



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 10, 2018
6:00 P.M.**

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

I. Call to Order

- A. Prayer
- B. Pledge of Allegiance

II. Recognition Items

- A. Staff Recognition
 - ★ Certified Government Finance Officer
 - ★ Dr. Brian Dassler Leadership Academy Graduates
 - Dr. Joseph Stanley, Principal, Central Elementary School

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

III. Approval of Minutes

- Meeting of June 12, 2018
- Workshop of June 19, 2018

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SCHOOL BOARD OF
OKEECHOBEE COUNTY

AGENDA FOR
REGULAR MEETING
JULY 10, 2018

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VI. Information Items:

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

A School Board meeting for consideration of proposed millage rates and the 2018-19 budget for advertisement will be held on Thursday, July 19, 2018, at 6:00 p.m. The School Board will conduct a public hearing on the proposed millage rates and the 2018-19 budget on Thursday, July 26, 2018, at 6:00 p.m. The next regular School Board meeting is Tuesday, August 14, 2018, at 6:00 p.m.

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

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **AMENDMENT OF BOARD POLICY 6.43 UNLAWFUL DISCRIMINATION PROHIBITED**

DATE: July 10, 2018

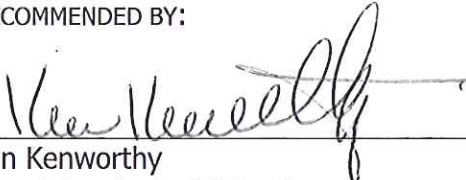
RECOMMENDATION:

That the Board approve amendment of Board Policy 6.43 Unlawful Discrimination Prohibited.

BACKGROUND INFORMATION:

Revision of Policy 6.43 prohibits discrimination in the education of students and employment. Advertisement of intent to amend Policy 6.43 was approved by the School Board on June 12, 2018, and legally advertised to the public on June 13, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 6.00: Personnel

6.43+

UNLAWFUL DISCRIMINATION PROHIBITED

POLICY

- I. No person shall, on the basis of race, color, religion, gender, pregnancy, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, [gender identity](#) disability if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- II. The School Board shall comply with all federal and state laws which include the Title II of the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), Genetic Information Non-Discrimination Act of 2008 (GINA), and the Boy Scouts of America Equal Access Act.
- III. Any employee, student, applicant for admissions, or applicant for employment who believes he/she has been discriminated against or has been harassed by another employee, student, or third party is encouraged to use the Equity Plan Grievance Procedure for filing complaints. Complaints may be filled with the principal or immediate supervisor, District Equity Coordinator/Director of Human Resources, or the Superintendent.
- IV. The Superintendent shall develop procedures to notify employees, applicants for employment, and students regarding their rights under this policy.

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

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

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

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

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

Prohibición de discriminació

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

La Junta Escolar deberá de cumplir con todos los derechos federales y del estado incluyendo el Decreto de 1990 sobre Americanos Discapacitados (siglas en Inglés-ADA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), Genetic Information Non-Discrimination Act of 2008 (GINA), and the Boy Scouts of America Equal Access Act.

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

El Coordinador de Justicia del Distrito/
Directora de Recursos Humanos
Quejas de Title II, Title IX, ADA/Section 504,
Florida Education Equity Act
700 SW 2nd Avenue, Okeechobee, FL 34974
(863) 462-5000 Ext. 267

TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AMENDMENT OF BOARD POLICY 3.33 PROHIBITION OF HARASSMENT**
DATE: July 10, 2018

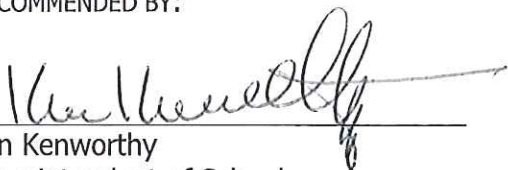
RECOMMENDATION:

That the Board approve amendment of Board Policy 3.33 Prohibition of Harassment.

BACKGROUND INFORMATION:

Revision of Policy 3.33 prohibits discrimination in the education of students and employment. Advertisement of intent to amend Policy 3.33 was approved by the School Board on June 12, 2018, and legally advertised to the public on June 13, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 3.00: School Administration

3.33*

PROHIBITION OF HARASSMENT

POLICY

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

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

STATUTORY AUTHORITY:	120.54, 1001.41, 1001.42, 1012.23, F.S.	
LAWS IMPLEMENTED:	112.51, 119.07, 760.01 et seq., 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 200.43(c), P.L. 110-223	
STATE BOARD OF EDUCATION RULES:	6A-19.001 et seq.	
HISTORY:	Adopted:	09/11/2002
	Revision Date(s):	04/12/2016, 07/10/18
	Formerly:	New
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To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **AMENDMENT OF BOARD POLICY 8.80 ONLINE INFORMATION SERVICES USES**

DATE: July 10, 2018

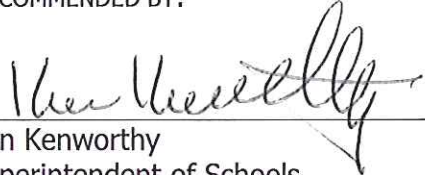
RECOMMENDATION:

That the Board approve amendment of Board Policy 8.80 Online Information Services Uses.

BACKGROUND INFORMATION:

Revision of Policy 8.80 prohibits discrimination in the education of students and employment. Advertisement of intent to amend Policy 8.80 was approved by the School Board on June 12, 2018, and legally advertised to the public on June 13, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 8.00: Auxiliary Services

8.80

ONLINE INFORMATION SERVICES USE

POLICY

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

I. The District WAN

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

II. The School LAN

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

III. Personal Use

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

IV. Prohibited Activities

In using the District Network, employees shall not:

- A. Violate conditions for the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- B. Violate copyright laws.
- C. ~~Engage in discrimination or harassment on the basis of gender, race, religion, ethnicity, or disability.~~ Discriminate on the basis of race, color, religion, gender, pregnancy, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, gender identity, disability, if otherwise qualified, social and

family background or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

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

V. No Expectation of Privacy

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

VI. Acceptable Use Policy (AUP) Guidelines and Procedures

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

STATUTORY AUTHORITY:	1001.42, F.S.	
LAWS IMPLEMENTED:	1000.21, 1001.43, F.S.	
STATE BOARD OF EDUCATION RULES:	6A-1.0014	
HISTORY:	Adopted:	07/14/1998
	Revision Date(s):	09/12/2000, 11/12/2013, 07/10/18
	Formerly:	G-49
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TO: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **AMENDMENT OF BOARD POLICY 7.60* AUTHORIZED TRAVEL EXPENSES**
DATE: July 10, 2018

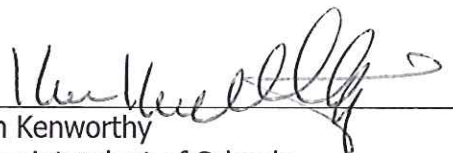
RECOMMENDATION:

That the Board approve amendment of Board Policy 7.60* Authorized Travel Expenses.

BACKGROUND INFORMATION:

Revision of Policy 7.60* brings the plan into compliance with Florida Statutes. Advertisement of intent to amend Policy 7.60* was approved by the School Board on June 12, 2018, and legally advertised to the public on June 13, 2018, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. The policy, with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 7.00: Business Services

7.60*

AUTHORIZED TRAVEL EXPENSES

POLICY

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

I. In-District Travel

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

II. Out-of-District Travel

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

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

III. Mileage shall be computed as follows:

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

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

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

V. District School Board Member Travel

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

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

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

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

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

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

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

RECOMMENDATION:

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

BACKGROUND INFORMATION:

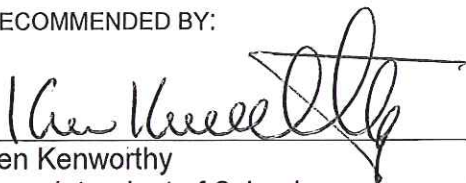
Revisions to the Code of Student Conduct include:

- Application of Florida State Statutes when applicable for all school incidents
- Revision of Interventions to include "Referral to an Approved Mental Health Program"
- Providing ALL schools with School Resource Officers
- Revision of Community and Health & Mental Aide Information
- Addition to Board Policy 6.43 Unlawful Discrimination Prohibited
- Addition of hearing for Alternative Placement

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

Advertisement of intent to amend Policy 5.40 was approved by the School Board on June 12, 2018, and legally advertised to the public on June 13, 2018, 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

Code of Student Conduct

Okeechobee County Schools



~~Revised August 2017~~ 2018-2019

This Code of Student Conduct is available in Spanish.

Este Código de Conducta Estudiantil Está Disponible En Español.



School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5151

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

FOREWORD

Dear Parents:

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

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

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

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

Sincerely,

The Code of Conduct Committee

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

Okeechobee County Schools: Achieving Excellence! Putting Students First!

STUDENT'S ROLE AND RESPONSIBILITY

Students have the right to:

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

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

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

Attend school and benefit from quality educational opportunities.

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

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

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

Enjoy a reasonable degree of personal privacy.

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

Choose whether to participate in patriotic or religious activities, including, reciting the Pledge of Allegiance under certain circumstances (p.29)

Receive personal, academic and career counseling.

Dress comfortably in a way appropriate to a school setting.

Assemble peacefully on school grounds.

Participate in school government based on a democratic process.

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

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

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

Students have the responsibility to:

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

Show respect to all other students and adults.

Respect and protect school facilities, properties, and materials.

Attend school and all classes on a regular basis.

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

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

Understand the teachers' grading systems and monitor their own progress in each class.

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

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

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

Seek personal, academic, and career counseling.

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

Assemble so as not to disrupt the educational process.

Take an active interest in student government.

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

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

PARENT'S ROLE

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

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

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

3. Show a positive attitude toward the school and toward your child is 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.

Student/Teacher Conference
Apology/Restitution
Parent Contact
Behavioral Contract

Behavior Intervention Class
Removal from Program/Activity
Loss of Privileges

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

CORPORAL PUNISHMENT

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

DETENTION

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

WITHHOLDING PRIVILEGES

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

TIMEOUT, SECLUSION AND PHYSICAL RESTRAINT

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

SATURDAY SCHOOL

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

IN-SCHOOL SUSPENSION

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

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

OUT-OF-SCHOOL SUSPENSION

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

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

a. Investigation Procedures

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

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

b. Suspension Procedures

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

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

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

c. Suspension Hearings

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

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

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

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

COMMUNITY CONTROL (HOME DETENTION)

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

SUSPENSION BASED ON FELONY CHARGES

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

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

EXPULSION

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

The school principal or designee may recommend to the Superintendent that a student be expelled for a serious breach of conduct or repeated violations of this Code of Student Conduct. In most instances and unless special circumstances exist, such as special educational services requirements, students who commit offenses or accumulate offenses leading to an expulsion recommendation after the progress report date in the 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. If the parent, guardian or adult student wishes to avail himself of a hearing regarding placement in the alternative disciplinary program, he shall request with the Director of Student Services at the specified address and before a certain date and time identified in the notice. Failure to request a hearing, in a timely manner, shall be considered a waiver of the right to a hearing.

Situations where eligibility of Alternative Placement may be withheld include:

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

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

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

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

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

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

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

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

ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

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

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

- a.) **BRINGING A FIREARM OR WEAPON**, as defined in chapter 790, to school function, or onto any school-sponsored transportation or possessing a firearm at school.

- b.) **MAKING A THREAT OR FALSE REPORT**, as defined by §790.162 -§790.164, respectively, involving school, school personnel or school personnel's property, school transportation, or a school-sponsored activity.

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

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

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

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

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

SEARCHES

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

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

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

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

ALCOHOLIC BEVERAGES

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

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

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

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

UNLAWFUL DISCRIMINATION PROHIBITED

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

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

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

Director of Human Resources
Title II, Title IX and the Florida Education Equity Act Complaints and
ADA/Section 504 Complaints
700 SW 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~~ all school sites. It is important to remember that although administrators and SROs work closely together to manage an effective learning environment, they differ in terms of governance and established protocols and procedures.

STUDENT ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC AND INTRASCHOLASTIC EXTRACURRICULAR ACTIVITIES

THIS CODE OF STUDENT CONDUCT PROVIDES THAT:

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

GUIDE TO READING THE VIOLATIONS CHARTS

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

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

DISCIPLINE OFFENSE CODES

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

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

A. Absenteeism(TD,SS,SC)	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12 (for students under 16 years of age)
<p>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 K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p>1. <u>Possessing</u> (including possession after use when the substance is still in the body) using and/or procuring, selling or dispensing on school premises, school buses, or at any school activity or school-related function of:</p> <ul style="list-style-type: none"> a. Alcohol; b. Any substance controlled by F.S. 893 or 877.111 (available upon request); c. Prescription drugs for which the student does not have a valid prescription; d. Hallucinogenic drugs or combinations; 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. f. Paraphernalia for use of controlled substances. (Code as Other Major for SESIR) 	<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 Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p>	<p>First Offense Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p>Second Offense Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p>Third Offense Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p>	<p>First Offense Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p>Second Offense Out-of-school Suspension up to 9 days and Expulsion or Alternative Placement</p> <p>Third Offense Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</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 report it to a teacher or administrator. This must be done before an investigation has been initiated to avoid consequences.
3. An explanation must be provided regarding the possession of the contraband substance.
4. Consequences for not following the steps above will range from a Minimum of Out-of-school Suspension for 3 days up to and including expulsion.

C. Defiance of Authority (DI,FC)	Minimum Consequences K-5	Minimum Consequences 6-8	Minimum Consequences 9-12
<p>1. Disobeying or disregarding school personnel or school rules.</p> <p>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
<ol style="list-style-type: none"> <li data-bbox="126 1535 300 2011">1. Cheating – Illegally procuring or sharing of work/test responses. <li data-bbox="300 1535 490 2011">2. Lying – Giving false information to school personnel. 	<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
<ol style="list-style-type: none"> <li data-bbox="761 1535 961 2011">1. Obtaining or threatening to obtain something of value through use of threat or force. All incidents will be reported to law enforcement. 	<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.

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

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

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

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


NOTE: Cell phones and other electronic devices are costly pieces of equipment. As with other personal property, the school district cannot be responsible for the theft 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.</p> <p>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>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>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>First Offense Principal's discretion.</p> <p>Second Offense Mandatory parent conference and principal's discretion. (Counseling may be suggested.)</p> <p>Additional Offenses Out-of-School Suspension (Minimum: 1 day). (Counseling is suggested.)</p>	<p>First Offense Principal's discretion based on severity of the offense.</p> <p>Subsequent Offenses Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. (Counseling may be suggested.)</p>	<p>First Offense Principal's discretion based on severity of the offense.</p> <p>Subsequent Offenses Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. (Counseling may be suggested.)</p>
<p>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 Principal discretion.</p> <p>Second Offense Parent conference and Out-of-School Suspension (Minimum: 1 day). (Counseling may be suggested.)</p> <p>Third Offense Principal may explore any punishment up to an including expulsion.</p> <p>Any Offense Mandatory expulsion and involvement of law enforcement.</p>	<p>Any Offense Parent notification. Principal may explore any punishment including expulsion based on the severity of the offense.</p> <p>Any Offense Mandatory expulsion and involvement of law enforcement.</p>	<p>Any Offense Parent notification. Principal may explore any punishment including expulsion based on the severity of the offense.</p> <p>Any Offense Mandatory expulsion and involvement of law enforcement.</p>
<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>J. Sexual Offenses (SO)</p> <p>Sexual Misconduct on school property, on school-sponsored transportation, at school sponsored activities or events:</p> <p>(a) sexual activity, to include any penetration of private body parts of another person by human contact and such acts prohibited by Florida Statutes.</p> <p>(b) sexual activity, as defined under Lewd and Indecent Behavior Violation in Florida Statutes.</p>	<p>Minimum Consequences K-5</p> <p><u>Any Offense</u></p> <p>Principal's discretion. Must include parent conference.</p>	<p>Minimum Consequences 6-8</p> <p><u>Any Offense</u></p> <p>Parent notification. Minimum of 3 day Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p>	<p>Minimum Consequences 9-12</p> <p><u>Any Offense</u></p> <p>Parent notification. Minimum of 3 Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p>
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<p>K. Tobacco: 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><u>First Offense</u></p> <p>Principal's discretion, mandatory parent notification.</p> <p><u>Second Offense</u></p> <p>Principal's discretion, Parent conference, and suspension (Minimum: 1 day). (Counseling is suggested.)</p> <p><u>Third Offense</u></p> <p>Suspension days increase.</p>	<p>Minimum Consequences 6-8</p> <p><u>First Offense</u></p> <p>Principal's discretion, parent notification. (Counseling is suggested.)</p> <p><u>Second Offense</u></p> <p>In-School-Suspension, Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u></p> <p>Suspension days increase.</p>	<p>Minimum Consequences 9-12</p> <p><u>First Offense</u></p> <p>Parent Conference. (Counseling is suggested.) Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Second Offense</u></p> <p>Suspension (Minimum: 2 days).</p> <p><u>Third Offense</u></p> <p>Suspension days increase.</p>
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<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><u>First Offense</u></p> <p>Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><u>Second Offense</u></p> <p>Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u></p> <p>Principal's judgment including a more severe punishment and parental involvement.</p>	<p>Minimum Consequences 6-8</p> <p><u>First Offense</u></p> <p>Principal's decision ranging from parent's conference, In-School Suspension or Out-of-School Suspension.</p> <p><u>Second Offense</u></p> <p>Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Third Offense</u></p> <p>Principal's judgment including a more severe punishment and parental involvement.</p>	<p>Minimum Consequences 9-12</p> <p><u>First Offense</u></p> <p>Parent notification. Out-of-School Suspension (Minimum: 1 day).</p> <p><u>Second Offense</u></p> <p>Out-of-School Suspension (Minimum: 3 days).</p> <p><u>Third Offense</u></p> <p>Principal's judgment including a more severe punishment and parental involvement.</p>
<p>M. Violations Against Property</p>			

(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.</p> <p>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>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: 1 day).</p> <p>Third Offense Out-of-School Suspension (Minimum: 3 days) up to expulsion and restitution. Principal may explore any punishment including expulsion based on severity of the offense.</p> <p>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: 1 day).</p> <p>Third Offense Out-of-School Suspension (minimum:3 days) up to expulsion and restitution. Principal may explore any punishment including expulsion based on severity of the offense.</p> <p>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>
<p>2. Destruction Property/Vandalism Willfully destroying or damaging public property or property of others.</p> <p>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>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>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>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>
<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>Any Offense Principal's discretion up to and including expulsion.</p>	<p>Any Offense Principal's discretion up to and including expulsion.</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 (BL,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><u>First Offense</u> Principal's discretion</p> <p><u>Second Offense</u> Principal's discretion, parent conference, detention and/or Out-of-School Suspension.</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 1 day).</p>	<p><u>First Offense</u> Principal's discretion</p> <p><u>Second Offense</u> Out-Of-School Suspension. (Minimum: 2 days) and parent conference.</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 3 days) and parent conference.</p>	<p><u>First Offense</u> Principal's discretion</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 3 days) and parent conference.</p> <p><u>Third Offense</u> Out-of-School Suspension (Minimum: 5 days) and parent conference.</p>
<p>Bullying/Harassment and Threat/Intimidation incidents are cumulative. Consequences compound with each offense. Depending on severity, incidents may be reported to law enforcement.</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.

<p>N. Violence, continued (PA, FT, BA)</p> <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>Minimum Consequences K-5</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>Minimum Consequences 6-8</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>Minimum Consequences 9-12</p> <p><u>First Offense</u> Out-of-School Suspension (Minimum: 3 days and educational component related to offense) and parent conference.</p> <p><u>Second Offense</u> Out-of-School Suspension (Minimum: 9 days) and parent conference and recommendation for expulsion or alternative placement.</p>
<p>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. This code should be used under severe, violent circumstances otherwise code and assign consequences as Defiance of Authority (DI).</p>	<p><u>Any Offense</u> K-2 Out-of-School Suspension (Minimum: 2 days).</p> <p>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

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

SCHOOL BUS RULES

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

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

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

11. Remain seated until the bus comes to a complete stop upon arrival at school or at your stop.
12. Do not eat, drink, or chew gum on the bus unless an exception is made by the superintendent or his or designee. A choking incident on the bus could have serious consequences. Spilled food and liquid could cause insect infestation and is a costly item to treat.
13. Leave through the front loading door, except in emergencies.
14. Exit the bus at your assigned stop, unless a bus pass has been approved by the principal or designee.
15. Pick up any trash in your seat area and help to keep your entire bus clean.

16. Do not use profane, vulgar, or obscene language and/or gestures at any time.
17. Bullying and harassment will not be tolerated and must be reported to the driver promptly.
18. Do not tamper with bus equipment, controls, warning devices, safety devices, or interfere in any way with the driver's operation of the bus.
19. Only Okeechobee County Students, staff or approved chaperones may ride the bus.
20. Seat belts are to be buckled at all times.

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

STUDENT TECHNOLOGY PRIVILEGES AND ACCEPTABLE USE

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

Okeechobee County School District Student Acceptable Use Policy

Section 1. Purpose of Technology Use

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

Section 2. The Opportunities and Risks of Technology Use

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

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

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

Section 3. Privileges and Responsibilities

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

Student users of technology shall:

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

Student users of technology shall not:

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

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

Section 4. Google Apps for Education Accounts

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

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

Section 5. COPPA Compliance

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

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

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

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

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

Section 6. Disciplinary Actions

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

Section 7. No Expectation of Privacy

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Community Aide	
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.	
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)	<u>Call 911</u> Seek assistance from any adult on campus. They have been trained to get you to the right person for help depending on your situation. <u>National Suicide Prevention Lifeline 800-784-2433/Deaf or Hard of Hearing call 800-799-4889</u> <u>Call 911 or 211.</u>
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.

Tell an adult immediately if you or someone you suspect is a victim.
Rape Crisis Helpline 866-828-7273

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

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

Student's Name (Please Print)

Grade

Homeroom Teacher

Date

STUDENT AGREEMENT:

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

Yes No

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

Yes No

Student Signature: _____

Date: _____

PARENT OR GUARDIAN AGREEMENT:

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

Yes No

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

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

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

Yes No

Parent's Signature: _____

Date: _____

WHERE DO I GO IF I NEED HELP?

All students are entitled to a safe environment in which to learn and prepare for their future roles as decision-makers and leaders in our community. If you or a friend need help in dealing with a personal issue, you may also contact the following people or agencies for help.

<u>Community Aide</u>	<u>Behavioral & Mental Health</u>
<p>211 or www.211treasurecoast.org</p> <p><u>Shared Services Council</u> 462-5000 Ext. 257 erin.moore@okee.k12.fl.us</p> <p><u>Department of Children and Family Services</u> <u>Economic Services</u> 866-762-2237 http://www.myflfamilies.com</p> <p><u>Big Lake Mission Outreach</u> 863-763-4654</p> <p><u>My Aunt's Closet</u> 863-634-2306 <i>*Need referral card for an appointment. Contact School Counselor.</i></p> <p><u>Low Income Home Energy Assistance Program-LIHEAP</u> 357-2240 1798 NW 9th Ave. https://www.acf.hhs.gov/ocs/programs/liheap</p> <p><u>Healthy Families of Okeechobee</u> 863-623-5119 504 NW 2nd St.</p> <p><u>Healthy Start Coalition</u> 863-462-5877 http://www.healthystartflorida.com/</p>	<p><u>Changing Tree Wellness Center</u> 863-261-8900 www.CTCentercares.com</p> <p><u>Helping People Succeed</u> (772) 320-0770 www.hpsfl.org/</p> <p><u>Hibiscus Children's Center</u> 863-467-1166 www.hibiscuschildrenscenter.org</p> <p><u>Hospice of Okeechobee</u> 863-467-2321 www.hospiceofokeechobee.org/</p> <p><u>Legacy Behavioral Health Center</u> 863-357-8268 www.legacybhc.com/</p> <p><u>New Horizons of the Treasure Coast</u> 863-462-0040 Crisis Line: 772-468-3909 http://nhtcinc.org</p> <p><u>School District Social Worker</u> 863-462-5000 ext. 298</p> <p><u>SequelCare</u> 772-337-8164 www.sequelcare.com/</p> <p><u>Suncoast Mental Health</u> 863-824-0300 suncoastmentalhealth.org/</p> <p><u>Tykes and Teens</u> 772-220-3439 http://www.tykesandteens.org/</p>
<u>Crime Stoppers</u>	<u>Safety & Security/Suicide Prevention</u>
<p>Call the Crime Stopper Hotline at 1-800-273-8477.</p> <p>Students may report their school safety concerns and observations by call the number above. (F.S. 1006.141)</p>	<p>Call 911 Seek assistance from any adult on campus. They have been trained to get you to the right person for help depending on your situation. National Suicide Prevention Lifeline 800-784-2433/ Deaf or Hard of Hearing call 800-799-4889</p>
<u>Bullying & Harassment</u>	<u>Dating Violence</u>
<p>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.</p> <p>School Board Policy 5.321 – Bullying and Harassment http://okee.k12.fl.us/index.cfm?p=5-321-bullying-and-harassment</p>	<p>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.</p> <p>Tell an adult immediately if you or someone you suspect is a victim.</p> <p><u>Martha's House</u> 863-763-2893 Martha's House-24 hour hotline-863-763-0202 www.marthashouse.org</p> <p><u>Rape Crisis Helpline-866-828-7273</u></p>
<u>Medical</u>	<u>FortifyFL App</u>
<p>The Okeechobee County Health Department may assist you with any medical need or condition. See your school nurse or call 462-5819.</p>	<p>The FortifyFL app will enable anyone to report anonymously unsafe, potentially harmful, dangerous, violent or criminal</p>

Florida Community Health Center Adults & OB/Gyn

863-763-7481

www.fhcinc.org

Florida Community Health Center

Fred Brown Children's Health Center

863-763-1951

www.fhcinc.org

Florida Department of Health in Okeechobee

863-462-5809

www.okeechobee.floridahealth.gov/

Open Hands Health Center

863-357-1257

https://www.freeclinics.com/det/fl_34972_open-hands-health-center

activities to ensure local law enforcement officials have the information necessary to take swift action and mitigate threats to school safety.



FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

#FORTIFYFL



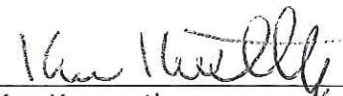
To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: **ADVERTISEMENT FOR TEXTBOOK ADOPTION**
DATE: July 10, 2018

RECOMMENDATION:

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

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

RECOMMENDED BY:



 Ken Kenworthy
 Superintendent of Schools

To: The Okeechobee County School Board
FROM: Ken Kenworthy, Superintendent of Schools
SUBJECT: ADVERTISEMENT TO AMEND ATTENDANCE PROCEDURES AND PROGRAMS MANUAL
DATE: July 10, 2018

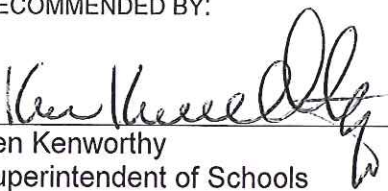
RECOMMENDATION:

That the Board approve advertisement to amend the *Attendance Procedures and Programs Manual* as provided in School Board Policy 5.30 Student Attendance.

BACKGROUND INFORMATION:

The Attendance Procedures and Programs Manual provides guidance to school and district personnel regarding procedures, applicable state rules and laws, and resources necessary to document student attendance. In addition, the manual provides information regarding district procedures for school and district level intervention and reporting of truancy. The complete manual with proposed revisions is available upon request from the Director of Student Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools

Attendance Manual

Attendance Procedures and Program

Revised July 2018~~6~~

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

Contact:

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

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Policy Statement

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

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

Attendance Terms and Definitions

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

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

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

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

I. School Attendance

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

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

Notification of Loco Parentis

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

II. Student Absences – Grades K-12

A. Excused Absences

Absences due to the following reasons will be excused:

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

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

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

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

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

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

B. Unexcused Absences

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

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

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

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

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

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

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

~~E~~D. Suspensions

1. Out-of-School Suspension

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

2. In-School Suspension

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

FE. Field Trips

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

GF. Homebound

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

III. Coding for Absences/Tardies

Use the following codes for reporting purposes:

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

IV. Attendance Procedures for School Sites

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

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

Third Period for OHS and OFC.

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

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

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

V. Attendance Interventions

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

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

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

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

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

VI. Student Information Team (SIT) Meetings

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

A. Participants of a SIT Meeting

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

B. Purpose of a SIT Meeting

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

Educational interventions resulting from the SIT meeting may include:

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

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

C. Procedures for On-Going Attendance Problems

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

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

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

VII. Statute 1003.26 Enforcement of School Attendance Guidelines

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

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

The judge may:

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

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

VIII. Learnfare/Habitually Truant

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

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

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

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

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

IX. Department of Highway Safety and Motor Vehicles Notification Procedures

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

1. The Administrative Assistant of I.T. will forward the information on students 14 to 17 years old missing 15 unexcused days of school.
2. DHSMV will mail an Intent to Suspend letter to the student.
3. The student then has 15 calendar days to schedule a hearing to document hardship. The hearing, which will be heard and processed by the principal, must take place within 30 days. The school principal must immediately notify the district contact of a student's request for a waiver. This urgency stems from Florida law stating that the district contact must notify the DHSMV within 24 hours after a student's request for a hearing.
4. The hearing must be conducted within 30 days. The principal must notify the district contact of the outcome of the hearing as notification must be given to DHSMV within 24 hours.
5. If no response and/or no improvement in attendance have been made, the DHSMV will send an Order of Suspension letter to the truant student.

Students must attend school for 30 consecutive days without an unexcused absence to have their license reinstated. The principal of the school will provide students with a paper document certifying no unexcused absences within the past 30 days. The signature on this document must be notarized or accompanied by the official school seal.

Insert School Letterhead

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

Dear Parent:

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

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

Student's Name : _____
Date of Absence: _____
Reason for Absence: _____
Parent/Guardian Signature: _____

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

Sincerely,

Insert School Letterhead

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

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

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

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

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

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

Sincerely,

Principal

Insert School Letterhead

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

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

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

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

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

Sincerely,

Principal

Insert School Letterhead

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

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

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

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

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

Sincerely,

Principal

Insert School Letterhead

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

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

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

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

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

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

Sincerely,

Principal

Insert School Letterhead

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

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

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

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

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

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

Sincerely,

Principal

Insert School Letterhead

**Attachment G
Sample 10-Day Letter
Grades 9-12**

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

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

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

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

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

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

Sincerely,

Principal

Attachment H Compulsory School Attendance Law

Compulsory School Attendance Law

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

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

Delivered to the parent/guardian

By: _____ School Attendance Officer Date: _____

(Parent Copy)

Insert School Letterhead

Attachment I

Student's Intent to Withdraw from Secondary School

I, _____, age _____

(Student Name)

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

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

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

(Signature of Student)

(Date of Birth)

(Signature of Parent)

(Mailing Address)

(Signature of School Official)

(Date)

Attachment

J

Okeechobee County

Student Information Team Date of Meeting: _____

Student's Name: _____ Student ID#: _____

DOB/AGE: _____ Grade: _____ School: _____

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

School Review:

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

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

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

SIT Team Assistance:

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

Okeechobee County Student Information Team

Date of Meeting:

Student's Name:

Student ID#:

DOB/AGE:

Grade:

School:

- Purpose: Behavior Needs Parent Request Other
 Truancy Academic Needs

School Review:

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

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

Meeting Notes:

- _____

- _____

SIT Team Assistance:

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

Name/Title

O-F-X-19
Rev 9/08

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

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

ESE Program

Regular Program

Truancy Referral
(Student Attendance Record Must Be Attached)

Student ID # _____ School _____ Grade _____ Referral Date _____

Student Name _____ DOB _____ Race _____ Sex _____

Parent/Guardian _____ Phone# _____ Work # _____

Address _____

Step 1: School Contact:

Telephone _____

(Dates)

Letters: _____ Conferences: _____

(Dates)

(Dates)

Comments/Results:

Step 2: School Attendance Assistant Contact: _____

(Dates)

Comments/Results _____

Step 3: School Counselor Conference: Dates _____

Curriculum Changes yes/no

If yes, has truancy been resolved? Yes/no

Comments/Results:

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

Comments/Recommendations: _____

Step 5: Joint Staffing Date: _____

Comments/Recommendation: _____

Principal/Designee Signature Date

School Attendance Assistant Date

Parent/Guardian Date

Counselor Date

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

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

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

FLORIDA STATUES

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

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

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

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

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

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

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

5.30 Student Attendance

THE SCHOOL BOARD OF OKEECHOBEE COUNTY

Chapter 5.00: Students

5.30*

STUDENT ATTENDANCE

POLICY

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

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

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

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

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

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

STATE BOARD OF EDUCATION

RULES: 6A-1.044, 6A-1.09514

HISTORY: Adopted: 07/14/1998

To: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADVERTISEMENT TO ADOPT BOARD POLICY 5.27 HOMELESS STUDENTS**

DATE: July 10, 2018


RECOMMENDATION:

That the Board approve advertisement to adopt Board Policy 5.27 Homeless Student Policy.

BACKGROUND INFORMATION:

The proposed Policy 5.27 is required based on changes in statutes. The proposed Policy 5.27 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

5.27*

HOMELESS STUDENTS

POLICY

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

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

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

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

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

TO: The Okeechobee County School Board

FROM: Ken Kenworthy, Superintendent of Schools

SUBJECT: **ADVERTISEMENT TO AMEND *STUDENT PROGRESSION PLAN*- BOARD POLICY 4.20**

DATE: July 10, 2018

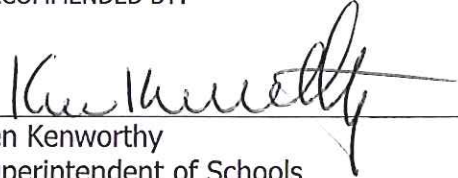
RECOMMENDATION:

That the Board approve advertisement to amend the *Student Progression Plan* as included in School Board Policy 4.20.

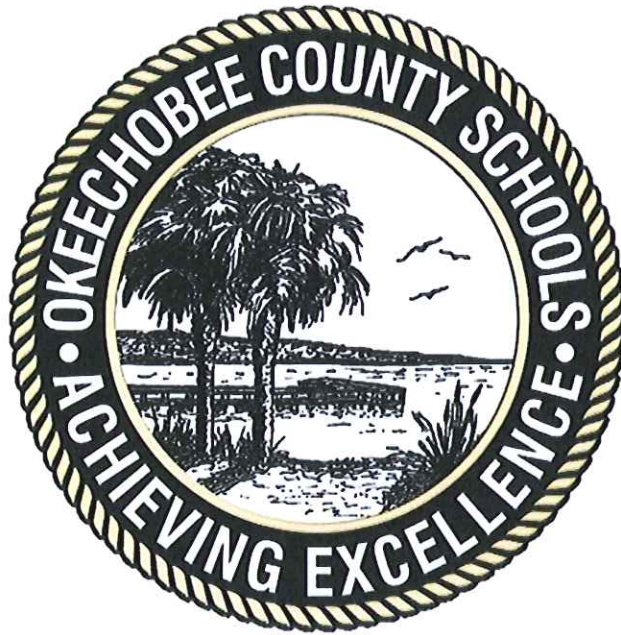
BACKGROUND INFORMATION:

Revisions to the *Student Progression Plan* are required to comply with current legislation, State Board rules, and updates from the Florida Department of Education. Revisions are outlined in the attached Executive Summary. The Student Progression Plan with proposed revisions is available upon request from the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:



Ken Kenworthy
Superintendent of Schools



The School District
of
Okeechobee County

STUDENT PROGRESSION PLAN

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

The School District of Okeechobee
County

STUDENT PROGRESSION PLAN

School Board Members

Joe Arnold

Dixie Ball

Amanda

Fuchswanz[Riedel](#)

Jill Holcomb

Malissa

Morgan

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Okeechobee County School Board Offices
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ELEMENTARY EDUCATION
(GRADES K-5)

I. ADMISSION, ENROLLMENT, AND TRANSFERS

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

A. ADMISSION

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

1. **First Entry to the State of Florida Schools:**

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

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

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

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

a. owned residence:

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

b. rented or leased residence:

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

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

3. **Verifying Residence:**

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

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

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

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

4. Divorced/Separated Parents:

a. divorced parents:

ONE or more of the following documents:

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

b. separated parents:

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

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

Within the State:

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

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

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

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

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

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

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

B. ENROLLMENT GUIDELINES

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

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

1. Kindergarten:

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

2. First Grade:

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

Successful completion of kindergarten will be defined as:

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

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

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

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

for registration.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. HOMELESS STUDENTS/FAMILIES IN NEED (FIN)

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

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

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for free breakfast and lunch.

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

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

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

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

D. TRANSFERS/WITHDRAWALS

1. Within Okeechobee County Schools:

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

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

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

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

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

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

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

grade one will be enrolled in kindergarten.

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

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

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

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

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

6. Grade Placement:

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

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

placement.

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

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

The principal shall have the final decision regarding student placement.

II. ELEMENTARY SCHOOL INSTRUCTION

A. REGULAR PROGRAM – GENERAL PROGRAM REQUIREMENTS

1. Student Performance:

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

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

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

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

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

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

- e. student satisfactory achievement is defined by The School District of Okeechobee County as the on-going demonstration and application of Florida Standards/Next Generation Sunshine State Standards. Satisfactory achievement on statewide, standardized assessment is defined as scoring at level 3 or above. **Each student must participate in assessments as required by [Florida Statutes 1008.25](#).**

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

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

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

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

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

(Note: see English Language Learners Plan)

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

2. Curriculum and Instruction

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

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

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

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

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

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

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

3. School Schedules

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

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

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

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

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

4. Grouping for Instruction

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

B. SUPPLEMENTAL AND INTENSIVE INSTRUCTIONAL SUPPORT

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

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

1. Progress Monitoring

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

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

2. Supplemental Instructional Support Activities

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

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

C. ACCELERATION

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

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

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

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

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

The final decision for grade placement is the responsibility of the principal.

Principals will report all mid-year promotions to the superintendent.

III. REPORTING STUDENT PROGRESS GRADING PROCEDURES

A. REPORT PROCESS

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

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

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

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

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

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

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

B. REPORT SYSTEM

Reporting to parents shall include:

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

C. ~~GRADING CODE~~ ELEMENTARY GRADING

Grades for ELA:

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

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

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

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

Grades for Mathematics:

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

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

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

Rubric Conversion Chart for Writing

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

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

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

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

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

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

D. DEPARTMENT OF EDUCATION (DOE) PUBLIC REPORTING

(Florida Statues 1002.20 and 1008.25)

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

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

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

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

IV. ELEMENTARY GRADE PLACEMENT (K-5)

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

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

A. PROMOTION

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

B. RETENTION

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

more than a single test score.

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

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

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

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

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

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

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

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

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