 1002.331 , 1002.345, 1002.45 , 1002.455 , 1013.62F.S.	
STATE BOARD OF EDUCATION RULES:	6A-6.0781, 6A06.0785 , 6A-6.0787	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	01/08/2002, 04/20/2004, 06/12/2007, 03/11/2008, 11/17/2009, 07/11/2017
	Formerly:	New
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TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 4.10 THE CURRICULUM**
DATE: July 11, 2017

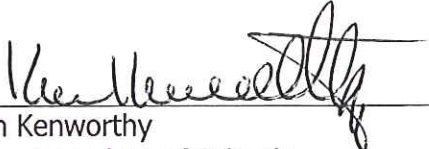
RECOMMENDATION:

That the Board approve amendment of Board Policy 4.10 The Curriculum.

BACKGROUND INFORMATION:

The necessary revision brings the policy into compliance with Florida Statute 1002.21. Advertisement of intent to amend Policy 4.10 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 4.10 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 4.00: Curriculum and Instruction

4.10*±

THE CURRICULUM

POLICY

- I. The District curriculum shall be determined by:
 - A. Student performance standards, curriculum frameworks, and assessment tests;
 - B. Students' needs as determined by studies and surveys;
 - C. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District; and,
 - D. Florida Statutes, State Board of Education rules, and the School Board.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- IV. The program of instruction shall include, but not be limited to
 - A. Elementary Level Curriculum – reading, language arts, social studies, science, health, physical education, music, art, mathematics, character education, and such other disciplines that may be considered necessary to a comprehensive elementary school program. The curriculum shall include instruction in study and work habits, critical thinking skills, health and hygiene, citizenship, career orientation, the establishment of purposes, and the development of and morality;
 - B. Middle Level Curriculum – Mathematics, language arts, reading, science, social studies, music, art, health, physical education, exploratory career education, character education, computer literacy if resources are available, and critical thinking skills. Activities which offer desirable experiences such as consumer education, band, drama, creative writing, athletics, and student government shall be promoted. Instruction in the use of the library and counseling services shall be provided;
 - C. Senior Level Curriculum – Will consist of courses which meet the needs of all students. Both college preparatory and terminal courses shall be offered at levels which will challenge each student to perform in accordance with his/her ability.
 1. Library instruction and counseling services shall be provided.
 2. Character education shall include instruction on the development of leadership, interpersonal, organization, and research skills; workplace ethics and law; conflict resolution; skills that enable students to become resilient and self-motivated; and skills which assist students to become employed.
 3. A program of student government, student publications, drama, music, social activities, and athletics shall be provided for the development of well-rounded citizens.

D. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.

~~IV.V.~~ The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes.

~~V. The Superintendent or designee shall develop procedures to implement the provisions of the Florida Secondary Schools Redesign Act. Requirements of the Act shall be incorporated into the Student Progression Plan.~~

VI. When dealing with political issues, the positions of all parties will be presented. Partisan political literature will not be distributed in schools. However, schools may give out information relating to School District taxes or the need for construction bonds.

VII. A student's progression from one grade to another shall be determined in part upon proficiency in reading, writing, science and mathematics.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	1000.21 , 1001.43, 1003.42, 1003.4203, 1003.45, 1003.455, 1006.28, 1006.29, 1008.25, 1010.305	
STATE BOARD OF EDUCATION RULES:	6A-1.09412, 6A-1.09414	
HISTORY:	Adopted:	06/12/2012
	Revision Date(s):	07/11/2017
	Formerly:	G-7, G-8, G-16, G-39, G-48
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To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 5.20 CONTROLLED OPEN ENROLLMENT**
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve amendment of Board Policy 5.20 Open Enrollment.

BACKGROUND INFORMATION:

The necessary revision brings the policy into compliance with Florida Statutes. Advertisement of intent to amend Policy 5.20 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 5.20 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.20+

CONTROLLED OPEN ENROLLMENT

POLICY

The School Board shall permit a program of controlled open enrollment as set forth herein and in accordance with Florida law. "Controlled open enrollment" means a public education delivery system that allows school districts to make student school assignments using parents' indicated preferential educational school choice as a significant factor.

I. Components of the District's Controlled Open Enrollment Program

The District's controlled open enrollment program:

- A. adheres to Federal desegregation requirements;
- B. allows parents to declare school preferences, including placement of siblings within the same school;
- C. provides a lottery procedure to determine student assignment and establishes an appeals process for hardship cases;
- D. affords parents of students in multiple session schools preferred access to controlled open enrollment;
- E. maintains socioeconomic, demographic, and racial balance;
- F. addresses the availability of transportation;
- G. maintains existing academic eligibility criteria for public school choice programs pursuant to Florida law;
- H. identifies schools that have not reached capacity, as determined by the District; and
- I. ensures that preferential treatment is provided to individuals as set forth in Florida law.

II. Eligibility for Participation in the Controlled Open Enrollment Program

In addition to the public school choice programs available under Florida law and provided in the District pursuant to the policies listed above, a parent of a student under the age of eighteen (18) or an eligible student who lives in the District or in any other school district in the State of Florida who is not subject to a current expulsion or suspension may seek to enroll in a public school in the District that has not reached capacity, subject to the

maximum class size pursuant to F.S. 1003.03 and Section 1, Art. IX of the Florida Constitution.

In determining the capacity of each District school, the Board shall incorporate the specifications, plans, elements, and commitments contained in the District's educational facilities plan and the long-term work programs required under Florida law.

Schools shall be at "capacity" once the school has reached **90%** capacity as set forth in the Florida Inventory of School Houses (FISH).

"Capacity" as defined herein is subject to program-specific enrollment limitations. Programs with enrollment limitations may include, but are not limited to, self-contained Exceptional Student Education (ESE) programs, career-tech programs, advanced placement courses, and other academic programs that require student-teacher ratios less than the FISH capacity for that space. An additional factor to be considered is availability of instructional staff. At the time of approval of zone waivers for school choice, capacity at each grade level will be considered.

The capacity at each public school in the District shall be identified on the District's website at www.okee.k12.fl.us.

III. Application and Preferential Treatment

Applications to participate in the District's controlled open enrollment program shall be accepted beginning on May 1st and ending on May 20th. Applications are available at each school as well as the District Office and must be submitted no later than May 20th. Schools will number the zone waivers, for the purpose of the lottery, as the zone waivers are received at each school.

Applications received after the deadline will be processed in accordance with the late-filed applications procedures below.

An applicant's failure to disclose information (e.g., being subject to suspension or expulsion, having a current IEP, being assigned to a Department of Juvenile Justice program, et cetera) that would be relevant to the District's determination that the applicant could be served in a program at his/her preferred or alternate schools and therefore would be accepted shall constitute grounds for revocation of approval to enroll under this policy.

After the close of the application period and the determination of capacity at each school, the District shall conduct a lottery as described below and then process the applications according to the random numbers assigned.

IV. Priority of Approval

Zone waiver applications for Controlled Open Enrollment will be approved in the following order:

- A. A dependent child of active military personnel whose move resulted from military orders.
- B. A child relocated due to a foster care placement in a different school zone.

- C. A child who moved due to court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- D. A child who moved due to homelessness.
- E. A child whose sibling is currently enrolled at the requested school.
- F. A McKay or Opportunity Scholarship recipient.
- G. A full-time employee of the Okeechobee County School Board.

V. Lottery Process

All of the remaining zone waiver applications that were not approved according to the priority list above will be entered into a lottery system.

Principals will first fill the available seats based on capacity of the school with the priority zone waivers. If capacity is reached before all priority zone waivers have been filled, then the priority zone waivers will be placed on a waiting list.

Zone Waivers will be separated by grade level. The number on the zone waiver forms for in-county students will be placed on a slip of paper, or some other material, all numbers of unassigned Zone Waivers will be placed into a receptacle and a number will be pulled and assigned to an available space until all spaces are filled or all in-county zone waivers are assigned for each grade. This process will then be repeated for all out-of-county zone waivers. The process is repeated for each grade until all accepted zone waivers are assigned or all spaces are filled. Priority will be given to students residing in Okeechobee County over students residing in other districts. If there are Zone Waivers that were not assigned, those numbers will be pulled and the students will be placed on a waiting list in the order that their numbers were pulled. Any students on this waiting list will have priority over students who submit Zone Waivers for Open Enrollment in-county or Open Enrollment out-of-county through the first day of the school year.

Students that have requested a zone waiver, but were not selected based on capacity will be placed on a waiting list. The waiting list will be kept at the school and also at the office of the Director of Student Services.

VI. Review of Applications

Once the application period ends and the lottery has been conducted, the District will review all fully completed applications received by the application deadline. Consideration of applications will be based on the current capacity of each public school in the District. (See definition of "capacity" above). Only those schools identified in the application will be considered by the District.

VII. Appeals

Applicants who are not accepted for enrollment may appeal to the Superintendent within **10** calendar days of receipt of the District's notice advising them that their application was denied. If the last day for appeal falls on a day that the school office is not open for business, the deadline shall be extended to the next day that the school office is open for business.

The appeal must be submitted in writing, must be based on hardship, and must include as much detail as possible regarding the hardship. Appeals will be considered by the Superintendent or designee and the decision of the Superintendent is final.

Applicants will be notified in writing of the Superintendent's decision.

"Hardship" includes, but is not limited to, medical and/or psychological matters, law enforcement matters, employment needs, and any other circumstances demonstrating a hardship.

VIII. Late-Filed Applications

Applications received after the application deadline will be reviewed and considered after processing all applications, as well as the deadline for appeals. Late-filed applications will be approved only if a hardship exists and there is capacity in the school(s) that the student has listed as his/her preference(s) on the application.

IX. Students Residing in the District and Currently Enrolled Students

Students residing in the District (including charter school students) or students enrolled in the District during the 2016-2017 school-year will not be displaced by a student from another school district seeking enrollment under the District's controlled open enrollment program.

X. Completion of Highest Grade Level

A student who enrolls in the District through the District's controlled open enrollment program may remain enrolled in the District until the completion of the highest grade in that school.

After completing the highest grade at the school, a student who resides in another school district and wants to transition to the next level of the academic program in this District must reapply for enrollment through the controlled open enrollment program.

After completing the highest grade at the school, a student who resides in the District and wants to transition to the next level of the academic program at a school other than the one to which s/he is assigned must reapply for enrollment at his/her preferred school, as well as (an) alternate school(s), through the controlled open enrollment program.

XI. Maintaining Appropriate Socioeconomic, Demographic, and Racial Balance

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body. To that end, should a concern arise regarding socioeconomic, demographic, or racial balance in one or more of the District's schools, the Superintendent shall consult with legal counsel to determine the appropriate steps that should be taken, including, but not limited to, any necessary policy revisions and

other actions necessary to comply with Florida and Federal law. The Superintendent shall then make the appropriate recommendations to the Board.

XII. Transportation

Transportation to and from school is the responsibility of the family.

XIII. Revocation of Choice Assignments

The principal of a school attended by a student who has been granted a choice assignment under this policy may request that the student's assignment be revoked. The request must be based on a review of the specific student circumstances, taking into account attendance patterns, late arrivals or early departures, and misbehavior. Requests based on behavior must also take into account the student's age, disability, and disciplinary history, as well as the seriousness of offenses.

An applicant's failure to disclose information (e.g., being subject to suspension or expulsion, having a current IEP, being assigned to a Department of Juvenile Justice program, et cetera) that would be relevant to the District's determination that the applicant could be served in a program at his/her preferred or alternate schools and therefore would be accepted shall constitute grounds for revocation of approval to enroll under this policy.

Requests for revocation submitted to the Director of Student Services within ten (10) school days of the end of a nine (9) weeks or semester grading period, if approved, will be effective the first day of the following grading period. No requests for revocation will be considered during the final twenty (20) days of the school year.

XIV. Interscholastic and Intrascholastic Extracurricular Activities

A student who enrolls in the District through the District's controlled open enrollment program is immediately eligible to participate in interscholastic and intrascholastic extracurricular activities; however, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

- A. Dependent children of active duty military personnel whose move resulted from military orders.
- B. Children who have been relocated due to a foster care placement in a different school zone.
- C. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- D. Authorized for good cause.

XV. School Performance

A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category "F" or has earned three (3) consecutive grades of "D" or a student who is assigned to a public school that has been designated as performance

grade category "F" or has earned three (3) consecutive grades of "D" may attend a higher performing public school in the District or a school in another district as allowed by law.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21, 1001.41, [1001.42](#), 1001.43, 1001.51, [1002.20](#),
1002.31, 1002.38, [1013.35](#) F.S.

STATE BOARD OF EDUCATION

RULES:

HISTORY:

Adopted: 05/09/2017
Revision Date(s): 06/13/2006, 07/14/1998, [07/11/2017](#)
Formerly: I-15, I-17, I-18, I-51

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: AMENDMENT OF BOARD POLICY 5.321 BULLYING AND HARASSMENT
DATE: July 11, 2017

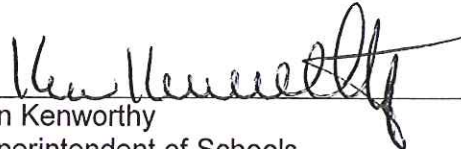
RECOMMENDATION:

That the Board approve amendment of School Board Policy 5.321 Bullying and Harassment.

BACKGROUND INFORMATION:

The revision to the policy is based on changes to the statute. Advertisement of intent to amend Policy 5.321 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 5.321 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.321*+*

BULLYING & HARASSMENT

POLICY

I. Statement Prohibiting Bullying and Harassment

- A. 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 harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited:
1. During any education program or activity conducted by a public K-12 educational institution;
 2. During any school-related or school-sponsored program or activity.
 3. On a school bus of a public K-12 educational institution;
 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
 5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program, or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any non-school-related activity, function, or program.

II. Definitions

- A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.
- B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, graphic, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably

interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Cyberstalking;
- ~~6-7.~~ Physical violence;
- ~~7-8.~~ Theft;
- ~~8-9.~~ Sexual, religious, disability, or racial/ethnic harassment;
- ~~9-10.~~ Public or private humiliation; or
- ~~10-11.~~ Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

~~B-C.~~ Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

D. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in course of conduct to communicate, or 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.

~~G-F.~~ Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee ~~that:~~

G. Bullying, Cyberbullying/Cyberstalking and Harassment also encompass

1. ~~Places-Placing~~ a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
- ~~3-4.~~ Has the effect of substantially disrupting the orderly operation of a school.

~~D.H.~~ Bullying and harassment also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying (including cyberbullying) or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

~~E. 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.~~

III. Behavior Standards

- A. The Okeechobee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.
- C. Students have the responsibility to conform to reasonable standards or socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority as stated in the *Code of Student Conduct*.
- D. The school district upholds that bullying or harassment of any student or school employee is prohibited:
 1. During any education program or activity conducted by a public K-12 educational institution;
 2. During any school-related or school-sponsored program or activity;
 3. On a school bus of a public K-12 educational institution;
 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the school district, meaning regardless of ownership,

any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or

5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.

6. The above section (5) does not require school to staff or monitor any non-school-related activity, function, or program.

IV. Consequences for Committing, or Wrongful and Intentional Accusation of an Act of Bullying or Harassment

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
- B. Consequences and appropriate remedial action for students who commit acts of bullying or harassment or for students found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
- C. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate as stipulated in the *Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida*.
- D. Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment, or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including possible exclusion from school grounds, and, if appropriate, reported to appropriate laws enforcement officials.

V. Reporting an Act of Bullying or Harassment

- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying

or harassment may be filed either in person or anonymously and how this report will be acted upon.

- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other person who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

VI. Investigation of a Report of Bullying or Harassment

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop.
- B. The principal or designee shall select an individual(s) trained in investigative procedures to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to:
 - 1. Description of incident(s) occurred;
 - 2. Context in which the alleged incident(s) occurred;
 - 3. How often the conduct occurred;
 - 4. Whether there were past incidents or past continuing patterns of behavior;
 - 5. The relationship between the parties involved;
 - 6. The characteristics of parties involved, *i.e.*, grade, age;
 - 7. The identity and number of individuals who participated in bullying or harassing behavior.
 - 8. Where the alleged incident(s) occurred;
 - 9. Whether the conduct adversely affected the student's education or educational environment;
 - 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and

11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include:
 1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 2. A written final report to the principal.
 - F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
 - G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
 - B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
 1. If it is within the scope of the District, a thorough investigation shall be conducted.
 2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
 - C. Users without web-filtering software or users with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.
- VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment
- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
 1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parent/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart [w2](#), Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public

elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

- B. Immediate notification to the parents/legal guardians of the perpetrator of an act of bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

- C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, *e.g.*, school counselor, school psychologist) and/or crisis counselor to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student’s parents or legal guardians are included.
- B. School personnel or the parent/legal guardian may refer a student to the school-based intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the school-based intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school-based intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The school-based intervention team may recommend:
 1. Counseling and support to address the needs of the victims of bullying or harassment;
 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management, small group counseling, and/or classroom training; and/or
 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment

- A. Incidents of bullying or harassment shall be reported in the school’s report of data concerning school safety and discipline data required under Florida Statute. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be

included within the bullying incidents category. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code.
 - 1. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.
 - 2. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:
 - a. Alcohol
 - b. Arson
 - c. Battery
 - d. Breaking and Entering
 - e. Disruption on Campus
 - f. Drug Sale/Distribution Excluding Alcohol
 - g. Drug Use/Possession Excluding Alcohol
 - h. Fighting
 - i. Homicide
 - j. Kidnapping
 - k. Larceny/Theft
 - l. Robbery
 - m. Sexual Battery
 - n. Sexual Harassment
 - o. Sexual Offenses
 - p. Threat/Intimidation
 - q. Trespassing
 - r. Tobacco
 - s. Vandalism
 - t. Weapons Possession
 - u. Other Major (Other major incidents that do not fit within the other definitions)
 - C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
 - D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
 - E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.
- XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment
- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social

norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other non-instructional staff such as bus driver, custodians, food service personnel, media specialists; parents/legal guardians; and students.

- B. Students, parents/legal guardians, teachers, all non-instructional staff members, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.
- C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim

The principal or designee shall by telephone, personal conference, and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone, personal conference, and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAWS IMPLEMENTED: 1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S.; 20 USC 1232g
STATE BOARD OF EDUCATION RULES: [6B-1.006, F.A.C.](#)
HISTORY: Adopted: 06/12/2007
Revision Date(s): 11/18/2008, 03/11/2014, 09/10/2015, 07/12/2016, [07/11/2017](#)
Formerly: New

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To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AMENDMENT OF CODE OF STUDENT CONDUCT - BOARD POLICY 5.40**
STUDENT CONTROL
DATE: July 11, 2017

RECOMMENDATION:

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

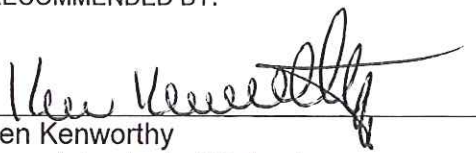
BACKGROUND INFORMATION:

Revisions to the Code of Student Conduct include:

- Addition of Interventions for Diversions for more Severe Consequences
- Additional language clarifying witness criteria for Corporal Punishment
- Reduction of Suspension Days when possible for Attendance Purposes
- Additional language clarifying Proper Dress Code Adjustments before Students return to class
- Formatting and grammatical changes

Pages with revisions are attached. Advertisement of intent to amend Policy 5.40 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The complete Code of Student Conduct with the proposed revisions is included in Board Member's agendas and is available upon request from the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



Okeechobee County School District



Code of Conduct

Executive Summary

June 13, 2017

A committee, with representation from all school levels, parents, and community, met on May 23 and May 25th to review the consequences associated with violations of the Code of Conduct. A meeting was held on June 1, all principals and assistant principals were invited, the school-based administrators in attendance reviewed and supported the proposed changes. The following items are recommended for revision for the 2017-18 school year:

- 1) Page 7: Interventions were added to give a visibility to the wide range of consequences allowable under "Principal Discretion."
Under the Corporal Punishment section, an addition of an additional witness--school board employee-- was added.
- 2) Page 11: Language was included to allow for the current practice of waiving suspension days for students upon enrollment into an alternative program.
- 3) Page 19: "Out-of-school suspension up to 9 days and" was added to all offenses for middle and high school students. This was added to align with current practice.
- 4) At the bottom of the page in the box, #2 was changed to specify the requirement of reporting a contraband substance. #4 was modified to allow a range of consequences from OSS to expulsion for failure to follow the steps listed.
- 5) Page 20: A requirement that a student must meet dress code prior to returning to class was added to all grade ranges.
- 6) Page 26: According to law enforcement, students under the age of 16 cannot give consent therefore, we removed the work consensual to the Sexual Offenses description. The number of suspension days was reduced from five to three.
- 7) Page 27: For stealing, the minimum number of suspension days were reduced and Principal's discretion was added to the Third Offense grid for middle and high schools.
- 8) Page 29: For clarity, Threat/Intimidation was aligned with the consequences at the bottom of the page.
- 9) Page 29: Fighting at the high school level had the suspension days reduced and an educational component was added.

The definition of Battery on a School Board Employee was clarified for coding purposes in SESIR.

Code of Student Conduct

Okeechobee County Schools



Revised August ~~2016~~2017

This Code of Student Conduct is available in Spanish.

Este Código de Conducta Estudiantil Está Disponible En Español.



School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5151

Board Chairperson:
Malissa Morgan
Board Vice Chairperson:
Jill Holcomb
Board Members:
Joe Arnold
Dixie Ball
[India Riedel](#)
[Amanda Fuchswanz](#)

FOREWORD

Dear Parents:

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

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

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

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

Sincerely,

The Code of Conduct Committee

*Modifications to this code may be necessary for students with active individualized education plans in accordance with the Individuals with Disabilities Education Act and state statute and for students who qualify for services under Section 504 of the Rehabilitation Act of 1983 who have an existing modification plan. For more information, contact the school counselor at your child's school. **Minimal revisions may be made annually by the district with review and input from the Code of Conduct Committee when substantial changes are anticipated.***

Okeechobee County Schools: Achieving Excellence!

STUDENT'S ROLE AND RESPONSIBILITY

Students have the right to:

- Be informed of all school rules and the consequences of breaking those rules.
- Be shown personal respect by all other students and school personnel.
- Make appropriate use of school facilities, properties, and materials.
- Attend school and benefit from quality educational opportunities.
- Have access to an appropriate education including instruction and use of material and tests at a level which allows an opportunity for success.
- Hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.
- Know in advance how grades in a class will be determined.
- Enjoy a reasonable degree of personal privacy.
- Participate in extracurricular activities and clubs if their conduct and academic record qualify them. Students may not be excluded 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, including, reciting the Pledge of Allegiance under certain circumstances (p.29)
- Receive personal, academic and career counseling.
- Dress comfortably in a way appropriate to a school setting.
- Assemble peacefully on school grounds.
- Participate in school government based on a democratic process.
- Receive due process by knowing the charges made against him/her, 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 and monitor their own progress in each class.
- Keep their persons and property free of dangerous or illegal objects, materials, and substances.
- Abide by the rules of extracurricular activities – display school spirit and good sportsmanship. All school rules are applicable when attending school-sponsored activities on or off campus.
- Respect the rights of others to participate in patriotic or religious activities.
- Seek personal, academic, and career counseling.
- Dress in a way not offensive to others and in compliance with specific school rules.
- Assemble so as not to disrupt the educational process.
- Take an active interest in student government.
- Cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accept final decisions.
- Seek regular medical advice regarding school attendance. Provide the school with all information relevant to making educational decisions.

PARENT'S ROLE

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

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

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

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

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

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

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

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

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

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

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

CLASSROOM TEACHER'S ROLE

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

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

1. Establish classroom rules of conduct.

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

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

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

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

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

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

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

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

REMOVING A STUDENT FROM CLASS

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

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

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

Committee membership must include at least the following:

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

STAFF MEMBER'S ROLE FOR DISCIPLINE OUTSIDE OF THE CLASSROOM

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

classroom is usually referred directly to an administrator.

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

PRINCIPAL'S ROLE

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

POSITIVE BEHAVIOR SUPPORT

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

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

Interventions

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

<u>Student/Teacher Conference</u>	<u>Functional Behavior Assessment</u>
<u>Apology/Restitution</u>	<u>Special Work Assignment</u>
<u>Parent Contact</u>	<u>Social Skills Training</u>
<u>Behavioral Contract</u>	<u>Refer to Counseling</u>
<u>Behavior Intervention Class</u>	<u>Educational Modules</u>
<u>Removal from Program/Activity</u>	<u>Student/Administrator Conference</u>
<u>Loss of Privileges</u>	

CORPORAL PUNISHMENT

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

DETENTION

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

WITHHOLDING PRIVILEGES

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

TIMEOUT, SECLUSION AND PHYSICAL RESTRAINT

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

SATURDAY SCHOOL

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

IN-SCHOOL SUSPENSION

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

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

OUT-OF-SCHOOL SUSPENSION

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

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

a. Investigation Procedures

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

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

b. Suspension Procedures

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

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

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

c. Suspension Hearings

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

1. If the principal determines that the safety of a student or staff member would be endangered should his/her name be given, then the principal may withhold the name of the particular witness. In such a case, that person's testimony cannot be used in establishing the case against the pupil.
2. The 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 the rules developed pursuant to F.S. 1006.09(2), to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.

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

EXPULSION

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

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

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

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

ALTERNATIVE DISCIPLINARY PROGRAM

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

Situations where eligibility of Alternative Placement may be withheld include:

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

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

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

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

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

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

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

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

ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

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

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

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

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

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

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

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

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

SEARCHES

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

parents or guardians while students are under their supervision.

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

of disclosing the presence of suspected stolen or illegal property.

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

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

ALCOHOLIC BEVERAGES

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

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

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

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

UNLAWFUL DISCRIMINATION PROHIBITED

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

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

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

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

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

BULLYING AND HARASSMENT

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

DATING VIOLENCE AND ABUSE

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

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

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

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

SEXUAL HARASSMENT OF STUDENTS BY A SCHOOL BOARD EMPLOYEE

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

PROCEDURES:

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

GANG AWARENESS

OKEECHOBEE COUNTY SHERIFFS OFFICE
CRIMINAL INVESTIGATION DIVISION



IDENTIFYING A GANG MEMBER

MEMBERS ARE LOOKING FOR:

Recognition
Acceptance/Fellowship and gang family
Protection
Something to do

POSSIBLE INDICATORS

Low self-esteem
Failure in school
Drug abuse

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

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

OKEECHOBEE COUNTY CRIMINAL STREET GANG DOCUMENTATION

Florida State Statute 874.03

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

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

COMPULSORY SCHOOL ATTENDANCE LAW FLORIDA STATUTE CHAPTER 1003.27

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

EXCUSED ABSENCES ARE THOSE COVERED BY THE REASONS THAT FOLLOW:

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

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

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

OKEECHOBEE COUNTY SHERIFF'S OFFICE

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

STUDENT ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC AND INTRASCHOLASTIC EXTRACURRICULAR ACTIVITIES

THIS CODE OF STUDENT CONDUCT PROVIDES THAT:

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

GUIDE TO READING THE VIOLATIONS CHARTS

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

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

DISCIPLINE OFFENSE CODES

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

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

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

B. Alcohol, and Drugs (AL,DR,DS,OM)	Minimum Consequences 1-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p>1. <u>Possessing</u> (including possession after use when the substance is still in the body) <u>using and/or procuring, selling or dispensing</u> on school premises, school buses, or at any school activity or school-related function of:</p> <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>First Offense Principal's discretion; may include Out-of-School Suspension up to 9 days and mandatory conference with principal and/or counseling.</p> <p>Second Offense Principal's discretion, parent conference, and Out-of-school Suspension, (Minimum: 1 day)</p> <p>Third Offense <u>Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</u></p>	<p>First Offense <u>Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</u></p> <p>Second Offense <u>Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</u></p> <p>Third Offense <u>Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</u></p>	<p>First Offense <u>Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</u></p> <p>Second Offense <u>Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</u></p> <p>Third Offense <u>Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</u></p>
<p>All incidents of alcohol and drugs will be reported to law enforcement and may be reported to the Department of Children and Families depending on the student's age.</p>			

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

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

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

NOTE:

- Students must accurately identify themselves when requested to do so by any school board employee or law enforcement personnel.

- Safety rules shall be presented and enforced by school staff. All safety rules must be followed. These rules differ between various subjects, particularly Science, P.E. and vocational areas. Protective devices must be used as directed. Failure to follow safety rules or use of protective devices may result in disciplinary consequences.

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

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

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

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

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

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

G. Inappropriate Conduct (AB,AU,DD, IM,BS,CM,BC,MM,DC,AV,TP,HM,KD)	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
1. Language - Using profanity or verbal abuse including name calling, racial slurs or derogatory statements.	Any Offense Parent notification and principal's judgment based on severity and number of offenses.	Any Offense Parent notification and principal's judgment based on severity and number of offenses.	Any Offense Parent notification and principal's judgment based on severity and number of offenses.
2. Disruptive Behavior – Disrespect, disruptive behavior and minor confrontations.	Any Offense Principal's discretion based on severity of offense.	Any Offense Principal's discretion based on severity of offense.	Any Offense Principal's discretion based on severity of offense.
3. Misuse of School Technology Resources – including computers and school network.	Any Offense Principal's discretion based on severity of offense.	Any Offense Principal's discretion based on severity of offense.	Any Offense Principal's discretion based on severity of offense.
4. Misuse of Personal Technology, including, cell phones, MP3 players, iPods, PSP and other gaming or listening devices.	See Student Technology Privileges and Acceptable Use on pages 31, 32, and 33.		
5. Conspiracy by a student to assist any other student to violate any of these rules.	Any Offense Same as the minimum consequences of the rule actually violated by the other student(s).	Any Offense Same as the minimum consequences of the rule actually violated by the other student(s).	Any Offense Same as the minimum consequences of the rule actually violated by the other student(s).
6. Other Inappropriate Conduct as determined by the principal.	Any Offense Parent notification and principal's judgment based on severity and number of offenses.	Any Offense Principal's judgment based on severity and number of offenses.	Any Offense Principal's judgment based on severity and number of offenses.


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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AUTHORITY OF SCHOOL BUS DRIVERS

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

SCHOOL BUS RULES

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

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

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

to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly.

Section 3. Privileges and Responsibilities

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

Student users of technology shall:

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

Student users of technology shall not:

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

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

Section 4. Google Apps for Education Accounts

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

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

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

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

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

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

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

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

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

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

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

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 6.131 TEACHING OUT-OF-FIELD**
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve amendment of School Board Policy 6.131 Teaching Out-of-Field.

BACKGROUND INFORMATION:

Revision of Policy 6.131 is required by revised statute 1012.45, FS. Advertisement of intent to amend Policy 6.131 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Board Policy 6.131 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 6.00: Personnel

6.131+

TEACHING OUT-OF-FIELD

POLICY

- I. The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education Rule 6A-1.0503 if he/she is appointed in a subsequent school year(s). The deadline for earning the six (6) semester hours of college credit in the appropriate field shall be September 1 of the second year, and any subsequent school year(s), of the out-of-field teaching assignment.

- II. Each principal shall report to the Superintendent any teacher who is assigned to teach a subject(s) for which he/she is not properly certificated. Such reports shall be filed at the beginning of each school year, or if changes occur thereafter, and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator Certificate, and the out-of-field assignment. The School Board's minutes shall reflect such approvals.

- III. The district shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester.

- ~~III.~~IV.—The Superintendent shall recommend and the Board shall adopt a plan to assist such teacher.

STATUTORY AUTHORITY:	1001.41, 1012.22, 1012.23, F.S.	
LAWS IMPLEMENTED:	1001.43, 1012.42, 1012.55, 1012.57, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-1.0503	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	10/14/1999, 07/11/2017
	Formerly:	D-7
©EMCS		

TO: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent

SUBJECT: **AMENDMENT OF BOARD POLICY 7.11 SCHOOL FOOD SERVICE FUNDS**

DATE: June 11, 2017

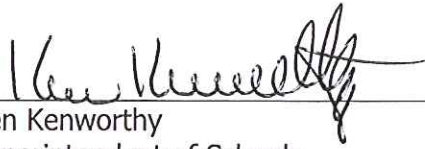
RECOMMENDATION:

That the Board approve amendment of Board Policy 7.11 School Food Service Funds.

BACKGROUND INFORMATION:

The revision to the policy reflects a practice no longer in place. Advertisement of intent to amend Policy 7.11 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 7.11 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 7.00: Business Services

7.11*+

SCHOOL FOOD SERVICE FUNDS

POLICY

School food service funds shall be considered Special Revenue funds, but shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing unless specific requirements are established by Federal or state laws, rule or regulation.

- I. Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.
- II. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. ~~This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.~~
- III. All payments from school food service funds shall be made by check or wire transfer.
- IV. School food service funds shall be used only to pay regular operating costs.
- V. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.
- VI. Funds shall be collected and expended in compliance with United States Department of Agriculture procurement policy.
- VII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.
- VIII. The Superintendent shall develop written procedures for conducting the District's food service program.

STATUTORY AUTHORITY:	570.64, 1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	570.981 595, 1001.43, 1010.05, 1010.20, 7 CFR 3016 F.S.	
STATE BOARD OF EDUCATION RULES:	6A-1.012, 6A-1.087, 6A-7.0411	
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULES:	5P-1.003	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	01/08/2002, 04/15/2003, 07/11/2017
	Formerly:	F-18
©EMCS		

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent

SUBJECT: **AMENDMENT OF BOARD POLICY 8.40 GENERAL FOOD SERVICE REQUIREMENTS**

DATE: July 11, 2017

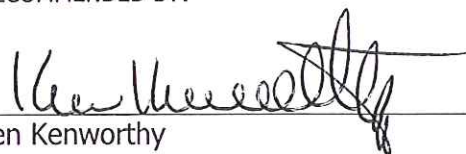
RECOMMENDATION:

That the Board approve amendment of Board Policy 8.40 General Food Service Requirements.

BACKGROUND INFORMATION:

The revision to the policy reflects current practice. Advertisement of intent to amend Policy 8.40 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 8.40 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 8.00: Auxiliary Services

8.40*

GENERAL FOOD SERVICE REQUIREMENTS

POLICY

- I. The school food service program shall operate according to requirements set forth in Florida Statutes and Florida Department of Agriculture, Food, Nutrition and Wellness Division rules. The school food service program shall include the federally reimbursed lunch program, a la carte food, beverage offerings, and sale of food and beverage items, as well as, and may include the federally reimbursed ~~breakfast~~ Breakfast program Program and After School Snack Program.
- II. The school food service program shall be an integral part of the District's educational program offering nutritional and educational opportunities to students.
- III. Foods and beverages available in schools shall be only those which meet the nutritional requirements of students and contribute to the development of desirable health habits as permitted in Florida Department of Agriculture, Food, Nutrition and Wellness Division rules and approved by the Superintendent.
- IV. The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida Department of Agriculture.
- VI. The school food services program shall be the sole provider of food and beverage items until thirty (30) minutes after the end of the last lunch period. Other school organizations may begin to sell food and beverage items at this time that meet the nutritional standards as set forth by the United States Department of Agriculture (USDA) or qualify for a special exemption. A special exemption from the standards for competitive foods for the purpose of conducting infrequent school-sponsored fundraisers may be given not to exceed the following maximum number of school days per campus per year: elementary schools- 5 days; middle schools – 10 days; senior high schools – 15 days; and combination schools – 10 days.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	1001.43, 1006.06, 1006.0605, F.S.	
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULES:	5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	01/09/2001, 10/09/2007, 10/14/2014, <u>07/11/2017</u>
	Formerly:	F-21
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 8.41 MEAL PATTERNS**
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve amendment of Board Policy 8.41 Meal Patterns.

BACKGROUND INFORMATION:

The revision to the policy reflects current practice. Advertisement of intent to amend Policy 8.41 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 8.41 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 8.00: Auxiliary Services

8.41*

MEAL PATTERNS

POLICY

All meals served to students shall be planned in accordance with USDA guidelines to meet the nutritional needs of the students during the day. A-la-carte items meeting federal snack nutritional standards may be sold in ~~secondary schools~~ all schools with the exact items and days of the week being at the principal's discretion.

Students may choose fewer than the recommended number of food items in the meal pattern for the same price as the regular meal.

STATUTORY AUTHORITY:	570.46, 595.405, F.S.	
LAWS IMPLEMENTED:	1006.06, F.S.	
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULES:	5P-1.003	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	07/11/2017
	Formerly:	F-19, F-20
©EMCS		

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **AMENDMENT OF BOARD POLICY 8.45 SCHOOL BREAKFAST PROGRAM**
DATE: July 11, 2017

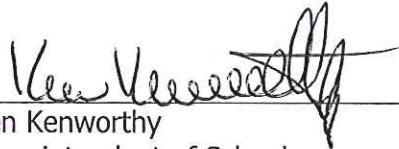
RECOMMENDATION:

That the Board approve amendment of Board Policy 8.45 School Breakfast Program.

BACKGROUND INFORMATION:

The revision to the policy reflects current practices. Advertisement of intent to amend Policy 8.45 was approved by the School Board on June 13, 2017, and legally advertised to the public on June 14, 2017, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 8.45 is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 8.00: Auxiliary Services

8.45

SCHOOL BREAKFAST PROGRAM

POLICY

- I. Breakfast shall be available to all students in elementary, middle, and high schools.
- II. Breakfast programs shall be implemented at alternative educational sites when feasible. Alternative breakfast options may be served at such sites.
- III. Students who arrive at school on a school bus less than fifteen (15) minutes prior to the start of school shall be allowed a minimum of fifteen (15) minutes to eat breakfast.
- IV. The School Board shall adopt prices for adult breakfast meals so that the amount paid, state allocations, and federal reimbursements defray the cost of the school breakfast program.
- V. A breakfast meal will be provided for each student, at no cost to the student or parent, at any school. ~~in which eighty percent (80%) of the students are eligible for free or reduced price meals.~~ The District participates in Universal Breakfast which allows all students to eat breakfast free of charge.
- VI. Annually, all students and parents shall be notified about the school breakfast program. Parental notification shall be in writing.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.	
LAWS IMPLEMENTED:	570.981, 1001.43, F.S.	
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S):	5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005	
HISTORY:	Adopted:	03/09/2010
	Revision Date(s):	<u>07/11/2017</u>
	Formerly:	New
©EMCS		

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADDITION OF JOB TITLE TO SALARY SCHEDULE NO. 15 - NOT INCLUDED IN BARGAINING UNITS**
DATE: July 11, 2017

RECOMMENDATION:

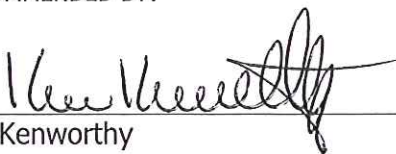
That the Board approve the addition of the Transportation Foreman to the salary schedule listed below which is not included in bargaining units, effective July 1, 2017, for the 2017-18 fiscal year:

#15 Maintenance Foreman / Transportation Foreman / Assistant Director of Finance
– 12 Months

BACKGROUND INFORMATION:

The Transportation Foreman's Job Description and Qualifications were approved by the Board January 17, 2017. The addition of the job title to Salary Schedule No. 15 properly aligns the position with the correct salary schedule. The proposed salary schedule is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **SCHEDULING OF TIME CHANGE FOR JULY 27, 2017, BOARD MEETING**
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve a time change to the School Board meeting July 27, 2017, First Public Hearing for Tentative Millage Rates and Tentative Budget. Requested new start time, 5:01 p.m. The meeting will be held in the School Board Office, Room 303, 700 S.W. 2nd Avenue, Okeechobee.

BACKGROUND INFORMATION:

This rescheduled School Board meeting will be advertised to the public as required by Florida Statute.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: REVISED HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (HRMD) PLAN
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve the revised plan for HRMD Program

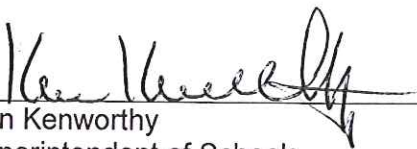
BACKGROUND INFORMATION:

The HRMD plan is used for the selection, training and evaluation of school administrators. Revisions to the plan are substantive as well as including minor changes and clarifications:

- Restores original degree and certification requirements for eligibility to apply for Assistant Principals and Principals positions.
- Adds Professional Development section.
- Bases performance appraisal of administrators on new State Board approved standards.

The complete Revised HRMD Plan with the proposed revisions is included in Board Member's agendas and is available upon request from the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools


TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **APPOINTMENT OF DISTRICT ADMINISTRATIVE PERSONNEL**
DATE: July 11, 2017

RECOMMENDATION:

That the following District Administrative Personnel be appointed for the 2017-2018 fiscal year:

<u>Name</u>	<u>Position</u>
Barrett, Brian	Director of Operations
Bell, Lisa	Supervisor of Food Service
Branham, Michelle	Coordinator of K-12 Accountability and Assessment
Coker, Wendy	Director of Exceptional Student Education
Garcia, Donna	Coordinator of Staff Development
Geeting, Renee	Assistant Superintendent for Administrative Services
Havee, Nicole	Supervisor of Transportation
Johnson, Michelle	Behavior Analyst
Jones, Rashan	Coordinator of Network Systems
May, Shawna	Director of Information Technology
McCoy, Patricia	Assistant Superintendent for Instructional Services
Murray, Laura	School Psychologist
Sales, Debra	School Psychologist
Steiert, Yolanda	Coordinator of Grants and Special Programs
Wheeler, Corey	Director of Finance
Wiersma, Toni	Director of Student Services
Wise, Sherry	Director of Human Resources

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

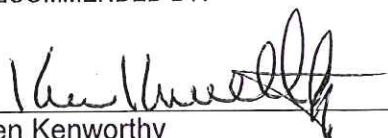
TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **APPOINTMENT OF DISTRICT PERSONNEL**
DATE: July 11, 2017

RECOMMENDATION:

That the following Personnel be appointed for the 2017-2018 fiscal year:

<u>Name</u>	<u>Position</u>
Trent, Michael Wade	Foreman, Transportation

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

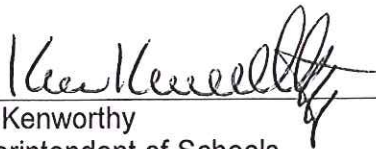
TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS
DATE: July 11, 2017

RECOMMENDATION:

That the following Principals and Assistant Principals be appointed for the 2017-2018 fiscal year:

<u>Name</u>	<u>Position</u>
Downing, Sean	Principal, Osceola Middle School
Downing, Tracy	Principal, South Elementary School
Hays, Jody	Principal, Yearling Middle School
Jackson, Dr. Thelma	Principal, Seminole Elementary School
Lundy, Leslie	Principal, Everglades Elementary School
Revels, Carol	Senior Administrator, OFC/OHS
Robinson, Tuuli	Principal, North Elementary School
Stanley, Joseph	Principal, Central Elementary School
Tedders, Dylan	Principal, Okeechobee High School
Weigum, Randal	Principal, Okeechobee Achievement Academy
Dowers, Shundra	Assistant Principal, North Elementary School
Ellis, Jennifer Ronkko	Assistant Principal, Everglades Elementary School
Goggans, Vicki	Assistant Principal, Okeechobee High School
Kubit, Cynthia	Assistant Principal, Seminole Elementary School
Myers, Lauren	Assistant Principal, Okeechobee High School
Norman, Christina	Assistant Principal, Central Elementary School
Streelman, Emily	Assistant Principal, Yearling Middle School
Van Camp, Bryan	Assistant Principal, South Elementary School
Willis, Erin	Assistant Principal, Osceola Middle School

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 2017-18**

DATE: July 11, 2017

RECOMMENDATION:

That the Board approve the following revisions to personnel allocations for the 2017-2018 fiscal year:

Administrative Personnel

<u>Action</u>		<u>#</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
	✓	1	School Psychologist	Exceptional Student Education	07-27-2017
	✓	1	Coordinator, Skyward Systems	IT Department	07-01-2017

Instructional Personnel

<u>Action</u>		<u>#</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
	✓	3	Teachers, Perm Sub	Okeechobee High School	08-01-2017
	✓	1	Assessment Specialist	Okeechobee High School	08-01-2017
	✓	1	Teacher, Computer	Everglades Elementary School	08-01-2017
	✓	2	Resource Specialists	Exceptional Student Education	07-27-2017
	✓	1	Instructional Coach	District Wide	07-27-2017

Non-Instructional Personnel

<u>Action</u>		<u>#</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
	✓	1	Perm Sub	Okeechobee High School	08-03-2017
	✓	2	Food Service Assistants	Okeechobee High School	08-07-2017
	✓	.5	Aide, ESE Guidance	Yearling Middle School	08-03-2017
	✓	1	Paraprofessional	Yearling Middle School	08-03-2017
✓		1	Paraprofessional, Title I	Yearling Middle School	08-03-2017
	✓	.5	Aide, ESE Guidance	Osceola Middle School	08-03-2017
	✓	1	Paraprofessional	Osceola Middle School	08-03-2017
✓		1	Paraprofessional, Title I	Osceola Middle School	08-03-2017
	✓	1	Food Service Assistant	Osceola Middle School	08-07-2017
	✓	.5	Aide, ELL Clerical	Central Elementary School	08-03-2017
	✓	1	Paraprofessional	Central Elementary School	08-03-2017

Non-Instructional Personnel (continued)

<u>Action</u>		<u>#</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<u>Add</u>	<u>Delete</u>				
	✓	1	Food Service Assistant	Central Elementary School	08-07-2017
	✓	1	Aide, ELL Clerical	Everglades Elementary School	08-03-2017
	✓	1	Paraprofessional	Everglades Elementary School	08-03-2017
✓		1	Paraprofessional (PE)	Everglades Elementary School	08-03-2017
	✓	1	Aide, ELL Clerical	North Elementary School	08-03-2017
	✓	1	Paraprofessional	North Elementary School	08-03-2017
	✓	1	Food Service Assistant	North Elementary School	08-07-2017
	✓	1	Aide, ELL Clerical	Seminole Elementary School	08-03-2017
	✓	1	Paraprofessional	Seminole Elementary School	08-03-2017
✓		1	Paraprofessional, Title I	Seminole Elementary School	08-03-2017
	✓	.5	Aide, ELL Clerical	South Elementary School	08-03-2017
	✓	1	Paraprofessional	South Elementary School	08-03-2017
	✓	1	Food Service Assistant	South Elementary School	08-07-2017
	✓	1	Deaf Interpreter	Exceptional Student Education	08-03-2017
	✓	3	Perm Substitute Bus Drivers	Transportation	08-09-2017
	✓	1	ESE Bus Aide (IDEA)	Transportation	08-09-2017
	✓	1	Secretary, IT	IT Department	07-01-2017
	✓	1	Administrative Asst., H/R	District Office	07-01-2017

RECOMMENDED BY:


 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

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

DATE: July 11, 2017

RECOMMENDATION:

That the following Instructional Personnel be appointed for the 2017-2018 school year on Annual Contract:

Osceola Middle School

Moro, Alaine
Nielson, Taylor

Central Elementary School

Lowry, Shera

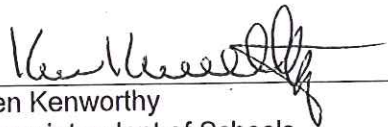
Yearling Middle School

Beatty, Nicole

North Elementary School

Miller, Rebekka

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

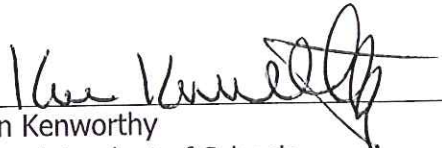
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF PERSONNEL**
DATE: July 11, 2017

RECOMMENDATION:

That the following personnel be employed:

<u>Name</u>	<u>Position</u>	<u>School or Center</u>	<u>Effective Date</u>
Brewer, Scott	Custodian II	Yearling Middle School	05/22/2017

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

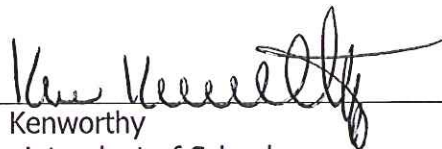
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **EMPLOYMENT OF TEMPORARY PERSONNEL**
DATE: July 11, 2017

RECOMMENDATION:

That the following temporary personnel be employed as needed:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Garcia, Maria Dolores	Custodian, Substitute	01/20/2017
Pryor, Dana	JV Girls Basketball Coach	10/15/2016
Stevens, Naomi	Head JV Softball Coach	01/30/2017
Suarez, Elia	Asst. Varsity Softball Coach	01/30/2017
Tolliver, Monique	Asst. Girls Varsity Basketball Coach	10/15/2016

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

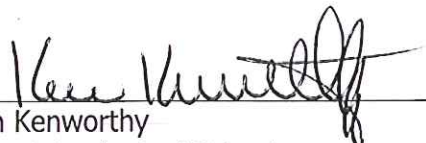
DATE: July 11, 2017

RECOMMENDATION:

That resignations for the following personnel be accepted:

Name	Position	School or Center	Effective
Crowell, Marilyn Retirement	Custodian II	South Elementary School	06/06/2017
Jansen, Tammy	Paraprofessional, ESE	Okeechobee High School	06/01/2017
Peresse, Marla	Paraprofessional, ESE	Okeechobee Achievement Academy	06/01/2017
Platt, Jeffry	Teacher, Social Studies, M/J	Osceola Middle School	06/01/2017
Sheffield, Terry	Bus Driver, 6 hr	Transportation	05/30/2017
White, Ashley	Teacher, First	Central Elementary School	06/01/2017
Williamson, Megan	Teacher, Fifth	North Elementary School	06/01/2017

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 11, 2017

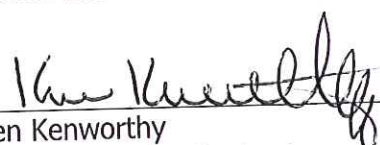
RECOMMENDATION:

That the following personnel transfers be approved:

<u>Name</u>	<u>Transfer From</u>	<u>Transfer To</u>	<u>Effective Date</u>
Carollo, Kelly	Teacher, Fourth Everglades Elementary School	Teacher, First Central Elementary School	08/03/2017
Duncan, Christina	Reading Coach-Elem Everglades Elementary School	Teacher, First South Elementary School	08/03/2017
Eldred, Amie	Teacher, Science-M/J Yearling Middle School	Teacher, Fifth Central Elementary School	08/03/2017
Fullea, Stella Out of Field - Science	Teacher, Fourth Central Elementary School	Teacher, Science-Senior High Okeechobee High School	08/03/2017
Fulwider, Jennifer	Teacher, Third Seminole Elementary School	Teacher, First Everglades Elementary School	08/03/2017
King, Brian	Teacher, Counselor-M/J Yearling Middle School	Teacher, Counselor-Elem South Elementary School	07/20/2017
Leonard, Amorita Out of Field - ESOL	Teacher, Language Arts-M/J Osceola Middle School	Teacher, Language Arts-Senior High Okeechobee High School	08/03/2017
Mangold, Jennifer	Teacher, Reading M/J Yearling Middle School	Teacher, DR Prev-Senior High Okeechobee Achievement Academy	08/03/2017
Miller, Kristi	Teacher, Second Central Elementary School	Teacher, Third South Elementary School	08/03/2017
Morgan, Rosemary	Teacher, Reading Senior High OFC/OHS	Teacher, Math Senior High Okeechobee High School	08/03/2017
Nichols, Heather	Teacher, Counselor-Elem South Elementary School	Teacher, Local Site Coordinator Okeechobee Achievement Academy	07/20/2017
Rackley, Aryne	Teacher, Fourth North Elementary School	Teacher, Third South Elementary School	08/03/2017
Rucks, Glenna	Teacher, First North Elementary School	Teacher, First Everglades Elementary School	08/03/2017
Sapp, Samantha	Teacher, Fourth Central Elementary School	Teacher, Math-Senior High OFC/OHS	08/03/2017
Striebel, Myranda	Teacher, First Everglades Elementary School	Teacher, First Central Elementary School	08/03/2017
Thompson, Carrie	Reading Coach-Elem South Elementary School	Reading Coach-Senior High Okeechobee High School	07/27/2017
Wright, Tammy	Teacher, Language Arts M/J Yearling Middle School	Teacher, Language Arts, Senior High OFC/OHS	08/03/2017

RECOMMENDED BY:

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 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **LEAVE REQUESTS**
DATE: July 11, 2017

RECOMMENDATION:

That the following leave of absence be approved:

<u>Name</u>	<u>School</u>	<u>Leave Type</u>	<u>From</u>	<u>Through</u>
Lopez, Jennifer	Central Elementary School	Short Term	08/03/2017	10/26/2017
Mullins, Patricia	Okeechobee High School	Short Term Up to 60 days	06/01/2017	05/31/2018
Streelman, Karen	North Elementary School	Personal without pay	08/03/2017	05/29/2018

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **PAYMENTS TO PERSONNEL**
DATE: July 11, 2017

RECOMMENDATION:

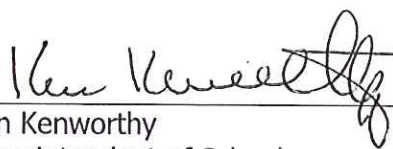
That the Board approve the following payments to personnel:

<u>Name/Group</u>	<u>Purpose</u>	<u>Rate of Pay</u>	<u>Time Period (Maximum)</u>	<u>Funding Source</u>
Ammons, Katie	OHS Band Camp Instructor	\$12.00 Per Hour	07/19/2017- 08/01/2017 100 hours total	High School Budget
Bowen, Christopher Kayda, Sarah LaFlam, Clint LaFlam, Courtney	OHS Band Camp Instructor	\$23.00 Per Hour	07/19/2017- 08/01/2017 100 hours total (each)	High School Budget
Denney, John	ESOL Endorsement- 60 hours	\$250.00	June 2017	#1737 – ESOL Training
Douglas, Taylor	Data Processor Shadowing – Okeechobee Achievement Academy	Hourly Rate of Pay	06/01/17 - 06/16/17 7.5 Hours Per Day	OAA Budget
Gomez, Jennifer	ESOL Endorsement - 300 hours	\$1,000.00	February 2015 - June 2017	#1737 – ESOL Training
Hale, Staci	ESOL Endorsement - 18 hours	\$150.00	May 2017	#1737 – ESOL Training
Hotmire, Carol	CES Room Relocation	\$13.50 Per Hour	06/05/17 – 06/09/17 Up to 14 Hours	CES Budget
Instructional Personnel Guidance Counselors Paraprofessionals OMS Staff-Up to 40 total	CHAMPS Training	Instructional \$13.50 Per Hour Non-Instructional \$8.05 Per Hour	July 31, 2017	OMS School Discretionary Funds Approximately \$3,240
Instructional Personnel, Reading Coaches	Facilitate Staff Development/Workshops (as approved by Staff Development)	\$24.00 Per Hour	2017 - 2018	#4821- Title II Part A (\$20,000 approximately)
Instructional Personnel, Guidance Counselors, Reading Coaches	Plan for Workshops as approved by the Staff Development Coordinator	Instructional \$13.50 Per Hour	2017 - 2018	#4821- Title II Part A (\$20,000 approximately)
Instructional Personnel, Guidance Counselors, Substitute Teachers, Paraprofessionals	Attend Staff Development Trainings/Workshops (as approved by Coordinator of Staff Development)	Instructional \$13.50 Per Hour Non-Instructional \$8.05 Per Hour	2017 - 2018	#4821 – Title II Part A (\$20,000 approximately)

Miller, Trisha	ESOL Endorsement - 300 hours	\$1,000.00	August 2015 – June 2017	#1737 – ESOL Training
Prescott, Jared	ESOL Endorsement- 18 hours	\$150.00	June 2017	#1737 – ESOL Training
Salas, Adela	ESOL Endorsement - 18 hours	\$150.00	June 2017	#1737 – ESOL Training
Thompson, Clint	ESOL Endorsement- 18 hours	\$150.00	June 2017	#1737 – ESOL Training
Up to 6 Teachers Seminole Elementary	Standards-Based Instruction Science Curriculum Mapping Summer Project 2017	\$13.50 Per Hour	Up to 16 Hours Each July 2017	#4735 – School Improvement, Title I, Part A 1003(a)
VanNess, Regan	OHS Band Camp Instructor	\$23.00 Per Hour	07/24/2017- 08/01/2017 70 hours total	High School Budget
Whitlock, Jeffery	ESOL Endorsement- 300 hours	\$1,000.00	August 2015 - June 2017	#1737 – ESOL Training

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: CONTRACT FOR LEGAL REPRESENTATION TO THE OKEECHOBEE COUNTY VALUE ADJUSTMENT BOARD
DATE: July 11, 2017

RECOMMENDATION:

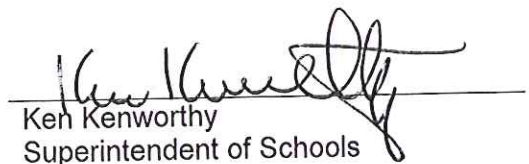
That the Board approve a one (1) year extension of the contract with Glenn J. Sneider, Attorney, to serve as the attorney for the Okeechobee County Value Adjustment Board effective July 23, 2017, through July 22, 2018.

BACKGROUND INFORMATION:

A three (3) year contract with Mr. Sneider was approved by the School Board on July 8, 2014, and is effective through July 22, 2017. Paragraph 2.c. *Term*, Page 2, of the contract allows for two (2) additional one (1) year terms upon written agreement by the parties. Mr. Sneider provides legal representation to the Okeechobee County Value Adjustment Board. The County is responsible for payment of 3/5 of the cost, and the School Board is responsible for 2/5 of the cost for services. Last year's charges to the School Board totaled \$612.00.

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

RECOMMENDED BY:


Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent
SUBJECT: **CONTRACT WITH G4S FOR EDUCATIONAL SERVICES AT DJJ FACILITIES**
DATE: July 11, 2017

RECOMMENDATION:

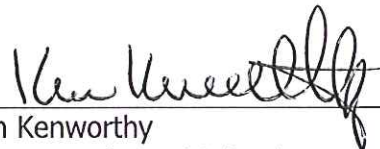
That the Board approve a contract with G4S Youth Services, LLC, for educational services at the Department of Juvenile Justice facilities shown below effective July 1, 2017, through June 30, 2018:

- 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 2017-2018 school year. The contract is included in Board member agendas and is available upon request in the Assistant Superintendent for Administrative Services office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **COOPERATIVE AGREEMENT WITH FLORIDA HEIKEN CHILDREN'S VISION PROGRAM, LLC**
DATE: July 11, 2017

RECOMMENDATION:

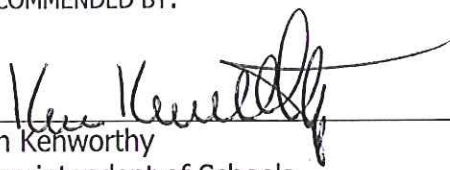
That the Board approve a Cooperative Agreement with Florida Heiken Children's Vision Program, LLC to provide vision services for the 2017-2018 school year.

BACKGROUND INFORMATION:

This is a renewal agreement. The Florida Heiken Children's Vision Program will provide comprehensive eye examinations in a mobile unit or local optometrist's office. Eye glasses, when prescribed by the optometrist, will be fitted to eligible students free of charge. Eligibility is based on enrollment in a Florida Public School, failure of two school-based vision screenings, designated as low income by the free and reduced lunch status, and having no commercial or government insurance.

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **COOPERATIVE AGREEMENT WITH HEALTHY START COALITION, INC. FOR THE
TEENAGE PARENT PROGRAM**

DATE: July 11, 2017

RECOMMENDATION:

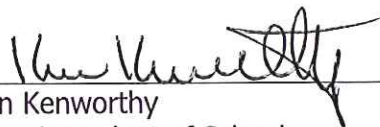
That the Board approve a Cooperative Agreement with Healthy Start Coalition, Inc. to provide services for the Teenage Parent Program for the 2017-2018 school year.

BACKGROUND INFORMATION:

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

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **COOPERATIVE AGREEMENT WITH HEALTHY START COALITION, INC. FOR THE ON TRACK AND DADS ACHIEVING DEDICATION AND SUCCESS PROGRAMS**

DATE: July 11, 2017

RECOMMENDATION:

That the Board approve a Cooperative Agreement with Healthy Start Coalition, Inc. to provide services to at-risk middle school and high school students through the On Track and Dad Achieving Dedication and Success (D.A.D.S.) Programs for the 2017-2018 school year.

BACKGROUND INFORMATION:

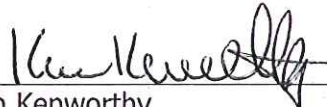
This is a renewal agreement.

On Track is a life skills enhancement program that targets students ages 11-18 who are teen parents or are identified as at-risk for becoming teen parents. The program provides qualified professionals to meet monthly with the students to inform and educate them on topics including positive self-esteem, healthy relationships, positive role models, and peer pressure.

The D.A.D.S. Program targets current teen fathers ages 11-18 utilizing a curriculum designed specifically to the role and needs of the teen father. This program also provides qualified professionals to meet monthly with the students and cover topics including family roles, handling emotions, child development, discipline and health care.

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: CONTRACTS FOR CHILDCARE SERVICES FOR TEEN PARENTING PROGRAM
DATE: July 11, 2017

RECOMMENDATION:

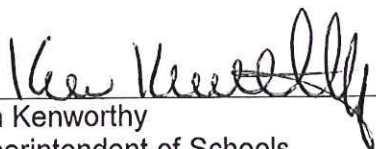
That the Board approve contracts with the childcare facilities listed below to provide childcare services for the Teen Parenting Program for the 2017-2018 fiscal year.

- Stepping Stones Academy I, Inc.
- Stepping Stones Academy II, Inc.

BACKGROUND INFORMATION:

These are renewal contracts with no changes. A requirement of the Teen Parenting Program is that childcare be provided during the time that the mothers are in school. Contracting for private childcare has been successful, and continuation of contracted services through private childcare providers is recommended for the 2017-2018 school year. There has been no change in the daily rate from last year. A copy of the standard contract is included in Board member agendas, and copies of the contracts listed above are available upon request in the office of the Director of Student Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: LETTER OF AGREEMENT WITH BIG BROTHERS BIG SISTERS, ST. LUCIE, INDIAN RIVER & OKEECHOBEE, READS PROGRAM
DATE: July 11, 2017

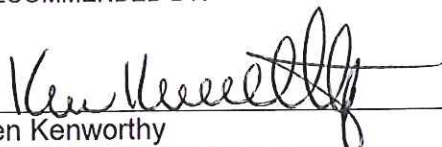
RECOMMENDATION:

That the Board approve a Letter of Agreement with Big Brother Big Sisters, St. Lucie, Indian River & Okeechobee, Reads Program, effective August 1, 2017 through July 31, 2108, to provide tutoring for selected students in grades K-3 who are reading below grade level.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AGREEMENT WITH SCHOLOGY, INC.**
DATE: July 11, 2017

RECOMMENDATION:

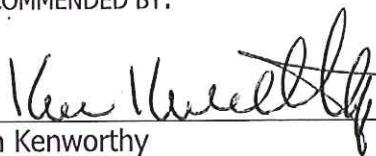
That the Board approve a Subscription Agreement and accompanying Sales Order with Schoology, Inc. for a Web-Based Learning Management System at a cost of \$39,900.00 for the 2017-2018 school year.

BACKGROUND INFORMATION:

This is a renewal agreement. Funding will be from the Digital Classroom Allocation within the educational budget approved by Governor Scott. Schoology allows teachers to post tests, assignments, handouts and resources to the web for student access.

The agreement and sales order are included in Board member agendas and are available upon request from the Director of Information Technology.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AGREEMENT WITH VISITING NURSE ASSOCIATION PLUS**
DATE: July 11, 2017

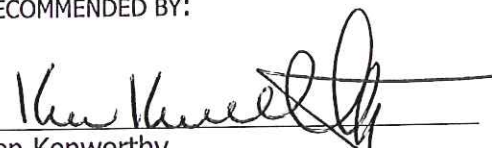
RECOMMENDATION:

That the Board approve an Agreement with Visiting Nurse Association Plus for nursing services effective August 1, 2017, through July 31, 2018.

BACKGROUND INFORMATION:

This is a renewal agreement with no changes from last year's agreement. It provides a skilled nurse at the rate of \$49.00 per hour for an Exceptional Student Education (ESE) student. The nurse will perform physical assessments, suctioning of tracheotomy, and administering of medications. The cost of services will be covered by District funding. The agreement is included in Board member agendas and is available upon request from the Director of Exceptional Student Education.

RECOMMENDED BY:

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Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: COLLABORATIVE AGREEMENT WITH ECONOMIC OPPORTUNITIES COUNCIL OF INDIAN RIVER/OKEECHOBEE COUNTIES HEAD START
DATE: July 11, 2017

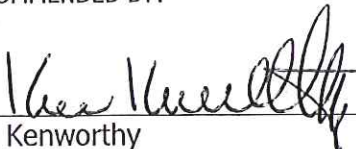
RECOMMENDATION:

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 effective August 1, 2017, through July 31, 2018.

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 from the Director of Exceptional Student Education.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: REVISED POLICIES AND PROCEDURES FOR THE PROVISION OF SPECIALLY DESIGNED INSTRUCTION AND RELATED SERVICES FOR EXCEPTIONAL STUDENTS (SP&P)
DATE: July 11, 2017

RECOMMENDATION:

That the Board approve the revised Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students (SP&P) document for fiscal year 2016-2017 through 2017-2018.

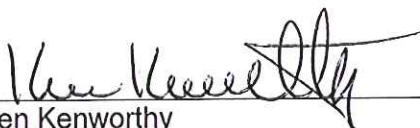
BACKGROUND INFORMATION:

This revision amends portions of the document to reflect legislative changes and updates to State Board of Education Rules during 2015-2016. Changes to the SP&P are required with regard to the following:

- Legal requirements
- General Education Intervention
- Initiating an Evaluation
- Update on District BPIE (Best Practices in Inclusive Education)

An Executive Summary explaining the revisions is attached. Once approved, the district can use the weighted cost factors under the FEFP (Florida Education Finance Program). The complete SP&P is available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **RESOLUTION TO PARTICIPATE IN THE HEARTLAND EDUCATIONAL CONSORTIUM**
DATE: July 11, 2017

RECOMMENDATION:

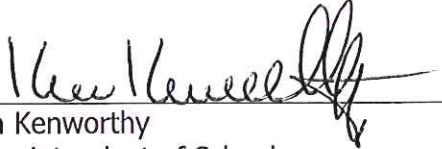
That the Board adopt a resolution to participate in the Heartland Educational Consortium for the 2017-18 fiscal year at a total cost of \$24,669.96, an increase of \$3,281.26.

BACKGROUND INFORMATION:

This is an annual membership resolution. Each member district pays a base assessment fee plus a fee for each unweighted FTE, as reported on the 2016-17 FEFP Fourth Calculation, for the general administration of the Consortium. The base fee for 2017-18 is \$2,000.00 (no increase). The FTE-based fee is \$3.50 (.50 increase) per FTE for a total of \$22,669.96 based on 6,477.13 FTE.

The resolution is attached and is available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: ANNUAL INSPECTION OF EXISTING RELOCATABLE BUILDINGS
DATE: July 11, 2017

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 forms are available upon request in the office of the Director of Operations.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **MONTHLY FINANCIAL STATEMENT FOR MAY, 2017**
DATE: July 11, 2017

RECOMMENDATION:

That the Monthly Financial Statement for May, 2017, be accepted and filed as part of public record.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **BUDGET AMENDMENT #11 FOR MAY, 2017**
DATE: July 11, 2017

RECOMMENDATION:

That Budget Amendment #11 for May, 2017, be approved.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools