



**Vision**

*Achieving Excellence:  
Putting Students First*

**Mission**

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

**Core Values**

Perseverance

Respect

Integrity

Dependability

Ethics

**SCHOOL BOARD OF OKEECHOBEE COUNTY**

**AGENDA FOR REGULAR MEETING**

**JUNE 11, 2019**

**6:00 P.M.**

**Chairperson**  
Jill Holcomb  
**Vice Chairperson**  
Amanda Riedel  
**Members**  
Joe Arnold  
Melisa Jahner  
Malissa Morgan

**I. Call to Order**

- A. Prayer
- B. Pledge of Allegiance

**II. Opening Items**

- A. Student Recognition
  - ★ PASS Student of the Year – Runner Up
  - ★ Archery Team - YMS
- B. Staff Recognition
  - ★ Golden Mouse Award – Quarter 4
    - Emily Morris, Everglades Elementary School, K-2 ESE Teacher
  - ★ Retirements
    - Janis Stevens, Administrative Assistant, Finance

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

**III. Approval of Minutes**

- Meeting of May 14, 2019

**IV. Items for Action**

- A. Recommendation for Expulsion
  - 1. #19-01, 8<sup>th</sup> Grade Student at Okeechobee Achievement Academy..... 1
  - 2. #19-02, 6<sup>th</sup> Grade Student at Okeechobee Achievement Academy..... 2
- B. Amendment of Board Policy 3.30 Emergencies ..... 3
- C. Amendment of Board Policy 4.70 General Education Development (GED) Examination ..... 4
- D. Advertisement to Amend Board Policy 7.40 Purchasing Policies and Bidding .... 5
- E. Advertisement of Policy 5.40 Student Control ..... 6
- F. Advertisement for Textbook Adoption ..... 7
- G. School Security ..... 8
- H. Contract for Legal Services for 2019-20..... 9
- I. Meal Pricing ..... 10
- J. Central Elementary School - Authorization for Change Order..... 11
- K. Appointment of Board Member and Citizen Member Value Adjustment Board . 12
- L. Agreement with Catapult Learning, LLC for Everglades Elementary School..... 13
- M. Appointment of Instructional Personnel on Annual Contract ..... 14
- N. Revisions to Personnel Allocations 2019-20 ..... 15
- O. Reappointment of Non-Instructional Personnel ..... 16
- P. Appointment of District Administrative Personnel..... 17
- Q. Appointment of Principal and Assistant Principal ..... 18

SCHOOL BOARD OF  
OKEECHOBEE COUNTY

AGENDA FOR  
REGULAR MEETING  
JUNE 11, 2019

|  |    |
|--|----|
| <b>V. Consent Agenda</b>   |    |
| A. Employment of Temporary Personnel .....   | 19 |
| B. Employment of Personnel.....  | 20 |
| C. Resignation, Termination, and Suspension of Employment .....  | 21 |
| D. Leave Requests.....   | 22 |
| E. Additions to Substitute Teachers for 2018-19.....   | 23 |
| F. Transfer of Personnel .....   | 24 |
| G. Payments to Personnel .....   | 25 |
| H. Agreement for Temporary Services – DES of Florida, LLC .....  | 26 |
| I. Standard Purchase and License Terms Agreement with Edmentum, Inc.....   | 27 |
| J. Letter of Agreement and MOU with Big Brothers Big Sisters St. Lucie, Indian<br>River & Okeechobee, READS Program..... | 28 |
| K. Agreement with Schoolhouse Consulting Group, Inc.....   | 29 |
| L. Agreement with Seminole County School Board for ECTAC Services .....  | 30 |
| M. Agreement with Schoology, Inc. ....   | 31 |
| N. IDEA Part B and Part B Pre-School Grant Applications for 2019-20 .....  | 32 |
| O. Property Disposal List #5 for the 2018-19 Fiscal Year.....  | 33 |
| P. Monthly Financial Statement for April, 2019 .....   | 34 |
| Q. Budget Amendment #10 for April, 2019.....   | 35 |
| <b>VI. Information Items:</b>  |    |
| A. Superintendent  |    |
| B. School Board Members  |    |
| C. School Board Attorney   |    |
| D. Public  |    |

*The next regular School Board meeting is Tuesday, July 9, 2019, at 6:00 p.m.*

*A School Board meeting for consideration of proposed millage rates and the 2019-20 budget for advertisement will be held on Wednesday, July 24, 2019, at 6:00 p.m. The School Board will conduct a public hearing on the proposed millage rates and the 2019-20 budget on Thursday, August 1, 2019, at 6:00 p.m. Regular business will be conducted at both meetings. The scheduled August 13, 2019, School Board meeting has been rescheduled for August 1, 2019.*

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:** **EXPULSION OF #19-01, 8<sup>TH</sup> GRADE STUDENT**  
**DATE:** June 11, 2019

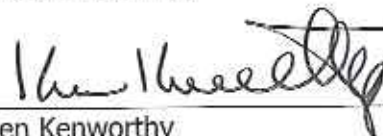
RECOMMENDATION:

That #19-01, 8<sup>th</sup> grade student at Okeechobee Achievement Academy, be expelled for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year and that a final order for expulsion of this student be issued based upon the following act of misconduct and violation of the *Code of Student Conduct*:

N. Violence

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.

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** EXPULSION OF #19-02, 6TH GRADE STUDENT  
**DATE:** June 11, 2019

RECOMMENDATION:

That #19-02, a 6th grade student at Okeechobee Achievement Academy, be expelled for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year that a final order for expulsion of this student be issued based upon the following act of misconduct and violation of the *Code of Student Conduct*:

B. Alcohol and Drugs

1. Possessing (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:

b. Any substance controlled by F.S. 893 or 877.111

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AMENDMENT OF BOARD POLICY 3.30 EMERGENCIES**  
**DATE:** June 11, 2019

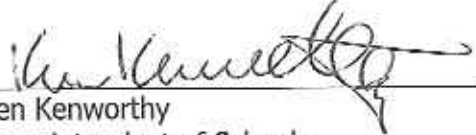
RECOMMENDATION:

That the Board approve amendment of Board Policy 3.30 Emergencies.

BACKGROUND INFORMATION:

The policy is being amended to submit personnel expenses to FEMA for reimbursement. Advertisement of intent to amend Policy 3.30 was approved by the School Board on May 14, 2019, and legally advertised to the public on May 15, 2019, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 3.30 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

3.30

### ***EMERGENCIES***

#### **POLICY**

- I. In the case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided that he shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.
- II. In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of a school or the schools of the District, and where the public interest requires Board action, the Superintendent shall call a special meeting of the Board.
- III. School centers shall be available as emergency shelters for Red Cross and Civil Defense use in the event of an emergency disaster. Principals or designees shall be available to prepare their school plant as an emergency shelter when it is forecast that a storm or hurricane will hit in or near this geographical area.
  - A. The Superintendent or designee will work with local emergency officials in order to be prepared to assist during emergencies.
  - B. All school and District administrators will cooperate with local emergency operation officials and Red Cross officials when an emergency occurs according to the District Emergency Plan.
  - C. Food Service Managers shall be expected to cooperate in the food program when an emergency exists and shall be expected to issue food from storerooms and to keep an accurate account of all supplies purchased and donated. School food service personnel shall direct the use of all equipment when volunteer workers are used.
  - D. Classified personnel required to work emergency shelters will be paid their normal hourly rate according to the Fair Labor Standards Act. Instructional and administrative personnel required to work shelters, prepare for a storm or clean-up after a storm will receive their normal rate of pay during the workday and an hourly rate of \$25 beyond their workday. All work hours relating to the emergency must be approved in advance by the Superintendent or designee.
- IV. In any case or condition not covered by these regulations, the Superintendent shall base the decision on his/her best judgment.

|                      |                        |
|----------------------|------------------------|
| STATUTORY AUTHORITY: | 1001.41, 1001.42, F.S. |
| LAWS IMPLEMENTED:    | 1001.33, 1001.43, F.S. |

|                                 |                   |            |
|---------------------------------|-------------------|------------|
| STATE BOARD OF EDUCATION RULES: |                   |            |
| HISTORY:                        | Adopted:          | 07/14/1998 |
|                                 | Revision Date(s): |            |
|                                 | Formerly:         | G-25       |
| ©EMCS                           |                   |            |

**To:** The Okeechobee County School Board

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

**SUBJECT:** **AMENDMENT OF BOARD POLICY 4.70 GENERAL EDUCATION DEVELOPMENT (GED) EXAMINATION**

**DATE:** June 11, 2019

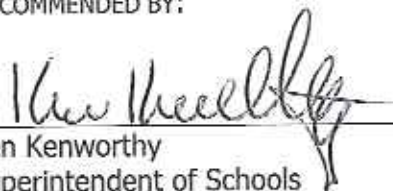
RECOMMENDATION:

That the Board approve amendment of Board Policy 4.70 General Education Development (GED) Examination.

BACKGROUND INFORMATION:

The policy is being amended to allow students' additional avenues to obtain a GED. Advertisement of intent to amend Policy 4.70 was approved by the School Board on May 14, 2019, and legally advertised to the public on May 15, 2019, as required by Chapter 120, Administrative Procedures Act, Florida Statutes. Policy 4.70 with revisions noted, is attached and is also available upon request in the Superintendent's office.

RECOMMENDED BY:

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





# THE SCHOOL BOARD OF OKEECHOBEE COUNTY

## Chapter 4.00: Curriculum and Instruction

4.70

### ***GENERAL EDUCATION DEVELOPMENT (GED) EXAMINATION***

#### **POLICY**

Candidates for the General Education Development (GED) Examination shall be at least eighteen (18) years of age on the date of examination unless the Superintendent or designee determines that:

- I. The candidate is at least sixteen (16) years of age; and
- II. The legal parent or guardian requests in writing that the examination be given prior to age eighteen (18); and
- III. The candidate has not been enrolled in a public school for at least one calendar year; and
- IV. The candidate has obtained a score of ten (10.0) or higher on each section of the Test of Adult Basic Education (TABE); and
- V. A well-documented, severe, personal or financial hardship exists.

An exception to 3-5 above may be allowed for a candidate who is a client of the Department of Juvenile Justice when the Superintendent or designee determines that it is in the best interests of both the candidate and the school district for the candidate to take the examination. An exception may also be granted to a student who is enrolled and satisfactorily working in a district-approved ~~Early Exit GED Option~~ program. [Such as the GED Exit Option, or completion of a state college GED Prep Program.](#)

Students served in Department of Juvenile Justice residential programs who have previously filed a formal declaration of intent to terminate school enrollment as described in F.S. 1003.21 shall be afforded the opportunity to take the GED examination at the last scheduled session prior to their release from custody.

|                                 |                                 |  |
|---------------------------------|---------------------------------|--|
| STATUTORY AUTHORITY:            | 1001.41, 1001.42, F.S.          |  |
| LAWS IMPLEMENTED:               | 1001.43, 1006.21, 1006.22, F.S. |  |
| STATE BOARD OF EDUCATION RULES: | 6A-3.017                        |  |
| HISTORY:                        | Adopted:                        | 07/14/1998   |
|                                 | Revision Date(s):               | 06/12/2007, 12-14-2010, <a href="#">06/11/2019</a> |
|                                 | Formerly:                       | I-32   |
| ©EMCS                           |                                 |  |

**To:** The Okeechobee County School Board

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

**SUBJECT:** **ADVERTISEMENT TO AMEND BOARD POLICY 7.40 PURCHASING POLICIES AND BIDDING**

**DATE:** June 11, 2019

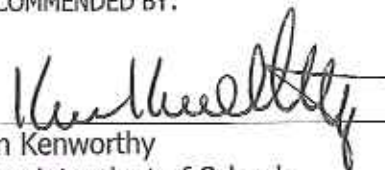
RECOMMENDATION:

That the Board approve advertisement to amend Board Policy 7.40 Purchasing Policies and Bidding.

BACKGROUND INFORMATION:

Revision of Policy 7.40 assures that all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus are firms are used when possible. Policy 7.40, 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

7.40\*

### ***PURCHASING POLICIES AND BIDDING***

#### **POLICY**

The purpose of this policy is to establish criteria by which the School Board will authorize purchases and the entering into contracts pursuant to bids awarded. It is also designed to implement provisions of Chapter 120, Florida Statutes. Florida Statutes, State Board of Education rules, School Board rules, State Department of Agriculture and Consumer Services rules, School Board rules and administrative procedures shall be carefully observed when making any purchases. The District shall recognize purchasing terms as defined by law and rule.

The Superintendent must approve purchase orders of five thousand dollars (\$5,000.00) or more and purchase orders under five thousand (\$5,000.00) may be signed by the Director of Finance.

#### I. Waiver of Bid Requirements

##### A. Purchase Under Governmental Contracts

The School Board will make purchases at the unit price in County contracts, District School Board contracts, State Purchasing Commission contracts, State On-Line Procurement System, State University System Cooperative Bidding Agreements, cooperative contracts with other school boards and bid agreements of other school boards, unless the goods and services can be purchased at a lesser price on the open market.

##### B. Single Source Commodities or Contractual Services

1. The Superintendent shall not recommend to the Board the award of a contract or the purchase of materials for the construction, modification, alteration, or repair of a District owned facility from a sole source supplier unless:
  - a. After considering all available alternative materials and systems it is determined that the specification of a sole material or system is justified based on its cost and interchangeability, and
  - b. The sole source specification has been recommended by the architect or engineer of record.
2. The Superintendent and staff shall document the justification in writing and place in the project file all action taken on such purchases or contracts.

##### C. Other Exceptions to Bidding Requirements

Food (excluding procurement of food items for the School Food Service program), items for resale, used books, items sold by the Department of Corrections pursuant to Section 946.24 Florida Statutes, and any other item exempted by law or rule are not subject to the requirement for requesting competitive solicitations. The Director of Finance shall submit justification for these exceptions when they are presented for approval of the School Board.

D. Professional Services

Professional services including, but not limited to, attorneys, auditors, management consultants, architects, engineers, and land surveyors are also exempt from the bid requirement. However, services of architects, engineers and land surveyors shall be selected and negotiated pursuant to School Board policy and to Section 287.055 Florida Statutes.

E. Quotations Permitted

The authority shall be vested in the Director of Finance, under the Superintendent's direction, for making purchases or entering contracts for temporary employment services and expending monies from properly budgeted materials, supplies, and services costing twenty-five thousand dollars (\$25,000.00) or less provided they are not on established State Contract and are not otherwise exempt from bidding by State Board of Education rules. The purchasing agent shall:

1. Request two (2) written or telephone quotations for items totaling more than five thousand dollars (\$5,000.00), but less than twenty-five thousand dollars (\$25,000.00); and,
2. Obtain written or telephone quotations for purchases of five thousand dollars (\$5,000.00) or less when practical and in the School Board's best interest.

F. Emergency Purchases

The Superintendent or his/her designee may authorize an emergency purchase without formal competitive bidding if one of the following conditions exists:

1. Threat to public health, safety, or welfare;
2. Emergency conditions; or
3. Delay of the goods or services would be detrimental to the best interest of the schools.

However, such emergency purchases shall be made after obtaining pricing information from at least two (2) vendors. If the Superintendent determines in writing that the time required to obtain pricing information will enhance the emergency situation, the emergency purchase may be made without quotations. All such emergency purchases shall be reported to the School Board for approval at the next regularly scheduled meeting.

II. Formal Bids

A. Competitive Sealed Bids

The School Board shall request sealed bids from at least three (3) sources for purchases in excess of twenty-five thousand dollars (\$25,000.00) except noted above in I.A-F.

B. General Advertisement, Construction Projects

A public notice for an invitation to bid shall be published in a newspaper of general circulation for a reasonable period prior to the bid opening. The Board shall publish as prescribed below a legal notice briefly giving the essential information including at least the following:

1. For all advertisements:
  - a. A statement that bids are to be filed in the office of the Board;
  - b. Date, time and place for the opening of bids.

2. For Construction Projects Advertisements:
- a. Brief statement of work contemplated and identification of location of work by project name;
  - b. From whom and when plans and specifications will be available;
  - c. Any other information for bid bonds and deposits for plans and specifications. This notice shall be published once a week on the same day of the week, in a newspaper which is entered or which has wide circulation in the School Board's district and which is available for the publication of official notices and customarily contains information of a public character. The last such notice shall appear at least one (1) week prior to the date set for the opening of bids. Any corrections or changes in the advertisement shall be made at least one (1) week prior to the final date set for opening bids. Notices shall be published according to the following schedule:

| <u>Project Cost</u>         | <u>Successive Weeks<br/>Published</u> |
|-----------------------------|---------------------------------------|
| Up to \$200,000.00          | 1                                     |
| \$200,000.00 - \$500,000.00 | 2                                     |
| \$500,000.00 and above      | 3                                     |

- d. All bids are to be publicly opened and tabulated by the Superintendent or a member of his/her staff and other designated individuals of the School Board at a previously announced time and place prior to the meeting of the School Board so that recommendations can be made to the Board at the meeting.
- C. Requirements for Award of a Construction Contract Pursuant to Bid
- The bidder must comply with all bid specifications and for bids over twenty five thousand dollars (\$25,000.00) and must have provided with the bid a good faith deposit in the amount of five percent (5%) of the bid by way of a cashier's check or a bid bond from a surety insurer authorized to do business in the state of Florida as surety and approved in the amount of the bid amount or above.
- D. Bid Openings
- Public openings of competitive sealed bids may be tabulated by the Director of Finance or his/her designee at the time and place specified in the advertisement.
- E. Withdrawal of Competitive Sealed Bid
- A competitive sealed bid that is clearly erroneous may be withdrawn before or after a contract is awarded. An awarded contract may be canceled because of an error if the Director of Finance is notified in writing in a timely manner. No changes in bid prices or other bid provisions are prejudicial either to the best interest of the School Board or to fair competition shall be permitted. If a competitive sealed bid contains an alteration or correction when opened, the affected bidder who made the change shall have initialed the change.
- F. Requirements for Bid to be Considered
- No bid shall be considered if the bidder fails to comply with the terms and conditions of the bid form, or the procedure for submitting bids as authorized in the official advertisement and other documents pertaining to the bidding as authorized by the Board.

G. Award of Bid

The Superintendent shall recommend the lowest responsible and best bid meeting specifications to the School Board. The Board shall have the right to reject any and all bids and to accept other than the lowest bid meeting specifications; however, in such event, the School Board shall enter the justification into the minutes of the meeting when the award is made.

H. Communications with Prospective Bidders

The School Board, through the Director of Finance, may communicate with prospective bidders for clarification and to assure full understanding of and conformance to the solicitation requirements. The School Board, through the Director of Finance, may discuss the request for proposal criteria with qualified bidders to assure that the award is in the School Board's best interests, provided, however, that due consideration must be given to fair competition.

III. Waiver of Irregularities and Rejection of Bid

- A. The School Board, at a regular or special meeting, shall consider all bids received and within the time limit listed in the specifications, either reject all bids or award the bid to the lowest responsible bidder for the actual amount of the bid considering base bid and alternates accepted as listed in the bid documents. The School Board may reject the bid of any bidder who has previously failed in the performance of an award, who has not delivered an on-time contract of similar nature, or who is not in the position to perform properly under the award.
- B. The School Board reserves the right to inspect all facilities of bidders to determine the above-mentioned items and also reserves the right to waive irregularities and minor technicalities if so stated in the bidding specifications. The Board may elect to request a rebid.

IV. Awards

- A. The School Board may consider several factors, including but not limited to the following, to determine the responsible and best bid:
1. The quality of workmanship;
  2. The ability of the bidder to meet time requirements given his/her current work force and current obligations;
  3. The financial stability and current obligations of the bidder;
  4. The past performance of the bidder with the Board;
  5. The experience and ability of the bidder;
  6. Other factors which influence the bidder to perform
  7. The facilities and capacity of the bidder.
- B. The School Board will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus are firms are used when possible (2CFR 200.321)
- B.C. The School Board may reject any bid from a bidder who has not been a bona fide going concern prior to the submission of the bid.
- G.D. This policy (Section C) shall become a part of the bid documents by reference. By such provision, the bidder shall acknowledge that he has read and understands that he is bound by the terms and conditions herein set forth.
- D.E. An award shall not be effective until the Director of Finance forwards a written purchase order or notice of award to the successful bidder, after action of the School Board.

V. Requirement for Performance and Payment Bond and Insurance

- A. Any person or corporation entering into a formal contract with the School Board, in excess of twenty five thousand dollars (\$25,000.00) for the construction of any facility, for the prosecution and completion of the construction work, or for repairs upon a building or facility, shall be required, before commencing the work, to execute a one hundred percent (100%) payment and performance bond in accordance with requirements of Section 255.05 F.S. and to provide liability insurance coverage as stipulated below. The performance and payment bond executed by the bidder must be by a bonding company approved by the Florida Department of Insurance and the United States Treasury Department to write such bonds in amounts equal to or exceeding the amount for each contract. The insurance company writing any policy, including liability, shall have a Best rating of "A+" or "above" or verified equivalent.
- B. Liability insurance or any other insurance protecting the contract bidder and the School Board shall not only be written by an insurance company with the required rating but must be in the amounts stipulated in the bid documents which are incorporated with and made a part of the bid contract. The insurance company must be licensed to do business in the state of Florida.

VI. Protests Arising from the Bidding Process

- A. Notice of Bid Solicitation  
A bid solicitation, notice of decision, or intended decision shall be given by U.S. Mail or by hand delivery by the Purchasing Department.
- B. Notice of Intended Decision for Bid or Other Award.
  1. Unless otherwise specified herein, all notices shall be issued by the Purchasing Department. Notices of intent to award or reject bids shall be given to all bidders by posting the bid tabulations at the Purchasing Department with recommendations reflecting the lowest and best bid meeting specifications, terms, and conditions. The date and time of posting for a specific bid tabulation and recommendation may be established in the bid documents. Bidders will be notified by registered mail, return receipt, of bid posting date and time not covered in bid documents and of any delay in the bid posting date. Any notification letters shall advise all bidders of the date and time at which bid tabulations will be posted, which date shall be at least three (3) days subsequent to the date the notice letter is mailed. The bid tabulation with the recommended award will remain on display for no fewer than seventy two (72) hours. The notice shall contain the following statement:  
"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."
  2. The School Board is not obligated to accept the recommendation placed before it, nor is it bound by a notice of intended decision.
- C. Actions Differing from the Notice  
Each action on a bid presented to the School Board shall be preceded by a recommendation from the Superintendent. In the event the School Board takes action to award a bid which differs from the posted notice of intended decision (or last notice of intended decision if more than one was provided), such award does not become final until seven (7) days after the Board's actions. Within two (2) working days of such Board

action, all bidders shall be notified of the action by registered mail, return receipt.

D. Protest

1. Any person adversely affected by the decision or intended decision shall file a notice of protest, in writing, within seventy two (72) hours after the posting of the bid tabulation (or receipt of written notice of intended decision) and shall file a formal written protest within ten (10) days after the date the notice of protest was filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. The formal written protest shall state with particularity the facts and law upon which the protest is based. All protests shall be filed with the School Board at the location described in the bid documents.
2. A protest is filed when it is received by the School Board at the location described in the bid documents. Accordingly, a protest is not valid unless it is received within the times specified in Section VII.D.
3. Upon receipt of a formal written Notice of Protest which has been timely filed, the School Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final School Board action, unless the Superintendent sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare. When the Superintendent so notifies the School Board, then the Superintendent is authorized to continue the bid solicitation process or the contract award process and to release purchase orders for the purchases regardless of the protest.
4. When the contract award process is stopped due to the filing of a Notice of Protest, the School Board authorizes the extension of any existing contract for the goods or services contained in the bid or request for proposals being protested under whatever terms and conditions are determined by the Superintendent to be in the best interest of the School Board until such time as the new award under protest can be approved by the School Board.
5. The method for computing the time in which to file a notice of protest and formal written protests is as follows:
6. Notice of Protest
  - a. The bidder must file a written notice of protest within seventy two (72) hours following notice of the Board's decision or intended decision. The notice of protest should be filed with the School Board at the location described in and to the official designated in the bid documents and will include at least the following information:
    - 1) The bidder's name, address, and telephone number;
    - 2) The name of the bidder's representative (the Board will forward all notices to this representative);
    - 3) A brief factual summary of the basis for the protest;
    - 4) The name and bid number of the solicitation.
  - b. All previous notices will be abandoned unless renewed in accordance with the above-mentioned time limits for filing a protest (refer to Section 120.57(3), F.S.) after the Board makes a decision. If the seventy two (72) hours expire on a Saturday, Sunday, or holiday, the



notice of protest must be received by the same hour the next day.

7. Formal Written Protest

- a. The bidder shall specify the following items:
  - 1) The solicitation involved;
  - 2) A clear statement explaining the grounds for the protest;
  - 3) The applicable statutes, rules or other legal authority involved;
  - 4) The requested relief sought.
- b. The formal written protest will be timely filed with the School Board at the location described in and to the official designated in the bid documents within ten (10) days after the date of the filing of the notice of protest. The protest will be timely filed by the close of the business day or day when the ten (10)day period expires. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- c. The day of the event from which the period of time begins will not be included. The last day of the period will be included. However, if the last day is a Saturday, Sunday or legal holiday when the School Board administrative office is closed, the period will run until the end of the next day that is not a Saturday, Sunday or legal holiday.

8. Security

- a. Significant damages and losses will be suffered by the Board as a result of the time lost and costs associated with an unsuccessful Bid Protest and such damages and losses will be difficult, if not impossible to prove. Therefore, each Formal Written Protest will be accompanied by Security in an amount equal to 15 percent of the total value of the contract or \$5,000.00, whichever is less.
- b. The Security may be in the form of a bank cashier's check or bank certified check payable to "The School District of Okeechobee County, Florida", or the Security may be in the form of a Bond naming as Obligee therein "The School District of Okeechobee County, Florida". Each such Bond shall be executed by the Protesting Party as the Principal therein, and by a Surety. The Protest Bond shall be dated the same date as the date shown in the Formal Written Protest. There must be attached to each Protest Bond a duly authenticated or certified Power of Attorney evidencing that the Attorney-in-Fact who executed the Protest Bond on behalf of and in the name of the Surety thereon, has the authority to so execute the Protest Bond on the date of the Protest Bond.
- c. If the Protesting Party is successful in the Bid Protest, the Security submitted shall be returned in full to the Protesting Party.
- d. If the Protesting Party is unsuccessful in the Bid Protest, the Security submitted by the Protesting Party in the form of a cashier's check or bank certified check shall be kept and retained by the Board and the Board may receive and retain all moneys represented by such check and the Protesting Party shall have no right to same or to a refund of any part of same.
- e. If the Protesting Party is unsuccessful and the Security submitted by the

Protesting Party is in the form of a Protest Bond, the Protesting Party and the Surety on said Protest Bond shall forthwith pay over to the Board the full monetary amount and penal sum of the Protest Bond, and such amount and sum shall be retained by the Board.

- f. If the Protesting Party's protest is unsuccessful, said Protesting Party shall be liable for all attorney fees and other administrative costs associated with the unsuccessful Bid Protest.
- g. To qualify as a successful Bid Protest:
  - 1) In the case of a protest of another party's bid, the bid being protested must be rejected by the Board for the reasons stated in the Protesting Party's Formal Written Protest.
  - 2) In the case of the protest of a rejection of the Protesting Party's own bid, for the protest to be successful, the Board must award the contract to the Protesting Party.

9. Settlement and Resolution

Within seven (7) days, excluding Saturday, Sunday, and legal holidays, following the formal written protest, the School Board shall provide an opportunity to resolve the protest by mutual agreement between the parties. However, if a settlement will determine a substantial interest of another bidder, the settlement must be determined in an informal proceeding. Any such proposed settlement must be approved by the Superintendent and submitted to the School Board for final action.

10. Informal Proceedings

- a. When a protest cannot be resolved by mutual agreement within seven (7) days and if there is no disputed issue of material fact, the Superintendent shall appoint a presiding officer to conduct an informal proceeding pursuant to the Florida Administrative Procedures Act (Section 120.57(2) Florida Statutes). The presiding officer shall seek a mutually agreeable resolution within seven (7) days of the receipt of the referred protest.
- b. The presiding officer may notify other individuals/bidders whose interest may be substantially affected by these proceedings.
- c. A petition to intervene will be considered on its merits.
- d. A protesting bidder may submit the following items either prior to or at the hearing: written or physical materials/objects, statements/affidavits, written agreements regarding the issues.
- e. The protesting bidder, representative, or counsel may present an oral presentation of the relevant evidence of arguments. However, direct and cross-examination will not be permitted. The presiding officer may make inquiries regarding the protest.
- f. The judicial rules of evidence shall not apply. The presiding officer will base his/her decision on the reasonable information presented at the proceedings. The presiding officer will render a decision within thirty (30) days following the conclusion of the proceedings. The decision will include the terms and/or conditions of any settlement and/or conform to the Florida Administrative Procedures Act for final orders and proceedings (Section 120.57, Florida Statutes).
- g. If the presiding officer finds that a dispute exists regarding a material fact in the resolution of the protest, his/her decision will notify the protesting bidder regarding his/her rights to petition for a formal

proceeding under the provisions of the Florida Administrative Procedures Act (Section 120.57, Florida Statutes).

- h. The protesting bidder shall have ten (10) working days following the date of the close of the informal hearing to petition for a formal proceeding. Any party to the informal hearing may arrange for the hearing to be stenographically recorded.

11. Formal Proceedings

If by mutual agreement a resolution is not reached by the informal hearing process as set forth herein and if there is a disputed issue of material fact, the matter shall be referred to the Florida Department of Administration, Division of Administrative Hearings, for proceedings under Section 120.57(1), Florida Statutes.

a. Interveners

Participation by interveners will be determined by the terms of the order issued in response to the petition to intervene.

b. Time Limits

The time limit for filing a protest may be altered by provisions incorporated into the invitations for bids or requests for proposal.

c. Entitlement to Costs

The protesting bidder will not be entitled to any costs incurred with the solicitation, which includes bid preparation costs and attorney's fees.

- VII. The School Board shall approve all subcontractors. When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.

VIII. Purchase of Foods and Non-Food Items for the Food Services Department

The Superintendent shall develop and prescribe a Competitive Procurement Plan for purchasing food and non-food supply items for the school food services program.

- A. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.
- B. The Plan shall provide for various types of selection procedures as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Department of Agriculture and Consumer Services Rule 5P-1.003.
- C. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases and protest of bids described herein.

IX. Conflict of Interest

No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization in which his / her spouse or child has a material

Interest as defined by Section 112.312, Florida Statutes.

X. Multi-Year Purchase Agreements

No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

|  |  |  |
|--|--|--|
| STATUTORY AUTHORITY:   | 1001.41, 1001.42, F.S.   |  |
| LAWS IMPLEMENTED:  | 112.312, 119.071, 120.57, 212.08, 212.0821, 255.04, 274.02, 287.017, 287.057, 1001.43, 1010.01, 1010.04, 1013.47, F.S. |  |
| STATE BOARD OF EDUCATION RULES:                              | 6A-1.012, 6A-1.085, 6A-1.087   |  |
| STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULES: | 5P-1.003   |  |
| HISTORY:   | Adopted:   | 07/14/1998   |
|  | Revision Date(s):  | 08/14/2001, 12/09/2003, 01/20/2004, 11/22/2005, 03/09/2010, 10/11/2011, <a href="#">07/09/2019</a> |
|  | Formerly:  | F-2, F-3, F-5, F-23, F-24, F-34, F-41  |
| ©EMCS  |  |  |

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **ADVERTISEMENT TO AMEND CODE OF STUDENT CONDUCT - BOARD POLICY 5.40**  
**STUDENT CONTROL**  
**DATE:** June 11, 2019

RECOMMENDATION:

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

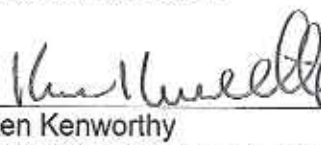
BACKGROUND INFORMATION:

Revisions to the Code of Student Conduct include:

- Application of Florida State Statutes when applicable for all school incidents
- Okeechobee County School Board Threat Assessment Protocol
- Stoneman Douglas High School Public Safety Act
- School Safety Proclamation by the School Board of Okeechobee County
- Updated Matrix of Offense Codes, Consequences, and SESIR Reporting

Pages with revisions are attached. 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

2019-20

# Code of Student Conduct

School Safety • Social Emotional Learning • Quality Education



**Okeechobee County Schools**

*Achieving Excellence: Putting Students First*

This code of conduct is available in Spanish.  
Este Código de Conducta Estudiantil Está Disponible En Español.

**Mr. Ken Kenworthy, Superintendent**

## 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.**

## MARJORY STONEMAN DOUGLAS HIGH SCHOOL PUBLIC SAFETY ACT

The Marjory Stoneman Douglas High School Public Safety Act (SB 7026) is comprehensive legislation enacted to focus on public and school safety. An important component of the legislation is providing students and their families' access to mental health services. Parents/Guardians of new or transferring students are required to note referrals to mental health services on the Student Registration Form. Districts policies and procedures relating to the prevention of violence on school grounds and the provision of mental health services have been updated per this legislation.

The Student Code of Conduct has been changed in accordance with SB 7026 and SB 7030, and now states that any student that makes a threat or false report; brings a firearm or weapon; who makes, posts or transmits a threat in writing or other record, including and electronic report, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view that threat, must be referred to a mental health agency for evaluation or treatment when appropriate. In addition to mental health referrals students will also be referred for disciplinary action by the District, which can include expulsion. "Referral to mental health agency required" is listed for the offenses.

### What is the School District Doing to Ensure Your Schools are Safe?

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <u>Security fencing to create a single point of entry</u></li> <li>• <u>Social and emotional curriculum for all students</u></li> <li>• <u>Monthly lock-down drill training</u></li> <li>• <u>Marked safe spaces in each classroom</u></li> <li>• <u>School resource officers at every school</u></li> </ul>   | <ul style="list-style-type: none"> <li>• <u>Electronic locking system a main entrances</u></li> <li>• <u>Intensive interventions to meet students' needs</u></li> <li>• <u>Threat assessment protocol</u></li> <li>• <u>Mental health counseling at all schools</u></li> <li>• <u>Alternative School for students needing a more restrictive environment</u></li> </ul>   |
| <ul style="list-style-type: none"> <li>• <u>Participation in the Guardian program</u></li> <li>• <u>Implemented Suspicious Reporting App called FortifyFL</u></li> <li>• <u>Two year plan to provide training to every employee in Youth Mental Health First Aid</u></li> <li>• <u>Training employees to Stop the Bleed</u></li> <li>• <u>Designated gold level Health School District</u></li> <li>• <u>Crime Stoppers Hotline advertisements</u></li> <li>• <u>Individualized safety plans for students identifying threat to harm themselves or others</u></li> <li>• <u>Locked classroom doors</u></li> </ul> | <ul style="list-style-type: none"> <li>• <u>Random drug testing for students participating privileged school activities</u></li> <li>• <u>Employment of district social worker, crisis counselors</u></li> <li>• <u>Management of a system of care grant through Southeast Florida Behavioral Health Network</u></li> <li>• <u>Installation of school security cameras</u></li> <li>• <u>Security walk-throughs with first responders</u></li> <li>• <u>Crime Watch Organizations at each school</u></li> <li>• <u>Universal screenings to identify students needing assistance</u></li> <li>• <u>Family engagement activities</u></li> </ul> |
| <ul style="list-style-type: none"> <li>• <u>Window tinting selected doors and windows</u></li> <li>• <u>Positive behavioral intervention and support at each school</u></li> </ul>  | <ul style="list-style-type: none"> <li>• <u>Go Guardian software to identify online threats to self and or others</u></li> <li>• <u>Early warning system to identify students needing support</u></li> </ul>  |



**SCHOOL SAFETY**

**SCHOOL BOARD OF OKEECHOBEE COUNTY**

**WHEREAS**, the School Board of Okeechobee County, Florida desires to keep its students safe, secure, and free from harm; and

**WHEREAS**, recent events have brought to the forefront the need for a mechanism for reporting potentially unsafe conditions within our schools; and

**WHEREAS**, Florida Statutes 1006.07(3) indicates that the school board shall provide for proper attention to health, safety and other matters relating to the welfare of students, including a student crime watch program and anonymous reporting system; and

**WHEREAS**, the district school board is required, by resolution, to implement a student crime watch program to promote responsibility among students, to improve school safety, and to allow students and the community to anonymously relay information concerning unsafe and potentially harmful, dangerous, violent or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials; and

**WHEREAS**, Treasure Coast Crime Stoppers and FortifyFL provide anonymous reporting through tip lines and mobile applications that are directed to the appropriate law enforcement agency and school officials;

**THEREFORE BE IT RESOLVED**, that The School Board of Okeechobee, Florida hereby implements a **STUDENT CRIME WATCH PROGRAM** in cooperation with the Treasure Coast Crime Stoppers, FortifyFL, and local Law Enforcement Agencies, to promote safety with its schools by providing a mechanism that will promote responsibility among students, increase student participation in school safety matters and allow students and community members to anonymously report information concerning activities or the threat of activities that are potentially unsafe, harmful, dangerous, violent or are criminal in nature.

**DONE AND ORDERED** by THE SCHOOL BOARD OF OKEECHOBEE, FLORIDA, this 12<sup>th</sup> day of February 2019.

[How Can I Report Potentially Dangerous or Suspicious Activity?](#)



What Happens if a Potential Threat is Communicated to Harm Oneself or Others?  
OCSB Threat Assessment Protocol

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to provide emergency intervention, assessment, and recommendations for services for the student and family.

Parent/guardian will be notified of the outcome of the assessment and will be provided resource options. School personnel will also address a plan of student safety. Okeechobee County School Board (OCSB) threat assessment team consists of the following members: school resource officer, crisis counselor, and school administration or guidance counselor.

Need help at school?

Ask to speak with the Guidance Counselor at:

Central Elementary 863-462-5077

South Elementary 863-462-5087

North Elementary 863-462-5100

Everglades Elementary 863-462-5108

Seminole Elementary 863-462-5116

Yearling Middle School 863-462-5056

Osceola Middle School 863-462-5070

Freshman Campus 863-462-5288

Okeechobee High School 863-462-5025

Okeechobee Achievement Academy 863-462-5125

What are the Warning Signs of Suicide?

Suicide Warning Signs

- |  |
|--|
| • Threatening to hurt or kill himself/herself.   |
| • Seeking access to means (weapons, pills, etc.).  |
| • Talking, writing, or drawing about death, dying, or suicide.                                     |
| • Giving away prized possessions.  |
| • Having a dramatic change in mood.  |
| • Change in eating or sleeping habits.   |
| • Abuse (physical, emotional, and/or sexual).  |
| • Withdrawal from friends, family, or society.   |
| • Frequent complaints of physical or emotional symptoms (headaches, agitation, anxiousness, etc.). |
| • Chronic physical illness.  |
| • Sexual orientation issues.   |
| • Having rage, anger, or seeking revenge.  |
| • Increasing alcohol or drug use.  |
| • Loss of interest in pleasurable activities.  |
| • Preoccupation with death or dying.   |
| • Previous suicide ideation or attempt.  |

**NATIONAL**  
**SUICIDE**  
**PREVENTION**  
**LIFELINE™**  
**1-800-273-TALK**  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

 **FOR SPEECH  
IMPAIRED &  
DEAF CALLERS**  
**1-800-799-4889**  
National Suicide  
Prevention Lifeline

### 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.

| Community Services<br>Behavioral Health Providers  |  |
|--|--|
| 211 <a href="http://www.211treasurecoast.org">www.211treasurecoast.org</a><br>Information Hotline 24/7   | Hospice of Okeechobee - Grief Counseling<br>863-467-2321 <a href="http://www.hospiceofokeechobee.org">www.hospiceofokeechobee.org</a>            |
| Big Lake Mission and Outreach<br>863-763-4654 food and clothing for those in need  | Legacy Behavioral Health Center<br>863-357-8268 <a href="http://www.legacybhc.com">www.legacybhc.com</a>   |
| Castle 772-465-6011<br>In-Home Parenting   | LIHEAP—Energy Assistance<br>863-357-2240   |
| Children's Home Society (Wavecrest Shelter)<br>772-460-9752  | Lake Okeechobee Rural Health Network<br>561-844-4220 Community Training and Outreach   |
| Cleveland Clinic Behavioral Health<br>772-563-4666   | Martha's House - Domestic Abuse Resources<br>863-763-2893 <a href="http://www.marthashouse.org">www.marthashouse.org</a><br>Hotline 863-763-0202 |
| DATA (Substance Abuse)<br>772-595-3322   | My Aunt's Closet (need referral from school)<br>863-634-2306 children's clothing   |
| Department of Children and Families<br>Economic Services, EBT and Cash Assistance<br>866-762-2237  | New Horizons of the Treasure Coast<br>Mental Health Counseling<br>863-462-0040 <a href="http://www.nhtcinc.org">www.nhtcinc.org</a>              |
| Florida Community Health Center<br>Fred Brown Children's Health Center<br>863-763-1951 <a href="http://www.fhcinc.org">www.fhcinc.org</a>                              | Our Village Okeechobee<br>863-697-8718<br>Health and education resources and more  |
| Florida Department of Health in Okeechobee<br>863-462-5809 - Immunizations<br><a href="http://www.okeechobee.floridahealth.gov/">www.okeechobee.floridahealth.gov/</a> | Sandy Pines<br>772-744-0211<br>Mental Health Hospital  |
| Healthy Families of Okeechobee<br>863-623-5119 Birth-3 Parenting Classes and<br>Resources  | SequelCare Mental Health Counseling<br>772-337-8164 <a href="http://www.sequelcare.com">www.sequelcare.com</a>                                   |
| Healthy Start of Okeechobee<br>863-462-5877 Healthy Birth Outcome – age 3  | Shared Services Network - Community Resource<br>Assistance 863-462-5000 Ext. 1057  |
| Helping People Succeed <a href="http://www.hpsfi.org">www.hpsfi.org</a><br>772-320-0770 Mental Health Counseling   | Suncoast Mental Health Center<br>863-824-0300 <a href="http://www.suncoastmentalhealth.org">www.suncoastmentalhealth.org</a>                     |
| Hibiscus Children's Center<br><a href="http://www.hibiscuschildrenscenter.org">www.hibiscuschildrenscenter.org</a><br>863-467-1166 Mental Health Counseling            | Tykes and Teens – Mental Health Counseling<br>772-220-3439 <a href="http://www.tykesandteens.org">www.tykesandteens.org</a>                      |
|  | United Way House – Community Resource Center<br>863-824-5546   |

## WHAT ARE OUR ROLES AND RESPONSIBILITIES?

### STUDENT'S ROLE AND RESPONSIBILITY

| <u>Students have the right to:</u>   | <u>Students have the responsibility to:</u>   |
|--|---|
| <ul style="list-style-type: none"> <li>Be informed of all school rules and the consequences of breaking those rules.</li> </ul>  | <ul style="list-style-type: none"> <li>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.</li> </ul>                    |
| <ul style="list-style-type: none"> <li>Be shown personal respect by all other students and school personnel.</li> </ul>  | <ul style="list-style-type: none"> <li>Show respect to all other students and adults.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Make appropriate use of school facilities, properties, and materials.</li> </ul>  | <ul style="list-style-type: none"> <li>Respect and protect school facilities, properties, and materials.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Attend school and benefit from quality educational opportunities.</li> </ul>  | <ul style="list-style-type: none"> <li>Attend school and all classes on a regular basis.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Have access to an appropriate education including instruction and use of material and tests at a level, which allows an opportunity for success.</li> </ul>   | <ul style="list-style-type: none"> <li>Participate in educational opportunities, completing classroom assignments and homework to the best of their abilities.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.</li> </ul>   | <ul style="list-style-type: none"> <li>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.</li> </ul>                          |
| <ul style="list-style-type: none"> <li>Know in advance how grades in a class will be determined.</li> </ul>  | <ul style="list-style-type: none"> <li>Understand the teachers' grading systems and monitor their own progress in each class.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Enjoy a reasonable degree of personal privacy.</li> </ul>   | <ul style="list-style-type: none"> <li>Keep their persons and property free of dangerous or illegal objects, materials, and substances.</li> </ul>  |
| <ul style="list-style-type: none"> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>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.</li> </ul> |
| <ul style="list-style-type: none"> <li>Choose whether to participate in patriotic or religious activities, including, reciting the Pledge of Allegiance under certain circumstances (p.29)</li> </ul>  | <ul style="list-style-type: none"> <li>Respect the rights of others to participate in patriotic or religious activities.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Receive personal, academic and career counseling.</li> </ul>  | <ul style="list-style-type: none"> <li>Seek personal, academic, and career counseling.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Dress comfortably in a way appropriate to a school setting.</li> </ul>  | <ul style="list-style-type: none"> <li>Dress in a way not offensive to others and in compliance with specific school rules.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Assemble peacefully on school grounds.</li> </ul>   | <ul style="list-style-type: none"> <li>Assemble so as not to disrupt the educational process.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Participate in school government based on a democratic process.</li> </ul>  | <ul style="list-style-type: none"> <li>Take an active interest in student government.</li> </ul>  |
| <ul style="list-style-type: none"> <li>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.</li> </ul>           | <ul style="list-style-type: none"> <li>Cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accept final decisions.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Remain in the school program if married, parent, or pregnant.</li> </ul>  | <ul style="list-style-type: none"> <li>Seek regular medical advice regarding school attendance.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Have access to records and/or transcripts as provided by statute.</li> </ul>  | <ul style="list-style-type: none"> <li>Provide the school with all information relevant to making educational decisions.</li> </ul>   |

## 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:

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Understand, support, and discuss this Code of Student Conduct with your child.</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Know your child's school, its staff, and its curriculum.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• 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.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b><u>Make sure the school has your correct home and work telephone numbers, home address, and an emergency contact person and the telephone number</u></b></li> </ul>   |
| <ul style="list-style-type: none"> <li>• Show a positive attitude toward the school and toward your child is learning progress.</li> </ul>  | <ul style="list-style-type: none"> <li>• Teach your child to dress properly and neatly, and to be clean and well groomed.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Make certain your child attends school <b>all day, every day</b> unless the child is ill.</li> </ul>   | <ul style="list-style-type: none"> <li>• Work closely with school personnel to solve any disciplinary or academic problems.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• 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.</li> </ul> | <ul style="list-style-type: none"> <li>• 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.)</li> </ul> |

## 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:

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Establish classroom rules of conduct.</li> </ul>  | <ul style="list-style-type: none"> <li>• Request and receive immediate assistance in classroom management if a student becomes uncontrollable or in case of emergency.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Establish and implement consequences, designed to change behavior, for infractions of classroom rules.</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution, and related areas.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Have violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention.</li> </ul> | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Assist in enforcing school rules on school property, on school-sponsored transportation, and during school-sponsored activities.</li> </ul>           | <ul style="list-style-type: none"> <li>• 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.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Request and receive information as to the disposition of any referrals to the administration for violation of classroom or school rules.</li> </ul>   |   |

## 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

• 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

• Principals must release a student to law enforcement officers when a warrant has been issued for the student's arrest.

|   |  |
|---|--|
| <p>on teaching respect. These rules shall be published in the Student-Parent Handbook of the school.</p>  |  |
| <ul style="list-style-type: none"> <li>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.</li> </ul>  | <ul style="list-style-type: none"> <li>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.</li> </ul> |
| <ul style="list-style-type: none"> <li>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.</li> </ul>   | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
| <ul style="list-style-type: none"> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>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".</li> </ul>  |
| <ul style="list-style-type: none"> <li>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.</li> </ul>  | <ul style="list-style-type: none"> <li>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.</li> </ul>   |

## POSITIVE BEHAVIOR INTERVENTION SUPPORT

Okeechobee School District uses Positive Behavior Intervention Support (PBIS) 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 & Restorative Practices

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.

|                                    |   |
|------------------------------------|---|
| • Expectations in Classroom        | • <u>Schedule Changes</u>   |
| • Student/Teacher Conference       | • Special Work Assignment   |
| • Apology/Restitution              | • Functional Behavior Assessment                                  |
| • Parent Contact                   | • Social Skills Training  |
| • Behavioral Contract              | • Removal from Program/Activity                                   |
| • Behavior Intervention Class      | • Loss of Privileges  |
| • Educational Modules              | • Referral to Mental Health Agency                                |
| • Student/Administrator Conference | • <b>Establishing and Monitoring Expected Classroom Behaviors</b> |

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

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

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

#### **c. Suspension Hearings**

If the parent, guardian or adult student wishes to avail himself of a hearing, he shall request with the principal at the specified address and before a certain date and time identified in the notice. Failure to request a hearing, in a timely manner, shall be considered a waiver of the right to a hearing. Any person(s) who may have been involved

in the case or any witnesses may attend the conference if requested by the parent or guardian and approved by the hearing officer. In advance of a hearing, the parent or guardian of the pupil must have been notified as to the specific nature of the charge(s) against the pupil on the **Notice of Suspension**. The parent or guardian shall have the right to a list of witnesses against the pupil and summary of their testimony. The pupil must be given an opportunity to be heard at this hearing.

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

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

### COMMUNITY CONTROL (HOME DETENTION)

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

### SUSPENSION BASED ON FELONY CHARGES

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

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

### EXPULSION

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

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

- (1) The following procedures shall be observed when a student is suspended with a recommendation of expulsion:

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

## Alternative Placement/Expulsion Proceedings

1. Introductions
  - a. School Official
  - b. Student
  - c. Parent
2. Explanation of Alternative Placement/Expulsion Process
  - a. School Board authority
  - b. Proceedings are governed by the Code of Student Conduct and Florida Statute, Chapter 120.57(2)
  - c. Board appoints hearing officers
  - d. Hearing officer's responsibility to determine findings of fact based upon:
    - i. Witness testimony
    - ii. Cross examination
    - iii. Rebuttals
    - iv. Evidence
  - e. Hearing officer reports findings to the Superintendent
  - f. Superintendent accepts hearing officer's finding and:
    - i. Withdrawals recommendation, or
    - ii. Recommends expulsion to the School Board, or
    - iii. Alternative Placement
3. Hearing Agenda
  - a. Individuals are sworn in: "Please raise your right hand. Do you swear to tell the truth, the whole truth, and nothing but the truth?"
  - b. Opening Remarks by School official which should include:
    - i. Explanation of charges
    - ii. Recommended consequences
  - c. Opening Remarks by Parent/Student which should include:
    - i. Explanation of objection
    - ii. Relief sought
  - d. Presentation of case by School official
    - i. Cross examination by Parent/Student
    - ii. Rebuttal by School official
  - e. Presentation of case by Parent/Student
    - iii. Cross examination by School official
    - iv. Rebuttal by Parent/Student
  - f. Closing remarks by School official
  - g. Closing remarks by Parent/Student
4. Next Steps
  - a. Hearing officer prepares a report detailing findings of fact for the Superintendent.
  - b. Hearing officer will notify Parent/Student and School official of recommendation.

- (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).

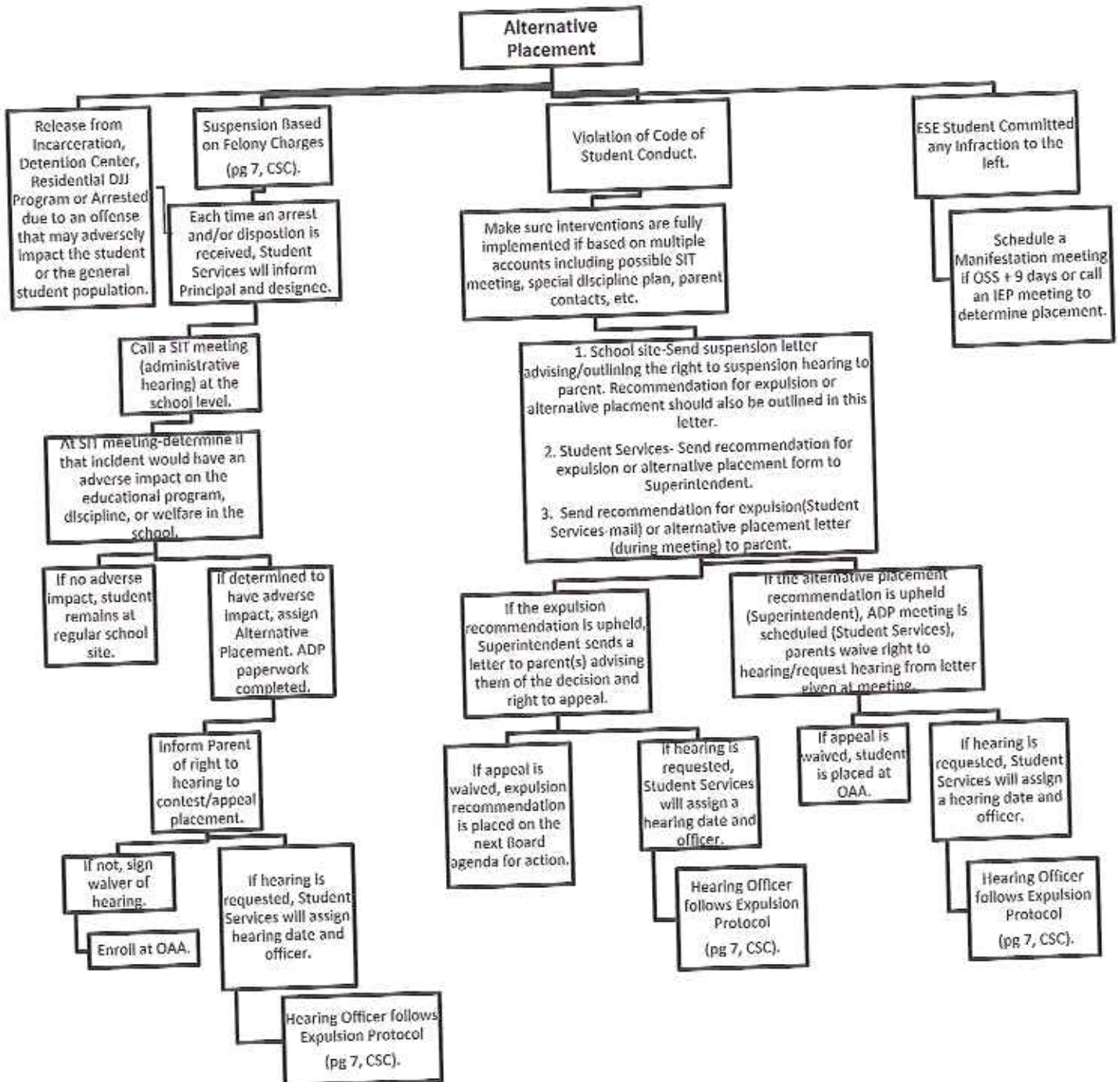
\*\*\*\* In an attempt to minimize the interruption of a student's attendance in school, a suspension may be reduced upon enrollment in the assigned alternative setting.

**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.

Absences between SIT Meeting (Admin Hearing) and Hearing to Appeal (requested by parent) will be Excused.

MTSS (Purple File) must be present at ALL SIT/ADDP/Hearings- Student's school site brings to meeting.

If Safety Plan is created/updated, place in MTSS (Purple File).



## 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 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. The penalty also carries a one year suspension and 40 hours of community service for first offense, and a two year suspension and 40 hours of community service for a second offense. 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 2<sup>nd</sup> Avenue, Okeechobee, FL 34974  
(863) 462-5000 Ext. 267

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

### BULLYING AND HARASSMENT

The District will not tolerate bullying and harassment of any type. The School Board approved policy 5.321 specifically defines bullying and harassment and sets forth specific actions the district must take to make sure that our students are safe and free from bullying, cyber-bullying and harassment. Florida Statute 1006.147 and School Board Policy 5.321 outline very specific procedures that must be documented in our efforts to stop bullying and harassment. These procedures include instruction on the policy for parents, students and staff; reporting, investigating and assignment of consequences; and referral of victims and perpetrators of bullying/harassment for



counseling. Any and all acts of bullying and harassment should be reported to school administration. District report forms are available at the office of your child's school. Please note that allegations can be made anonymously, however, formal disciplinary action cannot be based solely on an anonymous report. For information on Bullying and Harassment, see Section N. Violence in this Code of Student Conduct.

### **DATING VIOLENCE AND ABUSE**

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

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

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

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

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

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

#### **PROCEDURES:**

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



### **OKEECHOBEE COUNTY SHERIFFS 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 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.

**GANG AWARENESS  
OKEECHOBEE COUNTY SHERIFF'S OFFICE  
CRIMINAL INVESTIGATION DIVISION**

• **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 that offense

***Okeechobee County Criminal Street Gang Documentation***

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

**Vaping THC Will Result in a 3<sup>rd</sup> Degree Felony!**



**Vaping F.S. 877.112, "Nicotine dispensing device", means any product that employs an electronic, chemical, or mechanical means to produce vapor from a nicotine product, including, but not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product, any replacement cartridge for such device, and any other container of nicotine in a solution or other form intended to be used with or within an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product. TB**

**\*\*Under Florida Statute 893.13(6)(A), it is a FELONY to possess ANY amount of THC, a cannabis concentrate, even if the total weight of the cannabis concentrate containing the THC is less than twenty (20) grams. If THC Resin Is found, it will constitute a violation of F.S., 893.13.6A, which is a third degree felony\*\***

## 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 three 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.

### 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. SESIR, "School Environmental Safety Incident Reporting" is also included in the offense code chart below. 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.

| <b>Non-SESIR Discipline Offense Codes/<u>No Required Consultation with Law Enforcement</u></b> | <b>SESIR Discipline Offense Codes/<u>Required Consultation with Law Enforcement</u></b> |
|--|---|
| <b>AB</b> Abusive Language/Gesture   | <b>AL</b> Alcohol Possession and/or use   |
| <b>AU</b> Accepted Use Policy Violation  | <b>AR</b> Arson   |
| <b>BC</b> Behavioral Contract Violation  | <b>AV</b> Auto Violation  |
| <b>BS</b> Bus Rule   | <b>BA</b> Battery   |
| <b>CM</b> Continuation of Minor Infraction   | <b>BE</b> Breaking and Entering   |
| <b>CO</b> Contraband   | <b>BL</b> Bullying  |
| <b>DD</b> Disrupt/Disrespect/Disobedient   | <b>DC</b> Disruption on Campus/Major Disorderly Conduct                                 |
| <b>DI</b> Defiance/Insubordination   | <b>DR</b> Drug Possession and/or Use, Excluding Alcohol                                 |
| <b>ED</b> Electronic Device  | <b>DS</b> Drug Sales/Distribution, Excluding Alcohol                                    |
| <b>FC</b> Failure to Comply  | <b>FT</b> Serious Mutual Com  |
| <b>IM</b> Obscene and/or Inappropriate Material  | <b>HM</b> Homicide  |
| <b>MM</b> Miscellaneous Minor Offense  | <b>HR</b> Harassment  |
| <b>PA</b> Physical Aggression  | <b>HZ</b> Hazing  |
| <b>PD</b> Property Damage (less than \$100)  | <b>KD</b> Kidnapping  |
| <b>RS</b> <u>Restraint/Seclusion</u>   | <b>MT</b> Motor Vehicle Theft   |
| <b>SC</b> Skipping Class   | <b>OM</b> Other Major Unclassified Offense  |
| <b>SS</b> Skipping School  | <b>PHA</b> <u>Physical Attack</u>   |
| <b>TD</b> Tardiness  | <b>RB</b> Robbery   |
| <b>** SESIR Codes that "may not" Require Consultation with Law Enforcement**</b>               | <b>SB</b> Sexual Battery  |
| <b>BL</b> Bullying   | <b>SH</b> Sexual Harassment   |
| <b>BV</b> Bullying Victim  | <b>SO</b> Sexual Offense (lewdness, indecent exposure)                                  |
| <b>BP</b> Bullying Perpetrator   | <b>ST</b> Larceny/Theft (Value of \$300 or more)  |
| <b>FT</b> Serious Mutual   | <b>TB</b> Tobacco Possession and/or Use   |
| <b>HR</b> Harassment   | <b>TF</b> Forgery/Theft/Poss. Stolen Property (less than \$300)                         |
| <b>SH</b> Sexual Harassment  | <b>TI</b> Threat/Intimidation   |
| <b>UB</b> Unsubstantiated Bullying   | <b>TP</b> Trespassing   |
| <b>UBP</b> Unsubstantiated Bullying, Perpetrator   | <b>VA</b> Vandalism (Damage must be \$1000 or more)                                     |
| <b>UBV</b> Unsubstantiated Bullying, Victim  | <b>WP</b> Weapon Possession   |
| <b>UH</b> Unsubstantiated Harassment   |   |
| <b>UHP</b> Unsubstantiated Harassment, Perpetrator   |   |
| <b>OHV</b> Unsubstantiated Harassment, Victim  |   |

**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 grade 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. ([Florida Statute 1003.44](#))

**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)

| A. Absenteeism   | Minimum Consequences<br>K-5   | Minimum Consequences<br>6-8   | Minimum Consequences<br>9-12<br>(students under 16 )  |
|--|---|---|---|
| <p>1. (Truancy-Skipping)<br/>Failure to be in school and on time unless absence is excused as per Florida Statute 1003.10(8) (see page 15 for excused absences allowed.)<br/><b><u>TD.SS.SC</u></b></p> <p><b>NOTE:</b><br/>The principal may assign additional consequences for being tardy and skipping class or school.</p> <p><b><u>No student shall be suspended out of school for unexcused tardiness, lateness, absence, or truancy. Florida Statute 1006.09(1)(b).</u></b></p> | <p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's not for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent of guardian</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The District Attendance Officer visits the home and provides written notice of the state statute.</p> <p>After 15 unexcused absences in a 90 day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol> | <p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's not for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent of guardian</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The District Attendance Officer visits the home and provides written notice of the state statute.</p> <p>After 15 unexcused absences in a 90 day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol> | <p>After 5 unexcused absences in a school year, a warning letter will be sent.</p> <p>After 9 absences in a school year, a letter will be sent requiring a doctor's not for future absences.</p> <p>After 10 unexcused absences in a school year, a second attendance letter will be sent to the parent of guardian</p> <p>The school attendance person notifies the school counselor who schedules a Student Information Team (SIT) meeting.</p> <p>The District Attendance Officer visits the home and provides written notice of the state statute.</p> <p>After 15 unexcused absences in a 90 day period, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:</p> <ol style="list-style-type: none"> <li>File a legal charge against the parent/guardian</li> <li>File a legal charge against the student</li> <li>Refer the family for intervention services</li> </ol> |

**\*\*Grades 9-12\*\***

**Continuation (Absenteeism)**

**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.

**B. Alcohol and Drugs**

**Minimum Consequences K-5**

**Minimum Consequences 6-8**

**Minimum Consequences 9-12**

*Alcohol (ALC)-Level-IV (Possession, use, or sale), Possession, sale, or purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.*

1. Possession (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:
  - a. Alcohol;
  - b. Any substance controlled by F.S. 893 or 877.111 (available upon request); **AL**

**First Offense**  
 Principal's discretion; may include Out-of-School Suspension up to 9 days and mandatory conference with principal and/or counseling

**Second Offense**  
 Principal's discretion, parent conference, and Out-of-School Suspension, (Minimum: 1 day)

**Third Offense**

**First Offense**  
 Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement

**Second Offense**  
 Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement

**Third Offense**

**First Offense**  
 Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement

**Second Offense**  
 Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement

**Third Offense**

|   |   |   |   |
|---|---|---|---|
| <p>c. Prescription drugs for which the student does not have a valid prescription; <b>DR</b></p> <p>d. Hallucinogenic drugs or combinations; <b>DR</b></p> <p>e. Counterfeit drugs including, but not limited to, prohibited substances possessed, sold and/or used that are held out to be, or represented to be controlled/illegal substances. In addition counterfeit drugs include substances used in a manner not in accordance to package directions, or substances when combined, induce a mind-altering state or condition <b>DR</b></p> <p>f. Paraphernalia for use of controlled substances.(Code as Other Major for SESIR)<br/><b>OM</b></p>   | <p>Out-of-School Suspension up to 9 days and/or Alternative Placement</p> | <p>Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p> | <p>Out-of-School Suspension up to 9 days and Expulsion or Alternative Placement</p> |
| <p><i>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</i></p>  |   |   |   |
| <p><b>Steps to follow if student accidentally obtains possession of alcohol, drugs, tobacco (or) over-the-counter medications:</b></p> <ol style="list-style-type: none"> <li>1. Always say "no" if offered any of the above substances</li> <li>2. A student who becomes in possession of a contraband substance must report it to a teacher of administrator. This must be done before an investigation has been initiated to avoid consequences.</li> <li>3. An explanation must be provided regarding the possession of the contraband substance</li> <li>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</li> </ol> |   |   |   |



| C. Defiance of Authority  | Minimum Consequences<br>K-5  | Minimum Consequences<br>6-8  | Minimum Consequences<br>9-12   |
|---|--|--|--|
| <p>1. Disobeying or disregarding school personnel or school rules.<br/><b>DL,FC</b></p> <p><b>NOTE:</b> No gang insignia or clothing is allowed on any campus. Offenses may result in suspension from school, based on the principal/designee's decision. The principals is the final authority on decisions concerning clothing.</p> | <p><b>First Offense</b><br/>Parent notification and principal's discretion based on severity.</p> <p><b>Second Offense</b><br/>Principal's discretion ranging from parent/teacher conference, parent attending school with student, In-School Suspension or Out-of-School Suspension (Minimum: 1 day)</p> <p><b>Third Offense</b><br/>In-School Suspension, parent attends School with student or Out-of-School Suspension, principal's discretion (Minimum: 2 days)</p> <p>The principal or principals designee may assign a more severe punishment based on the offense.</p> | <p><b>First Offense</b><br/>Parent notification and principal's discretion based on severity</p> <p><b>Second Offense</b><br/>Principals' discretion ranging from parent/teacher conference, In-School Suspension or Out-of-School Suspension, principal's discretion (Minimum: 1 day)</p> <p><b>Third Offense</b><br/>In-School Suspension, parent attends School with student or Out-of-School Suspension, principal's discretion (Minimum: 2 days)</p> <p>The principal or principals designee may assign a more severe punishment on the first, second and third offense up to and including expulsion</p> | <p><b>First Offense</b><br/>Parent notification and principal's discretion based on severity</p> <p><b>Second Offense</b><br/>Principals' discretion ranging from parent/teacher conference, In-School Suspension or Out-of-School Suspension, principal's discretion (Minimum: 1 day)</p> <p><b>Third Offense</b><br/>In-School Suspension, parent attends School with student or Out-of-School Suspension, principal's discretion (Minimum: 2 days)</p> <p>The principal or principals designee may assign a more severe punishment on the first, second and third offense up to and including expulsion</p> |
| <p>2. Inappropriate Dress<br/>Wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.<br/>(F.S. 1006.07)<br/><b>DL,FC</b></p>  | <p><b>First Offense</b><br/>Verbal warning and parent contact</p> <p><b>Second Offense</b><br/>Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days</p> <p><b>Third and Subsequent Offenses</b><br/>In-School Suspension for up to three days and student is ineligible</p>  | <p><b>First Offense</b><br/>Verbal warning and parent contact</p> <p><b>Second Offense</b><br/>Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days</p> <p><b>Third and Subsequent Offenses</b><br/>In-School Suspension for up to three days and student is ineligible to</p>   | <p><b>First Offense</b><br/>Verbal warning and parent contact</p> <p><b>Second Offense</b><br/>Parent conference and student is ineligible to participate in extracurricular activities for up to five (5) days</p> <p><b>Third and Subsequent Offenses</b><br/>In-School Suspension for up to three days and student is ineligible to</p>   |

|  |  |   |   |
|--|--|---|---|
|  | to participate in extracurricular activities for up to thirty (30) days, parent contact and written letter.<br><br>**In all cases, the student must adjust or change their clothing to meet dress code prior to returning to class** | participate in extracurricular activities for up to thirty (30) days, parent contact and written letter.<br><br>**In all cases, the student must adjust or change their clothing to meet dress code prior to returning to class** | participate in extracurricular activities for up to thirty (30) days, parent contact and written letter.<br><br>**In all cases, the student must adjust or change their clothing to meet dress code prior to returning to class** |
|--|--|---|---|

**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 protective devices may result in disciplinary consequences.

|   | Minimum Consequence<br>K-5   | Minimum Consequence<br>6-8   | Minimum Consequence<br>9-12  |
|---|--|--|--|
| <b>D. Dishonesty</b>  |  |  |  |
| 1. Cheating-illegally procuring or sharing of work/test responses<br><u>DD,DI,FC</u>  | <b>Any Offense</b><br>Parent Notification. The work on which the student cheats will be graded as either the results of the test or 59%, whichever is lower<br><br>Second incident on which the student cheats will be graded zero<br><br>Principal's discretion | <b>Any Offense</b><br>Parent Notification. The work on which the student cheats will be graded as either the results of the test or 59%, whichever is lower<br><br>Second incident on which the student cheats will be graded zero<br><br>Principal's discretion | <b>Any Offense</b><br>Parent Notification. The work on which the student cheats will be graded as either the results of the test or 59%, whichever is lower<br><br>Second incident on which the student cheats will be graded zero<br><br>Principal's discretion |
| 2. Lying -Giving false information to school personnel*<br><u>DD,DI,FC</u>  | <b>Any Offense</b><br>Principal's discretion   | <b>Any Offense</b><br>Principal's discretion   | <b>Any Offense</b><br>Principal's discretion   |
| 3. Forgery/Theft-illegally taking money or property.<br><u>TE</u><br><b>NOTE:</b> The item must be less than \$300. If the item is over \$300, report as Forgery/Theft. | <b>Any Offense</b><br>Principal's discretion   | <b>Any Offense</b><br>Principal's discretion   | <b>Any Offense</b><br>Principal's discretion   |

**\*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  | <u>Minimum Consequences</u><br>K-5   | <u>Minimum Consequences</u><br>6-8   | <u>Minimum Consequences</u><br>9-12  |
|---|--|--|--|
| <p><b>(ROB)-LEVEL II</b> <i>(Using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat or force or violence, and/or by putting the victim in fear.</i></p> <p>1. Obtaining or threatening to obtain something of value through use of threat or force.<br/><b>TL, RB, HR</b></p> <p>All incidents will be reported to law Enforcement</p>  | <p><u>First Offense</u><br/>Out-of-School Suspension (minimum: 1 day) (Counseling Suggested)</p> <p><u>Subsequent Offense</u><br/>Out-of-School Suspension (Minimum: 3 days)</p> | <p><u>First Offense</u><br/>Out-of-School Suspension (minimum: 1 day) (Counseling Suggested)</p> <p><u>Subsequent Offense</u><br/>Recommendation for Expulsion</p> | <p><u>First Offense</u><br/>Out-of-School Suspension (minimum: 1 day) (Counseling Suggested)</p> <p><u>Subsequent Offense</u><br/>Recommendation for Expulsion</p> |
| <p><b>STEPS TO FOLLOW IF STUDENT ACCIDENTALLY OBTAINS POSSESSION OF A WEAPON:</b></p> <ol style="list-style-type: none"> <li>Do not accept a weapon from anyone</li> <li>If a student discovers that he/she accidentally is in possession of a weapon, immediately turn the weapon in to any school employee</li> <li>An explanation must be provided regarding the possession of the contraband weapon</li> </ol> <p><b>If these steps are not followed immediately, student may face the consequences listed for the weapon in the following chart. All offenses are 0 Tolerance with Automatic Recommendation for Expulsion</b></p>  |  |  |  |
| <p><b>FLORIDA LAW-WARNING: Exhibiting a firearm or weapon within 1,000 feet of a school or possessing a firearm on school property or possessing an electric weapon, destructive device or other weapon on school property is a third degree felony.</b></p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul> |  |  |  |
| F. Firearms/Knives/Other Dangerous Objects  | <u>Minimum Consequences</u><br>K-5   | <u>Minimum Consequences</u><br>6-8   | <u>Minimum Consequences</u><br>9-12  |
| <p><b>Weapons Possession (WPO) LEVEL II</b><br/><i>(Possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by Section 790.0010, F.S., or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.7(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation)</i></p> <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</p>   | <p><u>Any Offense</u><br/>Expulsion-see Zero Tolerance</p>   | <p><u>Any Offense</u><br/>Expulsion-see Zero Tolerance</p>   | <p><u>Any Offense</u><br/>Expulsion-see Zero Tolerance</p>   |

|  |  |   |   |
|--|--|---|---|
| <p>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.<br/>(Reported to SESIR as a Weapon)<u>WP</u></p> |  |   |   |
| <p><b>2. Weapons:</b> Any dirk, metallic knuckles, slingshot, bilie club, or devise, electric weapon which can be used to inflict physical harm on another (reported to SESIR as a weapon) <u>WP</u></p>   | <p><u>Any Offense</u><br/>Principal's Discretion</p> | <p><u>Any Offense</u><br/>Expulsion or Alternative Placement</p>  | <p><u>Any Offense</u><br/>Expulsion or Alternative Placement</p>  |
| <p><b>3. Dangerous Objects:</b> BB gun, air gun, paintball gun, pellet gun and martial arts weapons (Reported to SESIR as weapon if used in connection with a threat, otherwise code as contraband)<u>CO,WP</u></p>  | <p><u>Any Offense</u><br/>Principal's Discretion</p> | <p><u>Any Offense</u><br/>Expulsion or Alternative Placement</p>  | <p><u>Any Offense</u><br/>Expulsion or Alternative Placement</p>  |
| <p><b>4. Knives:</b> Knives or objects that can be used to cut, including but not limited to, razor blade, box cutter, or knife (Reported to SESIR as a weapon if used in connection with a threat, otherwise code as contraband)<u>WP,CO</u></p>  | <p><u>Any Offense</u><br/>Principal's Discretion</p> | <p><u>Any Offense</u><br/>Principal's Discretion unless displayed or possessed in connection with a threat. If displayed, Out-of-School Suspension (Minimum: 5 days) to expulsion. If used in connection with a threat-Expulsion or Alternative Placement</p> | <p><u>Any Offense</u><br/>Principal's Discretion unless displayed or possessed in connection with a threat. If displayed, Out-of-School Suspension (Minimum: 5 days) to expulsion. If used in connection with a threat-Expulsion or Alternative Placement</p> |
| <p><b>5. Hazardous Items:</b> Items including but not limited to: tear gas, chemical weapon, mace, chemical and other objects used to threaten, intimidate, or cause disruption (Reported to SESIR as weapon if used in connection with a threat</p>   | <p><u>Any Offense</u><br/>Principal's Discretion</p> | <p><u>Any Offense</u><br/>Principal's Discretion unless possessed in connection with a threat. If displayed, Out-of-School Suspension (Minimum: 5 days) to expulsion. If used in connection with a threat-Expulsion or Alternative Placement</p>              | <p><u>Any Offense</u><br/>Principal's Discretion unless 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>              |

|   |   |   |   |
|---|---|---|---|
| otherwise code as<br>Contraband)WP.CO   | <u>Any Offense</u><br>Principal's Discretion  | <u>Any Offense</u><br>Principal's Discretion  | <u>Any Offense</u><br>Principal's Discretion  |
| 6. <b>Contraband:</b> Potentially harmful objects including but not limited to cigarette lighters, lighter fluid, laser pointers and fireworks (Reported to SESIR as weapon if used in connection with a threat, otherwise code as<br>Contraband)WP.CO  |   |   |   |
| <b>G. Inappropriate Conduct</b>   | <b>Minimum Consequences</b><br>K-5  | <b>Minimum Consequences</b><br>6-8  | <b>Minimum Consequences</b><br>9-12   |
| 1. <b>Language-</b> Using profanity or verbal abuse including name calling, racial slurs or derogatory statements<br><b>IM, DD, CM, DD, BC</b>  | <u>Any Offense</u><br>Parent notification and principal's discretion based on severity and number of offenses(progressive discipline) | <u>Any Offense</u><br>Parent notification and principal's discretion based on severity and number of offenses(progressive discipline) | <u>Any Offense</u><br>Parent notification and principal's discretion based on severity and number of offenses(progressive discipline) |
| 2. <b>Disruptive Behavior-</b> Disrespect, disruptive behavior and minor confrontations<br><b>BS, CM, DD, BC, MM</b>  | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    |
| 3. <b>Misuse of School Technology Resources-</b> including computers and school network<br><b>AU, IM</b>  | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    |
| 4. <b>Misuse of Personal Technology,</b> including, but not limited to, cell phones, gaming and listening devices<br><b>AU, IM, MM, CM,</b>   | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    | <u>Any Offenses</u><br>Principal's Discretion based on severity of offense(progressive discipline)                                    |
| <b>STUDENT TECHNOLOGY PRIVILEGES AND ACCEPTABLE USE</b>   |   |   |   |
| 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. (See pages 31, 32, and 33) |   |   |   |
| <b>NOTE:</b> A student may possess a <b>wireless communication device</b> (cell phone, 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 theft or damage to a cell phone. **Students who bring cell phones and other electronic devices assume all the risk associated with the theft 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.

|   |  |   |   |
|---|--|---|---|
| <p><b>5. Conspiracy by a student to assist another student to violate any of these rules</b><br/><b><u>DD, MM, CM</u></b></p>   | <p><b>Any Offense</b><br/>Same as minimum consequences of the rule actually violated by the other student(s)</p>   | <p><b>Any Offense</b><br/>Same as minimum consequences of the rule actually violated by the other student(s)</p>  | <p><b>Any Offense</b><br/>Same as minimum consequences of the rule actually violated by the other student(s)</p>  |
| <p><b>6. Other Inappropriate Conduct as determined by principal</b><br/><b><u>MM, DD, CM</u></b></p>  | <p><b>Any Offense</b><br/>Parent notification and Principal's Discretion based on severity and number of offenses (progressive discipline)</p>   | <p><b>Any Offense</b><br/>Parent notification and Principal's Discretion based on severity and number of offenses (progressive discipline)</p>  | <p><b>Any Offense</b><br/>Parent notification and Principal's Discretion based on severity and number of offenses (progressive discipline)</p>  |
| <p><b>NOTE:</b> Offense of Sexting; Provides that minor offense of sexting if he or she knowingly uses a 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 &amp; criminal penalties; provides that transmission, distribution, or possession of multiple photographs or videos is a single offense if transmission occur within a 24 hour period, etc.</p> |  |   |   |
| <p><b>H. Medication</b></p>   | <p><b>Minimum Consequences</b><br/><b>K-5</b></p>  | <p><b>Minimum Consequences</b><br/><b>6-8</b></p>   | <p><b>Minimum Consequences</b><br/><b>9-12</b></p>  |
| <p><b>1. Over-the-counter medications or supplements, including aspirin, Possession, Accepting or Dispensing.</b><br/><b><u>DD, CO</u></b></p>  | <p><b>First Offense</b><br/>Warning/parent conference</p> <p><b>Second Offense</b><br/>Principal's Discretion</p> <p><b>Third Offense</b><br/>Parent Conference and Out-of-School Suspension: (minimum or 1 day)</p> | <p><b>First Offense</b><br/>Principal's Discretion, Warning/Parent Conference</p> <p><b>Second Offense</b><br/>Out-of-School Suspension: (minimum 2 days)</p> <p><b>Third Offense</b><br/>Out-of-School Suspension: (minimum 3 days up to 9 days)</p> | <p><b>First Offense</b><br/>Principal's Discretion, Out-of-School Suspension up to 9 days, mandatory parent conference</p> <p><b>Second Offense</b><br/>Principal's Discretion or Out-of-School Suspension: (minimum of 3 days)</p> <p><b>Third Offense</b><br/>Out-of-School Suspension: (minimum 3 days up to 9 days)</p> |
| <p><b>1. 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</b></p>   | <p><b>First Offense</b><br/>Principal's Discretion may include Out-of-school suspension, 1 day and mandatory parent conference with principal and/or counselor</p>   | <p><b>First Offense</b><br/>Principal's Discretion, Out-of-School Suspension, 1 day and mandatory parent conference with principal and/or counselor</p>   | <p><b>First Offense</b><br/>Principal's Discretion, Out-of-School Suspension, up to 9 days, mandatory parent conference</p>   |

|   |   |   |   |
|---|---|---|---|
| <p>on their person; ie Inhaler, epi pen, insulin, etc.<br/><b>DD.CO</b></p> <p><b>NOTE:</b><br/>Dispensing prescription medication to another student will result in the consequences listed in B.1.c of this Code</p>  | <p><b>Second Offense</b><br/>Principal's Discretion, Out-of-School Suspension, 2 days, Parent Conference</p> <p><b>Third Offense</b><br/>Principal's Discretion, Out of School Suspension, minimum 3 days</p>   | <p><b>Second Offense</b><br/>Principal's Discretion, Out-of-School Suspension, 3 days</p> <p><b>Third Offense</b><br/>Principal's Discretion, Out-of-School Suspension 5-9 days, possible recommendation for Alternative Placement</p>  | <p><b>Second Offense</b><br/>Principal's Discretion, Out-of-School Suspension, 5 days</p> <p><b>Third Offense</b><br/>Principal's Discretion, Out-of-School Suspension 9 days, possible recommendation for Alternative Placement</p>  |
| <p><b>I. Sexual Harassment and Sexual Battery</b></p> <p><u>Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-10.008(1) SBE Rule). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.</u></p>  | <p><b>Minimum Consequences</b><br/><b>K-5</b></p>   | <p><b>Minimum Consequences</b><br/><b>6-8</b></p>   | <p><b>Minimum Consequences</b><br/><b>9-12</b></p>  |
| <p><b>1. Sexual Harassment: Unwelcome conduct of a sexual nature</b></p> <p>a. Conduct of a sexual nature may include verbal or physical sexual advances including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually oriented kidding, teasing, or jokes. Such conduct by a student is specifically prohibited</p> <p>b. Verbal or physical conduct of a sexual nature will constitute sexual harassment where the allegedly harassed individual has indicated, by his/her conduct that it is unwelcome</p> <p>c. All victims of sexual harassment are required to report such activity to an administrator, guidance counselor, or teacher</p> <p>d. Possession and/or distribution of pornographic materials<br/>SH</p> | <p><b>First Offense</b><br/>Principal's Discretion</p> <p><b>Second Offense</b><br/>Mandatory parent conference, Principal's Discretion<br/>Referral to mental health services</p> <p><b>Additional Offenses</b><br/>Out-of-School Suspension (minimum: 1 day) Referral to mental health services</p> | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline based on severity of the offense</p> <p><b>Subsequent Offenses</b><br/>Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. Referral to mental health services</p> | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline based on severity of the offense</p> <p><b>Subsequent Offenses</b><br/>Parent notification. Principal may explore any punishment including expulsion based on severity of the offense. Referral to mental health services</p> |

|   |   |  |  |
|---|---|--|--|
| <p><b>2. Sexual Harassment</b><br/>Lewd and lascivious conduct. Any person who handles, fondles, or demonstrates unwelcome conduct of a sexual nature.<br/><b>SH</b></p>  | <p><u>First Offense</u><br/>Principal's Discretion<br/><u>Second Offense</u><br/>Parent conference and Out-of-School Suspension (minimum 1 day)<br/>Referral to mental health services</p> <p><u>Third Offense</u><br/>Principal may explore any punishment up to an including expulsion<br/>Referral to mental health services</p> | <p><u>Any Offense</u><br/>Parent Notification. Principal may explore any punishment including expulsion based on the severity of the offense<br/>Referral to mental health services</p>  | <p><u>Any Offense</u><br/>Parent Notification. Principal may explore any punishment including expulsion based on the severity of the offense<br/>Referral to mental health services</p>  |
| <p><b>3. Sexual Battery</b> Any sexual act or attempt directed against another person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/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) <b>SB</b></p> <p><b>Sexual Battery (SXB) LEVEL I (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object</b></p> | <p><u>Any Offense</u><br/>Mandatory Expulsion and involvement of Law Enforcement</p>  | <p><u>Any Offense</u><br/>Mandatory Expulsion and involvement of Law Enforcement</p>   | <p><u>Any Offense</u><br/>Mandatory Expulsion and involvement of Law Enforcement</p>   |
| <p><b>J. Sexual Offenses</b></p>  |   |  |  |
| <p><b>Sexual Offenses (Other) (SXO) LEVEL III (lewdness, indecent exposure) Other sexual contact, including intercourse, without force of threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing body parts in a lewd manner. (Law enforcement must be notified to investigate)</b></p> <p><b>Sexual Misconduct</b> 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><u>Minimum Consequences</u><br/>K-5</p> <p><u>Any Offense</u><br/>Principal's Discretion, mandatory parent conference</p>  | <p><u>Minimum Consequences</u><br/>6-8</p> <p><u>Any Offense</u><br/>Parent Notification. Minimum of 5 days Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense.</p> | <p><u>Minimum Consequences</u><br/>9-12</p> <p><u>Any Offense</u><br/>Parent Notification. Minimum of 5 days Out-of-School Suspension. Principal may explore any punishment including expulsion based on severity of the offense</p> |



|   |  |  |
|---|--|--|
| <p>b. Sexual activity, as defined under Lewd and Indecent Behavior Violation of Florida Statutes</p> <p><b>SO</b></p> |  |  |
|---|--|--|

**NOTE:** 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.

|  | <u>Minimum Consequences</u><br><b>K-5</b>   | <u>Minimum Consequences</u><br><b>6-8</b>   | <u>Minimum Consequences</u><br><b>9-12</b>   |
|--|---|---|--|
| <p><b>K. Tobacco: Possession and/or Use and Dispensing</b><br/><u>Tobacco (TBC) LEVEL IV (cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco of nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.</u></p>                               |   |   |  |
| <p>1. <b>Tobacco and Electronic Cigarettes</b><br/>(This refers to all forms of tobacco, including smokeless tobacco and all forms of electronic cigarettes <b>TB</b>.)</p>  | <p><b>First Offense</b><br/>Principal's Discretion, mandatory parent notification</p> <p><b>Second Offense</b><br/>Principal's Discretion, Parent Conference and suspension (minimum 1 day)(Counseling is suggested)</p> <p><b>Third Offense</b><br/>Suspension days increase</p> | <p><b>First Offense</b><br/>Principal's Discretion, parent notification (Counseling is suggested)</p> <p><b>Second Offense</b><br/>In-School-Suspension, Out-of-School Suspension (minimum: 1 day)</p> <p><b>Third Offense</b><br/>Suspension days increase</p> | <p><b>First Offense</b><br/>Parent Conference. (Counseling is suggested.) Out-of-School Suspension (minimum: 1 day)</p> <p><b>Second Offense</b><br/>Suspension (minimum: 2 days)</p> <p><b>Third Offense</b><br/>Suspension days increase</p> |
| <p>1. <b>Vaping Use of or possession of any e-cigarette or other "vaping device"; any student under 18 possessing or using electronic nicotine delivery system (ENDS, e-cigarette, vape pens, hookah pens, cartridges, etc.) TB</b><br/><b>NOTE: If THC resin or oil is present, the offense falls under B.1 of this code and is a third degree felony</b></p> | <p><b>First Offense</b><br/>Principal's Discretion, mandatory parent notification</p> <p><b>Second Offense</b><br/>Principal's Discretion, Parent Conference and suspension (minimum 1 day)(Counseling is suggested)</p> <p><b>Third Offense</b><br/>Suspension days increase</p> | <p><b>First Offense</b><br/>Principal's Discretion, parent notification (Counseling is suggested)</p> <p><b>Second Offense</b><br/>In-School-Suspension, Out-of-School Suspension (minimum: 1 day)</p> <p><b>Third Offense</b><br/>Suspension days increase</p> | <p><b>First Offense</b><br/>Parent Conference. (Counseling is suggested.) Out-of-School Suspension (minimum: 1 day)</p> <p><b>Second Offense</b><br/>Suspension (minimum: 2 days)</p> <p><b>Third Offense</b><br/>Suspension days increase</p> |

| L. Violations Against Property;<br>Vandalism   | Minimum Consequences<br>K-5   | Minimum Consequences<br>6-8  | Minimum Consequences<br>9-12   |
|--|---|--|--|
| <p><b>Vandalism (VAN) LEVEL III</b><br/><i>(destruction, damage, or defacement of school or personal property) The intentional destruction, damage or defacement of public or private/personal property without consent of the owner or the person having custody or control over it. (Damage must be \$1000 or more to report in SESIR)</i></p> <p>1. Stealing(Theft, Burglary, Larceny)<br/>Illegally taking money or property<br/><b>BE,ST,TF,MI</b></p> <p>NOTE: The item must be \$300 or more to be reported to SESIR. Items of lesser value are reported as Forgery/Theft</p> | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent Notification and restitution</p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent conference, restitution, counseling, Out-of-School Suspension, minimum 1 day</p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Restitution, counseling, Out-of-School Suspension, 3-5 days</p> | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent Notification and restitution</p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent conference, restitution, counseling, Out-of-School Suspension, minimum 3 days</p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Restitution, counseling, Out-of-School Suspension, 5-9 days</p> | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent Notification and restitution</p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent conference, restitution, counseling, Out-of-School Suspension, minimum 3 days</p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Restitution, counseling, Out-of-School Suspension, 5-9 days</p> |
| <p>2. Destruction Property/Vandalism<br/>Willfully destroying or damaging public property of others.<br/><b>PD,VA,AR,TP</b><br/>NOTE: Damage must be \$1000 or more to be reported to SESIR. Damage of lesser value is reported as Property Damage</p>   | <p><b>Any Offense</b><br/>Principal's Discretion/Progressive Discipline; Restitution, Parent Conference, Out-of-School Suspension, minimum 3 -5 days</p>  | <p><b>Any Offense</b><br/>Principal's Discretion/Progressive Discipline; Restitution, Parent Conference, Out-of-School Suspension, minimum 3 -5 days</p>   | <p><b>Any Offense</b><br/>Principal's Discretion/Progressive Discipline; Restitution, Parent Conference, Out-of-School Suspension, minimum 3 -5 days</p>   |
| <p>3. Bomb Threats and/or Pulling of Fire Alarms when there is no fire<br/>Violates F.S. 806.101 (Code as Disruption on Campus-Major)<br/><b>DC</b></p>  | <p><b>Any Offense</b><br/>Principal's Discretion/Progressive Discipline; up to and including Expulsion, minimum of 5 days</p>   | <p><b>Any Offense</b><br/>Principal's Discretion/Progressive Discipline; minimum of 5 days Out of school Suspension, up to 9 days, Alternative Placement and/or Expulsion</p>  | <p><b>Any Offense</b><br/>Principal's Discretion/Progressive Discipline minimum of 5 days Out of School Suspension, up to 9 days, Alternative Placement and/or Expulsion</p>   |
| <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.</p>   |   |  |  |

| M. Violence   | Minimum Consequences<br>K-5  | Minimum Consequences<br>6-8  | Minimum Consequences<br>9-12   |
|---|--|--|--|
| <p><b>The District Threat Assessment Procedure will be activated to determine the level of risk associated with a threat</b></p>  | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; up to and including parent conference, possible In-School Suspension (1 day)<br/><b>Referral to mental health services</b></p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 2 days<br/><b>Referral to mental health services</b></p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 3 days<br/><b>Referral to mental health services</b></p>   | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; up to and including parent conference, In-School Suspension or Out-of-School minimum 1 day<br/><b>Referral to mental health services</b></p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 3 days<br/><b>Referral to mental health services</b></p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 5 days<br/><b>Referral to mental health services</b></p> | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; up to and including parent conference, In-School Suspension or Out-of-School minimum 1 day<br/><b>Referral to mental health services</b></p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 3 days<br/><b>Referral to mental health services</b></p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension, minimum 5 days<br/><b>Referral to mental health services</b></p> |
| <p><b>1. Bullying/Harassment</b><br/>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).<br/><b>BL, BV, HR, HV, UB, UBP, UVB, UH, VHP, UTU</b></p> | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; up to and including parent conference, possible In-School Suspension (1 day)<br/><b>Referral to mental health services</b></p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 2 days<br/><b>Referral to mental health services</b></p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 3 days<br/><b>Referral to mental health services</b></p>                         | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 2 days</p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 3 days<br/><b>Referral to mental health services</b></p>  | <p><b>First Offense</b><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><b>Second Offense</b><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days<br/><b>Referral to mental health services</b></p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days<br/><b>Referral to mental health services</b></p>  |
| <p><b>2. Threat/Intimidation</b><br/>A threat to cause physical harm to another which includes the elements of intent, fear and capability<br/><b>TI</b></p>  | <p><b>Bullying/Harassment and Threat/Intimidation incidents are cumulative. Consequences compound with each offense. Depending on severity, incidents may be reported to Law Enforcement.</b><br/><b>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 network, if the bullying or harassment substantially disrupts the education process or orderly operation of a school.</b></p> |  |  |

|   |  |  |  |
|---|--|--|--|
| <p>3. <u>Physical Attack</u>: Refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual<br/><b>PHA</b></p>  | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 1 day</p> <p><u>Third Offense</u><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 2 days</p> | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days</p> <p><u>Third Offense</u><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days<br/>Expulsion or Alternative Placement</p> | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days</p> <p><u>Third Offense</u><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days<br/>Expulsion or Alternative Placement</p> |
| <p>1. <b>Fighting</b><br/>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 contest is indeed a "fight" will be at the discretion of the principal <u>FI</u></p> <p>It should be understood that the aggressor in a physical confrontation may receive a more severe consequence</p> | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 1 day</p> <p><u>Third Offense</u><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 2 days</p> | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days</p> <p><u>Third Offense</u><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days<br/>Expulsion or Alternative Placement</p> | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference, detention, or Out-of-School Suspension, Minimum 3 days</p> <p><u>Third Offense</u><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days<br/>Expulsion or Alternative Placement</p> |
| <p>2. <b>Battery</b><br/>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</p>   | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference.</p>  | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference.</p>  | <p><u>First Offense</u><br/>Principal's Discretion/Progressive Discipline; based on severity of the offense.</p> <p><u>Second Offense</u><br/>Principal's Discretion/Progressive Discipline; Parent Conference.</p>  |

|   |   |  |   |
|---|---|--|---|
| <p>otherwise code as physical aggression<br/><b>BA</b></p>  | <p>detention, or Out-of-School Suspension, Minimum 1 day</p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 3 days</p>   | <p>detention, or Out-of-School Suspension, Minimum 3 days</p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 5 days, Expulsion or Alternative Placement</p> | <p>detention, or Out-of-School Suspension, Minimum 5 day</p> <p><b>Third Offense</b><br/>Principal's Discretion/Progressive Discipline; Out-of-School Suspension minimum 9 days, Expulsion or Alternative Placement</p> |
| <p>1. <b>Assault/Battery on a School Board Employee,</b><br/>As defined in F.S. 784.011, F.S.748.03 and F.S.784.081</p> <p>The principal or the principal's designee shall recommend to the superintendent the expulsion for a minimum of 1 year for any student found to have committed assault or battery on a school board employee. This code should be used under <b>severe, violent</b> circumstances otherwise code and assign consequences as Defiance of Authority <b>DI</b></p> | <p><b>Any Offense</b></p> <p><b>K-2</b><br/>Out-of-school Suspension (minimum: 2 days)</p> <p><b>3-5</b><br/>Out-of-school Suspension (Minimum: 5 days)/Alternative Placement</p> <p><b>Depending on severity, incidents of violence may be reported to law enforcement</b></p> | <p><b>Any Offense</b><br/>Expulsion or Alternative Placement</p> <p><b>Depending on severity, incidents of violence may be reported to law enforcement</b></p>   | <p><b>Any Offense</b><br/>Expulsion or Alternative Placement</p> <p><b>Depending on severity, incidents of violence may be reported to law enforcement</b></p>  |

## Authority of School Bus Drivers

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>The school bus driver shall preserve order and good behavior on the part of all students being transported on school buses.</li> </ul>   | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
| <ul style="list-style-type: none"> <li>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.</li> </ul>                  | <ul style="list-style-type: none"> <li>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.</li> </ul> |
| <ul style="list-style-type: none"> <li>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.</li> </ul>   | <ul style="list-style-type: none"> <li>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.</li> </ul>       |
| <ul style="list-style-type: none"> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
| <ul style="list-style-type: none"> <li>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.</li> </ul>  |   |

## 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.  | 11. Remain seated until the bus comes to a complete stop upon arrival at school or at your stop.   |
| 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. | 12. Do not eat, drink, or chew gum on the bus unless an exception is made by the superintendent or his or 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. |
| 3. Do not talk to the driver while the bus is moving unless spoken to or in an emergency.                                 | 13. Leave through the front loading door, except in emergencies.   |
| 4. Talk to other students in ordinary voice levels, unless the driver asks for silence.                                   | 14. Exit the bus at your assigned stop, unless a bus pass has been approved by the principal or designee.  |
| 5. Do not talk or make noise at a railroad crossing.  | 15. Pick up any trash in your seat area and help to keep your entire bus clean.  |

|   |  |
|---|--|
| 6. Do not block aisles or exits with legs, feet, book bags, or backpacks, coolers or any other items at any time.   | 16. Do not use profane, vulgar, or obscene language and/or gestures 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.   | 17. Bullying and harassment will not be tolerated and must be reported to the driver promptly.   |
| 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. | 18. 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. |
| 9. 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.  |
| 10. Sit in the seat assigned by the driver.   | 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 definition of battery is not consistent with the SESIR definition of battery.

**Educational Component-** is an instructive piece of a program or materials which has informative value related to the curriculum

**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.

**Ripple Effects-** Is a digital suite of student interventions, planning and assessment tools. Ripple Effects provides culturally relevant lessons to develop social-emotional strengths, correct behavior and address underlying risk factors for grades PreK-12. The Ripple Effects content can be personalized by topic to meet individual student needs.

**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.

### Definitions of Local Infractions

**Abusive Language/Profanity/Gestures - AB** Verbal or gestured messages that include swearing, name calling, or use of words or gestures in an inappropriate way, verbal aggression, lower level threats not meeting the SESIR definition of Threat and Intimidation.

**Accepted Use Policy Violation - AU** The inappropriate use of computers, resources, electronic networks, or calculators that violates the Acceptable Use Policy for Network Access (File: EHAA): hacking into or accessing or breaking into restricted accounts or networks; modifying, or destroying files without permission; illegally copying software; and, entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate or violence.

**Auto Violation - AV** Unsafe operation of a vehicle on school property, failure to follow parking rules, failure to obtain a parking permit.

**Behavior Contract Violation - BC** Student violates individualized behavior contract intended to improve student's behavior.

**Bullying - BL** Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.

**Bus Rule - BS** Student violates a bus rule, as published in the Code of Student Conduct.

**Continuation of Minor Infractions - CM** Student has worked through individual teacher/team discipline plan.

**Contraband Possession/Use - CO** Potentially harmful objects, including but not limited to cigarette lighters, lighter fluid, laser pointers, fireworks, unauthorized materials, substances objects and common pocket knife not defined as a weapon.

**Disrupt/Disrespect/Disobedient - DD** Behavior causing an interruption in a class or activity, conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration for a person.

**Defiance/Insubordination - DI** Flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult, interference or refusing to accept school authority.

**Electronic Devices, Possession/Use - ED** To possess/use any electronic device, including but not limited to pager, tape/CD players, laser pointers, etc. during the school day, on the school bus, and during school functions/activities, unless approval is given by principal or designee.

**Failure to Comply - FC** Not following directions, requests or rules.

**Forgery/Theft/Possession of Stolen Property - TF** Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission. If the item's value is \$300 or more, code as Larceny/Theft – ST.

**Harassment - HR** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

**Miscellaneous Minor Offense - MM** Student infractions of a lesser degree needing intervention.

**Obscene and/or Inappropriate Materials, Possession, Production and/or Distribution - IM** The possession, production, and/or distribution of written language, electronic messages, pictures and objects that are considered to be offensive, socially unacceptable, or not suitable for an educational setting.

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

**Property Damage – PD** Student deliberately impairs the usefulness of property. If the damage is \$1,000 or more, code as Vandalism – VA.

**Restraint/Seclusion-RS Restraint** is an emergency intervention sometimes used in schools when students are exhibiting disruptive or dangerous behavior. Restraint is not an instructional tool for the development of pro-social behavior. Rather, it is one method to prevent students from harming themselves or others. It should only be used in emergency situations when an imminent risk of serious injury or death to the student or others exists.

**Seclusion** is an emergency intervention sometimes used in schools when students are exhibiting disruptive or dangerous behavior. Seclusion is not an instructional tool for the development of pro-social behavior. Rather, it is one method to prevent students from harming themselves or others. It should only be used in emergency situations when an imminent risk of serious injury or death to the student or others exists.

**Skipping Class - SC** Student leaves class/school or stays out of class/school without permission.

**Skipping School - SS** Student does not report to school.

**Tardiness - TD** Student is late to school or class.

**Unsubstantiated Bullying Perpetrator - UBP** After a complete investigation, the investigator determines there is not enough evidence to substantiate an act of bullying against this student. The student was falsely accused of committing an act of bullying.

**Unsubstantiated Bullying Victim - UBV** After a complete investigation, the investigator determines there is not enough evidence to substantiate this student's claim of bullying.

**Unsubstantiated Harassment Perpetrator - UHP** After a complete investigation, the investigator determines there is not enough evidence to substantiate harassment against this student. The student was falsely accused of committing an act of harassment.

**Unsubstantiated Harassment Victim - UHV** After a complete investigation, the investigator determines that there is not enough evidence to substantiate this student's claim of harassment.

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

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

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

### STUDENT AGREEMENT:

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

Yes  No

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

Yes  No

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

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

### PARENT OR GUARDIAN AGREEMENT:

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

Yes  No

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

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

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

Yes  No

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

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

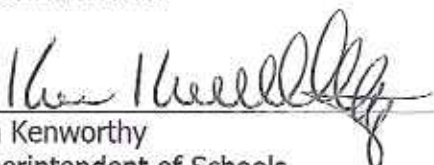
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **ADVERTISEMENT FOR TEXTBOOK ADOPTION**  
**DATE:** June 11, 2019

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>  |
|-----------------------|---------------------------|---------------------|--|---------------|---|
| Curriculum Associates | Ready Florida Mathematics | Mathematics         | 5012020<br>5012030<br>5012040<br>5012050<br>5012060<br>5012070 | K-5           | <a href="http://www.curriculumassociates.com/flk-smathpublicreview">HTTP://WWW.CURRICULUMASSOCIATES.COM/FLK-SMATHPUBLICREVIEW</a>                   |
| Discovery Education   | Discovery Education math  | Mathematics         | 1025010<br>1205020<br>1205040<br>1205050<br>1205070            | 6-8           | Go to <a href="http://www.DiscoveryEducation.com">www.DiscoveryEducation.com</a><br>U: FLMathStudent<br>P: <a href="mailto:discovery">discovery</a> |

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **SCHOOL SECURITY**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the Board discuss school security relating to F.S. 1006.12 and provide direction to the Superintendent.

BACKGROUND INFORMATION:

See F.S. 1106.12 attached.

RECOMMENDED BY:

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

*To:* The Okeechobee County School Board  
*FROM:* Ken Kenworthy, Superintendent of Schools  
*SUBJECT:* **CONTRACT FOR LEGAL SERVICES FOR 2019-20**  
*DATE:* June 11, 2019

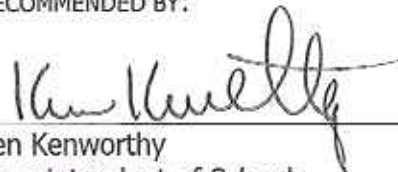
RECOMMENDATION:

That the Board approve a contract with Conely & Conely, P.A. for legal services to the Board for the 2019-20 fiscal year.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:



Ken Kenworthy  
Superintendent of Schools



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **MEAL PRICING**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the following adult meal prices be approved for the 2019-20 school year.

Breakfast \$2.50

Lunch \$4.00

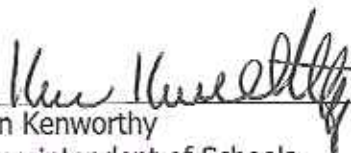
BACKGROUND INFORMATION:

Community Eligibility Provision (CEP) requires that adult meal prices match, at a minimum, the USDA Free Meal reimbursement and the value of USDA commodities used per meal. For the 2019-20 SY, the meal is broken down as such:

|                              |            |
|------------------------------|------------|
| Federal Meal Reimbursement:  | 3.40       |
| Federal 6 cents incentive:   | .06        |
| <u>USDA Commodities/meal</u> | <u>.33</u> |
| Total Minimum Cost of Meal   | 3.79       |

Supporting documentation for meal pricing is on file in the Food Service Office for public review upon request.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** CENTRAL ELEMENTARY SCHOOL – AUTHORIZATION FOR CHANGE ORDERS  
**DATE:** June 11, 2019

RECOMMENDATION:

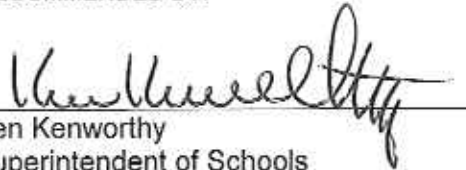
That the Board authorize the Superintendent to approve change orders on the Property Renovations & Construction, LLC. contract for the Central Elementary School, Building 3, roofing project.

|                       |           |
|-----------------------|-----------|
| • Building 3          | \$108,341 |
| • Building 4, 5, 6, 7 | \$120,802 |

BACKGROUND INFORMATION:

After construction began, as anticipated additional insulation and materials need to be replaced. The following change orders are a result of negotiations with the contractor.

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** APPOINTMENT OF BOARD MEMBER AND CITIZEN MEMBER TO VALUE ADJUSTMENT BOARD  
**DATE:** June 11, 2019

RECOMMENDATION:

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

BACKGROUND INFORMATION:

Last year's appointees were:

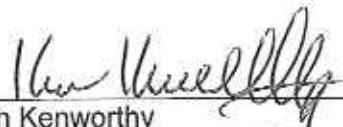
Melisa Jahner - School Board Member (appointed mid-year after elections for partial year)  
Amanda Riedel - Alternate School Board Member

Michael Sumner - Citizen Appointee  
Anita Nunez - Alternate Citizen Appointee

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

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

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH CATAPULT LEARNING, LLC FOR EVERGLADES ELEMENTARY SCHOOL**  
**DATE:** June 11, 2019

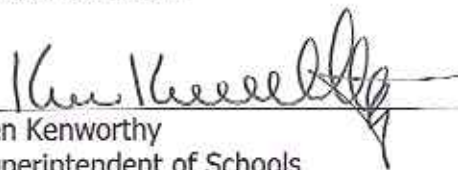
RECOMMENDATION:

That the Board approve a Literacy First Professional Development Services Agreement, effective July 1, 2019, through June 30, 2020, with Catapult Learning, LLC, for professional development for forty (40) teachers at Everglades Elementary School at a cost total of \$12,380.00.

BACKGROUND INFORMATION:

This is a new agreement for Everglades Elementary School to implement the *Literacy First* professional development which addresses targeted literacy needs of students. Funding will be from the Title I, Part A, grant. The agreement is included in Board member agendas and is available upon request from the Director of Grants & Special Programs.

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board

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

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

**DATE:** June 11, 2019

RECOMMENDATION:

That the following Instructional Personnel be appointed for the 2019-2020 school year on Annual Contract:

**Everglades Elementary School**

Estrada, Johnny  
Franklin, Jennifer

**Osceola Middle School**

Schrock, Jonathan

**Yearling Middle School**

Lefevre, Heidi

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** REVISIONS TO PERSONNEL ALLOCATIONS FOR 2019-20  
**DATE:** June 11, 2019

RECOMMENDATION:

That the Board approve the following revisions to personnel allocations for the 2019-2020 fiscal year:

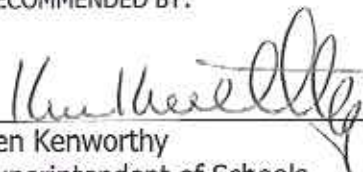
Administration

| Action |        | #   | Position  | Location        | Effective Date                      |
|--------|--------|-----|---|-----------------|-------------------------------------|
| Add    | Delete |     |   |                 |                                     |
| ✓      |        | .25 | Assistant Superintendent, Administrative Services | District Office | 07-01-2019<br>Through<br>09-30-2019 |

Instructional Personnel

| Action |        | # | Position        | Location      | Effective Date |
|--------|--------|---|-----------------|---------------|----------------|
| Add    | Delete |   |                 |               |                |
|        | ✓      | 1 | Teacher, TSA IT | District-wide | 07-01-2019     |

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**TO:** The Okeechobee County School Board

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

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

**DATE:** June 11, 2019

**RECOMMENDATION:**

That the following Non-Instructional personnel be reappointed for the 2019-2020 school year:

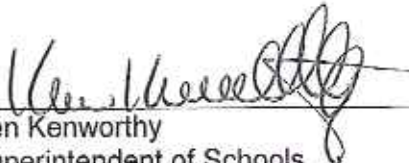
**South Elementary School**

Davis, Joel, Custodian II

**Transportation**

Cross, Briana, Bus Aide, ESE

RECOMMENDED BY:

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

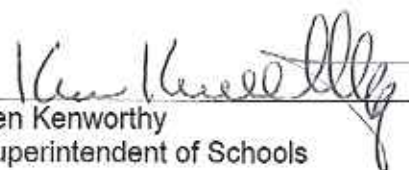
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **APPOINTMENT OF DISTRICT ADMINISTRATIVE PERSONNEL**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the following District Administrative Personnel be appointed for the 2019-2020 fiscal year:

| <u>Name</u>           | <u>Position</u>             | <u>Effective Date</u> |
|-----------------------|-----------------------------|-----------------------|
| Joseph Stanley, Ed.D. | Director of Human Resources | 07/01/2019            |

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** APPOINTMENT OF PRINCIPAL AND ASSISTANT PRINCIPAL  
**DATE:** June 11, 2019

RECOMMENDATION:

That the following Principal and Assistant Principal be appointed:

| <u>Name</u>    | <u>Position</u>                              | <u>Effective Date</u> |
|----------------|--|-----------------------|
| Bryan Van Camp | Principal, Okeechobee Achievement Academy    | 06/10/2019            |
| Alyson Shirley | Assistant Principal, North Elementary School | 07/22/2019            |

RECOMMENDED BY:

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

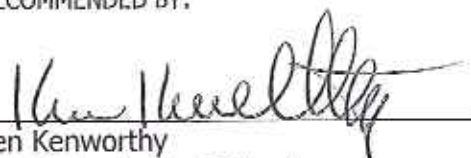
**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **EMPLOYMENT OF TEMPORARY PERSONNEL**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the following temporary personnel be employed as needed:

| <u>Name</u>          | <u>Position</u>                         | <u>Effective Date</u> |
|----------------------|---|-----------------------|
| Attaway, Glenn       | Assistant Varsity Spring Football Coach | 04/22/2019            |
| Huff, Mary           | Head Varsity Girls Softball Coach       | 01/21/2019            |
| Riles, Demetre       | Assistant Varsity Spring Football Coach | 04/22/2019            |
| Shanks, DeForest     | Assistant JV Spring Football Coach      | 04/22/2019            |
| Smith, Joseph        | Assistant JV Spring Football Coach      | 04/22/2019            |
| Suarez, Stevan Aaron | Head JV Baseball Coach                  | 01/28/2019            |

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

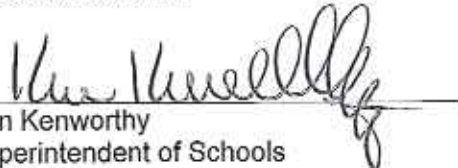
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **EMPLOYMENT OF PERSONNEL**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the following personnel be employed:

| <u>Name</u>                    | <u>Position</u>                | <u>School or Center</u> | <u>Effective Date</u> |
|--------------------------------|--------------------------------|-------------------------|-----------------------|
| Crenshaw, Tyler                | Paraprofessional, ESE          | Yearling Middle School  | 04/24/2019            |
| Roehm, Rachel                  | Teacher, 3 <sup>rd</sup> Grade | South Elementary School | 05/01/2019            |
| Ross, Amy<br>Out of Field-Math | Teacher, 6 <sup>th</sup> Grade | Osceola Middle School   | 04/24/2019            |

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** RESIGNATION, TERMINATION, AND SUSPENSION OF EMPLOYMENT  
**DATE:** June 11, 2019

RECOMMENDATION:

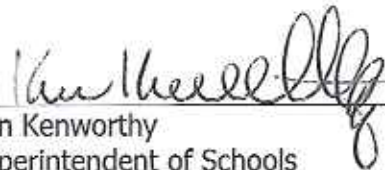
That resignations for the following personnel be accepted:

| Name                | Position                            | School or Center             | Effective Date |
|---------------------|-------------------------------------|------------------------------|----------------|
| Felix, Jamie        | Teacher, Math – Elem                | Osceola Middle School        | 06/03/2019     |
| Mrozowski, Samantha | Teacher, Fifth                      | Everglades Elementary School | 06/03/2019     |
| Wolff, Kimberly     | IT Tech                             | IT Department                | 05/29/2019     |
| Woyak, Joseph       | Teacher, Social Studies-Senior High | Okeechobee High School       | 06/03/2019     |

To correct effective date for the following originally approved May 14, 2019:

|                             |                     |                |                                     |
|-----------------------------|---------------------|----------------|-------------------------------------|
| Cortez, Elisa<br>Retirement | Bus Driver, 6 Hours | Transportation | <del>06/28/2019</del><br>05/31/2019 |
|-----------------------------|---------------------|----------------|-------------------------------------|

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

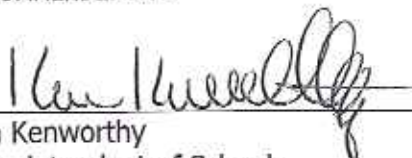
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **LEAVE REQUESTS**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the following leave of absences be approved:

| <u>Name</u>    | <u>School</u>             | <u>Leave Type</u>    | <u>From</u> | <u>Through</u> |
|----------------|---------------------------|----------------------|-------------|----------------|
| Burk, Jennifer | South Elementary School   | Personal Without pay | 04/04/2019  | 06/03/2019     |
| Kayda, Sarah   | Central Elementary School | Short Term           | 08/05/2019  | 10/25/2019     |

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **ADDITIONS TO SUBSTITUTE TEACHERS FOR 2018-19**  
**DATE:** June 11, 2019

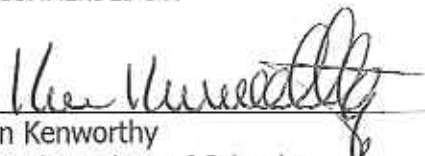
RECOMMENDATION:

That the following personnel be added to the Substitute Teacher List for the 2018-19 school year:

| <u>Name</u>   | <u>Rank</u> |
|---------------|-------------|
| Hall, Rebecca | I           |

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

RECOMMENDED BY:

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

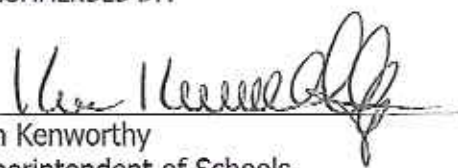
**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **TRANSFER OF PERSONNEL**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the following personnel transfers be approved:

| <u>Name</u>       | <u>Transfer From</u>                                   | <u>Transfer To</u>   | <u>Effective Date</u> |
|-------------------|--|--|-----------------------|
| Krakoff, Jennifer | Human Resources<br>Secretary                           | Okeechobee High School<br>Data Processor                           | 05/20/2019            |
| Morani, Ruth      | South Elementary School<br>Custodian II                | Okeechobee High School<br>Custodian II                             | 05/13/2019            |
| Morris, Emily     | Everglades Elementary School<br>Teacher VE (Full Time) | Exceptional Child Education<br>Teacher Resource Specialist         | 05/16/2019            |
| Murphy, Leighia   | Okeechobee High School<br>Data Processor               | Seminole Elementary School<br>Paraprofessional, Title I-Elementary | 05/20/2019            |

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** PAYMENTS TO PERSONNEL  
**DATE:** June 11, 2019

RECOMMENDATION:

That the Board approve the following payments to personnel:

| Name/Group                     | Purpose  | Rate of Pay   | Time Period (Maximum)             | Funding Source          |
|--------------------------------|--|---|-----------------------------------|-------------------------|
| 2 SES 5 <sup>th</sup> teachers | 2019 SES 5th Grade Jump Start Program                        | \$23.00 per hour, 5 hours per day, Monday- Thursday, up to 60 hours | July 15 - August 1, 2019,         | #4031, Title I, Part A  |
| 2 SES paraprofessionals        | 2019 SES 5th Grade Jump Start Program                        | \$12.00 per hour, 5 hours per day, Monday- Thursday, up to 60 hours | July 15 - August 1, 2019,         | #4031, Title I, Part A  |
| 2 Teachers                     | 2019 NES Summer Library Hours                                | \$23.00 per hour, 6 hours per day, Monday- Thursday                 | 6/4/19-6/27/19<br>6/3/19 Work Day | #1904 - SAI             |
| 2 Teachers                     | 2019 OHS Summer Library Hours                                | \$23.00 per hour, 3 hours per day                                   | 7/1/19-8/1/19                     | #4031 - Title I, Part A |
| 1 Teacher                      | 2018-19 Guidance Counselor Assistance, Osceola Middle School | \$13.50 per hour, up to 7 hours per day                             | 06/03/19 – 06/14/19               | District Funds          |

**Correction from Payments to Personnel Board Approved April 9, 2019:**

|                     |                                   |                  |  |             |
|---------------------|-----------------------------------|------------------|--|-------------|
| 3 Paraprofessionals | Full Time Extended Year ESE @ OHS | \$12.00 Per Hour | <del>6</del> 5.5 Hours Per Day<br>M-TH<br>06/4/19-06/27/19<br>06/3/19 Work Day | #1904 - SAI |
|---------------------|-----------------------------------|------------------|--|-------------|

RECOMMENDED BY:

  
 Ken Kenworthy  
 Superintendent of Schools



**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT FOR TEMPORARY SERVICES-DES OF FLORIDA, LLC.**  
**DATE:** June 11, 2019

RECOMMENDATION:

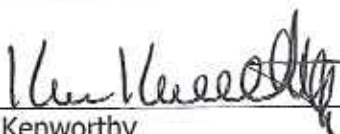
That the Board approve this Amendment to the General Agreement for providing temporary services from June 11, 2019 until June 8, 2021, from DES of Florida, LLC, which is applicable for the procurement of temporary services by the OCSB as needed.

BACKGROUND INFORMATION:

This is an amendment to the original general agreement, for providing temporary services by DESF. DESF will be primarily responsible for such activities and shall guarantee the faithful performance of such temporary services, work, and all obligations.

A copy of this agreement is included in Board member agendas and are available upon request in the office of the Assistant Superintendent for Administrative Services.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** STANDARD PURCHASE AND LICENSE TERMS AGREEMENT WITH EDMENTUM, INC.  
**DATE:** June 11, 2019

RECOMMENDATION:

That the Board approve a Standard Purchase and License Terms Agreement with Edmentum, Inc., for software license rights and professional development for web-based computer-assisted curriculum at all secondary schools at a cost of \$36,474.50 for the 2019-2020 school year.

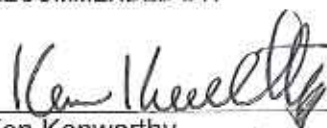
BACKGROUND INFORMATION:

This is a renewal agreement. Funding for this agreement is from Title II, #4921 - \$10,000.00 and Title I, Part A-#4931 - \$26,474.50.

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

A copy of the agreement is included in Board member agendas and is available upon request in the office of the Assistant Superintendent for Instructional Services.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board

**FROM:** Ken Kenworthy, Superintendent

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

**DATE:** June 11, 2019

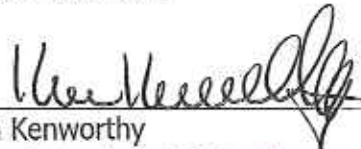
RECOMMENDATION:

That the Board approve a Letter of Agreement with Big Brothers Big Sisters, St. Lucie, Indian River & Okeechobee, READS Program, effective July 1, 2019 through June 30, 2020, to provide tutoring for selected students in grades K-3 who are reading below grade level.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

  
Ken Kenworthy  
Superintendent of Schools

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **LETTER OF AGREEMENT WITH SCHOOLHOUSE CONSULTING GROUP, INC.**  
**DATE:** June 11, 2019

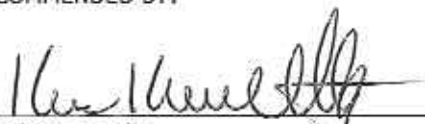
RECOMMENDATION:

That the Board approve a letter of agreement with Schoolhouse Consulting Group, Inc. at a cost of \$2,500.00, July 1, 2019 – June 30, 2020 to provide consulting and lobbying support for Okeechobee County School District as part of the Treasure Coast Workgroup.

BACKGROUND INFORMATION:

This is a renewal agreement for 2019-20. A copy of the renewal letter is included in Board member agendas and is available upon request in the Superintendent's office.

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** AGREEMENT WITH SEMINOLE COUNTY SCHOOL BOARD FOR ECTAC SERVICES  
**DATE:** June 11, 2019

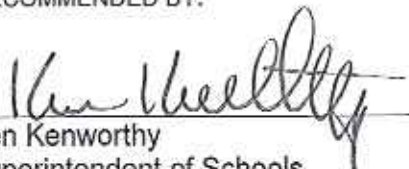
RECOMMENDATION:

That the Board approve an agreement with Seminole County School Board for the services of East Coast Technical Assistance Center (ECTAC) for the 2019-20 school year at a cost of \$8,000.00.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **AGREEMENT WITH SCHOOLOGY, INC.**  
**DATE:** June 11, 2019

RECOMMENDATION:

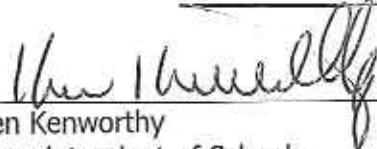
That the Board approve a Subscription Agreement and accompanying Sales Order with Schoology, Inc. for a Web-Based Learning Management System at a cost of \$42,750.00 for the 2019-2020 school year.

BACKGROUND INFORMATION:

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

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

RECOMMENDED BY: \_\_\_\_\_

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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** IDEA PART B GRANT AND PART B PRE-SCHOOL APPLICATIONS FOR 2019-2020  
**DATE:** June 11, 2019

RECOMMENDATION:

That the Board approve the IDEA Part B and Part B Preschool Grant applications for the 2019-2020 school year as follows:

- IDEA Part B - \$1,888,992.00 (including estimated roll forward)
- IDEA Part B Preschool - \$101,220.00 (including estimated roll forward)

BACKGROUND INFORMATION:

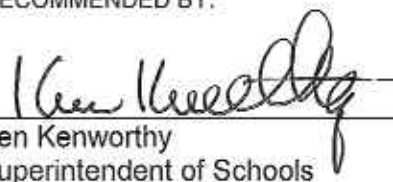
Part B – Funds are used to employ staff such as a Director of Exceptional Student Education (ESE), Secretary to Director of ESE, ESE Resource Specialists, ESE Bus Paraprofessionals, Behavior Interventionist, Behavior Monitors, and ESE Guidance Clerks. Contracts for specialized services such as speech therapists, psychiatric evaluations, and occupational/physical therapies along with the purchase of specialized equipment utilized in these areas are also paid from this grant. Funds are also used for training teachers and administrators in areas of behavior, Quality IEP writing and MTSS and progress monitoring, alternatives to suspension and to purchase materials for parenting education.

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

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

The complete grant applications and budget pages will be available upon request in the office of the Director of Exceptional Student Education.

RECOMMENDED BY:


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

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **PROPERTY DISPOSAL LIST #5 FOR THE 2018-19 FISCAL YEAR**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the items listed on the attached Property Disposal List #5 for the 2018-19 fiscal year be declared as surplus, to be removed from property records, and that the Superintendent be authorized to donate or sell such items in accordance with state statute.

RECOMMENDED BY:

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



**OKEECHOBEE COUNTY SCHOOL BOARD**

**Property Disposal - 2018-2019 #5**

| Property Number | Description                       | Cost      | Condition    | School/Cost Center |
|-----------------|-----------------------------------|-----------|--------------|--------------------|
| 15908           | Air Conditioner                   | 2,712.00  | Unrepairable | Transportation     |
| 18972           | Recondition Golf Cart/Utility box | 2,000.00  | Unrepairable | Transportation     |
| 20410           | Bus 71 Capacity                   | 60,820.00 | Obsolete     | Transportation     |
| 20411           | Bus 71 Capacity                   | 60,820.00 | Obsolete     | Transportation     |
| 20414           | Bus 71 Capacity                   | 60,820.00 | Obsolete     | Transportation     |
| 20640           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20641           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20642           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20644           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20647           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20648           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20649           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20651           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20653           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20654           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20656           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20657           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20659           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20660           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20661           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20663           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20664           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20665           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20666           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20668           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20669           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20670           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20671           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20672           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20673           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 20676           | Camera                            | 1,695.00  | Obsolete     | Transportation     |
| 21705           | Bus 71 Capacity                   | 95,961.00 | Obsolete     | Transportation     |
| 1308            | Warming Cabinet Pass Thru         | 3,158.00  | Unrepairable | Food Service       |
| 1310            | Refrigerator Pass Thru            | 3,290.00  | Unrepairable | Food Service       |
| 15564           | Oven w/stainless steel top        | 4,809.00  | Unrepairable | Food Service       |
| 15565           | Oven w/stainless steel top        | 4,809.00  | Unrepairable | Food Service       |
| 21653           | PCS Tablet                        | 2,204.25  | Unrepairable | Food Service       |
| 1122            | Mixer Panasonic                   | 1,943.71  | Obsolete     | OHS                |
| 10353           | Engraving Machine                 | 2,012.45  | Obsolete     | OHS                |
| 12033           | Torso, Human Male & Female        | 802.79    | Unrepairable | OHS                |
| 14077           | Torso, Human sexless w/case       | 1,123.37  | Unrepairable | OHS                |
| 15112           | Manikin Sima Health Occup.        | 820.80    | Obsolete     | OHS                |
| 17833           | Copier - Savin                    | 1,484.00  | Obsolete     | OHS                |
| 17902           | Copier - Savin                    | 999.00    | Obsolete     | OHS                |
| 18400           | Microphones wireless w/holders    | 1,315.50  | Obsolete     | OHS                |
| 18510           | File Server                       | 2,957.80  | Obsolete     | OHS                |

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2018-2019 #5**

| Property Number | Description                      | Cost     | Condition    | School/Cost Center |
|-----------------|----------------------------------|----------|--------------|--------------------|
| 19036           | Copier - Savin                   | 6,033.00 | Obsolete     | OHS                |
| 19102           | Copier - Savin                   | 1,100.00 | Obsolete     | OHS                |
| 19674           | Switch Superstack 3com, 24 port  | 1,078.23 | Obsolete     | OHS                |
| 19864           | Volleyball Tutor                 | 1,195.00 | Unrepairable | OHS                |
| 20007           | Dell Computer                    | 907.38   | Obsolete     | OHS                |
| 20013           | Dell Computer                    | 907.38   | Obsolete     | OHS                |
| 20078           | Dell Computer                    | 828.58   | Obsolete     | OHS                |
| 20224           | Superstack 3 Switch              | 2,254.96 | Obsolete     | OHS                |
| 20501           | Computer, Diagnostic Modis Elite | 4,000.00 | Obsolete     | OHS                |
| 20586           | Camera Digital                   | 1,229.95 | Obsolete     | OHS                |
| 20617           | POS/PC Terminal                  | 2,720.00 | Obsolete     | OHS                |
| 20770           | Dell Desktop                     | 1,219.00 | Obsolete     | OHS                |
| 20779           | Dell Desktop                     | 1,219.00 | Obsolete     | OHS                |
| 20824           | Del Laptop                       | 2,068.00 | Obsolete     | OHS                |
| 20894           | Dell Laptop                      | 1,244.00 | Obsolete     | OHS                |
| 20967           | Dell Laptop                      | 1,501.30 | Obsolete     | OHS                |
| 20981           | Dell Laptop                      | 1,501.30 | Obsolete     | OHS                |
| 21038           | Dell Desktop                     | 1,079.53 | Obsolete     | OHS                |
| 21044           | Dell Desktop                     | 1,079.53 | Obsolete     | OHS                |
| 21046           | Dell Desktop                     | 1,079.53 | Obsolete     | OHS                |
| 21050           | Dell Desktop                     | 1,079.53 | Obsolete     | OHS                |
| 21063           | Dell Desktop                     | 1,079.53 | Obsolete     | OHS                |
| 21794           | HP A5120 48G ELI Switch 48 port  | 2,022.44 | Obsolete     | OHS                |
| 21796           | HP A5120 48G ELI Switch 48 port  | 2,022.44 | Obsolete     | OHS                |
| 22518           | TV LED 65"                       | 936.53   | Unrepairable | OHS                |
| 1640F           | Chazy System Analyza             | 995.00   | Obsolete     | OHS                |
| 1711F           | LCD Projector                    | 2,012.00 | Obsolete     | OHS                |
| 2406F           | Projector                        | 1,674.13 | Obsolete     | OHS                |
| 2541F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2542F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2549F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2551F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2558F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2559F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2578F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2584F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2585F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2586F           | LCD Projector                    | 1,183.68 | Obsolete     | OHS                |
| 2595F           | Visual Presenter                 | 1,730.68 | Obsolete     | OHS                |
| 3000F           | Gateway Towers System            | 1,026.00 | Obsolete     | OHS                |
| 3558F           | Dell Desktop                     | 1,003.00 | Obsolete     | OHS                |
| 3701F           | Dell Desktop                     | 1,219.00 | Obsolete     | OHS                |
| 3989F           | Hitachi Projector                | 1,091.10 | Obsolete     | OHS                |
| 4058F           | Imprinter Bus Set with Inkjet    | 2,358.19 | Obsolete     | OHS                |
| 4369F           | Epson Projector                  | 1,624.00 | Obsolete     | OHS                |
| 4370F           | Epson Projector                  | 1,624.00 | Obsolete     | OHS                |

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2018-2019 #5**

| Property Number | Description          | Cost     | Condition    | School/Cost Center |
|-----------------|----------------------|----------|--------------|--------------------|
| 4371F           | Epson Projector      | 1,624.00 | Obsolete     | OHS                |
| 4372F           | Epson Projector      | 1,624.00 | Obsolete     | OHS                |
| 5556F           | Dell Laptop          | 805.09   | Obsolete     | OHS                |
| 6179F           | Lenovo Thinkpad      | 2,049.00 | Unrepairable | OHS                |
| 6264F           | Switches             | 1,995.00 | Obsolete     | OHS                |
| 6265F           | Switches             | 1,995.00 | Obsolete     | OHS                |
| 7332F           | Lenovo ThinkCentre   | 983.00   | Unrepairable | G & SP             |
| 7335F           | Lenovo ThinkCentre   | 983.00   | Unrepairable | G & SP             |
| 7336F           | Lenovo ThinkCentre   | 983.00   | Unrepairable | G & SP             |
| 7343F           | Lenovo ThinkCentre   | 983.00   | Unrepairable | G & SP             |
| 8107F           | Surface Pro Computer | 1,062.82 | Unrepairable | G & SP             |
| 7981F           | Dell Laptop          | 1,811.27 | Unrepairable | Student Services   |
| 3654F           | Dell Desktop         | 1,072.00 | Obsolete     | NES                |
| 3671F           | Dell Desktop         | 1,072.00 | Obsolete     | NES                |
| 3672F           | Dell Desktop         | 1,072.00 | Obsolete     | NES                |
| 3969F           | Dell Laptop          | 1,955.00 | Obsolete     | NES                |
| 4078F           | Lenovo Thinkpad      | 1,317.27 | Obsolete     | NES                |
| 4671F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4674F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4677F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4681F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4682f           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4683F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4685f           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4686F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4689F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4691F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4693F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4695F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4696F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4697F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4698F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4699F           | Dell Desktop         | 917.20   | Obsolete     | NES                |
| 4925F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4927F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4934F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4935f           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4940F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4942F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4943F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4944f           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4945F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4946f           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4947F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4952F           | Dell Desktop         | 814.88   | Obsolete     | NES                |
| 4953F           | Dell Desktop         | 814.88   | Obsolete     | NES                |

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2018-2019 #5**

| Property Number | Description     | Cost     | Condition | School/Cost Center |
|-----------------|-----------------|----------|-----------|--------------------|
| 5150F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5316F           | Dell Laptop     | 805.09   | Obsolete  | NES                |
| 5780F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5837F           | Dell Desktop    | 811.46   | Obsolete  | NES                |
| 5891            | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5893F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5904F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5904F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5910F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5912F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 5919F           | Dell Desktop    | 814.88   | Obsolete  | NES                |
| 6201F           | Dell Desktop    | 974.92   | Obsolete  | NES                |
| 6203F           | Dell Desktop    | 974.92   | Obsolete  | NES                |
| 6353F           | Dell Desktop    | 977.71   | Obsolete  | NES                |
| 6363F           | Dell Desktop    | 977.71   | Obsolete  | NES                |
| 6381F           | Dell Desktop    | 977.71   | Obsolete  | NES                |
| 6690F           | Dell Desktop    | 901.17   | Obsolete  | NES                |
| 6708F           | Dell Desktop    | 901.17   | Obsolete  | NES                |
| 6723F           | Dell Desktop    | 901.17   | Obsolete  | NES                |
| 20560           | Dell Laptop     | 2,183.00 | Obsolete  | NES                |
| 21203           | Dell Laptop     | 1,541.00 | Obsolete  | NES                |
| 21204           | Dell Laptop     | 1,541.00 | Obsolete  | NES                |
| 21209           | Dell Laptop     | 1,593.00 | Obsolete  | NES                |
| 21212           | Dell Laptop     | 1,623.00 | Obsolete  | NES                |
| 21218           | Dell Laptop     | 1,541.00 | Obsolete  | NES                |
| 21221           | Dell Desktop    | 1,019.29 | Obsolete  | NES                |
| 21222           | Dell Desktop    | 1,019.29 | Obsolete  | NES                |
| 21233           | Dell Desktop    | 1,019.29 | Obsolete  | NES                |
| 21234           | Dell Desktop    | 1,019.29 | Obsolete  | NES                |
| 21239           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21243           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21246           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21247           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21251           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21255           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21256           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21259           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21260           | Dell Desktop    | 987.80   | Obsolete  | NES                |
| 21714           | Lenovo Laptop   | 1,033.22 | Obsolete  | NES                |
| 21766           | Lenovo Thinkpad | 1,346.00 | Obsolete  | NES                |
| 21806           | Lenovo Laptop   | 1,033.22 | Obsolete  | NES                |
| 21811           | Lenovo Laptop   | 1,033.22 | Obsolete  | NES                |
| 21813           | Lenovo Laptop   | 1,033.22 | Obsolete  | NES                |
| 21816           | Lenovo Laptop   | 1,033.22 | Obsolete  | NES                |
| 21817           | Lenovo Laptop   | 1,033.22 | Obsolete  | NES                |
| 21826           | Lenovo Laptop   | 1,033.22 | Obsolete  | NES                |

**OKEECHOBEE COUNTY SCHOOL BOARD**  
**Property Disposal - 2018-2019 #5**

| Property Number        | Description          | Cost       | Condition    | School/Cost Center |
|------------------------|----------------------|------------|--------------|--------------------|
| 21888                  | Lenovo Laptop        | 1,033.22   | Obsolete     | NES                |
| 3916F                  | Dell Laptop          | 1,548.00   | Unrepairable | CES                |
| 3930F                  | Dell Laptop          | 1,548.00   | Unrepairable | CES                |
| 3924F                  | Dell Laptop          | 1,548.00   | Unrepairable | CES                |
| 3943F                  | Dell Laptop          | 1,548.00   | Unrepairable | CES                |
| 3945F                  | Dell Laptop          | 1,548.00   | Unrepairable | CES                |
| 3948F                  | Dell Laptop          | 1,548.00   | Unrepairable | CES                |
| 4026F                  | Dell Desktop         | 1,005.00   | Unrepairable | CES                |
| 4101F                  | Dell Laptop          | 1,541.00   | Unrepairable | CES                |
| 4464F                  | Dell Desktop         | 1,111.20   | Unrepairable | CES                |
| 4465F                  | Dell Desktop         | 1,111.20   | Unrepairable | CES                |
| 4470F                  | Dell Desktop         | 1,111.20   | Unrepairable | CES                |
| 4612F                  | Dell Desktop         | 917.20     | Unrepairable | CES                |
| 4618F                  | Dell Desktop         | 917.20     | Unrepairable | CES                |
| 4621F                  | Dell Desktop         | 917.20     | Unrepairable | CES                |
| 4629F                  | Dell Desktop         | 917.20     | Unrepairable | CES                |
| 4633F                  | Dell Desktop         | 917.20     | Unrepairable | CES                |
| 4637F                  | Dell Desktop         | 917.20     | Unrepairable | CES                |
| 5172F                  | Dell Desktop         | 814.88     | Unrepairable | CES                |
| 5173F                  | Dell Desktop         | 814.88     | Unrepairable | CES                |
| 5185F                  | Dell Desktop         | 814.88     | Unrepairable | CES                |
| 5192F                  | Dell Desktop         | 814.88     | Unrepairable | CES                |
| 21305                  | Dell Laptop          | 1,466.00   | Unrepairable | CES                |
| 21642                  | Dell Desktop         | 977.71     | Unrepairable | CES                |
| 3128F                  | Gateway Computer     | 886.00     | Obsolete     | OMS                |
| 3129F                  | Gateway Computer     | 886.00     | Obsolete     | OMS                |
| 3130F                  | Gateway Computer     | 886.00     | Obsolete     | OMS                |
| 3131F                  | Gateway Computer     | 886.00     | Obsolete     | OMS                |
| 3974F                  | Gateway Computer     | 895.00     | Obsolete     | OMS                |
| 3975F                  | Gateway Computer     | 895.00     | Obsolete     | OMS                |
| 17805                  | Workstation          | 3,997.50   | Obsolete     | OMS                |
| 18088                  | Floor Extractor      | 1,941.77   | Obsolete     | OMS                |
| 19634                  | Floor Machine w/pad  | 785.00     | Obsolete     | OMS                |
| 21118                  | Floor Polisher 20    | 875.00     | Obsolete     | OMS                |
|                        |                      | 565,613.17 |              |                    |
| County Custodian:      | <i>Janis Stevens</i> |            | Date:        | <i>05/23/2019</i>  |
| Superintendent:        |                      |            | Date:        |                    |
| School Board Chairman: |                      |            | Date:        |                    |

**To:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **MONTHLY FINANCIAL STATEMENT FOR APRIL, 2019**  
**DATE:** June 11, 2019

RECOMMENDATION:

That the Monthly Financial Statement for April, 2019, be accepted and filed as part of public record.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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

**TO:** The Okeechobee County School Board  
**FROM:** Ken Kenworthy, Superintendent of Schools  
**SUBJECT:** **BUDGET AMENDMENT #10 FOR APRIL, 2019**  
**DATE:** June 11, 2019

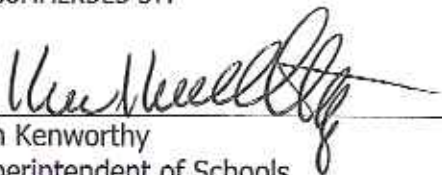
RECOMMENDATION:

That Budget Amendment #10 for April, 2019, be approved.

BACKGROUND INFORMATION:

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

RECOMMENDED BY:

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