



# Central Elementary

*"Putting Students First"*

## STUDENT HANDBOOK 2023-2024

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<http://centralelementaryschool.sites.thedigitalbell.com/>  
<https://www.facebook.com/CentralElementaryOkee>

## DEAR PARENTS AND STUDENTS:

Welcome to Central Elementary School! We are looking forward to an exciting and successful school year. We have prepared this handbook to help answer your questions and to increase your knowledge of CES. It is important that you read the information contained in the handbook and that you check your child's agenda every night. The agenda and ClassDojo are our main forms of communication. You can also 'Like' our Facebook page and visit our website.

We would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member in the PTO and school volunteer program. We are very happy to have you and your child with us at Central Elementary!

Sincerely,  
Central Elementary Faculty and Staff  
Go Panthers!

### WEBSITES

The Central Elementary website address is:  
<http://centralementaryschool.sites.thedigitalbell.com/>

The Central Elementary Facebook account is:  
[www.facebook.com/CentralElementaryOkee](http://www.facebook.com/CentralElementaryOkee)

### ARRIVAL

Please have students here by **8:00 a.m.** Classes will officially begin at 8:10 a.m. For the safety of all, students who are transported by their parents must be dropped off by car, on the north side of the school only (SW 6th Street) and enter using Gate 2. Students may not be dropped off at the front of the school (SW 5th Avenue). Students may not be dropped off before 7:40 a.m. as the school will not provide supervision until that time. This is in accordance with Florida Statutes and will be enforced. Any student dropped off after 8:10 a.m. must be accompanied, into the office (Gate 1), by an adult to be signed in. In an effort to keep our school secure and safe, parents are not permitted to escort students to class.

Please do not block the entrance or exit of the bus-loading zone or student pickup area. When using the student pickup area, please pull as far forward as possible and do not park in the traffic lanes. No cars are permitted in the bus-loading zone.

### DISMISSAL

Students will be dismissed at 2:50 p.m. Parents picking up their children will line up on SW 6<sup>th</sup> street until students are released to their vehicles. It is very important that each car in the line pull forward as far as

possible so that the greatest number of cars can be loaded at one time. Do not attempt to pass in this loading area unless directed to do so by those on duty. Students will only be released to parents, in vehicles, in the pickup line. All Walkers must be pre-approved. Pre-approved walkers will be released from the front office gate and walked across the crosswalk. This is not a way to bypass the parent pick up line. Only students who **physically walk home** or have an approved exemption due to documented safety concerns are placed on the walker list. Adult supervision ends at 3:15 p.m.

## ATTENDANCE IS A PRIORITY AT CENTRAL

### APPOINTMENTS

**ATTENDANCE MATTERS!** We ask that you try to schedule appointments for your child after school. When your child is checked out early from school he/she misses valuable instructional time.

### TARDINESS

Central Elementary strives to maintain an orderly environment for student learning. Students who arrive late not only miss valuable class time, but also interrupt the educational setting of the classroom. Tardy students must be signed in at the school office by an adult before they are admitted to class. A parent conference will be requested for frequent tardiness. A combination of five (5) tardies and/or early checkouts will equal an unexcused absence.

### UNEXCUSED TARDIES AND EARLY RELEASES

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

**BE IN SCHOOL... ON TIME, ALL DAY, EVERY DAY! ATTENDANCE MATTERS!**

## **ATTENDANCE**

It is the position of the Okeechobee County School Board that students must attend school on a regular and timely basis to maximize educational opportunities offered in Okeechobee County Schools. Florida Statute 1003.21 requires that all students between the ages of six (6) and sixteen (16) attend school regularly. Students who have attained the age of sixteen (16) and who have not graduated are subject to compulsory school attendance until a formal declaration of intent to withdraw, signed by the student and parent/guardian, is filed with the district school board. *Students are obligated to attend one hundred eighty (180) days of school each year.* **It is the responsibility of the parent or guardian to see that this law is obeyed.**

**Absences due to the following reasons will be excused:**

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

It is the responsibility of the parent or guardian to provide a written statement or oral notification indicating the reason for the absences within two (2) days of the student's return to school. Please send a note to the teacher or call to give the reason for the absence and the date of absence. Please sign and date the notes to school. When the school is not notified of the reason for an absence, the absence is automatically marked as an unexcused absence. An unexcused absence is any absence which is not justified by the parent or guardian according to the allowable excuses (see above) or for which the reason is unknown.

Students may make up work following excused and unexcused absences and receive full credit. All make up work should be completed within one week following return from an absence.

## **TRUANCY**

A student is truant if he/she fails to be in school and on time unless the absence is excused as per Florida Statute 1003.01 (8).

- After five (5) unexcused absences, a computer-generated letter will be mailed to parents.
- After nine (9) absences in a school year, a letter will be mailed requiring a doctor's note for future absences.
- After ten (10) unexcused absences, a third attendance letter will be mailed to the parent or guardian.
- Contact is made with the parent, either in person or via phone conference.
- The school counselor will schedule a Student Information Team (SIT meeting).
- Referral is made to the Director of Student Service for a Truancy Staffing if student has previous history of excessive absences and SIT Meeting.
- A District Truancy Staffing is conducted with representation from Law Enforcement, School District Personnel, parent, and student.
- A decision may be made to file a petition in truancy court.
- Procedures for notifications to DCF of Learnfare recipients.

## **STUDENT INFORMATION FORM**

During the first week of school, your child's teacher will be sending home an information sheet for you to complete. Having this information returned promptly and correctly is very important. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are accurate.

## **WITHDRAWAL OF STUDENTS**

If you are moving out-of-county or to another attendance zone within the county and are withdrawing your child from school, please call or come by the school prior to the withdrawal date.

All textbooks and library books must be returned to the school before withdrawal. In addition, any money owed for pictures, lost books, Chromebook damages, etc. should be paid at this time to avoid any enrollment delays.

### **BREAKFAST AND LUNCH PROGRAMS**

Our school district is participating in the Community Eligibility Program which allows **all** students to receive a free breakfast, lunch and after-school snacks. **No forms or applications are required.** Students may still have an account to purchase snacks or a la carte items.

Packed school lunches are permitted. Fast food or food deliveries are NOT permitted.

Adult meals are \$3.50 for breakfast and \$5.00 for lunch.

### **Snacks, Candy, Gum and Beverages**

Gum is NOT allowed at school. Candy is discouraged, but is allowed only as part of a packed school lunch. Food is not permitted to be eaten anywhere other than the lunchroom or as a packaged snack at recess on the playground.

Students are NOT permitted to have open beverages or (i.e. soda, fountain drinks, coffee beverages, shakes, energy drinks, etc.). Students are only permitted to bring closed containers/water bottles to school to prevent spillage/leakage. Students may bring a water bottle. Water refill stations are available for those who ask permission to refill it.

Per food Service and U.S.D.A guidelines, and in an effort to make healthy choices, classroom snack donations must be store bought and labeled with ingredients. We ask that donations include water bottles and approved individually wrapped healthy snacks such as granola bars, goldfish crackers, pretzels or other healthy foods.

### **BIRTHDAYS**

Birthdays are important to us here at Central Elementary. We want you to know that we celebrate birthdays in special ways; such as morning announcements, office treats, and classroom and cafeteria recognition. As a courtesy to parents, we will allow delivery of the following: store bought and sealed cupcakes, cookies, or an individually wrapped snack that can be shared at lunch time or recess. There should be enough for the whole class. Please do not bring additional items as they will be returned to you.

### **SCHOOL INSURANCE**

The school has no accident insurance. Students are offered affordable insurance at the beginning of the school year. All students should be covered on some insurance policy. Students in vocational classes are required to have insurance. The county school board supplies secondary insurance for athletes injured during an athletic event. The Florida Kid Care Program also

offers health insurance to those who qualify. Information on insurance is available in the office.

### **TITLE I**

Central Elementary is a school-wide Title I school. All students at Central Elementary are eligible for Title I services. All students receive supplemental services through staff, materials, and supplies purchased through Title 1 funds. The purpose of Title I is to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments.

### **MEDICATION**

Students who need to take prescription medication must have the appropriate authorization form signed by the parent before the medication can be brought to school. The medication and authorization form will be kept in the clinic. The medication must be brought to school by the parent in the original container. If a student needs to take prescription medication during school hours, the appropriate authorization form must be signed by the physician prescribing the medication and the dosage must be on the label. It will be given by the school health nurse/aide. The school will provide non-aspirin pain reliever/fever reducer, antacid, topical antibiotic cream, topical antipyretic (such as calamine), pain reliever (such as Ora-Gel) for students with a signed authorization form.

### **SERIOUSLY ILL AND INJURED CHILDREN**

If your child becomes seriously ill or is injured at school, we will utilize the services of our school health nurse/aide to make him/her as comfortable as possible and will attempt to contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided on the student information form.

Please remember we cannot keep seriously ill children at school. Children referred to the school health nurse/aide for noticeable health problems will be briefly checked and the parents notified of the condition prompting the referral. Responsibility for obtaining adequate treatment rests with the parents or legal guardians.

### **BUS REGULATIONS**

Students are assigned to ride school buses that will pick them up and drop them off at stops near their homes. Buses will not cross transportation zones. Parents must provide transportation for those children leaving the

school transportation zone; therefore, if your child goes to a daycare or baby-sitter outside the zone in which you live, you must arrange transportation. Riding the school bus is a **privilege** that may be denied due to improper conduct on the bus.

*Please remember students are expected to:*

1. Obey the driver and respect the driver's authority and responsibility.
2. Remain seated and buckled when the bus is in motion.
3. Keep noise at a minimum.
4. Behave in a manner that will help ensure you and your friends are transported safely.
5. Only standard size backpacks are permitted on school buses.
6. Students are not permitted to ride any bus other than their regularly assigned AM and PM bus unless there is an emergency and permission is granted by the principal and an emergency pass is issued.

We urge you to discuss the bus rules with your child for his/her own safety. Discipline on the school bus is a must and misbehavior will not be tolerated. Excessive bus referrals may result in loss of bus riding privileges for the school year.

#### **TRANSPORTATION CHANGES**

Please notify the office in advance if there is to be a transportation change for your child. This notification must be made in writing or through telephoning the office. We must insist that you do not wait until the end of the school day to make changes in your child's transportation. This will help avoid confusion or mix-ups about getting your child home during this especially busy time of the school day. If no appropriate notification is received before 2:30 p.m., your child will be expected to follow his/her regular method of getting home.

#### **FIELD TRIPS**

Classes are generally permitted to take field trips during the school year. Written parental permission is required for any field trip. All field trip experiences must have a direct bearing on the instructional curriculum. Parents are sometimes asked to chaperone; however, a student's siblings may not attend the trip. In order to chaperone, the parent must complete the school district's volunteer application process.

#### **SCHOOL DRESS**

Students are encouraged to dress in a manner that is comfortable, appropriate, and clean at all times. Girls may wear dresses, skirts, shorts, jeans, or slacks. Boys may wear jeans, slacks, or shorts. Students may wear

sunglasses, hats, or other protective wear while outdoors during school hours.

Some of the items we do not allow students to wear on campus include:

1. Bandannas.
2. Lengthy belts that hang down.
3. Chains hanging out of pockets or from clothing.
4. Any item with gang or drug symbols.
5. Any item that advertises drugs, alcohol, or tobacco.
6. See-through items.
7. Any item that distracts in the educational environment.
8. Tight or revealing clothing.
9. Bare midriffs or crop tops (when arms are raised, midriff is bare).
10. Underwear showing.
11. Hoodies w/ hood up (unless it's 65 or lower)
12. Open-backed shoes are not allowed for PE.

#### **COMMUNICATION**

Some ways you can expect us to reach you include:

Student Agendas, ClassDojo, FaceBook, the School Website, APTT(Academic Parent Teacher Teams), Parent Teacher Conferences, Progress Reports, Report Cards, Flyers, Letters, The Panther Pride Newsletter, & Skyward.

#### **CONFERENCES**

All faculty and staff encourage open and productive communication. Please address any concern with the teacher first in an effort to solve problems quickly and effectively. Parents needing to contact any faculty or staff member should send a note in the child's agenda or note on ClassDojo with their specific request (phone call, conference, etc.). Include in your note a suggestion of convenient days and times for you. This will help the teacher in establishing a mutually convenient time for both of you. Teachers cannot normally make phone calls until after school is dismissed for the day. It may take 24 -48 hours to respond, but the teacher will respond to you as soon as possible. If after conferencing with the teacher you feel you would like to speak to a member in leadership, you will first need to speak to the guidance counselor who may then refer you to the Assistant Principal or Principal if needed.

#### **CLASSROOM VISITATION**

Parents are welcome to visit their child's class and be acquainted with the teacher. As a courtesy to the teacher, an appointment must be made for **all** visits. Classroom visitations are not a time for parent/teacher conferences. Contacting the teacher, principal, or assistant principal by note or telephone in advance is

always recommended to ensure an appointment when they are available to meet.

Visitors must always report directly to the office, with photo I.D., to get a visitor badge if they are in the building for a classroom visitation, or reporting as a volunteer.

### **CODE OF STUDENT CONDUCT**

In accordance with Florida Statute 1006.07, the Okeechobee County School Board has adopted a *Code of Student Conduct* prescribing the rules and regulations for the control, discipline, suspension and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school that is conducive to learning and ensures the protection of the rights of students. Inherent to a democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the *Code*. Students have the right to avail themselves of a free public education; however, students have a responsibility not to interfere with the education of other students. The *Code of Student Conduct* enumerates rights, responsibilities, and consequences for students attending Okeechobee County Schools. A copy of the *Code* is provided for each child and sent to each home. A copy of the *Code of Student Conduct* is also available in the Principal's Office.

### **DISCIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and need for good behavior and a good attitude while at school. We cannot tolerate fighting, bullying, disrespect toward others, obscene language, instructional disruption, or destruction of school or personal property. Students who break rules repeatedly will be sent to the office for appropriate disciplinary action.

### **BULLYING WILL NOT BE TOLERATED AT CES**

It is the policy of the Okeechobee County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited.

The victim of bullying and harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may anonymously file a report for bullying and harassment. The proper forms are located in the school's front office, building 14 and in the media center.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

Central is recognized as a PBIS Model School. Positive Behavior Intervention and Support increases the capacity of CES to foster academic success by teaching and reinforcing appropriate positive behavior to create a

positive school environment. Below are the school-wide expectations for Central Elementary.

### **SCHOOL WIDE EXPECTATIONS**

- R** Respect for self and others.
- O** Own your actions.
- A** Always be prepared to learn.
- R** Responsibility starts with you.

Attention is focused on creating and sustaining a school-wide system of supports that improves behavioral results for all children.

### **AUTHORITY OF SCHOOL OFFICIALS**

Florida Statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. A school principal or his designee has the authority, by law, to administer corporal punishment to students. School principals also have the authority to suspend students from school and/or from riding a school bus, and to recommend for expulsion those students who seriously disrupt the school environment.

Students of the Okeechobee County Schools are subject to the *Code of Student Conduct* during the time they are being transported to or from school or a school sponsored activity, during the time they are attending school, and during the time they are on school premises.

### **CARE OF TEXTBOOKS & LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. Charges will apply for all lost or damaged books. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, the money paid will be refunded.

### **1:1 TECHNOLOGY PROGRAM/CHROMEBOOK CARE**

Students are expected to properly care for Chromebooks and assume full responsibility for the care of items loaned to them just as they are for a textbook. **Loss or damage of Chromebooks will result in the student being assessed a fee.** Upon payment for a lost Chromebook, another will be issued. If a Chromebook presumed lost is found and returned, a full refund will be made to the parent. Students are responsible for the care of their issued Chromebook. They are financially accountable for any damage or loss of Chromebooks. *Parents will have the option to purchase Chromebook **accident** insurance for \$30 at the beginning of the school year. **Vandalism is not covered under the insurance and will result in an office discipline referral and repair fees will be assessed.*** Any fines not paid will be carried over to subsequent years and must be paid prior to graduation. The Chromebook Handbook is located on the school's website and contains additional

guidelines and policies for device usage and care. The device is to be used for school purposes only and misuse or deleted histories will result in an office discipline referral. A letter concerning rules and insurance information will be available at Open House.

**VALUABLES**

Students should not bring large sums of money or items of value to school. All electronic devices and sports equipment are the responsibility of the student. Students may not sell items at school. The only time students are permitted to bring a toy or game to school is at the direct request of the teacher. The school will not take responsibility for lost items.

**LOST AND FOUND**

Lost and found items such as clothing, notebooks, and lunch boxes are kept in the designated lost and found area. Please claim these items promptly. Periodically, they will be discarded or donated. Marking personal items such as clothing, notebooks, lunch boxes, etc. with your child's name will assist in returning lost items to their owners.

**FIRE/CRISIS DRILLS/EVACUATIONS/ALERTS**

Central Elementary has established procedures to deal with a variety of emergencies. Fire drills, bus evacuation, severe weather, and crisis situation drills are held regularly. Alerts are not practiced, but are explained to students during the first week of school. A Code YELLOW confines students and staff inside the building, while a Code RED indicates that teachers are to move students to the most secure area within the room. All exterior doors are locked. There is no student movement without administrative direction.

**SCHOOL ADVISORY COUNCIL**

The Central Elementary School Advisory Council (SAC) is composed of parents, teachers, school-related personnel, and other citizens representative of the ethnic, racial, and economic community served by Central. Central's SAC holds regularly scheduled meetings. Notices of the meetings are posted in the school newsletter.

**PARENT-TEACHER ORGANIZATION (PTO)**

PTO will be organized the first month of school. Your membership in PTO will encourage and help your child, the school, and the community. PTO meetings will be scheduled throughout the year. Notices will be sent home announcing the meetings as they are scheduled.

**SCHOOL VOLUNTEERS**

If you are interested in becoming a school volunteer, please call the school office at 863-462-5077. All volunteers are required by school board policy to undergo a security check which includes fingerprinting and to complete an online application which is found on the school district's website. New volunteers will be required to participate in an orientation interview concerning the Okeechobee County

Schools' volunteer program. Volunteers are covered under the school district's worker's compensation program during such times that they are performing volunteer duties.

**STUDENT AGENDAS**

Every student in grades K-5 is issued an Agenda/Planner. The agenda provides a place for students to record all assignments. The Agendas/Planners are an effective learning tool for students, a vital communication tool for parents, and a teaching tool for educators. Parents are expected to read agenda entries and sign each day. We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential at Central Elementary.

One agenda is issued free to each student. The replacement cost for an agenda is \$5.00.

**REPORT CARDS**

Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades. Attendance totals will be included on the report card. In addition, progress reports are sent home at mid-term of each grading period. Parents may check students' grades as they are entered by the teacher on the district parent portal. Parents may receive a username and password by registering with the school office and showing proof of identification.

**GRADING SCALE**

|                               |         |
|-------------------------------|---------|
| A= Excellent Progress         | 90-100% |
| B= Above Average Progress     | 80-89%  |
| C= Satisfactory Progress      | 70-79%  |
| D= Lowest Acceptable Progress | 60-69%  |
| F= Unsatisfactory Progress    | 50-59%  |
| I= Incomplete                 |         |
| NA= Not Applicable            |         |

**PRIVACY RIGHTS OF STUDENTS AND PARENTS**

Okeechobee County Schools annually notifies all parents and guardians of all enrolled students, that they have a right to review their child's record, challenge the content that they feel may be incorrect or misleading, and receive a copy of the record. Written permission is required for disclosure of educational records except as provided by Federal Regulations. These rights are transferred to the student at age 18 or upon his/her attendance at a post-secondary school.

Students may waive their rights to inspect and review confidential letters and statements or recommendations requesting admission to any educational agency or institution, an application for employment, or the receipt of an honorary recognition. The student regardless of age must execute all such waivers.

Okeechobee County Schools will forward, without consent, educational records to schools and school systems in which the student seeks or intends to enroll.

Florida Statute, Section 513, Public Law 93-380 (as amended) 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 the student, photographs in the school yearbook, and similar information.

#### **STUDENT RECORDS PRIVACY RIGHTS OF STUDENTS AND PARENT**

A copy of the Family Education Rights and Privacy Act, 20 U.S.C. 1232g (FERPA) can be found in the Okeechobee County School’s Code of Student Conduct or may be obtained upon request.

#### **EQUITY COORDINATOR**

In compliance with state and federal requirements, we wish to notify all students and parents that equal educational opportunity is available to all students under Title IX of the Education Amendments of 1972. The Title IX coordinator for the district is the Director of Human Resources can be reached at (863) 462-5000.

#### **ASBESTOS MANAGEMENT PLAN**

If required, a re-inspection for asbestos-containing materials is done every three (3) years at this school, in compliance with 40 CFR Part 763.94 of the Asbestos Hazard Emergency Response Act (AHERA). This report is available for review at the Director of Operations office located at 938 NW 34<sup>th</sup> Street, Okeechobee, FL 34972.

#### **NONDISCRIMINATION NOTICE**

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

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

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

#### **HOMELESS PROGRAM**

Students who are identified as being homeless or displaced have specific educational rights in the state of Florida and will qualify for free lunch if they meet criteria. The Okeechobee County School District is happy to share this information with you. If you are interested in learning more, please ask us for a Homeless Education Brochure. You can also find the information at this website:

[www.okee.k12.fl.us/grants-special-programs](http://www.okee.k12.fl.us/grants-special-programs)

#### **OUT-OF-FIELD INFORMATION**

Teachers are occasionally placed in an instructional position for which they have not completed all of the requirements to earn certification from the Florida Department of Education. Teachers, for example who move from another state, may be listed as out-of-field until their records are reviewed by FLDOE or until they take a Florida certification exam. Teachers who are listed as out-of-field are required to work toward certification according to Department of Education requirements.

All students in the classroom of a teacher who is out-of-field must be notified in writing. If your child is placed in the classroom of a teacher who is listed as out-of-field on the school’s website or in the school’s newsletter, you have the right to request that your child be transferred to an in-field teacher’s classroom who is teaching within the school and grade the student in currently enrolled in the field in which they are certified.

To make this request, a parent must write a letter addressed and delivered to the principal of the school stating their child’s name and grade, the name of the out-of-field teacher and the subject area for which the teacher is out-of-field. In this letter, the parent shall request that their child be transferred to an in-field teacher’s classroom in the same grade and school that the child is currently attending. The principal must respond within a reasonable period of time, not to exceed two weeks, if an in-field teacher for that course is employed by the school and if the transfer does not violate maximum class size according to Florida State Statutes and Constitution. The parent does not have the right to choose a specific teacher. If the request for transfer is denied, for any reason, the school must notify the parent and specify the reasons for denial. (Florida Statute 1012.42)

The list of all out-of-field teachers is listed on the District’s website and is updated as soon as teachers are hired and identified as out-of-field. *Okeechobee County School District recruits and hires the best teachers possible and work to ensure that all teachers meet certification requirements for the subject they are teaching as quickly as possible.*





Teacher \_\_\_\_\_

## Compact for the Central Elementary School Community

### **Parent/Guardian Agreement:**

(Any person who is interested in helping this student may sign in lieu of parent)

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Have my child in school, on time, ALL day, every day.
- Make sure that homework is completed.
- Keep my contact information updated.
- Utilize my child's agenda to communicate with the teacher.
- Foster a love for reading at home by reading nightly.
- Be an active member of the Central School community.
- Support Central's **Positive Behavior Intervention & Support (PBIS) Plan.**
- Be respectful and kind to staff, students and parents.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student Agreement:**

It is important that I work to the best of my ability. I shall strive to do the following:

- Show my school spirit and pride in myself and my work.
- Make sure my agenda is signed daily.
- Attend school daily and come prepared to learn.
- Be responsible for making sure my homework is completed and returned on time.
- Read for pleasure at least 15 minutes every day at home.
- Follow Central's **Positive Behavior Intervention & Support (PBIS) Plan.**
- Be responsible and help my fellow classmates.
- Be respectful and kind to teachers, classmates and adults.

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

### **Teacher Agreement:**

It is important that students achieve. Therefore, I will strive to do the following:

- Be in my classroom on time and ready to greet each student.
- Provide instruction that is engaging, challenging, and provides each student with an opportunity to learn.
- Provide assistance to parents.
- Inform parents frequently of student progress.
- Provide meaningful homework.
- Support Central's **Positive Behavior Intervention & Support (PBIS) Plan.**
- Be respectful and kind to coworkers, students and parents.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Principal Agreement:**

I support this compact for parent engagement. Therefore, I shall strive to help my school Achieve Excellence by doing the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Ensure that effective instruction is occurring in all classrooms.
- Foster a love of reading in my school.
- Support Central's **Positive Behavior Intervention & Support (PBIS) Plan.**
- Respect my faculty, staff, students, parents and families.

Principal Signature: *Cynthia Kubit* Date: *August 10, 2023*



## Pacto para la Familia de la Escuela Primaria del Sur

### Acuerdo de Padre/Tutor:

(Cualquier persona que esté interesada en ayudar a este estudiante puede firmar en lugar de el padre)

Quiero que mi hijo lo consiga. Por lo tanto, lo alentaré haciendo lo siguiente:

- Tener a mi hijo en la escuela, a tiempo, TODO el día, todos los días.
- Asegúrese de que la tarea esté completa.
- Mantenga mi información de contacto actualizada.
- Utilice la agenda de mi hijo para comunicarse con el maestro.
- Fomentar el amor por la lectura en casa leyendo todas las noches.
- Ser un miembro activo de la comunidad de la Escuela Central.
- Apoyar el **Plan de Intervención de Comportamiento Positivo y Apoyo (PBIS)** de la Central.
- Sea respetuoso y amable con el personal, los estudiantes y los padres.

Firma de Padre: \_\_\_\_\_ Fecha: \_\_\_\_\_

### Acuerdo de Estudiante:

Es importante que trabaje lo mejor que pueda. Me esforzaré por hacer lo siguiente:

- Mostrar mi espíritu escolar y mi orgullo en mí mismo y en mi trabajo.
- Asegúrese de que mi agenda esté firmada diariamente.
- Asistir a la escuela todos los días y venir preparado para aprender.
- Sé responsable de asegurarme de que mi tarea esté completa y devuelta a tiempo.
- Lea por placer al menos 15 minutos todos los días en casa.
- Apoyar el **Plan de Intervención de Comportamiento Positivo y Apoyo (PBIS)** de la Central.
- Sé responsable y ayudar a mis compañeros de clase.
- Sea respetuoso y amable con los maestros, compañeros de clase y adultos.

Firma de Estudiante: \_\_\_\_\_ Fecha: \_\_\_\_\_

### Acuerdo de Maestro:

Es importante que los estudiantes lo logren. Por lo tanto, me esforzaré por hacer lo siguiente:

- Estar en mi salón de clases a tiempo y listo para saludar a cada estudiante.
- Proporcionar instrucción que sea atractiva, desafiante y brinde a cada estudiante la oportunidad de aprender.
- Proporcionar asistencia a los padres.
- Informar a los padres con frecuencia del progreso de los estudiantes.
- Proporcionar tareas que tengan sentido.
- Apoyar el **Plan de Intervención de Comportamiento Positivo y Apoyo (PBIS)** de la Central.
- Sea respetuoso y amable con los compañeros de trabajo, los estudiantes y los padres.

Firma de Maestro: \_\_\_\_\_ Fecha: \_\_\_\_\_

### Acuerdo de Director:

Apoyo este pacto para la participación de los padres. Por lo tanto, me esforzaré por ayudar a mi escuela a alcanzar la excelencia haciendo lo siguiente:

- Proporcionar un entorno que permita una comunicación positiva entre el maestro, el padre y el alumno.
- Asegúrese de que se está produciendo una instrucción efectiva en todas las aulas.
- Fomentar el amor por la lectura en mi escuela.
- Apoyar el **Plan de Intervención de Comportamiento Positivo y Apoyo (PBIS)** de la Central.
- Respetar mi facultad, personal, estudiantes, padres y familias.

Firma de Director: *Cynthia Kubit*

Fecha: *August 10, 2023*