

KISSIMMEE CHARTER SCHOOL BOARD AGENDA

**MEETING TO BE HELD AT
KISSIMMEE CHARTER ACADEMY LIBRARY
2850 BILL BECK BOULEVARD, KISSIMMEE, FL 34744
THURSDAY, OCTOBER 7, 2021
4:30 PM**



1. MEETING CALLED TO ORDER

"As a courtesy to others, please silence all electronic devices during the meeting."

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. ROLL CALL

3.A WELCOME TO NEW SAB MEMBER SHANNON PIES

4. AGENDA ADDITIONS OR REVISIONS

5. HEAR AUDIENCE

"ANYTHING REQUIRING A VOTE WILL BE HEARD AT A LATER TIME"

6. CONSENT AGENDA

THE CONSENT AGENDA IS A TECHNIQUE DESIGNED TO EXPEDITE HANDLING OF ROUTINE MISCELLANEOUS BUSINESS OF THE SCHOOL BOARD. THE SCHOOL BOARD IN ONE MOTION MAY ADOPT THE ENTIRE AGENDA. THE MOTION FOR ADOPTION IS NON-DEBATABLE AND MUST RECEIVE UNANIMOUS APPROVAL. BY REQUEST OF ANY INDIVIDUAL MEMBER, ANY ITEM MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED UPON THE REGULAR AGENDA FOR DEBATE.

6.A AUGUST 26, 2021 SCHOOL ADVISORY BOARD MINUTES

6.B STUDENT CODE OF CONDUCT

6.C PARENTAL NOTIFICATION OF INVOLUNTARY EXAMINATION POLICY

6.D TEACHER SALARY INCREASE ALLOCATION (TSIA) PLAN

6.E OUT OF FIELD NOTIFICATION

7. OLD BUSINESS

7.A SCHOOL ADVISORY BOARD BYLAWS REVIEW

8. NEW BUSINESS

8.A TITLE I ANNUAL MEETING INFORMATION

8.B SCHOOL EXCELLENCE PLAN GOALS

8.C FINANCIAL REPORT

8.D FINANCIAL AUDIT

9. SCHOOL REPORT

10. REGION REPORT

11. HEAR CHAIRMAN AND BOARD MEMBERS

12. ADJOURNMENT

IN ACCORDANCE WITH FLORIDA STATUTES 286.105: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE KISSIMMEE CHARTER ACADEMY BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

IN ACCORDANCE WITH FLORIDA STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 101 CHURCH STREET, KISSIMMEE, FL 34741, (407) 518-2309.

ITEM 3.A**Welcome to new SAB member Shannon Pies****Explanation**

Shannon Pies applied to serve as a School Advisory Board member for the Kissimmee Charter Academy. Her approval was granted by the City of Kissimmee Commissioners on September 14, 2021, with a term ending September 30, 2023.

Requested School Board Action: No Action**Attachment(s):**

1. CSAB Shannon Pies Appointed 09-14-2021 (09-23-2021)
2. Charter School.2021 (9-28-2021)



CITY OF KISSIMMEE

Office of the City Manager

101 Church Street . Kissimmee, Florida 34741-5054 . Phone 407-518-2300 . FAX 407-846-8369

September 23, 2021

Ms. Shannon Pies
4701 Golden Beach Court
Kissimmee, FL 34746

Dear Ms. Pies:

On behalf of all citizens of the City of Kissimmee, congratulations on your appointment Charter School Advisory Board, term ending September 30, 2023. Thank you for volunteering your time and talents to this vital community endeavor.

Our government enjoys a reputation for high caliber professional management. Citizen volunteers such as you make important contributions to Kissimmee's government and the community. You have joined a group of citizen volunteers who serve on boards, committees, commissions, and special task forces to provide the Mayor and Commissioners with sources of informed opinion and public participation in the shaping of policies and programs. This partnership between the residents and city government is one of Kissimmee's strongest assets.

Austin Blake, Assistant City Manager, and Dr. Anna Trevino, Principal of Kissimmee Charter Academy, will serve as your primary contact at the School and with City Hall. They will be contacting you and should be able to answer most questions or address any concerns you may have. As a committee member, you are also welcomed to contact the Mayor and Commissioners at any time with specific concerns, issues, or questions.

Again, thank you for your willingness to serve. It is our hope that your experience on this committee will be both interesting and productive. We look forward to working with you.

Very truly yours,

Mike Steigerwald
City Manager

MS/lh CSAB-ShannonPies.appt-ltr2021

cc: Austin Blake, Assistant City Manager
Dr. Anna Trevino, Principal – Kissimmee Charter Academy

CHARTER SCHOOL ADVISORY BOARD

(City Manager)

Revised: September 24, 2021

MEMBER NAME	ADDRESS	CITY/ST/ZIP	PHONE	POSITION	APP	RE-APP	EXPIRE	COMMENTS
Pies, Shannon Eeyore32381@yahoo.com	4701 Golden Beach Court	Kissimmee, FL 34746	407-990-1200 585-719-5726	Parent **	09/14/2021 * Finishing Term Ramos		09/30/2023	Appt Ltr 9/23/2021
Codner, Alvin VACANT	3180 Retreat Drive, Apt 208 ** RESIGNED 7/13/2021 per email from AB	Kissimmee, FL 34741	407-973-2487	Business Person	02/05/2019 *Finishing Term		*09/30/2019 09/30/2023	Appt Ltr 2/12/2019 Ltr CCM 8/18/2021
North, Patrick			407-847-1400 W	Teacher **Non-Voting Member			09/30/2021 Annual Appointment	Per Austin Blake 2/3/2020
Ryan, Brenda Brendamryan77@gmail.com	2404 Blowing Breeze Avenue	Kissimmee, FL 34744	407-474-6948 H 407-518-2101 W	Parent **	4/06/2021		09/30/2022	Appt Ltr 4/8/2021 *Complete Lydia Cortez Term
Denson, Rodney Rtb1823@gmail.com	2626 Dixie Lane	Kissimmee, FL 34744	407-535-5395 P 321-805-0297 A 407-317-3200 B	Parent **	04/20/2021		09/30/2024	Appt Ltr 4/23/2021 (Effective 6/1/2021)
Trace, Kelly kelly@itsjustreach.com	1237 Hancock Circle	Saint Cloud, FL 34769	407-908-8238 C 407-483-7319 W	Business Person	11/20/2018 *Finished Term		09/30/2024	Appt Ltr 11/26/2018

REQUIREMENT: All Osceola County Residents except Teacher (1-Teacher; 2-Business Persons; and 3-Parents). New Term expiration of September 30th (Ord. REF # 2468, 2482, 2616, 2713) Teacher position will be by annual nomination from the Charter School and will be affirmed by the Charter School Advisory Board.
Term Limits Removed
– 8/11/09

****Updated Application 2014**

Five (5) Member Board

4-year terms (new 2009)

Meeting Date & Location: 1st Thursday Each Month - Media Center Charter School

New Terms Expiring

(1) 2022

(2) 2023

* Per Mike Steigerwald 11/13/09 – Ordinance change in May 2009 added 1 year to all current terms and eliminated 1 Parent Position and 1 Teacher Position. Additional Teacher position is now on 1-year annual renewal as listed above.

** **Ordinance #3040 (05/04/2021)** changed the board membership to two (2) Business Persons and three (3) Parents with the Teacher Member amended to be a non-voting member of the Board.

ITEM 6.A

August 26, 2021 School Advisory Board Minutes

Explanation

Minutes of the SAB meeting held on August 26, 2021.

Requested School Board Action: Approve

Attachment(s):

1. SAB Minutes 8.26.21



City of Kissimmee Charter School
"We educate and inspire every child to succeed!"
School Advisory Board
Minutes



City of Kissimmee Charter School Advisory Board

Meeting Minutes

Date: August 26, 2021

Time: 4:30pm

Location: School Library

1. Welcome and Meeting Called To Order

Kelly Trace called the meeting to order at 4:35pm.

2. Pledge of Allegiance and Notice of Meeting

Kelly Trace led the Pledge of Allegiance. Notice was placed on the school website, social media and front office.

3. Roll Call

Board Members: Kelly Trace, Brenda Ryan, Rodney Denson, and Patrick North.

Absent: Daniela Ramos

City/School/Region Staff: Austin Blake, Dr. Anna Trevino, Dr. Jennifer Fornes, Dr.

Stephania Sherman, Greg Young, Diane Beatty, Erick Estrada, and Jaris Cunningham

4. Agenda Additions and/or Revisions

None

5. Hear Audience

None

6. Consent Agenda*

6.1. June 15, 2021 Meeting Minutes

Request SAB approval of the June 15, 2021 SAB Meeting Minutes.

6.2 Ratify All School Advisory Board Items from the June 15, 2021 Meeting

Request SAB approval to ratify items from June 15, 2021 meeting.

6.3 School Advisory Board Bylaws Revision

Request SAB approval to the revisions to the School Advisory Board bylaws to reflect recent changes approved in May 2021 by the City of Kissimmee reducing the total number of board members to five voting members and one non-voting teacher representative.

6.4 Teacher Representative Affirmation*

Request the affirmation of the teacher representative, Patrick North for the 2021-2022 school year.

6.5 Parent Representative Appointment*

Request Parent Representative appointment, Rodney Denson for the 2021-2022 school year.



City of Kissimmee Charter School
"We educate and inspire every child to succeed!"
School Advisory Board
Minutes



Kelly Trace made a motion to approve the consent agenda with noted revisions to minutes to correct board member name spelling in Item 6.1 and Item 8. Brenda Ryan seconded. All in favor. Motion carried.

Kelly Trace asked that the bylaws be placed on the unfinished agenda for the next board meeting to ensure no other revisions are needed.

7. Unfinished Business

7.1 Facility Report

Dr. Anna Trevino shared the facility report and updates to the school facility. The school building was painted, new gutters completed, and floors waxed over the summer months. The National School Lunch Program and the vendor of SLA is providing wonderful service to the school and students seem to be really pleased. A survey will be given to students after 30 days. The VPK program is full with a waiting list.

7.2 Updated School Advisory Board Calendar

Updated School Advisory Board Calendar was adjusted to change the September 30th meeting to October 7th. Jennifer Fornes will send updated calendar invites to board members for the SAB meetings for the school year.

8. New Business

8.1. Year-End Final Budget*

Greg Young shared the year-end budget with noted adjustments to the revenue and expenses.

Kelly Trace made a motion to approve \$20,000 to Busing Assigned Funds, \$200,000 to Employee Compensation Assigned Funds, \$25,000 to Technology Assigned Funds, and \$70,000 for deferred revenues. Rodney Denson seconded. All in favor. Motion carried.

Kelly Trace made a motion to approve the Year-End Budget. Rodney Denson seconded. All in favor. Motion carried.

8.2 Floor Buffer Selection Approval*

Dr. Trevino requests approval of the Gem Supply for the Purchase of the Tornado Floor Buffer Quote.

Kelly Trace made a motion to approve the purchase of the Tornado Floor Buffer from Gem Supply. Brenda Ryan seconded. All in favor. Motion carried.

8.3 Outdoor Bleacher Selection Approval*

Dr. Trevino, Patrick North, and Jaris Cunningham shared a need for bleachers and requested approval of the Gopher Sports Bleachers Quote.



City of Kissimmee Charter School
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School Advisory Board
Minutes



Rodeny Denson made a motion to approve the purchase of the outdoor bleachers from Gopher Sports. Brenda Ryan seconded. All in favor. Motion carried.

9. School Report

Dr. Trevino shared her new school leadership team with the board. She shared the book study, *The Energy Bus* by John Gordon, which has been used as a focus for the upcoming school year. She shared the staffing changes and needs for the current school year. She shared marketing and recruitment efforts for the school year. She also reviewed COVID protocols and safety precautions happening on campus.

10. Region Report

Jennifer Fornes shared an update with the summer leadership retreat and regional forum professional development and announced the Region Teacher of the Year was Paul Mahoney from Imagine Kissimmee Charter. She also shared new legislation with the board concerning charter schools.

11. Hear the Board

Patrick North shared his excitement for the new school year and to returning to providing more options for students with school activities and sports for students in school.

Brenda Ryan shared she is working on the completion of the board training and happy with the start to the new school year.

Rodney Denson shared he is glad school is back in session and excited to see more sports and after school activities for elementary aged students.

12. Next Board Meeting - October 7, 2021 at 4:30 p.m.

13. Meeting Adjournment

Kelly Trace adjourned the meeting at 6:32pm

ITEM 6.B

Student Code of Conduct

Explanation

In order to post the Student Code of Conduct on the school's website, it has been requested by the Osceola County School District to have the board adopt the Student Code of Conduct.

Requested School Board Action: Adopt

Attachment(s):

1. 2021-2022 OCSD Student Code of Conduct

THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA



See page 1 for complete FortifyFL information

CODE OF STUDENT CONDUCT 2021-2022 SCHOOL YEAR

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The School Board of Osceola County, FL recognizes that education of children is a process that involves a partnership between a child's parents, teachers, school administrators, and other school and School Board personnel. School and school district personnel will treat all visitors on School Board property with courtesy and respect. The School Board asks that visitors treat school and school district personnel with the same courtesy and respect.

1001.41 and 1001.43 FL Statutes, and School Board Policy 9.63 Civility and Orderly Conduct Among School District Employees, Parents, and the Public.

Dear Students and Parents:

The mission of the Osceola School District is to inspire all learners to reach their highest potential as responsible, productive citizens. To accomplish this, the school district has developed the Code of Student Conduct to help students, parents, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. The Osceola County School Board expects students to conduct themselves with the greatest respect for self and others.

The Code of Student Conduct is designed to provide expectations for student behavior in our schools, so that we can provide all students with an environment conducive to learning. Parents, please take the time to review this updated version of the Code of Student Conduct as it provides a framework for discussing with your children our district's values and policies to ensure a safe and productive academic school year. Of special importance is cyberbullying, which takes place using electronic technology such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chats, and websites. Examples of cyberbullying include, but not limited to mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Please be aware that consequences for students who commit acts of cyberbullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion as outlined in the Code of Student Conduct.

As we embark on a new school year, we invite you and your children to assist our district in making this year a success. Together with a strong working relationship with our students and parents, our school district will perform at its best.



FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.

Convenient

Submitting a tip is quick and easy using our mobile app or website.

Include Photos and Video

You can also include photos or video with your tip report.

QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



Your School Officials

The tip report goes to your local school officials when submitted.

Local Law Enforcement

Your local police department or sheriff office receive copies of your tips automatically.

State-Level Officials

State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

#FORTIFYFL
GETFORTIFYFL.COM



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA

CODE OF STUDENT CONDUCT

PREFACE

Welcome to Osceola District Schools. We are proud of the positive learning environment and general tone of good discipline that exists in the schools of Osceola County. This has been achieved largely through the cooperative effort among students, school personnel, and parents to establish an orderly and purposeful educational atmosphere.

Prior to the beginning of each school year, the school board shall make revisions, if any, in the CODE OF STUDENT CONDUCT. A committee composed of parents, teachers, administrators and students will review the Code of Student Conduct and make recommendations to the Superintendent. The Superintendent or the Superintendent's designee will present the revised Code of Student Conduct to the School Board.

This Code of Student Conduct applies to EVERY student who is under the jurisdiction of the School District. The Code of Student Conduct shall be in effect on school property and at any other property where teachers and school administrators have jurisdiction over students. For example, the Code of Student Conduct shall apply to any student who is in attendance at school or at any school sponsored activity. The Code of Student Conduct shall apply to any student whose conduct at any time or place conflicts with or obstructs the mission or operation of the School District or the safety and welfare of other students or employees. The Code of Student Conduct shall also apply to students when they are being transported on school buses.

The Code of Student Conduct shall be uniform throughout the school district. The Code of Student Conduct shall be distributed to each student, teacher, and administrator involved in student discipline. Additional copies will be made available to other persons upon request. The Code of Student Conduct is available on the district's website. Each school shall, to the extent possible, obtain a written acknowledgment of receipt of the Code of Student Conduct from the student and his/her parents/guardians.

The Code of Student Conduct provides information relating to attendance regulations and descriptions of various violations of conduct for which a student could receive disciplinary action up to and including a recommendation for expulsion from the School District. Matters such as student dress and/or discipline problems not specifically listed in the Code of Student Conduct shall be within the jurisdiction of each school. Each school is authorized to attach local school rules to the Code of Student Conduct provided school rules or discipline procedures do not conflict with the rules and procedures established by the district.

Florida law requires that a Code of Student Conduct governing student behavior be adopted for both elementary and secondary students. For your convenience, this copy of the Code of Student Conduct contains policies and procedures for both Elementary and Secondary students.

Note: It is beyond the scope of this handbook to identify all potentially relevant state laws, rules, or regulations and School Board policies that may apply to a specific disciplinary case. Therefore, this publication of the Code of Student Conduct is not an exhaustive representation of every possible example of inappropriate behavior for which a student may receive a disciplinary consequence. However, it does represent a good faith effort to address the more frequently observed behaviors of students generally.

INTRODUCTION

The Code of Student Conduct is published to clearly communicate the behavioral expectations for students at all grade levels and to summarize the policies of The School District relative to the management of student conduct. Therefore, this handbook

- Outlines the responsibilities and rights of all school students
- Defines the District rules of conduct and the behavioral expectations for school students
- Identifies the consequences for violations of the rules of conduct
- Clarifies the procedures for processing disciplinary infractions

The Code of Student Conduct is published once a year. Therefore, this handbook may not contain recent changes in policies or procedures, which occur from time to time. When information is revised, the change will be communicated through school newsletters or other means of communication, at which time the published revision shall replace previous information.

The cooperation of parents and students is essential if good discipline in the school is to be achieved. Parents may contribute to good discipline by the following:

- Maintaining a positive attitude toward education,
- Showing an interest in their child's progress through regular communication,
- Teaching their child to be neat, clean and dressed in an appropriate manner,
- Ensuring their child's regular daily attendance,
- Reporting and explaining promptly any absence to the school,
- Teaching their child respect for authority,
- Informing the school immediately of any condition or circumstances which may effect their child's ability to learn, to attend school regularly, or to participate in school activities, and
- Cooperating with school personnel in solving disciplinary problems.

RULES OF EACH SCHOOL

It is anticipated that the disciplinary rules and consequences applied for a particular kind of misconduct may vary from school to school except that no school rules or discipline procedures can conflict with the rules and procedures established by the School Board in cases where serious violations of the Code of Student Conduct occur which may result in the recommendation for expulsion of a student from a school.

The Professional And Technical High School (PATHS)/Osceola Technical College (oTECH)/Adult Learning Center Osceola (ALCO) Code of Student Conduct shall represent the behavioral expectations and standard of conduct for those students who have elected to attend. Any student who violates PATHS/oTECH/ALCO Code of Student Conduct may receive disciplinary consequences up to and including out-of-school suspension, withdrawal from the program or a recommendation for expulsion.

Rules regarding attendance, illegal possession or use of drugs, dangerous weapons, violence against persons or property, or any other behavior, which may result in a recommendation for expulsion of a student from an Osceola County School, shall be uniform throughout the School District.

In order that justice may be handled with mercy and understanding, the discretion of interpretation shall be in all instances left to the individual teacher, assistant principal or principal to modify corrective measures suggested in the Code of Student Conduct when extenuating circumstances seem to be present.

AUTHORITY OF THE TEACHER

Section 1003.32, Florida Statutes, grants teachers and other school staff members the authority for the control and discipline of students assigned to them, as well as on campus, and in other places where they may be assigned to supervise students. Students are expected and required to follow the requests and directives of all teachers, school staff members, school volunteers, and chaperones when on School District owned property or at other places where they are under the supervision of School District personnel.

Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident written on a referral form provided by the administration.

Note: Sections 1006.11 and 1003.32, Florida Statutes, grants school personnel the power to use reasonable force to protect himself or herself, the student, or others from injury. In addition, teachers may have violent, abusive, uncontrollable, disruptive, disobedient, or disrespectful students removed from the classroom for behavior management intervention and/or directed for information or assistance from appropriate school or district personnel.

Note: Section 1003.32 (4), Florida Statutes, authorizes a teacher to remove a student whose behavior is determined by the teacher to interfere with the teacher's ability to communicate with the class or the ability of the student's classmates to learn.

Note: Section 1006.11, Florida Statutes, provides that a principal, teacher, other staff member, or bus driver shall not be civilly liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

Note: Section 1003.32 (1) (i), Florida Statutes, empowers teachers and other instructional personnel to press charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

STUDENT RESPONSIBILITIES

School authorities will place limitations on the rights of students when regulation is necessary in order to prevent disruptions in the classroom or on school property.

School authorities will place limitations on the rights of students as necessary to permit the District to meet its primary responsibility of providing each student the opportunity to receive a quality education in a safe and non-threatening environment.

A breach in the Code of Student Conduct as it relates to individual student conduct means--Students are responsible for the things they do as well as the things they fail to do. Students will be expected to take responsibility for their actions or non-actions as well as the consequences they may receive as a result of their individual choices whether intended or not.

Responsible Students Make the Difference

Students have a responsibility to

- Attend school regularly, on time, and report to all classes and scheduled activities,
- Treat others courteously and with respect,
- Treat school property and the property of others with respect,
- Respect the privacy of others,
- Have in their possession only those items allowed by law and/or School Board Rules or policies,
- Listen courteously to the opinions and points of view of others,
- Come to class with all necessary materials and be prepared to learn,
- Maximize their learning opportunities,
- Not interfere, impede, limit, or restrict the educational opportunity of any other student(s),
- Comply with all instructions and staff directions,
- Truthfully answer all questions posed by school staff,
- Deliver to their parents or guardians all notes, notices, and papers provided by the school for home delivery,
- Timely notify parents or guardians of all assigned consequences for inappropriate behavior, and
- Report hazardous or dangerous situations to an adult in authority so as to not act negligently or recklessly by placing other people at risk for injury or placing property in danger for damage.

STUDENT RIGHTS

The School District recognizes that students have all of the rights provided by law including: the right to equal educational opportunities without regard to race, national origin, sex, disability, marital status or sexual orientation. District staff as well as students shall each be responsible to

- Create a safe and orderly environment in which to learn,
- Be treated with dignity and respect,
- Express opinions and personal points of view in a responsible and constructive manner,
- Peaceably assemble,
- Be secure in their personal privacy,
- Limit access to their student records,
- Be informed of the rules of conduct, and
- Receive reasonable and fair treatment

Note: These rights are not absolute and may be limited when necessary in order to prevent the disruption of the learning environment or the orderly operation of the school.
--

FREEDOM OF SPEECH

Students have a right to freedom of expression of their views within the limitations reasonably expected of group controls, school purposes, and school activities.

Students have the right to expression, through written and oral means, their own opinions on controversial issues without jeopardizing relations with their teachers or the school.

Students have the right not to participate in reciting the pledge of allegiance to the flag including standing and placing right hand over their heart upon written request by their parent.

Students have a responsibility to make every effort to become informed and knowledgeable about controversial issues and to express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

Students have the responsibility to refrain from the distribution of any material(s) which, by its content, would interfere with discipline, cause disorder, or invade the rights of others.

Students have the right to, and will not be disciplined for, speaking responsibly in their native language.

RIGHT TO ASSEMBLE

Students have a right to peaceably assemble without disrupting the regular day-to-day operation, schedule, or activity of the school or institution.

Students have the responsibility to assemble in accordance with the prescribed rules and regulations of the school or institution.

HUMAN DIGNITY

The School District, recognizing that it is multi-racial and multi-ethnic, believes that it is a part of our responsibility to provide a harmonious environment in which respect for the diverse make-up of the school community is promoted.

In accordance with this aim, the School District will not tolerate behavior by students or staff which insults, degrades, or stereotypes any race, gender, disability, physical condition, ethnic group, religion, sexual orientation, or individual who is pregnant.

The District believes firmly in supporting the social/emotional/mental health of our students. There are procedures in place for district staff to link parents and families to outside agencies for social/emotional/mental health support. Each school has staff members who can assist parents with this process upon their request.

PARTICIPATION IN SCHOOL ACTIVITIES

Students have the right to participate in school programs and activities in accordance with eligibility requirements. Students also have the responsibility to contribute to these activities in a positive manner.

Students who have been recommended for expulsion or have been Administratively Assigned to an Alternative or "Second Chance" School in lieu of an expulsion will not be considered "students in good standing." Therefore, they will not be permitted to participate in extracurricular activities or to be on any other School District owned property for the period of time they are Administratively Assigned.

Policy for Senior (12th grade) Students with Disabilities Served in Self-Contained Classrooms to Participate in Senior Activities

Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended 29 U.S.C. §794 and its implementing regulation, 34 C.F.R. Part 104, prohibit discrimination on the basis of disability by recipients of Federal financial assistance; and Title II of the American with Disabilities Act of 1990 (Title II), 42 U.S.C. §§12131 et seq., and its implementing regulation, 28 C.F.R. Part 35, prohibit discrimination on the basis of disability by public entities.

Any Exceptional Student Education (ESE) student enrolled in a self-contained classroom identified as a senior (12th grade), will be provided the same opportunities as a non-disabled senior (12th grade) student, to participate in all senior activities. Senior activities may include, but are not limited to, senior portraits, senior prom, Grad Night, senior class meetings, senior picnics, and senior field days. Information regarding senior activities will be provided to ESE students in self-contained classrooms and their parents or guardian through a written calendar within four weeks of the beginning of each school year. This will afford senior (12th grade) students with disabilities an equal opportunity to participate in such activities.

ESE students enrolled in self-contained classroom identified as a senior (12th grade) will be provided the opportunity to participate in a graduation ceremony one time during their high school enrollment, the same opportunity afforded to non-disabled senior (12th grade) students.

STUDENT APPEARANCE & DRESS CODE POLICY

Students are required to wear appropriate clothing according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program and principals will enforce adherence to this policy by those under their jurisdiction. Each school may provide for more specific dress code requirements within the scope of this district-wide dress code and shall provide each student with a copy of their school's dress code. **School administrators have final authority to decide if clothing complies with District rules.**

When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may, with parental permission, be sent home in order to change clothes. In addition, the student may also receive a disciplinary consequence for violating the school's dress code policy.

Violations of this Policy

Violations of this policy shall be treated as disruptive behavior in violation of the Code of Student Conduct. However, policy violations shall not carry over on the student's discipline record to subsequent years. This policy shall apply to students at all times when they attend school or any school sponsored event. The Principal may exercise discretion and permit exceptions to this policy for extracurricular activities.

This policy shall be applicable in its entirety, except where a specific section may be directed toward a select group of students. All persons subject to this policy shall comply with all sections of it.

- Wearing apparel, which tends to identify association with secret societies as prohibited by Florida Statutes, shall not be worn.
- Cleanliness of the physical person consistent with the maintenance of good health and to avoid offensiveness to others is mandatory.
- Some programs may require uniforms. Continued enrollment in these programs shall be contingent on the student adhering to all uniform requirements and standards.

Dress Code Policy Requirements for students in kindergarten through grade twelve

1. **Appropriate Sizes:** Students shall wear clothing of appropriate size as determined by the principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
2. **Shirts:** Shirts shall consist of a long or short-sleeved navy blue or white collared shirt, such as a polo, oxford, or dress shirt. A small logo is acceptable. Each school may also include one or two additional specified colors. Colored trim, stripes, or decorations will not be allowed. School-sponsored shirts from the current school may be worn on Friday or other select days as approved by the Principal.
3. **Bottoms:** Bottoms shall consist of navy blue, black, or khaki (tan) pair of long pants, skirt, walking shorts, slacks, skorts, jumper, or similar clothing and must be denim, corduroy, or twill fabric. Colored trim, stripes, or decorations will not be allowed. A small logo is acceptable. Pants, shorts, and skirts shall be worn so that the waistband is worn at the waist and not below the waist. Shorts, skirts, dresses, and skorts shall extend to mid-thigh. Bottoms shall not be excessively distressed or altered in a manner which shows skin or undergarments. Athletic shorts, including, spandex-style "bicycle" shorts, cut-off jeans, or pants, cut-off sweatpants, short shorts, running shorts, jogger athletic pants. Sweatpants, yoga and see-through boxer-type shorts are not permitted. Undergarments must not be visible.
4. **Shoes/Footwear:** All students shall wear shoes/footwear. Elementary and Middle School shoes/footwear shall be closed toe and heel athletic shoes and other footwear appropriate to a student's class schedule involving physical activities including but not

limited to Physical Education, Dance, etc., so as to protect the entire foot. High School students may wear sandals provided they don't interfere with the safety and welfare of the student and are appropriate to the student's class schedule. Platforms and shoes with wheels, steel-toed footwear, stiletto type footwear or excessive heel height may not be worn.

5. **Outer Garments:** The Dress Code Policy shall not prohibit students from wearing coats, jackets, buttoned-up or zippered sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons and shall be the appropriate size for the student, shall not be overly baggy, nor violate any other provision of this Policy. Inside the classroom, outer garments shall be removed, completely unzipped, or left open to allow for the school uniform to be visible. Long overcoats are not permitted on school grounds or at any school-sponsored event. School-sponsored sweatshirts from current school may be worn over the approved school uniform. When outer garments with a hood are worn, the hoods must be removed from the head, while on school property or school sponsored event. No outer garments without zippers or buttons may be worn on school property unless the outer garment is a school sponsored item.

Personal Electronic Devices

When personal electronic devices are permitted by the Principal, students may only use one earbud.

Unacceptable Attire

Students are not allowed to wear clothing, jewelry (including body piercing jewelry and "grills"), buttons, haircuts, tattoos, makeup, or other attire or markings, which are offensive, suggestive, disruptive, or indecent such as

1. Clothing associated with gangs.
2. Clothing encouraging the use of drugs, alcohol, or violence.
3. Clothing associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
4. Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
5. Clothing not properly fastened or with tears.
6. Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, or sleepwear.
7. Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to health of the student or others.
8. Hats, headgear, or any head covering, except when approved by the principal.

School Board Adoption of Dress Code Policy

Subject to the terms and conditions set forth below the School Board has adopted this Policy providing for a uniform dress code pertaining to all students in grades kindergarten through twelve as follows:

Findings

Section 1001.43, Florida Statutes, stipulates additional powers that authorize the School Board to adopt policies to ensure the safety and welfare of the student body and school personnel. The School Board may require uniforms to be worn by the student body or impose other dress-related requirements if the School Board finds that these requirements are necessary for the safety and welfare of the student body.

Purpose and Intent

In adopting this Policy it is the School Board's purpose and intent to enable all of the public elementary, middle and high schools in Osceola County to experience a safer learning environment on all of our school campuses.

Scope

This Policy shall apply to all students enrolled in any public school under the jurisdiction of the School Board of Osceola County, Florida.

Charter/Magnet Schools

In the event that a Charter or Magnet school has a more stringent student dress code policy, such policy shall take precedence over the Dress Code Policy described herein.

Technical Programs

For safety and employment training purposes, students enrolled at the technical college will wear the uniform for the program. If there is no uniform, this rule shall apply.

School Uniform Dress Code

At each school to which this standardized dress code applies, the principal shall confer with the school's SAC to develop and publish a school dress code that will contain the following basic uniform requirements as to the styles and colors of clothing.

Alternative Education Programs

Students enrolled in an Alternative Education Program shall be required to dress in accordance with the Dress Code Policy in effect at the Alternative Education Program, and in absence of such a policy, then those students shall comply with this Policy.

Exceptions

Exceptions to the uniform dress code shall be permitted when

- a. A student wears a uniform of a nationally recognized youth organization, such as the Scouts, on regular meeting days.
- b. A student wears a button, armband, or other accouterment to exercise the right of free speech guaranteed by the United States and Florida Constitutions, unless the button, armband, or other accouterment signifies or is related to gangs, gang membership, or gang activity, or would otherwise violate the dress code policy.
- c. A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
- d. The wearing of clothing in compliance with the uniform dress code violated a student's sincerely held religious belief, then such students and the student's parent shall submit a signed affidavit setting forth the religious issue and the requested exemption to the Dress Code Policy.
- e. A student's parent requests a reasonable accommodation to address the student's disability and/or medical condition. Such request shall be reduced to writing and submitted to the principal for approval.

Violation of the Policy of Unacceptable Appearance (Not Necessarily Clothing)

It will be a violation of this Policy for a student to attend school or any school-sponsored event or function held during the school day with any visible body piercing, except for earrings on the ears or a small nose stud-type piercing which are not oversized and do not interfere with the safety and welfare of the student, all other body piercing jewelry/items must be removed and not concealed. Examples of unacceptable body piercings include, but are not limited to spikes, gauges, nasal septum piercings and

any oversized unacceptable body piercing hardware. It will also be a violation of this Policy for any student to have his or her hair cut or worn in such a manner, or in an extreme fashion such that the principal, within reasonable exercise of his or her discretion, determines it is so distracting or disruptive that it interferes with the orderly educational process.

Further, it will be a violation of this Policy for a student to wear makeup that is not within the acceptable standards for the school or community such that the principal, within the reasonable exercise of his or her discretion, determines it is so distracting or disruptive that it interferes with the orderly educational process.

Breach of Conduct

Violations of the Dress Code Policy shall be addressed in accordance with the Code of Student Conduct.

Students whose breaches of the Code of Student Conduct involve only violations of the Dress Code Policy cannot be considered for continued incorrigibility.

Note: The decision as to whether or not clothing or the appearance of a student is a violation of this Policy shall be made by the Principal or designee, and such decision shall be determinative and final as to the matter being decided. The exercise of this discretion shall be subject to legal standards for the reasonable exercise of discretion by the school administrators, but to the greatest extent permitted by law deference shall be afforded to school officials in their exercise of discretion in the implementation of this Policy. This provision regarding discretion of school officials shall apply to each subsection and portion of the entire Policy.

STUDENT RECORDS

Directory Information

The School District reserves the right to release “Directory Information” to the general public without obtaining prior permission from students or parents. However, a student or his/her parents may notify the principal of the desire **NOT** to have Directory Information released. This notification must be submitted, in writing, to the principal within ten (10) calendar days prior to the beginning of the school year, or submitted ten (10) calendar days from the date of enrollment of a student after the start of the school year.

Directory Information includes the student’s name, address, listed telephone number, date and place of birth, participation in school sponsored activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student.

The School District will publish routinely directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities.

Directory Information may also be released to law enforcement agencies and other governmental agencies (U.S. Department of Justice, branches of the armed forces, etc.). However, Directory Information shall not be released for commercial use. This includes mailing lists for solicitation, etc.

The parent/guardian may refuse to permit the release of any or all of the above Directory Information with respect to their child, by notifying the Principal in writing, within ten (10) calendar days after receiving Public Notice, which any or all of the information designated should not be released. **Such requests must be submitted annually.** Lists of students will not be released except by School Board action.

In cases of child abuse, school officials are authorized and mandated by Florida Statutes to report same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

Who Has Access to Student Records

Those persons having access to student records are the School Board, the Superintendent and his/her staff, the professional staff of the school, the parents/guardians of the student, a court of competent jurisdiction through court order or subpoena, those persons the parent/guardian may authorize in writing, and those individuals and/or organizations identified in Section 1002.22, Florida Statutes. The school shall presume that both parents of any student has the right to inspect and review the education records of a minor student unless the school has been provided with evidence that there is a court order governing this matter, which provides to the contrary.

Privacy of Student Records

The School District maintains educational records on each student for the purpose of planning instructional programs, for the guidance of students, for the preparation of State and Federal reports and for research. Student records are for the educational benefit of the students, and information recorded or maintained is in keeping with the best interest of the student.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to student's education records. Student records are maintained under the direction of the Principal in each school and access to them will be provided during the normal business hours of the school. Specific examples of parent/guardian and student rights are listed below:

- The right to inspect and review the student's educational records within 45 days of the day the School District receives a request for access.

A Parent or eligible student should submit their written request to the Principal of the school which identifies the record(s) they wish to inspect. The Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. The procedures for changing, deleting, or expunging student education records shall be conducted as provided in School Board Rules 2.25, 5.7, 5.711. A Parent or eligible student should submit their written requests to the Principal of the school, which identifies the record they believe, are inaccurate or misleading. The request should clearly identify the part of the record they want changed, and specify why the record is inaccurate or misleading.

The Principal shall schedule an appointment, including the date and time, for a hearing on the matter. The hearing shall be scheduled within five (5) school days after the request is received. Parents and school personnel shall have an opportunity to present information and to be heard.

The Principal shall serve as the Hearing Officer. It shall be the Hearing Officer's responsibility to review the information in question and to make a decision regarding the request. Such decision shall be in keeping with the rules of the School Board of Osceola County, Florida.

The Principal shall prepare a written report on his decision and forward a copy to the Superintendent. The written report must include a summary of the evidence and the reason for the decision.

An agreement, which shall be reduced to writing, shall be signed and dated by the adult student or the parent/guardian of the pupil and designated school officials if records are to be corrected, deleted, or expunged. The agreement shall only indicate that the record has been corrected, deleted or expunged.

The parent or eligible student may appeal the decision of the Hearing Officer to the Superintendent by written request within ten (10) school days. The Superintendent shall appoint a three-member review committee to review the case and make recommendations to the Superintendent for final disposition.

If the decision is adverse to the eligible student or parent/guardian, the eligible student or parent/guardian shall be informed of the right to place in the student's record a statement commenting on the information in said records and/or set forth any reasons for disagreeing with the disposition. The eligible student or parent/guardian may do this at any stage in lieu of a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is the disclosure of student information to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the School District contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Board discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8250.

Subpoenas for Student Records

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner.

If a student (18 years old or older) or the parents/guardians of a minor student object to the release of subpoenaed records, an injunction to the contrary must be obtained from a court of competent jurisdiction. After school receipt of proper identification, the subpoenaed records will be produced as demanded if an injunction is not granted.

ATTENDANCE

Parents are responsible for the regular attendance of their children who are within the compulsory attendance age (6 - 16) as provided in Section 1003.21, Florida Statutes. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond that age if the student files a formal declaration with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. Students have the responsibility to take advantage of their educational opportunities by attending all their classes on a daily basis and arriving to their school on time.

Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent/guardian of the student must report the absence to the school in the manner prescribed by the school policy. Notes or telephone calls from parent(s)/guardian(s) are required either before or after an absence. It is the responsibility of the student to make up work missed because of absences. Students receiving out-of-school suspension must be assigned schoolwork that will cover content and skills taught during the duration of the suspension. Students are given one day for each absence to complete makeup work unless unusual circumstances indicate an extension. The principal or designee must approve any extension.

If a student begins to exhibit a pattern of non-attendance, the school administration shall pursue the case in accordance with Section 1003.26, Florida Statutes. If interventions are unsuccessful, it shall be the responsibility of the school district to file a petition of truancy with the court as provided in Section 1003.27, Florida Statutes.

Students who are married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction, or its equivalent, as other students, but may voluntarily be assigned to a class or program suited to their special needs. Consistent with Section 1003.54, Florida Statutes, pregnant or parenting teens shall be entitled to participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

ATTENDANCE REGULATIONS

Excused Absences

Absences shall be excused for the following reasons only

- Illness or injury of the student
- Illness, injury or death in the immediate family of the student
- Educational Opportunities which are age appropriate for the student as deemed by the principal or his/her designee
- Religious Holidays

Immediate family shall be defined as listed in the United States Internal Revenue Service Guidelines.

If there is a reasonable doubt concerning the illness claimed, the principal shall be authorized to require a statement from a competent medical provider. Failure to comply with this requirement shall result in the absence being “unexcused”.

The principal of a school shall have the sole discretion as to how absences shall be reported to the school. The parent or legal guardian shall report absences through a telephone call, a handwritten note, or both as determined by the principal.

In cases of excused absences, the student shall be allowed to make up the work and the teachers of the student shall give reasonable assistance. Make-up work shall be completed during a period of time equal to at least twice the time for which the absence is excused, unless more time is allowed by the teacher.

Students have the responsibility to request make up work and assignments from their teachers when they return to school after an absence and to complete the work within a reasonable length of time when the absence has been classified as excused.

Pre-arranged Excused Absences

“Pre-arranged Excused” may be approved by the principal for absences which are excused but are being planned for in advance. Excused absences are outlined in the Code of Student Conduct below. The principal shall have the final authority to grant “pre-arranged excused” absences.

Situations warranting a “Pre-arranged excused” absence shall be for any absence which would be considered “excused”. Supporting documentation will be required.

Students who have a “Pre-arranged excused absence” will not be eligible for Perfect Attendance.

Approved pre-arranged excused absences may not exceed three (3) days. Students not returning from pre-arranged excused absences within five (5) days may be withdrawn for non-attendance.

Arrangements for make-up work shall be made in advance with the instructor of each class. The student is responsible for the completion of all work. Teachers of each class shall, to the best possible fashion for subject area, consider the assignments, grading materials and recording grades. Each teacher shall set a timeline for receiving the student’s work for credit; it will not exceed twice the number of days of attendance. Non-excused pre-arranged absences will be considered “accounted for unexcused” and may not be eligible for make-up work credit.

Absences for Religious Reasons

Students will be excused for religious holidays on those days when the religious tenets forbid secular activities on that day. Religious absences are pre-arranged absences. The parents must have declared that their student is observing the holidays of that specific religion and make their request in writing at least five days prior to the holiday.

Students will be afforded an opportunity to make up missed work without adverse school effects when absent because of a religious holiday. Within five school days prior to an expected absence for religious reasons, parent(s)/guardian(s) must notify the principal in writing and request that the student be excused from attendance. A written excuse will not be required upon return to school and no adverse or prejudicial effects will result for any student availing herself/himself of this provision. Students will be permitted to make up missed work according to school procedures.

If questions arise regarding this rule, principals may grant the parent(s)/guardian(s) a conference or contact the religious organization for clarification, or a notarized statement from the parent or guardian of a minor student will be accepted. Parent(s)/guardian(s) may appeal the principal’s decision to the Superintendent should a conflict arise.

Unexcused Absences

All absences other than “excused” or “permitted” shall be deemed “unexcused”, and a failing grade shall be recorded for the period of the “unexcused” absence, except that students who are suspended from school during grade period exams or semester exams shall be allowed to make up these exams. Make up work may be required for unexcused absences even though no credit is allowed.

General Attendance in Grades K-12

If a student has had at least five (5) unexcused absences the student’s primary teacher shall report to the principal or designee that the student may be exhibiting a pattern of non-attendance. Unless there is clear evidence that the absences are not a pattern of non-attendance, the case may be referred to the Early Truancy Intervention Team (ETIT) to determine if early patterns of truancy are developing. If it is found that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

If the initial meeting with the parent does not resolve the problem, specific interventions will be implemented. Designated school personnel shall be diligent in facilitating intervention services and shall report the case to the Superintendent or his designee only after all reasonable efforts to resolve the problem have been exhausted.

If the parent or guardian of a child subject to compulsory attendance will not comply with attempts to enforce school attendance, then the Superintendent or his/her designee shall refer the case pursuant to Florida Statutes, and may file a truancy petition pursuant to procedures outlined in Section 984, Florida Statutes.

Attendance for Credit in Grades K-5

Students, to include LEP students, who miss more than fifteen (15) days per semester will not be promoted except as follows:

- If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of fifteen (15) days.
- Extenuating circumstances as determined by the principal based on recommendations of teachers, counselors, or Student Services workers.

School activities shall not be counted as absences. Assigned work shall be turned in on the day indicated by the teacher.

Attendance for Credit in Grades 6-8

Students, to include LEP students, who miss more than ten (10) days per semester (2 days per semester during the summer school) will not be promoted except as follows:

- If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of ten (10) days.
- Extenuating circumstances as determined by the principal based on recommendations of teachers, counselors, or Student Services workers.

School activities shall not be counted as absences. Assigned work shall be turned in on the day indicated by the teacher.

Eighth grade students enrolled in high school courses for credit shall be subject to the same attendance requirements as high school students for those courses only.

Attendance for Credit in Grades 9-12

In order to receive full credit, a student must be enrolled in any school a minimum of forty-five (45) school days.

Students who enroll in school or class late shall be allowed to make up the class work.

Students, to include LEP students, who have accumulated more than two (2) days of absences per semester during an extended school year, will not receive credit.

School activities shall not be counted as absences. Assigned work shall be turned in on the date indicated by the teacher.

Field Trips

School-sponsored field trips are a part of the educational program and are not to be considered as absences, but written permission of the parent is required to participate.

Leaving School Grounds

No pupil may leave the school grounds during school hours without the approval of the principal or his designated representative. Parents are required to sign pupils out at the attendance office. School employees who take pupils off the school grounds must have the permission of the principal or teacher in charge.

Hospital Homebound Program

Parent(s)/guardian(s) may request that the principal consider eligibility for a hospital/homebound program for a student with an illness predicted by certified medical personnel to exceed fifteen (15) consecutive school days.

Note: Students have the right to appeal a decision pertaining to an absence (excused or unexcused) and shall not be penalized in any way for excused absences except in cases where absences are used as a basis for awarding or withholding course credit at the high school level.

ASSIGNMENT OF STUDENTS

Pupils residing within Osceola County are assigned a school serving the residential address where the parent/guardian spends seven nights a week, however, a parent from any school district in the state whose child is not subject to a current expulsion or suspension may apply to attend and transport his or her child to any public school that has not reached capacity in the district, subject to the maximum class size.

Pupils requiring exceptional student education services will be staffed into the appropriate school in accordance with exceptional student educational procedures.

The school principal has the immediate responsibility for enforcing this requirement. The superintendent or his designee has the countywide responsibility for enforcement and adjudication in all requests for variances.

School Choice Program

- A. Pursuant to Section 1002.31 – Controlled open enrollment; public school parental choice, Florida Statutes, students who reside within the attendance zone for a school shall have first choice for any school choice programs offered within their home-zoned school. The process for determination of home-zoned schools for students shall occur between January and February each school year. First choice for home-zoned students shall occur within the School District’s established calendar window for the receipt of applications from parents to school choice programs and prior to any approvals of applications for School District choice programs.
- B. All in-county and out-of-county requests for enrollment in school choice programs must comply with the School District’s application process for school choice programs. In-county requests shall receive first preference.
- C. Acceptance into a school other than the assigned attendance zone boundary shall be determined by the capacity of each school.
 - 1. The Deputy Superintendent for Human Services, in consultation with the Chief Facilities Officer or designee and the Executive Director of Educational Choices and Innovation Department or designee, shall determine the number of “choice for program” student stations/seats and “choice for capacity” student stations/seats available at each school based upon the following definitions of capacity.
 - 2. **Limited Capacity**
Schools which are at ninety percent (90%) or higher enrollment for all available student stations/seats (including student stations/seats in relocatable (classrooms) shall be defined and considered as having “limited capacity” for student enrollment, and fewer “choice for capacity” seats shall be allocated to schools as defined.
 - 3. **Reserved Capacity**
Schools which are at eighty-five (85%) or higher enrollment for all available student stations/seats (including student stations/seats in relocatable classrooms) shall be defined and considered as having “reserved capacity” for student enrollment.

“Reserved capacity” shall be used to forecast capacity for available student stations/seats in future years. Future capacity shall be considered in order to ensure that students may

complete the maximum grade level at the school of choice in which they enroll per state law.

4. Grade Level Capacity

Grade level capacity shall also be used for all schools regardless of enrollment status when allocating “choice for capacity” student stations/seats.

All inquiries should be directed to the Educational Choices and Innovation Department at www.osceolaschools.net/choice or 407-870-4847.

Request to Transfer a Student to Another Classroom Teacher

A parent may make a written request to the principal to have his/her student transferred to another classroom teacher. The principal shall review the request and notify the parent of the outcome no later than two (2) weeks from the date of receiving the written request for transfer.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

The Principal or designee shall exercise his/her professional judgment in determining what consequence(s) to impose for a violation of the Code of Student Conduct. In making this determination, the definitions provided in the DEFINITION OF TERMS section are to be used as a guide for appropriately classifying student misconduct.

Note: The Principal or designee shall make a good faith effort to notify parents/guardians, by sending a copy of the referral home or by making telephone contact, each time a referral is received for processing a disciplinary action.
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MATRIX OF INFRACTIONS & CONSEQUENCES

Students are expected to come to school prepared to learn and to participate in all learning activities. Any conduct, which interferes with the orderly operation of a school and/or interferes with any student’s ability to learn is considered inappropriate and may subject the student to disciplinary action.

The Code of Student Conduct specifically identifies prohibited student conduct and lists the range of consequences, which may be imposed for each infraction. When assigning consequences for misconduct, the Principal or designee shall give consideration to factors such as the nature of the infraction, the student’s past disciplinary record, the student’s attitude, the student’s age and grade level, and the severity of the problem as it exists in that particular school. The degree and severity of the problem may justify classifying the offense at a higher level than is indicated by the example.

The Matrix of Infractions and Consequences is included in this publication of The Code of Student Conduct as a “quick reference” for students, parents and guardians in order that they may refer to general examples of student misconduct. For specific information on School Board rules relative to student control/misconduct, please refer to Chapter Five of the School Board Rules of Osceola County.

To identify appropriate sanctions in the *Matrix of Infractions and Consequences*, locate the cells found at the intersection of the infraction (ROWS) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.

Mandatory Consequences are indicated by (M)

Optional Consequences are indicated by (O)

Potential Consequences are indicated by (P)

The School Environmental Safety Incident Report (SESIR) is reported to the Florida Department of Education (DOE) utilizing the levels I, II, III and IV.

DEFINITIONS OF TERMS

Definitions of terms and/or student conduct which are considered to be violations of the Code of Student Conduct are described in this section of the handbook. The use of words, such as battery and arson, are not meant to be considered equivalent to or to carry the same standards and consequences as the same words, which are defined in the criminal context in the Florida Statutes. The School Board retains the flexibility and right to attach definitions found in Board Rule to such words without attaching any criminal standards set by the courts or legislature. When a student has committed an infraction, the misbehavior is to be classified according to the definition which best describes it. The sanctions to be imposed are then to be determined by referring to Chapter 2.25 of the School Board Rules of Osceola County, Florida.

The notation * next to the three letter violation code listed below and in the Matrix of Infractions, represents SESIR definitions and guidelines required by the Department of Education.

The notation ** next to the three letter code is not considered a SESIR incident, but the Department is required to track this data for the Office for Civil Rights, U. S. Department of Education and per section 1006.147, Florida Statutes.

Alcohol ALC* - Possession, sale, 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. Alcohol incidents cannot be Drug-related. *L1*

Arson ARL - The act of unintentionally or accidentally igniting a fire that did not cause damage, but does not include the act of lighting a match alone. *L1*

Arson ARS* - The act of intentionally damaging or causing damage, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported to SESIR. *L1*

Assault (Simple) SAS/Battery (Minor) MBT (Student to Student Only) - The act of threatening of or attempting to strike another person where physical contact is made by one individual, but where no injury is sustained. *(If this action is a repeated violation a referral for harassment may need to be considered, see page 21.) L2*

Aggravated Battery BAT* - A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. *L1*

Burglary BRK* - The act of entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein. *L1*

Burglary BRG – The act of entering a school building or other structure with no malice. *L2*

Bullying BUL* - The act of 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 educational environment; or unreasonably interferes with the individual's school performance or participation. Bullying includes instances of cyberbullying. *L2*

Unsubstantiated Bullying UBL** - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffrey Johnston Stand Up for all Students Act (Section 1006.147, F.S.).

Cellular/Communication Device CPP - The act of utilizing any personal communication/electronic device such as, but not limited to alarm devices, pagers/beepers, cellular phones/camera phones, or other one-way/two-way communication devices without proper authorization on school grounds or in any building owned or operated by the School Board during school hours, or used causing disruption/interference with the orderly educational process, or disrupts or interferes with the safety-to-life issue for students being transported on a district school bus, such as, but not limited to playing loud

music, passing devices amongst students and other distracting behaviors. Misuse of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.

The following lists general conduct

- The device may only be used by a student before (providing the conversation is terminated before the commencement of school) and after regular school hours.
- Lunch time is considered as school hours.
- The principal may require the device to be registered with the school prior to allowing students to use them in the manner described above.
- The school district shall not be responsible for lost or stolen communication devices.
- The inappropriate, harmful or malicious use of cellular telephone, electronic communication devices (ECDs), and other electronic devices on school property and/or school sponsored events is prohibited. Such violation is considered a serious breach of acceptable conduct and school administrators are required to take appropriate disciplinary and/or legal action. Such examples may include, but are not limited to recordings, video/audio, photos, social media activity, etc.

Section 1006.07(02), Florida Statutes, sets forth the minimum requirements for the code of student conduct. School Boards retain the power to regulate student conduct with regards to use of wireless devices. School Board Rule 8.60 entitled, “Network Acceptable Use” in conjunction with the Code of Student Conduct applies to the Bring Your Own Device (BYOD) Program. *L2*

Cheating CHT/Dishonesty DIS – The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. Not telling the truth. *L4*

Class Disruption CLT - The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor’s ability to teach, or interferes with other students’ opportunity to learn. *L4*

Classroom/School Rules CLR – The act of failing to follow classroom or school rules in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. *L4*

Data Network Acceptable Use Policy DNP – The act of inappropriately using a computer or other communication device including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, entering or distributing or printing unauthorized files, visiting inappropriate websites, (i.e. pornography), or downloading inappropriate materials. School Board Rule 8.60 entitled, “Network Acceptable Use” in conjunction with the Code of Student Conduct applies to the Bring Your Own Device (BYOD) Program. *L2*

Defiance of Authority/Willful Disobedience DEF - The act of flagrantly or hostility challenging the authority of a school staff member, bus driver, or any other adult in authority. *L2*

Disruption on Campus-Major DOC* - The act of disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. This type of violation significantly disrupts all or portions of the campus activities, school sponsored events and school bus transportation. Examples: Bomb threat in which emergency services respond, inciting a riot, initiating false fire alarm, (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, minor fights or classroom disruptions.) *L1*

Disruption on School Bus BUS - The act of engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students. *L3*

Disruptive Behavior DRP – The act of behaving inappropriately, which interferes or obstructs the mission or operation of the School District or the safety and welfare of other students or employees at school or at any school sponsored activity. *L3*

Dress Code DCV - The act of failing to comply with the established dress code policy. *L4*

Drug Use/Possession DRU* - The act of using or possessing any drug, narcotic, controlled substance, or any substance used for chemical intoxication. 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. *L1*

Drug Sale/Distribution DRD* – The act of manufacturing, cultivating, selling, or distributing any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. *L1*

Drug Paraphernalia DPA - The act of possessing, using, selling, storing, or distributing any equipment, device, or equipment used for the purpose of preparing or taking drugs, including, but not limited to, items listed in Section 893.145, Florida Statutes, and items which may be determined to be drug paraphernalia under the criteria set out in Section 893.146, Florida Statutes. *L2*

Excessive Absences to School or Class EAS/Excessive Tardies to School or Class ETS – The act of failing to attend class and having no acceptable excuse for the absence or tardy. *L3*

Explosives EXP – The act of possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device designed to explode. *L1*

Failure to Follow Directions FFD – The act of failing to follow the directions of a teacher, administrator, staff, or volunteer in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination, and would not necessarily require a referral to an administrator unless the behavior becomes chronic. *L4*

Failure to Serve Teacher Detention FST– The act of not attending a teacher detention or teacher assigned discipline. *L3*

Failure to Serve In-School Detention FSI/Saturday Detention FSS/Administrative Detention FSA – The act of not attending In-School Suspension/Saturday School or other administratively assigned discipline. *L2*

False Accusations Against Classmate(s) FAC - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against another classmate or knowingly bringing false charges against a classmate. If accusations against a classmate are found to be false, the student lodging the false accusation may receive the same punishment as would have been received by the wrongly accused individual. The Principal may adjust the consequence as he/she considers the circumstances of misdirected staff time and damage to the wrongly accused individual and his/her family. *L2*

False Accusations Against Staff Member(s) FAT - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer. *L1*

False Fire Activity FFA - The act of activating a fire equipment (i.e. fire extinguisher, hoses, or sprinklers). *L2*

Fighting FIL - The act of participating in an altercation involving physical violence. *L2*

Fighting FIT* - The act of two or more persons mutually participating in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported to SESIR. *L2*

Fireworks FIW - The act of possessing or igniting of firecrackers, bottle rockets, smoke bombs, or other similar devices. *L1*

Forgery FOR - The act of making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive

the staff member, or producing, possessing, or distributing any false document, item, or record represented to be an authentic school document, item, or record. *L2*

Gambling GAM - The act of participating in games or activities of chance for the exchange of money or items of value. *L2*

Gang-Related Activity/Apparel/Appearance GRA - The act of engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors. Wearing or displaying any clothing, jewelry, accessories, makeup, tattoo, or any other appearance or apparel which may be considered gang-related in any manner which is associated with being a member of or participating in a gang or gang-related activity. *L2*

Harassment HRB - The act of inflicting physical hurt and/or offensive, abusive, intimidating or other insulting behavior on the part of one or more students towards a student(s). *L2*

Harassment HAR* - The act of threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 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. *L2*

Unsubstantiated Harassment UHR** - After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (Section 1006.147, F.S.).

Harassment (Sexual) SXH* - See Sexual Harassment, page 24.

Hazing [grades 6 – 12 only] HAZ* - The act or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements. *L2*

Homicide HOM* - The act of unjustified killing of one human being by another. *L1*

Horseplay HRP - The act of engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school. *L4*

Illegal Organization ILO - The act of establishing or participating in a secret society or prohibited organization on School Board owned property, at a school function or at an extracurricular activity. *L3*

Inappropriate Printed Materials IPM/Obscene Act IOA - The act of using oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting. *L2*

Insolent Attitude INS - The act of communicating (oral or written) and/or body language, including but not limited to, facial expressions or gestures which are intended to communicate disrespect, insult, contempt, impertinence, or rudeness toward person(s) in authority. *L3*

Insubordination INU - The act of deliberately refusing, or failing to follow a direction or an order from a school staff member, bus driver, or any other adult in authority. *L2*

Kidnapping KID* - The act of force, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority. *L1*

Lack of School Identification LAI – The failure of a student to be in possession of school identification (i.e. Student ID). *L3*

Lack of Supplies LAC – The failure of a student to be in possession of any school supplies necessary to participate and/or complete classroom activities or assignments. Supplies include, but are not limited to, pencils, paper, books, notebooks, pens, rulers, protractors, gym clothing, musical instruments, or any other item reasonably needed to participate in classroom activities or assignments. *L4*

Larceny/Theft less than \$750 SLT - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm. *L2*

Larceny/Theft \$750 or more STL* - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. *L2*

Leaving School Grounds LEA – The act of leaving school grounds without proper administrative authorization. *L3*

Lunch LUN - The act of failing to follow school or classroom rules in the lunch room. Behavior that violated this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. *L3*

Lying/Misrepresentation LMR - The act of intentionally providing false or misleading information to, or withholding valid information from, a school staff member. *L2*

Malicious Destruction of School or Personal Property of Staff MDP - The act of intentionally damaging/destroying of school property or personal property belonging to a staff member, including but not limited to, destruction or damage to home, automobile, and electronic devices. *L1*

Off Campus Felony OCF – The formal charge by state attorney officials of a student for the alleged commission of a felony or a delinquent act which would be classified as a felony if committed by an adult at a time and place where students are not subject to control of the school. (*A recommendation for expulsion may be considered only if student is convicted.*) *L2*

Other Offense OTH - The act of any serious, harmful incident resulting in the need for additional staff and administrators' intervention not previously classified. *L2*

Other Major Incidents OMC* Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown. *L2*

Over-the-Counter Medication Use/Possession OMU – The act of using or possessing any substance which is an over-the-counter medication. *L2*

Over-the-Counter Medication Sale/Distribution OMD – The act of selling or distributing any substance which is an over-the-counter medication. *L1*

Over-the-Counter or Prescription Medication Unauthorized Use/Possession UPM – The act of using or possessing any over-the-counter or prescription medication prescribed for the individual student without signing in such medication at the school health room in accordance with School Board Rules, Policies, and Procedures. *L2*

Parking PAR - The act of failing to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus. *L4*

Physical Attack PHA* – The act of an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. *L2*

Possession/Use of Dangerous Chemical Irritants PDC- The act of possessing or using devices such as mace and pepper spray. *L1*

Possession of Dangerous or Disruptive Item PDI - The act of possessing any item considered disruptive on a school campus including, but not limited to lighter/matches, poppers, belts, pencils, pens, compasses, combs, hair brushes, sharp objects, and laser pens. *L2*

Possession of Handcuffs POH – The act of possessing, carrying, and/or transporting handcuffs. *L1*

Possession of Stolen Property PSP - The act possessing stolen property shall receive appropriate disciplinary consequences. Students should refrain from receiving, taking, or “holding onto for a friend” any item(s) or materials for which they are not the legitimate owner. *L2*

Profanity/Abusive Language PRO - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed toward a classmate, or merely done overtly. *L4*

Profanity/Abusive Language to Staff PRS - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, directed toward a staff member, teacher, administrator, and volunteer. *L2*

Public Display of Affection PDA – The act of failing to refrain from public displays of affection in school. The practice of embracing and kissing in school is considered in poor taste and disruptive to the educational environment. *L4*

Robbery ROB* - 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 of force or violence, and/or by putting the victim in fear. A key difference in robbery and larceny/theft is that robbery involves a threat or assault. *L1*

Sexual Assault SXA* - The act of threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault. *L2*

Unsubstantiated Sexual Assault USA** - After a complete investigation and follow up of a reported incident of Sexual Assault involving school personnel, the investigator determines that there is not enough evidence to substantiate that an incident of Sexual Assault occurred.

Sexual Battery SXB* - The act of 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. Both males and females can be victims of sexual battery. *L1*

Unsubstantiated Sexual Battery USB** - After a complete investigation and follow up of a reported incident of Sexual Battery involving school personnel, the investigator determines that there is not enough evidence to substantiate that an incident of Sexual Battery occurred.

Sexual Harassment SXH* - The act of 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 as defined in Rule 6A-19.008, FAC. *L1*

Sexual Offenses SXL - The act of making unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature toward student(s) and/or staff, volunteer when such conduct substantially interferes with academic performance, or creates an intimidating, hostile, or offensive school environment. *L2*

Sexual Offenses SXO* - The act of other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd; sexual gestures, comments, sexual activity, or exposing private body parts in lewd manner. *L2*

Skippping Class SKC/Skippping School SKS - The act of not reporting to class or school without receiving proper prior approval and/or following the established procedures for checking out of school. *L4*

Tardy to Class TAC/Tardy to School TAS - The act of arriving late to a class or to school on a repeated basis. *L4*

Threat/Intimidation TRE* - An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means. *L2*

Threat or Threatening Behavior to Staff TTS - The act of declaring the student's intent by word or act to do violence toward a staff member, teacher, administrator and volunteer or to his/her property. *L1*

Throwing Objects Non-Injury to Persons or Property THR – The act of throwing any object intentionally or unintentionally that does not cause injury to persons or property. Objects may include, but are not limited to pen caps, clips, paper wads, or spitballs. *L4*

Tobacco 21 yrs. or under TBC* - The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related. *L2*

Trespassing TRS* - The act of entering or remaining on school grounds, school transportation, or at a school-sponsored event without authorization or invitation and with no lawful purpose for entry. *L2*

Unauthorized Area UNA - The act of being present in buildings, rooms, hallways, or other areas of a school campus restricted to student access during all or a portion of a day. *L4*

Unauthorized Assembly UAA - The act of being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity. *L4*

Unauthorized Buying/Selling of Merchandise UBS - The act of buying or selling any merchandise while at school or on any property owned by the School Board of Osceola County, Florida without the permission of the Principal. *L4*

Vandalism less than \$1000 VAL - The act of intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. *L2*

Vandalism \$1000 or more VAN* - The act of intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. Incidents that fall below \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. *L2*

Weapons Possession WPO* - Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. Incidents involving toys and simulated firearms or weapons are subject to the limitations defined in Section 1006.07(2)(g), F.S. *L1*

RULES OF CONDUCT

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in a school, students may form a correct attitude toward it, do their part in making their school an effective place of learning, and develop the habit of self-restraint, which will make them a better person. Therefore, students will be expected to rise to the level of the following expectations.

Students must

- Obey each individual school rule,
- Respect the position in which all persons in authority serve,
- Complete all assigned work,
- Account for all textbooks, library books, and other school-owned materials issued to them,
- Conduct themselves in a manner which will not interfere with the orderly and safe transportation of students riding on buses or other authorized vehicles, and
- Remain on school grounds or in class unless given appropriate authority or permission to leave.

Students must **not**

- Cheat,
- Smoke or use tobacco products anywhere on school grounds, buses, or other authorized vehicles,
- Engage in physical contact of a sexual nature,
- Commit an act of indecent exposure,
- Present or carry false identification,
- Fight or engage in horse play,
- Use profane, obscene, indecent, immoral language or gestures,
- Use abusive language such as slander, public accusation, and racial or religious slurs,
- Possess or distribute any material prohibited by law, such as drugs, drug paraphernalia, alcohol, weapons, pornographic material, etc. (such items may not be stored in school lockers or in vehicles parked on school property),
- Dress in a manner consistent with gang-related apparel/appearance or in a manner which promotes drugs, drug paraphernalia, alcohol, tobacco, pornography, or violence,
- Commit any act of assault and/or battery on students or school personnel,
- Commit any act which disrupts the orderly conduct or function of the school, and
- Make false accusations towards their classmates. If accusations against classmates are found to be false, the student lodging the false accusation may receive the same punishment as would have been received by the wrongly accused individual. The consequence may be adjusted by the Principal as he/she considers the circumstances of misdirected staff time and damage to the wrongly accused student and his/her family.

TRANSPORTATION

Section 1006.10 (1-7), Florida Statutes gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions at public expense.

Standards of Conduct for Riding a School Bus: Student conduct, which distracts the driver, endangers the health and safety of others, or demonstrates a willful disregard for transportation rules shall be reported to the Principal, Principal's Designee, and/or Transportation Designee. A School Bus is considered School Board property; therefor, classroom conduct is to be observed and the Code of Student Conduct to be followed. Parents are not to board a bus unless granted permission.

The following rules of conduct apply to all students when they are being transported on a school bus.

1. Students must be at the bus stop on time (ten minutes prior to scheduled pick-up). The bus driver cannot wait for those who are tardy.
2. Students are to stand at least five (5) feet off the roadway at all times while waiting for the bus.
3. A student's parents have the responsibility for the control, direction and conduct of the student all times other than when the bus is present at the bus stop.
4. Students must ride their assigned buses and cannot board or depart the bus at any stop other than their regular stop, unless authorized by the Principal and the Transportation Department.

5. Students are to enter the bus in an orderly manner and sit in assigned seat, utilizing the student restraint system.
6. Students must obey the driver, monitors, and chaperones at all times and follow the standards of conduct while riding the school bus.
7. Students are to remain seated, facing forward at all times when the bus is moving. All portions of the student's body are to remain inside the bus.
8. No eating, drinking, or chewing gum is allowed on the bus.
9. No glass or breakable containers are allowed on the bus.
10. No reptiles, insects, animals, or marine life (dead or alive) are allowed to be transported on the bus.
11. Absolute silence is required of students at railroad crossings and/or anytime the dome lights are on.
12. Bulky or objectionable objects, including musical instruments, that cannot be held in the student's lap is not permitted on the bus. No objects may block the aisles or emergency exits.
13. No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/expectation is classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
14. No littering, throwing, or propelling objects is allowed.
15. Defacing or vandalizing a school bus is forbidden. Restitution will be required for any damages sustained to the bus.
16. No profanity, obscene language, offensive gestures, or offensive materials of any nature are permitted.
17. Smoking, use of any tobacco products, devices associated with tobacco/nicotine, and/or other mood altering substances is strictly prohibited.
18. No posters or signs are to be displayed from the bus.
19. After disembarking, those students who must cross the road shall cross approximately ten (10) feet in front of the stopped bus or as directed by the bus driver.
20. Students are subject to be video taped at anytime in order to monitor student behavior and to ensure security and safety.

Note: The consequences for a violation of rules for conduct while being transported on a school bus may include, but are not limited to, suspension of transportation to and from school and school functions at public expense, out-of-school suspension and/or recommendation for

The parking of a student's vehicle on campus is a privilege that is granted by the School Board. All Board parking areas and lockers are the property of the School District. School authorities have the right to inspect any student parked vehicles and/or lockers in order to protect the health, safety, and welfare of students. This includes the use of drug and gunpowder sniffing K-9 dogs. Each student who parks a vehicle on a school campus or uses a school locker is presumed to know what is contained in his/her vehicle or locker and will be held accountable for any contraband, weapons, drugs, etc., which may be found in them.

Each student must sign the Board's Student Parking and/or Student Locker Application and Consent to Search and Waiver of Liability form acknowledging and agreeing to the conditions as prerequisite to, and in consideration for, the issuance of a student parking, and/or a student locker that the locker is school property and may be opened by school authorities at any time without the consent and without the student's knowledge or presence.

Individual student parked vehicles and/or locker searches will be conducted if school personnel have a reasonable suspicion of a violation of the law or the Code of Student Conduct. Routine locker clean-ups are not considered searches.

WARRANTLESS SEARCHES

School officials may conduct a warrantless search of a student's person, book bag, locker, electronic device, motor vehicle, or any other storage area on School Board property, if such official(s) have a reasonable suspicion that illegal, prohibited, stolen, obscene, inappropriate or harmful items or substances exist.

School Board Employees retain the power to temporarily detain and question a student. A member of the administrative staff or his/her designee may search the personal property of the temporarily detained student, seize items determined to be stolen or illegal property and given said items to law enforcement authorities when appropriate, under circumstances which reasonably indicate that a student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board Rules. School Board Rule 5.31 entitled, "Student Detention, Search, and Seizure" in conjunction with the Code of Student Conduct applies in these instances.

REASONABLE FORCE

Section 1006.11 & 1003.32, Florida Statutes authorizes teachers and other school personnel to use reasonable force to protect him or her or others from injury. The Department of Education has defined reasonable force as, "appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment." The Department of Education has also clarified that school personnel do have the right and the authority to protect:

- Conditions harmful to learning
- Conditions harmful to student's physical and mental health
- Conditions harmful to safety
- Conditions of harm and/or safety of self, school personnel, and others

Furthermore, Section 1006.11, Florida Statutes provides that a principal, teacher, other staff member, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment. In addition, Section 1003.32 (1) (i), Florida Statutes and State Board Rule 6A-1.0404 empowers teachers and other school personnel to press charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

DUE PROCESS

In any situation where a violation of the Code of Student Conduct is alleged, the Principal or the Principal's designee shall observe fundamental procedures of due process. The student shall be made aware of the charges against him/her, be given the opportunity to explain his/her point of view, present witnesses, and not be subject to excessive punishment.

In cases where there is a concern regarding due process, parents or students may refer the situation to the School Principal or the Department of Student Services.

Students accused of a violation of the Code of Student Conduct, which, in the opinion of the Principal or the Principal's designee, warrants a suspension or expulsion from school, shall be afforded the fundamental right of procedural due process. The degree of formality associated with a suspension conference or an expulsion hearing depends on the nature of the violation and the severity of the sanctions that may be imposed as a result.

Note: A student or parent may appeal to the Principal for reconsideration of a school disciplinary action, up to and including out-of-school suspension. The Principal's decision regarding an appeal is final.

Civil Citations are given by Law Enforcement Officers/School Resource Officers (SROs). It is an appropriate intervention service alternative to an arrest and/or criminal prosecution.

Diversion Programs are offered in lieu of prosecution by the office of the State's Attorney for the first time misdemeanor offenders and some felony offenses.

SUSPENSION

Suspension is a disciplinary sanction that orders the temporary removal of a student from a class or all classes for a prescribed period of time, not to exceed ten (10) school days at any one time. The student shall be remanded to the custody of the student's parent and/or guardian with specific homework assignments for the student to complete. The Principal or Principal's designee shall make a good faith effort to employ parental assistance or alternative consequences for misconduct prior to suspending a student, except in emergencies, or disruptive conditions, or incidents involving a serious breach of misconduct.

Only the Principal or the Principal's designee may suspend a student. Before suspension may be imposed, the student is entitled to know what provisions of the Code of Student Conduct were allegedly violated, and what specific conduct constituted the violation. In addition, the student is entitled to know who the student's accusers are, and what they said unless such information would jeopardize the safety of the students. It is not necessary, however, that the accusers be physically present at the due process conference when the student is advised of the particulars of the violation.

If the student denies the charge or charges, the student is entitled to state his/her point of view and to have witnesses called to give information in support of his/her defense. If the student intends to call witnesses, the student is entitled to a reasonable time in which to contact witnesses to arrange for their presence. A written explanation of the incident by the student is recommended and encouraged.

The Principal will suspend a student immediately if the student has committed an act, which imposes an immediate danger to students or staff members, or if the violation is one of physical assault or one, which has an immediate disruptive effect upon the orderly conduct of the school. If the student is suspended, the principal shall immediately notify the Superintendent and the suspended student's parents or guardians in writing within 24 hours of the action taken and the reasons for the suspension.

In addition, the Principal or his/her designee shall make a good faith effort to notify the parent or guardian by telephone prior to initiating the suspension.

When a student is suspended for possession, distribution, or sale of a controlled substance; a weapon; or is under the influence of a controlled substance (except as prescribed by a licensed physician) parents/guardians, law enforcement officials and the superintendent shall be notified immediately.

Suspension Exceptional Student Education (ESE)

Except for the gifted, no Exceptional Education Student may be suspended for more than nine (9) days for one offense or ten (10) cumulative days throughout the school year. The student shall be afforded a manifestation determination if the student has been removed for more than 10 consecutive school days (this limit shall not be exceeded) or if the student has been subjected to a series of removals exceeding 10 days (again this limit may not be exceeded) where the removals constitute a pattern of behavior that is substantially similar to the student's behavior in previous incidents that resulted in removals. Any recommendation for the suspension of a student with a disability shall be made in accordance with rules adopted by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Education Act (IDEA).

Students with moderate/severe intellectual disabilities or Autism Spectrum Disorder may be suspended. However, an IEP meeting must be held to review the behavior which caused the school to recommend such suspension and implement intervention strategies.

Suspension Section 504

The same provisions shall also apply to students determined eligible for disability-related services under Section 504 in accordance with the American with Disabilities Act Amendments Act of 2008 (ADAAA). Specific information may be obtained from the District Section 504 Facilitator at 407-870-4897.

SUSPENSION FOR OFF-CAMPUS FELONY

Section 1006.09 (2), Florida Statutes and State Board Rule 6A-1.0956, permits the principal to initiate suspension proceedings against any student who is formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident which allegedly occurred on property other than that owned by the School District

Upon receipt of notice that a student has been formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, the Principal or Principal's designee shall conduct an Administrative Hearing for the purpose of determining whether or not the student should be suspended pending court determination of whether the student did or did not commit such an act, or the charges are dismissed by the prosecuting attorney, and the student may be administratively assigned to an alternative school setting pending the outcome of the charge(s). The Principal or Principal's designee shall do the following:

1. An Administrative Hearing will be held in order to discuss any extenuating circumstances that may lead to a different course of action regarding the student's educational setting.
The Administrative Hearing will be conducted by the Principal or Principal's designee and may be attended by the student, the parents or guardians, the student's representative or counsel, and any witnesses requested by the student or the Principal. The student may speak on his/her own defense, may present evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony.
2. In cases involving charges relating to controlled substances, consideration may be given under the provision of Section 1006.09 (2) (a) and (b), Florida Statutes if (a) the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him/her, or if the student voluntarily discloses his/her unlawful possession of such controlled substance prior to his/her arrest. Any information divulged which leads to such arrest and conviction is not admissible as evidence in a subsequent criminal trial against the pupil divulging such information AND/OR (b) the student commits himself/herself, or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program.
3. In conducting the hearing, the Principal shall not be bound by rules of evidence or any other courtroom procedure and no transcript of testimony shall be required.
4. Following the Administrative Hearing, the Principal or Principal's designee will provide the student and the parents/guardians with a decision, in writing, as to whether the Administrative Assignment to the District's Alternative School will go forward.
5. Following the Administrative Hearing, if the Principal or Designee elects to exercise his/her right to administratively assign the student to the District's Alternative School pending the outcome of the felony charge, educational services at the student's current school will be temporarily suspended.
6. During the period of temporary suspension and Administrative Assignment to the District's Alternative School, the necessary paperwork will be completed and the student will be withdrawn from his/her current school. Parents/guardians should contact the District's Judicial Liaison at 407-870-4897 for further information on enrollment procedures at the District's Alternative School.

If the temporary suspension exceeds ten (10) school days, the student **must** be enrolled at the District's Alternative School so that educational services are not interrupted indefinitely.

7. The decision of the Principal or Principal's designee in this matter shall be final under the provisions of Sections 1006.09, Florida Statutes and State Board Rule 6A-1.0956.

Note: If a court of competent jurisdiction determines that a student committed an off campus felony, or a delinquent act, which would be a felony if committed by an adult, the Principal may recommend to the Superintendent of Schools the expulsion of that student. However, if it is determined that the student did not commit such an act, the suspension shall be immediately terminated and that student may be allowed to return to the school of regular attendance.

EXPULSION

Expulsion is the removal of the right and obligation of a student to attend public school for a period of time. An expulsion may be imposed for a period up to, but not to exceed, the current school year, the following school year, and the intervening summer school. (Section 1003.01 (6), Florida Statutes)

Section 1006.09 (c), Florida Statutes states that a principal 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 a school staff member, violence against persons or property, any other act which substantially disrupts the orderly conduct of the school, or violations of the **Zero Tolerance** policy.

Note: A student may be recommended for expulsion if he/she persists in violating the Code of Student Conduct (CSC), and in so doing, accumulates in excess of fifteen (15) days of out-of-school suspension. In this case, a recommendation for expulsion is referred to as **Continued Incurrigibility**. Continued Incurrigibility shall be defined as repeated and varied breaches of the provisions of the CSC that has resulted in numerous discipline referrals/incidents which disrupts the learning environment and/or school operation. An administrative effort to correct student's inappropriate behaviors and actions through documented interventions, parental communications and/or conferences, counseling and progressive discipline measures has not proven successful.

Only the School Board shall authorize expulsion from school. If a Principal recommends a student for expulsion, a written request shall be forwarded to the Superintendent. The Superintendent may extend the student's suspension out-of-school until the recommendation for expulsion can be brought before the School Board.

The Superintendent in turn shall notify the parents or guardians in writing of the charge against the student, including the rule violated and the student's alleged conduct. The parents/guardians shall be informed of their right to request a hearing before the School Board regarding the recommendation for expulsion. They shall also be informed of their right to obtain legal counsel at no cost to the School Board, to call and examine or cross examine witnesses, to introduce evidence and to submit rebuttal evidence.

If no hearing is requested, the recommendation for expulsion may be placed on the consent agenda of the next possible School Board meeting. If the parents/guardians or student requests a hearing, notice shall be given of such meeting according to Florida Statutes. Any hearing that is conducted at parent's/guardian's or student's request must be a closed hearing, as provided in the Administrative Procedures Act, Section 120.57 (2), Florida Statutes unless an open hearing is requested by the parents/guardians or student.

At the hearing, the student may be represented by his parents/guardians or by counsel, and all parties may introduce and examine evidence, call and examine or cross-examine witnesses, and submit rebuttal evidence. The rules of evidence observed by courts shall not be applicable. Any party may, at his expense, have the right to record and have transcribed the proceedings of the entire hearing.

The decision of the School Board shall be based solely upon evidence presented at the hearing, and a copy of the Findings of Fact and the decision of the School Board shall be furnished to the student in writing.

School staff will have the authority to confiscate forbidden items, which would be used as evidence in a recommendation for expulsion and may later be returned to the parent/guardian. Controlled substances will be handled in accordance with Florida Statutes and other applicable laws and regulations.

Any student who has committed an expellable offense, who has been charged or convicted of a felony off school property, who has been administratively assigned when transitioning from a Level program through the Department of Juvenile Justice, or who has been administratively assigned to an alternative educational setting in lieu of expulsion, will not be allowed on any other Osceola County School District property, nor be allowed to participate in the extracurricular activities of any other school for the duration of the student's enrollment in the alternative program.

In addition, the New Beginning's Code of Student Conduct shall represent the behavioral expectations and standard of conduct for those students who have been administratively assigned to any alternative educational setting. Any student who violates New Beginning's Code of Student Conduct may receive disciplinary consequences up to and including out-of-school suspension or a recommendation for expulsion.

The assignment/placement in an alternative program in lieu of expulsion precludes enrollment at any other School District of Osceola County school, including any affiliated charter school, and the assignment in the alternative program is a mandatory attendance assignment. The student must attend the assigned alternative program unless the student shall first request a hearing before the School Board and present good cause for permission to withdraw from the School District of Osceola County, which permission to withdraw may be granted or denied in the sole discretion of the School Board. If the student fails to attend the alternative program to which he or she has been assigned in lieu of expulsion then, upon notification from the alternative program to the Superintendent, the Superintendent shall bring the matter back before the School Board for reconsideration of expulsion, because the expulsion procedures shall only be deemed to be held in abeyance pending the required attendance by the student at the alternative program and successful completion of the program by the student for the prescribed period of the assignment.

Notwithstanding the general requirement that permission must be obtained from the School Board for the student to withdraw from the assigned alternative educational program, the Superintendent of Schools or designee, upon written application of the student, parent, or legal guardian may, on the basis of the following documented circumstances or hardships, grant permission for the student to withdraw from the assigned alternative program.

- Medical hardship as documented by a signed statement from a licensed physician that describes in detail the nature of the medical or psychiatric condition that requires withdrawal.
- The parents or guardian provide documentation that a home is being built, purchased, or leased outside the school district and family must relocate, including the student, outside of the School District of Osceola County. Documentation should be a lease, contract, or deed (as applicable), but the Superintendent may accept an affidavit that sets out the facts supporting this basis for a withdrawal.
- Withdrawal will be permitted for the student to attend a level program or facility of incarceration as ordered by the Florida Department of Juvenile Justice or court ordered.

The parent or legal guardian of a student who is not approved by the Superintendent of Schools, or designee, for withdrawal from the assigned alternative educational program for reasons of hardship as provided above, may appeal the decision of the Superintendent to the School Board. Pending the appeal hearing and decision of the School Board, the Superintendent's denial of an application for withdrawal shall be valid and binding, and any withdrawal will be processed for expulsion.

In all instances in which a withdrawal is permitted in lieu of expulsion, the Superintendent shall place in the student's record a statement that the School Board assigned the student to an alternative educational placement in lieu of expulsion.

Recommendation for Expulsion Exceptional Student Education (ESE)

Any recommendation for expulsion of any Exceptional Education Student shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Education Act (IDEA). For any ESE student charged with an expellable offense that could subject the ESE student to a change in placement, the ESE student shall be granted the same opportunity as students without disabilities to attend a hearing in front of the School Board during which evidence and witnesses may be presented to challenge, on the basis of innocence or guilt, a disciplinary charge that had led to a recommendation for a change in placement in lieu of expulsion (please see pages 31-33 of this document for further explanation of these rights). The District shall provide parents/guardians of ESE students with written and verbal notice of their right to attend such a hearing. Please be aware that such a hearing before the School Board most likely will not be afforded to the student until after a manifestation determination meeting has been conducted. Further, on page 32 where it states that the Superintendent may extend the student's suspension out-of-school until the student appears at a hearing before the School Board, this provision is not applicable to ESE students to the extent that this provision conflicts with provisions of the IDEA governing suspension of students with disabilities. Specific information may be obtained from the Office of Exceptional Student Education by calling 407-343-8700.

Recommendation for Expulsion Section 504

The same provisions shall apply to students determined eligible for disability-related services under Section 504 in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Specific information may be obtained from the District Section 504 Facilitator at 407-870-4897.

SERIOUS BREACH OF DISCIPLINE

Illegal Drugs and/or Alcohol

The School District will not tolerate the illegal use, possession, sale or distribution of drugs, including alcohol, in the school system. Student conduct rules will be strongly enforced.

The possession, sale or distribution of "illegal" drugs under this policy includes:

1. The possession, sale or distribution of any controlled substance as defined in Section 893, Florida Statutes.
 - The possession, sale or distribution of alcohol,
 - The possession, sale or distribution of any prescription medication for which the student does not have a valid prescription,
 - The sale or distribution of any prescription medication whether or not the student selling or distributing the drug has a valid prescription for the drug, or
 - The sale or distribution of any counterfeit drug.

2. The school shall investigate the suspected use, possession, sale or distribution of illegal drugs and/or alcohol.
 - Circumstances surrounding the suspected use, possession, sale or distribution of illegal drugs and/or alcohol on school grounds or at school-sponsored activities will be investigated by the school administration. Parental contact and referral to community agencies or police will be made as warranted.
3. Students found to be impaired by intoxicating beverages, drugs or any such substance and/or device represented as such having hallucinatory effects at any school function or on school property shall be suspended. Students found to be in possession of drug paraphernalia while on school property or at any school function shall be liable for suspension.

The Principal shall recommend for expulsion any student found to be selling or offering for sale a non-controlled substance as a controlled substance.

Students having possession of, or found to be selling, offering for sale or giving away any intoxicant, drug or controlled substance while on school property or in attendance at a school function shall be recommended to the Superintendent for expulsion.

4. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

The School District clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities and are in effect and applicable to students in all schools.

Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate alcohol and other drug standards of conduct.

Area drug and alcohol abuse rehabilitation and counseling facilities are listed below or you may see your school guidance counselor:

Glenbeigh Hospital of Orlando
7450 Sand Lake Commons Blvd.
Orlando Phone: 800-444-4230

University Behavioral Center
2500 Discovery Drive
Orlando Phone: 800-999-0807

Center for Drug Free Living
2540 Michigan Ave, #A
Kissimmee Phone: 407-846-5285

Dangerous Weapons and/or Violence Against Persons and Property

Students should be aware that **EXPULSION** is probable when a student is in possession of, uses, or transfers a knife, gun, firearm (as defined by Florida law), brass knuckles, or other weapon or facsimile thereof; makes bomb threats, or harms another person (whether another student, teacher, administrator or other employee of the school system). For more information refer to the **Matrix of Infractions and Consequences**.

PUBLIC NOTICE OF DISCIPLINARY ACTION
Florida Statute 1006.07

1. Notice that illegal use, possession, or sale of controlled substances, as defined in chapter 893, by any student while such student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
2. Notice that the possession of a firearm, a knife, or a weapon by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may result in criminal prosecution.
3. Notice that violence against any School District personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.
4. Notice that violation of School Board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
5. Notice that violation of the School Board's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.
6. Notice that any student who is determined to have brought a firearm or weapon, as defined in Chapter 790, to school, to a school function, or onto any school sponsored transportation or to have possessed a firearm at school will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to the criminal justice or juvenile justice system.
7. Notice that any student making a threat or false report, as defined by ss. 790.162 and 790.163 (Bomb Threat, Explosive or Destructive Device and/or Projectile) respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing education services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution.

Note: School Boards may assign a student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.

The Superintendent of Schools may consider the 1-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if it is determined to be in the best interest of the student and school system.

THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA

STATEMENT OF NON-DISCRIMINATION

Federal law prohibits discrimination on the basis of race, color, national origin, sex, age, disability, sexual orientation, or pregnancy in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that The School District of Osceola County, Florida, does not discriminate with regard to access, admissions or treatment in any educational programs or activities or in employment policies. The District also provides equal access to its facilities to Scouts and other patriotic youth groups, as required by the Boy Scouts of America (BSA) Equal Access Act.

The following individuals have been designated as the employees responsible for coordinating the district's effort to implement this non-discrimination policy:

Sadaris Cheatham, Employee Relations Manager & Equity Coordinator
Phone Number (407) 870-4096

Tammy Cope-Otterson, Chief Human Resources Officer
Phone Number (407) 870-4093

Daryla R. Bungo, Director of Student Services
Phone Number (407) 870-4897

Inquiries may be directed to the individuals listed above at The School District of Osceola County, Florida, 817 Bill Beck Boulevard, Kissimmee, Florida 34744; or to the Regional Office of Civil Rights, Atlanta, Georgia, 30323; or the Director of the Office of Civil Rights, Education Department, Washington, D.C., 20201

Revised 2/2020

Request Board Approved 5/2020

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PUBLIC NOTICE REGARDING STUDENT RECORDS

PURPOSE

The School District of Osceola County maintains educational records on each student for the purpose of planning instructional programs, for the guidance of students, for the preparation of State and Federal reports and for research. Student records are for the educational benefit of the student, and information recorded and maintained is in keeping with the best educational interest of the student. School records are kept in accordance with Florida Statutes, State Board of Education Regulations, the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 and policies adopted by the School District. A copy of School Board policy, 5.70 Student Records, is available at any school and at the District office.

WHO HAS ACCESS TO STUDENT RECORDS?

Those persons having access to student records generally are school officials with legitimate educational interests – persons employed by the school district as an administrator, supervisor, instructor, or support staff, members of the School Board, the Superintendent and his/her staff, parents/guardians of the student, a court of competent jurisdiction through court order or subpoena, those persons the parent/guardian may authorize in writing, and those individuals and/or organizations identified in Florida Statutes 1002.22. Legitimate educational interests include review of education records in order for a school official to fulfill his or her professional responsibility. The school shall presume that either parent of any student has the right to inspect and review the education records of the minor student unless the school has been provided with evidence that there is a court order governing this matter which provides the contrary. Student Records are maintained under the direction of the principal in each school and access to them will be provided during the normal business hours of the school.

WHAT INFORMATION IS IN A STUDENT'S RECORD?

Educational records are maintained in accordance with the School District of Osceola County School Board Rules and contain identifying data such as student name, parent/guardian name, address, birth date, sex, race, academic records and dates of completion, standardized test results, attendance and health data. Records may also include family background information, anecdotal records of teachers/counselors, standardized testing information, educational and vocational plans, records of extracurricular participation, participation in special programs such as Exceptional Student Education and records related to such programs. The principal shall maintain a separate file for students involved in misconduct to include, but not limited to, description of misconduct, suspension/expulsion notice(s) and record of disciplinary actions(s) taken.

WHAT ARE THE RIGHTS OF A PARENT?

Parents, legal guardians or eligible adult students have the right to access records maintained on their child, the right of waiver of access, a right to a copy at prescribed cost, the right to challenge information contained in the record and to a hearing, and the right of privacy. Transfer, disclosure, or release of student records require prior written consent, signed and dated, from the parent, legal guardian or adult student, except as outlined in Florida Statute 1002.22, School Board Rules and this document. Upon request, the School District of Osceola County will forward education records without consent to other educational institutions in which the student seeks or intends to enroll. A parent/guardian who wishes to review his/her child's records or an adult student that wishes to review his/her own records should make an appointment with the principal or school counselor. School personnel are available to interpret student record information. All such requests will be honored by school officials as soon as possible and it is required requests be honored within 30 days. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA – Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

WHAT INFORMATION IS RELEASED WITHOUT PARENT/GUARDIAN OR ADULT STUDENT PERMISSION?

The School District of Osceola County has designated the following categories of information as "Directory Information" and reserves the right to publish and release to outside organizations, if it elects to do so, such "Directory Information" without specific notification to, nor prior permission of the parent/guardian or adult student as per Florida Statutes 1002.22. Directory information may be released to outside organizations, which may include but are not limited to, appropriate local, state, and federal agencies, including military recruiters (upon request), and for approved school activities such as yearbooks, athletic programs, graduation lists/events/programs and to companies that manufacture class rings.

Student's name, address, listed telephone number, date and place of birth, participation in school sponsored activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student.

The parent/guardian may refuse to permit the release of any or all of the above categories of directory information with respect to their child, by notifying the principal in writing, within ten (10) calendar days after receiving this Public Notice that any or all of the information designated should not be released. **Such requests must be submitted annually.**

In cases of child abuse, school officials are authorized and mandated by Florida Statutes to report same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

Please contact your school principal, guidance counselor, the Department of Student Services, or the Exceptional Student Education Department at the Administrative Center if you have further questions regarding student records.

· **I do not want my child's directory information released as described above.**

Student Name: _____ **School:** _____ **Grade:** _____

Parent Name (printed): _____ **Parent Signature:** _____

Failure to return this signed form or otherwise notify the principal shall be deemed a waiver of right to preclude release of directory information.

ITEM 6.C

Parental Notification of Involuntary Examination Policy

Explanation

Senate Bill 590, effective July 1, 2021, amended Section 1002.33(9)(q), Florida Statutes, relating to involuntary examination and reporting procedures applicable to charter public schools. The draft policy was created by the Florida Consortium of Public Charter Schools for charter school boards to adopt to address and comply with this Statute amendment.

Requested School Board Action: Approve

Attachment(s):

1. Model Policy Regarding Involuntary Examinations - SB 590.docx IKCA

Senate Bill 590, effective July 1, 2021, amended Section 1002.33(9)(q), Florida Statutes, relating to involuntary examination and reporting procedures applicable to charter public schools. Below is a sample policy which can be adopted by charter public schools in addressing and complying with this Statute amendment.

POLICY REGARDING INVOLUNTARY EXAMINATIONS

I. Reasons for Involuntary Examination

Pursuant to Section 394.463(1), Florida Statutes, a person may be taken to a receiving facility for involuntary examination if there is reason to believe that the person has a mental illness and because of his or her mental illness:

1. The person has refused voluntary examination after conscientious explanation and disclosure of the purpose of the examination; or
2. The person is unable to determine for himself or herself whether examination is necessary; and
 - a. Without care or treatment, the person is likely to suffer from neglect or refuse to care for himself or herself; such neglect or refusal poses a real and present threat of substantial harm to his or her well-being; and it is not apparent that such harm may be avoided through the help of willing family members or friends or the provision of other services; or
 - b. There is a substantial likelihood that without care or treatment the person will cause serious bodily harm to himself or herself or others in the near future, as evidenced by recent behavior.

II. Required Communication from Charter School

In the event a charter school principal or the principal's designee attempts to remove a student from school, school transportation, or a school sponsored activity to be taken to a receiving facility for an involuntary examination, the charter school principal or the principal's designee shall make a reasonable attempt to notify the parent or legal guardian of the student **prior** to the student's removal.

For purposes of this policy, "a reasonable attempt to notify" means the exercise of reasonable diligence and care by the principal or the principal's designee to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal or the principal's designee must take the following actions:

- a. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voice mail messages following the decision to initiate an involuntary examination of the student.

- b. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

A principal or his or her designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law.

III. Delayed Communication from Charter School

The principal or the principal's designee may delay notification for **no more than 24 hours** after the student is removed if:

- a. The principal or the principal's designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to s. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or
- b. The principal or the principal's designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

Before a principal or his or her designee contacts a law enforcement officer, he or she must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or the principal's designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act under s. 394.463.

IV. Parental Rights

Parents of charter school students have a right to timely notification of threats, unlawful acts, and significant emergencies pursuant to Sections 1006.07(4) and (7), Florida Statutes. Parents of charter school students also have a right to access school safety and discipline incidents as reported pursuant to Section 1006.07(9), Florida Statutes.

V. Conflict of Law

This policy is intended to supplement Section 394.463 & 1002.33(9)(q), Florida Statutes. If there is any provision of this policy which conflicts with and Florida Statute, the Florida Statute shall control.

ITEM 6.D

Teacher Salary Increase Allocation (TSIA) Plan

Explanation

In the 2020-21 fiscal year, the legislature appropriated \$500 million for the Teacher Salary Increase Allocation (TSIA) within the Florida Education Finance Program (FEFP). From these funds, 80 percent of the allocation was to be used to increase the minimum base salary for all full-time classroom teachers, as defined in section 1012.01(2), Florida Statutes (F.S.), to \$47,500 or the maximum amount achievable. The remaining 20 percent, along with any unused funds from the 80 percent allocation, were to be used to provide salary increases to any full-time classroom teacher who did not receive an increase from the 80 percent allocation or received an increase of less than 2 percent, as well as any other full-time instructional personnel, as defined in s. 1012.01(2) (b)-(d), F.S.

The legislature has continued TSIA funding for the 2021-22 fiscal year, increasing the total allocation by \$50 million, to \$550 million. The 80 percent and 20 percent allocation requirements remain unchanged. Pursuant to s. 101 I .62(18)(b)4., F. S., school districts and charter schools may not reduce the salary increases provided in 2020-21 in any subsequent fiscal year unless specifically authorized in the General Appropriations Act.

The TSIA allocations for the 2021-22 fiscal year will be frozen for the remainder of the year as of the 2021-22 FEFP Second Calculation. Each allocation includes a portion of the prior year's \$500 million allocation, which is allocated on 2021-22 base funding, and should be used to maintain the minimum base salary increases achieved in the 2020-21 fiscal year.

The school's allocation is based on the school's base funding amount or weighted full-time equivalent student total. As required last year, each school district will be required to submit a plan for the distribution of TSIA funds in 2021-22 by October 1, 2021. Funds will not be distributed to school districts until they have submitted to the Florida Department of Education (department) a plan compliant with the laws pertaining to the TSIA. Charter schools should submit their distribution plans to their sponsoring school district so that they can be submitted to the department. Although there is no required template for the distribution plan, each plan should clearly indicate how the TSIA funds will be used and should include, at a minimum, the school's total allocation, the base salaries prior to and after any TSIA increase, and the number of teachers and/or staff to be paid at each of those salaries. Plans should show this data for both the 80 percent allocation and the 20 percent allocation separately.

The templates attached were provided by the FDOE and Osceola County School District.

Requested School Board Action: Approve

Attachment(s):

1. KCA TSA Letter
2. IKCA TSA 2021-2022 DRAFT Allocation Overview
3. IKCA TSA 2021-2022

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

817 Bill Beck Boulevard • Kissimmee • Florida 34744-4492
Phone: 407-870-4600 • Fax: 407-870-4010 • www.osceolaschools.net

SCHOOL BOARD MEMBERS

District 1 – Teresa “Terry” Castillo – Vice Chair
407-577-5022
District 2 – Julius Melendez
321-442-2862
District 3 – Jon Arguello
407-433-9082
District 4 – Clarence Thacker - Chair
407-870-4009
District 5 – Robert Bass
407-870-4009



Superintendent of Schools
Dr. Debra P. Pace

August 19, 2021

Dr. Anna Trevino
2850 Bill Beck Boulevard
Kissimmee, FL 34744

Re: 2021 - 2022 Teacher Salary Allocation for Charter Schools

Dear Dr. Trevino:

Kissimmee Charter Academy TSA is \$120,527 for the 2021 – 2022 school year.

Please submit your charter school's Salary Distribution Plan to the Office of Educational Choices and Innovation no later than September 15, 2021.

In the 2020-21 fiscal year, the legislature appropriated \$500 million for the Teacher Salary Increase Allocation (TSIA) within the Florida Education Finance Program (FEFP). From these funds, 80 percent of the allocation was to be used to increase the minimum base salary for all full-time classroom teachers, as defined in section 1012.01 (2), Florida Statutes (F.S.), to \$47,500 or the maximum amount achievable. The remaining 20 percent, along with any unused funds from the 80 percent allocation, were to be used to provide salary increases to any full-time classroom teacher who did not receive an increase from the 80 percent allocation or received an increase of less than 2 percent, as well as any other full-time instructional personnel, as defined in s. 1012.01 (2) (b)-(d), F.S.

The legislature has continued TSIA funding for the 2021-22 fiscal year, increasing the total allocation by \$50 million, to \$550 million. The 80 percent and 20 percent allocation requirements remain unchanged. Pursuant to s. 1011.62(18)(b) 4., F. S., school districts and charter schools may not reduce the salary increases provided in 2020-21 in any subsequent fiscal year unless specifically authorized in the General Appropriations Act. Attachment 1 shows the TSIA allocations for the 2021-22 fiscal year, which will be frozen for the remainder of the year as of the 2021-22 FEFP Second Calculation. Each district's allocation includes a portion of the prior year's \$500 million allocation, which is allocated on 2021-22 base funding, and should be used to maintain the minimum base salary increases achieved in the 2020-21 fiscal year.

Just as TSIA allocations are allocated in accordance with each district's base funding amount, distributions to charter schools should be allocated based on each school's base funding amount or weighted full-time equivalent student total. School districts should not recalculate a charter school's allocation after it has been calculated as of the 2021-22 FEFP Second Calculation.

2021-22 TSIA Distribution Plans: As required last year, each school district will be required to submit a plan for the distribution of TSIA funds in 2021-22 by October 1, 2021. Funds will not be distributed to school districts until they have submitted to the Florida Department of Education (department) a plan compliant with the laws

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Superintendent of Schools

Dr. Debra P. Pace

pertaining to the TSIA. Charter schools should submit their distribution plans to their sponsoring school district so that they can be submitted to the department. Although there is no required template for the distribution plan, each plan should clearly indicate how the TSIA funds will be used and should include, at a minimum, the district or school's total allocation, the base salaries prior to and after any TSIA increase, and the number of teachers and/or staff to be paid at each of those salaries. Plans should show this data for both the 80 percent allocation and the 20 percent allocation separately. If desired, the salary schedule template used for the 2020-21 final TSIA expenditure report, which is included as Attachment 2 to this memorandum, may be used as support for the plan. TSIA Salary Distribution Plans must be submitted to the department through the following survey link: <https://survey.alchemer.com/s3/6391645/2021-22-Teacher-Salary-Increase-Allocation-Salary-Distribution-Plan>.

Each plan should also show the amount of the district or charter school's total maintenance allocation, the amount used to maintain salary increases from the 2020-21 fiscal year and, if applicable, the remaining amount of funds if the maintenance allocation exceeds the cost of maintaining those increases. In such a case, the remaining funds may be combined with the 2021-22 TSIA before separating the funding out to the 80 percent and 20 percent allocations.

TEACHER SALARY INCREASE ALLOCATION GENERAL IMPLEMENTATION TIMELINE FOR SCHOOL DISTRICTS	
July 1, 2021, and before October 1, 2021	Each superintendent submits a proposed salary distribution plan to the district school board for approval. Each charter school administrator submits a proposed salary distribution plan to the charter school's governing body for approval.
On or before October 1, 2021	Each school district must submit an approved district salary distribution plan, along with the approved salary distribution plan for each charter school in the district, to the department.
On or before December 1, 2021	Each school district must submit a preliminary detailed teacher salary increase allocation expenditure report to the department. Each charter school governing board must submit its expenditure report to the district in time to be included in the school district report to the department.
August 1, 2022	Each school district must submit a final teacher salary increase allocation expenditure report to the department. Each charter school governing board must submit its final report to the district in time to be included in the school district report to the department.

Should you have any questions regarding this memorandum, you may seek clarification from the Office of Educational Choices and Innovation.

Sincerely,

Dr. Shana Rafalski

Dr. Shana Rafalski, Executive Director of Educational Choices and Innovation On behalf of Dr. Debra Pace, Superintendent of Schools



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

2021-22 Teacher Salary Increase Allocation

Charter School Expenditure Plan

SCHOOL (please select from list below):
0866 - KISSIMMEE CHARTER ACADEMY

SECTION A: Allocation Data	
A1 Charter school's proportionate share of TSIA	\$ 120,527
A2 Maintenance Allocation - the amount needed to maintain salary increases provided in 2020-21	\$ 120,527
Remaining funds if Maintenance Allocation exceeds the cost of maintaining 2020-21 salary increases (if not applicable, enter 0 here)	\$ -
A3 Available for 2021-22 salary increases	\$ -
A4 80% of available	\$ -
A5 20% of available	\$ -

SECTION B: 80% Allocation - Increase to Minimum Base Salary	
PURPOSE: To increase the minimum base salary for full-time classroom teachers , as defined in s. 1012.01(2)(a), F.S., plus certified PK teachers funded through the FEFP, to at least \$47,500 or the maximum achievable based on the allocation.	
B1 Funds available from 80% allocation for increase to minimum base salary (from Item A5)	\$ -
B2 2020-21 minimum base salary for teachers as defined in s. 1012.01(2)(a), F.S., plus certified PK teachers funded through the FEFP	\$ -
B3 2021-22 adjusted minimum base salary for teachers as defined in s. 1012.01(2)(a), F.S., plus certified PK teachers funded through the FEFP	\$ -
B4 Increase in the minimum base salary as a result of the TSIA (Item B3 minus Item B2)	\$ -
B5 Number of full-time classroom teachers that will receive an increase from the 80%	-

SECTION C: 20% Allocation - Other Instructional Staff Increases	
PURPOSE: To provide salary increases for the following: (A) full-time classroom teachers , as defined in s. 1012.01(2)(a), F.S., plus certified PK teachers funded through the FEFP, who did not receive an increase or who received an increase of less than 2% in Part 1 (B) other full-time instructional personnel as defined in s. 1012.01(2)(b) - (d), F.S.	
C1 Funds available from 20% allocation (from Item A6)	\$ -
C2 Funds remaining from 80% allocation, if any	\$ -
C3 Total funds available	\$ -
C4 Number of full-time classroom teachers that will receive an increase from the 20% allocation	-
C5 Average dollar amount of salary increase for teachers in Item C4	\$ -
C6 Number of other full-time instructional personnel that will receive an increase from the 20% allocation	-
C7 Average dollar amount of salary increase for teachers in Item C6	\$ -

Total unused funds, if any, from the TSIA	\$ -
---	------

Completed By:

Anna Trevino, Ph.D.

Email:

Anna.Trevino@imagineschools.org

Board Approval Date:

Oct. 7, 2021 (pending)

TEACHER SALARY INCREASE SALAI
80 PERCENT ALLOCATION FOR FULL-TIME CLASSROOM TEACHERS
FOR 2021-22 TSIA SALAR

Table 1. Full-Time Classroom Teachers Prior to Increase from TSIA

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

RY SCHEDULE TEMPLATE

S (+20 PERCENT ALLOCATION FOR ELIGIBLE TEACHERS)

RY INCREASES

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

TEACHER SALARY INCREASE SALAI
20 PERCENT ALLOCATION FOR OTHER FULL-
FOR 2021-22 TSIA SALAR

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

RY SCHEDULE TEMPLATE

TIME INSTRUCTIONAL PERSONNEL

RY INCREASES

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

ITEM 6.E**Out of Field Notification****Explanation**

Out of Field notification letters are sent to families once per semester to inform families of the status of teacher certifications. The document is also uploaded to the Osceola County School District CharterLinks for submission with Osceola County School District OOF report for all schools in the district.

Requested School Board Action: Approve

Attachment(s):

None

ITEM 7.A

School Advisory Board Bylaws Review

Explanation

At the August 26, 2021 meeting, the board chair requested the School Advisory Board Bylaws be added to the agenda for an additional review to ensure no other changes are needed.

Requested School Board Action: No Action

Attachment(s):

1. SAB Bylaws Amended 8.26.21

KESSIMMEE CHARTER SCHOOL ADVISORY BOARD BYLAWS

Reviewed 6.15.21/Amended 8.26.21

ARTICLE I - Purpose

The purpose of the Kissimmee Charter School Advisory Board (hereafter referred to as "Board") is:

- To serve as the liaison between the school and the parents of the students to the City of Kissimmee and to serve as a forum for parents, community, and business people who wish to discuss, make requests, and/or make recommendations on educational, operational, and facility issues relative to the school.
- To serve as an advisory committee to the City of Kissimmee Commission.
- To review, evaluate, and advise the Principal and school staff on educational, operational, and facility performance, programs, and concerns related to the school.
- To review and adopt an annual budget for the school, including any amendments thereto.

ARTICLE II – Membership

1. Classification of Members

The Board shall consist of six members which include:

- a. Two (2) voting business/community ~~representatives~~ members
- b. ~~Four (4)~~ Three (3) voting parent representatives members
- c. One non-voting (1) teacher representative from the school

2. Eligibility of Members

All parents with children attending the school and business/community members who reside within Osceola County are eligible to serve on the Board. In order to be considered a member in good standing and eligible to serve, or continue to serve on the Board, a representative must:

- a. Fill one of the classification requirements in Section 1 above.
- b. Request an application to fill a vacancy and submit to Kissimmee City Commission.
- c. Attend scheduled meetings. Unexcused absences from three consecutive meetings or half the meetings in the calendar year will result in termination of membership.
- d. Must pass school district background checks.
- e. Must meet and maintain state mandated Charter School Governance Training certification requirements.

3. Term of Board Members

School Advisory Board terms shall run from October 1 through September 30. Board members shall serve a four-year term except for the Teacher representative who will serve a one year term. The teacher representative shall be a nominee employed by the charter School whose appointment shall be

KESSIMMEE CHARTER SCHOOL ADVISORY BOARD BYLAWS

Reviewed 6.15.21/Amended 8.26.21

affirmed by the Board on an annual basis. Members may be re-appointed to serve additional terms at the discretion of the City Commission.

4. Method of Appointment

Candidates for the School Advisory Board shall submit an application to the City of Kissimmee Commission by August 31st to fill vacancies created each term. The City of Kissimmee Commission will appoint all Board members, except the Teacher representative. The Teacher representative shall be nominated by the school to the Board and the Board shall vote to affirm the appointment.

ARTICLE III - Officers

1. Officers

The Officers of the Kissimmee Charter School Advisory Board shall be a Chairperson and Vice Chairperson. A Recording Secretary and an Assistant Recording Secretary may be established as necessary.

2. Eligibility

Candidates for office shall be members in good standing of the Kissimmee Charter School Advisory Board for the school year in which the election occurs.

3. Duties

The Board shall have the power to formulate and adopt rules and regulations, amendments thereto and to recommend to the City Commission such actions to govern the operation of the Kissimmee Charter School in accordance to the charter issues by the school board. The Charter School's annual budget shall be approved by the Board; however, any expenditure over \$50,000 for goods or service must also be approved by the City Manager of his or her designees.

The Chairperson shall preside at all meetings of the School Advisory Board, shall be an ex-officio member of all sub-committees and ad hoc committees, and shall be the liaison to the Kissimmee City Commission or its appointed representative.

The Vice-Chairperson shall act in the absence of the Chairperson and may be assigned other duties by the Chairperson.

If established, the Recording Secretary shall record, prepare, and distribute minutes, assure that meeting notices are published, and disseminate information related to the Board.

If established, the Assistant Recording Secretary shall act in the absence of the Recording Secretary.

4. Election

The election of officers shall take place at the June Board meeting, or as soon thereafter as possible.

KISSIMMEE CHARTER SCHOOL ADVISORY BOARD BYLAWS

Reviewed 6.15.21/Amended 8.26.21

5. Term

Board officers shall be elected for a one-year term, but may be re-elected for subsequent terms.

6. Vacancies

If a vacancy arises in the position of the Chairperson or Recording Secretary, the Vice-Chairperson or Assistant Recording Secretary respectively, shall assume the duties and responsibilities of the vacant position. Vacancies arising among the other officers shall be filled by the temporary appointment of the Chairperson until the Board meets and elects a replacement.

7. Removal

The Board may remove any officer for cause, including non-performance, misfeasance or malfeasance, via majority vote.

ARTICLE IV – Meetings

1. General/Specific

Board meetings shall be held the first Thursday of each month at 7pm unless the Chairperson decides a meeting is not necessary or changes the date or time. The Chairperson may also call a special meeting when deemed necessary.

2. Agenda

The Chairperson shall ensure all members of the Board are notified of all Board meetings and shall be responsible for the development of an agenda for all Board meetings that should be distributed to all Board members a week before the meeting. An open forum shall be part of the agenda.

3. Minutes

Minutes shall be kept of all Board meetings and shall be submitted to the Board at its next meeting for approval.

4. Sunshine Law

Notice of all Board and committee meetings and all Board business will be done pursuant to Florida Statute 195.901 (Sunshine Law).

ARTICLE V - Recommendations/Decision Making

1. Eligibility

All Board members shall be entitled to one vote and may vote on each matter submitted to the Board.

2. Quorum

A quorum shall consist of ~~four (4)~~ three (3) members. Matters requiring a vote shall be approved only by a favorable vote of a majority of the members present.

KISSIMMEE CHARTER SCHOOL ADVISORY BOARD BYLAWS

Reviewed 6.15.21/Amended 8.26.21

In the absence of a quorum, the Board members in attendance may continue the meeting, receive and disseminate information, and provide a public forum; however, no votes shall be taken.

3. Absentee and Proxy Voting

Absentee and proxy voting shall not be permitted.

ARTICLE VI – Amendments

Proposed amendments to the Bylaws shall be submitted in writing to the Chairperson for review and shall then be brought before the Board at the next scheduled meeting where they will be presented for discussion and inclusion into the minutes of that meeting. If advance notice of the proposed Bylaw change has been given to the Board, the amendment may be voted on at the same meeting when it is presented. If no notice has been given, the proposed amendment shall be voted on at the next scheduled meeting.

ARTICLE VII – Parent Contact Protocol

Each Board member and alternate will supply a contact phone number or e-mail address that will be shared with parents of the Charter School students.

Board members and alternates are to serve as sounding boards and gatherers of information from parents and the community regarding issues within their scope of work.

It should be explained that parents should contact their child's teacher and then the Principal for resolution of issues outside the Board's scope of responsibility.

ITEM 8.A**Title I Annual Meeting Information****Explanation**

Each year, the Title I presentation is provided to parents and community members and also shared with the School Advisory Board Members in a public meeting.

Requested School Board Action: No Action

Attachment(s):

None

ITEM 8.B

School Excellence Plan Goals

Explanation

Kissimmee Charter Academy sets goals and objectives through the School Excellence Plan (SEP). Built into this plan are strategies for reaching the goals. The school leadership team shares with teachers at the beginning of the school year the academic performance from the prior year. Teachers disaggregate data down to their class level to determine a root cause and priority area of focus. Kissimmee Charter Academy sets student achievement goals and objectives for improvement, strategies for success, professional development for teacher effectiveness, and progress monitoring to determine achievement of goals and objectives. The SEP provides a road map that delineates the steps each school will follow in order to achieve academic excellence. The school leadership team works alongside teachers through committees to develop S.M.A.R.T. goals to guide their action plan. Planning steps wisely and establishing a timeframe that allows the school to carry out the steps, leads to the attainment of the goals. Within the SEP goals include those that are oriented towards the achievement of proficiency levels and learning gains on the Florida Standards Assessments. The school reviews the SEP in collaboration with the Imagine Schools region leadership team. Data analysis from standardized tests, benchmark testing and state tests assist in monitoring the progress toward the goals to determine the support for quality instructional practices. Feedback is provided throughout the year on the quality of the implementation of the strategies from the Imagine Schools regional team.

Requested School Board Action: Adopt

Attachment(s):

None

ITEM 8.C**Financial Report****Explanation**

Monthly financial report for the month ending August 30, 2021. Discussion and related approval needed regarding unrestricted funds.

Requested School Board Action: Approve

Attachment(s):

1. IKCA FY22 August Financial Report

Imagine Kissimmee Charter Academy
FY 22 August 21' Financial Report

658

700

	Actual Plus Projected	FY 22 Prelim Budget	Variance	Comment +/- \$4,000
GENERAL FUND				
REVENUES				
Fed, State & Local Revenue				
1 FTE Generated Revenue	4,782,507	5,085,472	(302,965)	Enrollment + Updated Funding
2 Sub-total Fed, State & Local Revenue	4,782,507	5,085,472	(302,965)	
3				
Supplemental Fee Revenue				
5 Voluntary Pre-K Revenues - State	62,000	62,000	-	Current Allocation
6 Voluntary Pre-K Revenues - Fees	54,900	54,900	-	
7 Charter Capital Outlay Funding	361,119	344,522	16,597	
8 Local-School Aged Child Care Fees	56,160	56,160	-	
9 Local-Other School, Courses, and Cla	9,045	9,045	-	
10 Local-School Field Trip Revenues	40,000	40,000	-	City reserve funds
11 Local-School Fund Raising Activities	40,000	40,000	-	
12 Other Local Revenues	71,750	-	71,750	
13 Sub-total Supplemental Fee Revenue	694,974	606,627	88,347	
14				
15 TOTAL REVENUES	5,477,481	5,692,099	(214,618)	
16				
EXPENSES				
18 Salaries	2,358,874	2,566,353	(207,479)	Adjusted to balance
19 Benefits	761,300	803,011	(41,711)	
20 Total Salaries & Benefits	3,120,174	3,369,364	(249,190)	
21				
22 Facility Expenses (Rent)	661,272	661,272	-	
23				
24 Direct Educational Expenses				
25 Kto6--Supplies	30,000	30,000	-	
26 PreK3--Supplies	3,850	2,000	1,850	
27 Health--Supplies	1,500	1,500	-	
28 Principal--Supplies	3,000	3,000	-	
29 Principal--Noncap FF&E	12,000	12,000	-	
30 Supplies/Books-Bef/After--Supplies	1,000	1,000	-	
31 Sub-total Direct Educational Expenses	51,350	49,500	1,850	

Imagine Kissimmee Charter Academy
FY 22 August 21' Financial Report

658

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	Actual Plus Projected	FY 22 Prelim Budget	Variance	Comment +/- \$4,000
GENERAL FUND				
Facility Operating Expenses				
Plant Ops--Electricity	105,906	105,906	-	
Plant Ops--Water & Sewer	21,557	21,557	-	
Plant Ops--Waste	9,581	9,581	-	
Principal--Copier Maint Supplies	19,573	19,573	-	
Principal--Printing/Duplication	722	722	-	
Plant Ops--Landscaping Exp	16,950	12,000	4,950	Full year of service
School Ops--Repairs & Maint	114,400	53,630	60,770	Gutters and Exterior Paint
Technology - Repairs and Maintenance	17,505	17,505	-	
Plant Ops--Telecommunications	3,611	3,611	-	
Sub-total Facility Operating Expenses	309,804	244,085	65,719	
Imagine Fees	559,142	559,142	-	% of Revenues plus 1% incentive
Marketing & Enrollment Expenses				
Principal--Advertising	28,127	28,127	-	
Principal--Internet	2,556	1,769	787	
Sub-total Marketing & Enrollment Exp	30,683	29,896	787	
General & Administrative				
Capital Additions	24,293	10,000	14,293	ProPlayground, new a/c unit
Workers Comp & Liability Insurance	29,181	29,181	-	
Board--Audit Fees	10,000	10,000	-	
Principal--District Fees	45,706	45,406	300	
Principal--Dues & Fees	85,459	85,459	-	
Plant Ops--Gen. Liab. Ins	115,704	115,704	-	
Principal--Postage	1,270	1,270	-	
Principal--Misc. Exp	8,753	8,753	-	
Cent Support--Drug Testing	574	574	-	
Cent Support--Fingerprinting	352	352	-	
Fundraising--Misc. Exp	40,000	40,000	-	
Sub-total General & Administrative	361,292	346,698	14,593	
Reserves	100,000	150,544	(50,544)	Adjusted to balance

Imagine Kissimmee Charter Academy
FY 22 August 21' Financial Report

658

700

	Actual Plus Projected	FY 22 Prelim Budget	Variance	Comment +/- \$4,000
GENERAL FUND				
Other School Services				
Kto8-Field Trips	40,000	40,000	-	
Principal--Travel	4,395	4,395	-	
Bus Fuel	21,538	21,538	-	
Other Bus Expenses	49,585	49,585	-	
Bus Dues/Fees/Tags	4,465	4,465	-	
Prof & Tech - Contr Services - PT & OT	2,805	2,805	-	
Sch Outside Svc-Speech--Prof & Tech	50,000	50,000	-	
Inst Staff Trng--Prof & Tech Contracted	1,425	-	1,425	
Plant Ops--Guard/Security Svcs	69,553	67,810	1,743	
Plant Ops--Janitorial Exp	35,000	35,000	-	
Plant Ops--Exterminating	5,000	5,000	-	
Sch Outside Svc-Cent Support--Prof & Tech	-	1,000	(1,000)	
Sub-total Other School Services	283,765	281,598	2,168	
TOTAL EXPENSES	5,477,481	5,692,099	(214,618)	
CHANGE IN FUND BALANCE (NEGATIVE)	0	0	0	

	Actual Plus Projected	FY 22 Prelim Budget	Variance	Comment +/- \$4,000
FOOD SERVICE				
REVENUES				
Food - Federal Reimbursement	331,783	350,872	(19,089)	Projected
Food - Local Sales	6,550	6,550	-	
TOTAL REVENUES	338,333	357,422	(19,089)	
EXPENSES				
School Salaries - Food Service	19,210	19,210	-	
Benefits: Food	1,967	1,967	-	
Food Service--Purchased Services	15,685	14,988	697	
Food Service--Food	301,472	301,472	-	
TOTAL EXPENSES	338,334	337,637	697	
CHANGE IN FUND BALANCE (NEGATIVE)	(0)	19,785	(19,786)	
Beginning Fund Balance		-		
Ending Fund Balance		19,785		

Imagine Kissimmee Charter Academy
FY 22 August 21' Financial Report

658

700

	Actual Plus Projected	FY 22 Prelim Budget	Variance	Comment +/- \$4,000
Title I				
REVENUES				
Title I + ICP	161,136	158,136	3,000	
Title 4	11,932	13,292	(1,360)	
TOTAL REVENUES	173,068	171,428	1,640	
EXPENSES				
School Salaries - Title I	101,867	102,110	(243)	
Benefits: Title I	43,441	45,754	(2,313)	
ICP GRANT BONUS	3,000	-	3,000	
Title 1 Supplies+Parent	12,828	10,272	2,556	
Title 4	11,932	13,292	(1,360)	
TOTAL EXPENSES	173,068	171,428	1,640	
NET DIFFERENCE	-	-	-	

	Actual Plus Projected	FY 22 Prelim Budget	Variance	Comment +/- \$4,000
ESSER II Grant				
REVENUES				
ESSER II Funding	597,393	579,786	17,607	Current Allocation
EXPENSES				
Salaries	272,887	279,045	(6,158)	
Benefits	81,226	85,772	(4,546)	
Asset Building & Fixed	61,313	-	61,313	AC Units
Principal-.-Noncap FF&E	85,924	74,376	11,548	Chromebooks/Technology
Principal-.-Software	96,043	101,599	(5,556)	Wit & Wisdom, Stemsscopes, ZEARN
TOTAL EXPENSES	597,393	540,792	56,601	
NET DIFFERENCE	0	38,994	(38,994)	

ITEM 8.D**Financial Audit****Explanation**

The Kissimmee Charter Academy Financial Audit will be presented to the City of Kissimmee Commission on October 5, 2021. The City of Kissimmee will provide the needed approvals for the financial audit to submit to the local school district and Auditor General's office.

Requested School Board Action: No Action

Attachment(s):

1. Imagine Kissimmee Charter FY21 Audited Financials

KISSIMMEE CHARTER ACADEMY
(A CHARTER SCHOOL UNDER THE
CITY OF KISSIMMEE, FLORIDA)

INDEPENDENT AUDITOR'S REPORT
for the fiscal year ended JUNE 30, 2021

King & Walker, CPAs, PL

Certified Public Accountants

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KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA

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Members:
Florida Institute of CPAs
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Independent Auditor's Report

To the Board of Directors of Kissimmee Charter Academy
(A Charter School Under the City of Kissimmee, Florida)

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Kissimmee Charter Academy ("School"), a charter school under the City of Kissimmee, Florida ("the City") and included in the operations of the City as the Charter School Special Revenue Fund, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Kissimmee Charter Academy, as of June 30, 2021, and the respective changes in financial position thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 1, the accompanying financial statements referred to above present only the financial position of the School at June 30, 2021, and the respective changes in financial position for the year then ended, and is not intended to be a complete presentation of the City of Kissimmee, Florida. These financial statements do not purport to and do not present fairly the financial position of the City of Kissimmee, Florida as of June 30, 2021, and its changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedule and the Note to Supplementary Information, as shown in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 1, 2021, on our consideration of Kissimmee Charter Academy internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Kissimmee Charter Academy internal control over financial reporting and compliance.

Respectfully submitted,

Handwritten signature in black ink that reads "King & Walker, CPAs".

September 1, 2021
Tampa, Florida

**KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS - (Unaudited)**

The Management’s Discussion and Analysis (MD&A) section of the annual financial report of the Kissimmee Charter Academy (“School”), a charter school under the City of Kissimmee, Florida, provides an overview of the School’s activities for the fiscal year ended June 30, 2021.

Because the information contained in the MD&A is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School’s financial statements and notes to financial statements, as shown in the table of contents.

FINANCIAL HIGHLIGHTS

- The School reported an Unrestricted Net Position balance of \$969,787, as shown on the Statement of Net Position.
- For the fiscal year ended June 30, 2021, the School’s revenue exceeded expenses by \$263,294 as shown on the School’s Statement of Activities.

OVERVIEW OF THE FINANCIAL STATEMENTS

The basic financial statements consist of three components:

- ✓ Government-wide financial statements
- ✓ Fund financial statements
- ✓ Notes to financial statements

Government-Wide Financial Statements

The government-wide financial statements provide both short-term and long-term information about the School’s overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of Net Position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of Net Position provides information about the government’s financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the Net Position, may serve as a useful indicator of the School’s financial position.

The statement of activities presents information about the change in the School’s Net Position and the results of operations, during the fiscal year. An increase or decrease in Net Position is an indication of whether the School’s financial position is improving or deteriorating. To assess the overall financial position of the School, one needs to consider additional non-financial factors such as changes in the School student base funding level.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS - (Unaudited)

Fund Financial Statements

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide more detailed information about the School’s financial activities, focusing on its most significant funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide financial statements.

Governmental Funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund financial statements to provide information on near-term inflows and outflows of spendable resources as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund financial statements provide a detailed short-term view that may be used to evaluate the School’s near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental fund to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the School’s most significant funds. The School operates three funds; a General Fund, a Capital Projects Fund, and a Special Revenue Fund. The School has elected to show each fund as a major fund.

The School adopts an annual budget for its governmental funds. A budgetary comparison schedule, as required, has been provided for the General Fund and Special Revenue Fund to demonstrate compliance with the budgets.

Notes to Financial Statements

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS - (Unaudited)

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of the School’s current year and prior year net position:

Net Position, End of Year

	Governmental Activities		
	6-30-20	6-30-21	Increase (Decrease)
ASSETS			
Current and Other Assets	\$ 886,012	\$ 1,226,890	\$ 340,878
Capital Assets, Net	1,033,815	927,879	(105,936)
Total Assets	1,919,827	2,154,769	234,942
LIABILITIES			
Current Liabilities	285,455	257,103	(28,352)
Total Liabilities	285,455	257,103	(28,352)
NET POSITION			
Net Investment in Capital Assets	1,033,815	927,879	(105,936)
Unrestricted	600,557	969,787	369,230
Total Net Position	<u>\$ 1,634,372</u>	<u>\$ 1,897,666</u>	<u>\$ 263,294</u>

Current assets consist of cash and cash equivalents and amounts due from other agencies. Current assets increased mainly due to the increase in the School’s cash and cash equivalents. Liabilities are primarily comprised of salaries and benefits payable and accounts payable.

Total Net Position amounted to \$1,897,666, as of June 30, 2021, representing an increase of \$263,294 over the prior fiscal year.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)

The following is a summary of the School's change in net position for the current year and prior year:

Operating Results for the Year			
	Governmental Activities		
	6-30-20	6-30-21	Increase (Decrease)
Revenues:			
Federal Through State and Local	\$ 201,196	\$ 374,874	\$ 173,678
State	5,605,263	5,669,757	64,494
Local and Other	121,835	54,032	(67,803)
Total Revenues	<u>5,928,294</u>	<u>6,098,663</u>	<u>170,369</u>
Expenses:			
Instruction	2,735,725	2,756,168	20,443
Student Support Services	98,288	105,665	7,377
Instruction & Curriculum Development	165,546	63,766	(101,780)
Instructional Staff Training	-	499	499
Board	10,000	10,000	-
School Administration	1,321,511	1,402,753	81,242
Food Services	26,829	5,410	(21,419)
Central Services	4,465	256	(4,209)
Student Transportation	137,086	158,242	21,156
Operation of Plant	1,106,587	1,136,610	30,023
Maintenance of Plant	194,846	184,238	(10,608)
Community Service	54,368	11,762	(42,606)
Total Expenses	<u>5,855,251</u>	<u>5,835,369</u>	<u>(19,882)</u>
Increase/(Decrease) in Net Position	<u><u>\$ 73,043</u></u>	<u><u>\$ 263,294</u></u>	<u><u>\$ 190,251</u></u>

The largest revenue source for the School is the State of Florida (93 percent). Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula and Charter School Capital Outlay funds. Both sources utilize student enrollment data to determine the funds available for the School.

The largest concentrations of expenses during the year were for instruction (47 percent) and school administration (24 percent). The expense categories experienced increases and decreases between fiscal years due to general economic conditions and the changing financial needs of the School.

**KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS - (Unaudited)**

FINANCIAL ANALYSIS OF THE SCHOOL’S FUNDS

Governmental Funds

As the School completed the year, its governmental funds reported a combined fund balance of \$969,787.

BUDGETARY HIGHLIGHTS

The General Fund and Special Revenue Fund budgets for the fiscal year ended June 30, 2021, were developed based on the School’s anticipated revenues and expenditures and the expected student population for the school year. Over the course of the year, the school revised budgets several times. Refer to the Budgetary Comparison Schedule for additional information.

CAPITAL ASSETS

The School’s investment in capital assets for its governmental activities as of June 30, 2021, amounts to \$927,879 (net of accumulated depreciation). This investment in capital assets includes improvements other than buildings, buildings and fixed equipment, furniture, fixtures, and equipment, vehicles, computer software, IT equipment, and audio- visual materials. Additional information regarding the School’s capital assets is presented in a subsequent note to the financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Kissimmee Charter Academy’s finances. Questions concerning any of the information provided in the report or requests for additional financial information should be addressed to the Principal, Kissimmee Charter Academy, 2850 Bill Beck Boulevard, Kissimmee, FL 34744.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA

STATEMENT OF NET POSITION

June 30, 2021

	Government Activities
ASSETS	
Cash & Cash Equivalents	\$ 835,243
Due From Other Agencies	391,647
Capital Assets:	
Buildings & Fixed Equipment, Net	779,166
Improvements Other Than Buildings, Net	50,000
Audio Visual Materials	1,267
Furniture, Fixtures, and Equipment, Net	48,165
Computer Software, Net	124
Vehicles, Net	47,847
IT Equipment, Net	1,310
Total Capital Assets	<u>927,879</u>
TOTAL ASSETS	<u>2,154,769</u>
LIABILITIES	
Salaries and Benefits Payable	223,222
Accounts Payable	33,726
Net Due To/ From Management Company	<u>155</u>
TOTAL LIABILITIES	<u>257,103</u>
NET POSITION	
Net Investment in Capital Assets	927,879
Unrestricted	<u>969,787</u>
TOTAL NET POSITION	<u><u>\$ 1,897,666</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA

STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2021

		Program Revenues			Net (Expenses) Revenue and Changes Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
Instruction	\$ 2,756,168	\$ -	\$ 367,050	\$ -	\$ (2,389,118)
Student Support Services	105,665	-	893	-	(104,772)
Instruction & Curriculum Development	63,766	-	-	-	(63,766)
Instructional Staff Training	499	-	-	-	(499)
Board	10,000	-	-	-	(10,000)
School Administration	1,402,753	-	-	-	(1,402,753)
Food Services	5,410	-	-	-	(5,410)
Central Services	256	-	-	-	(256)
Student Transportation	158,242	-	-	-	(158,242)
Operation of Plant	1,136,610	-	6,931	344,523	(785,156)
Maintenance of Plant	184,238	-	-	-	(184,238)
Community Service	11,762	28,997	-	-	17,235
Total Governmental Activities	<u>\$ 5,835,369</u>	<u>\$ 28,997</u>	<u>\$ 374,874</u>	<u>\$ 344,523</u>	<u>(5,086,975)</u>
General Revenue					
State Sources					5,325,234
Local and Other					25,035
Total General Revenues					<u>5,350,269</u>
Change in Net Position					263,294
Net Position - July 1, 2020					<u>1,634,372</u>
Net Position - June 30, 2021					<u>\$ 1,897,666</u>

The accompanying notes to the financial statements are an integral part of this statement.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2021

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash & Cash Equivalents	\$ 835,243	\$ -	\$ -	\$ 835,243
Due From Other Agencies	391,647	-	-	391,647
Total Assets	<u>\$ 1,226,890</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,226,890</u>
LIABILITIES				
Salaries and Benefits Payable	\$ 223,222	\$ -	\$ -	\$ 223,222
Accounts Payable	33,726	-	-	33,726
Net Due To/ From Management Company	155	-	-	155
Total Liabilities	<u>257,103</u>	<u>-</u>	<u>-</u>	<u>257,103</u>
FUND BALANCES				
Assigned				
Technology	300,000	-	-	300,000
Instructional Materials	200,000	-	-	200,000
Employee Compensation	200,000	-	-	200,000
Buses	60,000	-	-	60,000
Unassigned	209,787	-	-	209,787
Total Fund Balances	<u>969,787</u>	<u>-</u>	<u>-</u>	<u>969,787</u>
Total Liabilities and Fund Balances	<u>\$ 1,226,890</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,226,890</u>

The accompanying notes to the financial statements are an integral part of this statement.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
June 30, 2021

Total Fund Balances - Governmental Funds	\$ 969,787
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.	<u>927,879</u>
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Total Net Position - Governmental Activities	<u><u>\$ 1,897,666</u></u>
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The accompanying notes to financial statements are an integral part of this statement.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2021

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
Revenues				
Intergovernmental:				
Federal Through State and Local	\$ -	\$ 374,874	\$ -	\$ 374,874
State	5,325,234	-	344,523	5,669,757
Local and Other	54,032	-	-	54,032
Total Revenues	<u>5,379,266</u>	<u>374,874</u>	<u>344,523</u>	<u>6,098,663</u>
Expenditures				
Current - Education:				
Instruction	2,381,384	367,050	-	2,748,434
Student Support Services	104,772	893	-	105,665
Instruction & Curriculum Development	63,766	-	-	63,766
Instructional Staff Training	499	-	-	499
Board	10,000	-	-	10,000
School Administration	1,386,644	-	-	1,386,644
Food Services	5,410	-	-	5,410
Central Services	256	-	-	256
Student Transportation	158,242	-	-	158,242
Operation of Plant	674,820	6,931	344,523	1,026,274
Maintenance of Plant	184,238	-	-	184,238
Community Service	11,762	-	-	11,762
Fixed Capital Outlay:				
Other Capital Outlay	28,243	-	-	28,243
Total Expenditures	<u>5,010,036</u>	<u>374,874</u>	<u>344,523</u>	<u>5,729,433</u>
Net Change in Fund Balances	369,230	-	-	369,230
Fund Balances, July 1, 2020	<u>600,557</u>	<u>-</u>	<u>-</u>	<u>600,557</u>
Fund Balances, June 30, 2021	<u><u>\$ 969,787</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 969,787</u></u>

The accompanying notes to financial statements are an integral part of this statement.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2021

Net Change in Fund Balances - Governmental Funds	\$	369,230
---	----	---------

Amounts reported for governmental activities in the statement of activities
are different because:

Capital outlays are reported in governmental funds as expenditures.
However, in the statement of activities, the cost of those assets is
allocated over their estimated useful lives as depreciation expense.

Capital Outlays	28,243		
Depreciation Expense	(134,179)		(105,936)

Change in Net Position - Governmental Activities	\$	263,294
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The accompanying notes to the financial statements are an integral part of this statement.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

➤ **Reporting Entity**

Kissimmee Charter Academy (“School”) is a charter school under the City of Kissimmee, Florida (“the City”) and is included in the operations of the City as the Charter School Special Revenue Fund. The School’s charter is held by the City of Kissimmee, Florida. The governing body of the School is the City of Kissimmee Commission. The City created the School Advisory Board, which is comprised of seven members, to oversee the activities of the School.

The basic financial statements of the School present only the balances, activity and disclosures related to the School. They do not purport to and do not present fairly the financial position of the City of Kissimmee, Florida as of June 30, 2021, and its changes in financial position or budgetary comparisons, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America. The School is presented in the City’s Comprehensive Annual Financial Report (“CAFR”) as a separate special revenue fund.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the District School Board of Osceola County, Florida, (“District”). The current charter is effective until June 30, 2025, and may be renewed by mutual agreement between the School and the District. At the end of the term of the charter, the District may choose not to renew the charter under grounds specified in the charter. In this case, the District is required to notify the school in writing at least 90 days prior to the charter’s expiration. During the term of the charter, the District may also terminate the charter if good cause is shown. In the event of termination of the charter, the District shall assume operation of the School. The School is considered a division of the Charter holder; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

Criteria for determining if other entities are potential component units which should be reported within the School's basic financial statements are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. The application of these criteria provides for identification of any entities for which the School is financially accountable and other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the School's basic financial statements to be misleading or incomplete. Based on these criteria, no component units are included within the reporting entity of the School.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

➤ **Basis of Presentation**

Government-wide Financial Statements: Government-wide financial statements, including the statement of Net Position and the statement of activities, present information about the School as a whole. Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements: Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, reconciliations are presented with each of the governmental fund financial statements.

The School's major governmental funds are as follows:

- General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.
- Special Revenue Fund – to account for federal grant programs and food service operations.
- Capital Projects Fund – to account for all resources for the acquisition of capital assets and related items purchased by the School with capital outlay funds.

➤ **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

Governmental fund financial statements are prepared using the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 30 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

➤ **Cash and Cash Equivalents**

Cash deposits are held by banks qualified as public depositories under Florida law. All deposits are insured by Federal depository insurance and collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

➤ **Capital Assets**

Expenditures for capital assets acquired or constructed for general School purposes are reported in the governmental fund that financed the acquisition or construction. The capital assets so acquired are reported at cost in the government-wide statement of Net Position but are not reported in the governmental fund financial statements. Capital assets are defined by the School as those costing more than \$1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at fair value at the date of donation.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Improvements Other Than Buildings	7 - 25 years
Buildings and Fixed Equipment	15 - 30 years
Furniture, Fixtures, and Equipment	5 - 7 years
Vehicles	5 years
Computer Software	3 - 5 years
IT Equipment	4 - 7 years
Audio Visual Materials	5 - 7 years

Current year information relative to changes in capital assets is described in a subsequent note.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

➤ **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until then. The School does not have any items that qualify for reporting in this category.

➤ **Net Position and Fund Balance Classification**

Government-wide Financial Statements

Net Position is classified and reported in three components:

- Net Investment in Capital Assets – consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributed to the acquisition or improvement of those assets.
- Restricted Net Position – consists of net position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- Unrestricted Net Position – all other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

Fund Financial Statements

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions*, defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be reported within one of the following fund balance categories:

- Nonspendable – fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned). All nonspendable fund balances at year end relate to assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA

NOTES TO FINANCIAL STATEMENTS
June 30, 2021

- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the City of Kissimmee Commission.
- Assigned – fund balance that is intended to be used by the School’s management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount for the School’s general fund and includes all spendable amounts not contained in the other classifications.

➤ **Order of Fund Balance Spending Policy**

The School’s policy is to apply expenditures against nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First, nonspendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including nonspendable amounts). Any remaining fund balance amounts for the non-general funds are to be classified as restricted fund balance. It is possible for the non-general funds to be classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the amount of restricted fund balances for specific purposes exceed the positive fund balance for non-general funds.

➤ **Revenue Sources**

Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School’s charter. In accordance with the funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent students and related data to the District.

Under provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent (FTE) students reported by the School during designated full-time equivalent student survey periods. The Department may also adjust subsequent fiscal period allocations based upon an audit of the School's compliance in determining and reporting FTE and related data. Normally, such adjustments are treated as reductions or additions of revenue in the year when the adjustments are made. The District receives a 2.5% administrative fee from the School, which is reflected in the accompanying statement of activities and statement of revenues, expenditures and changes in fund balances – governmental funds.

The basic amount of funding through the FEFP under Section 1011.62 is the product of (1) unweighted FTE, multiplied by (2) the cost factor for each program, multiplied by (3) the base student allocation established by the Legislature.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

Additional funds for exceptional students who do not have a matrix of services are provided through the guaranteed allocation designated in Section 1011.62(1)(e)2., Florida Statutes. For the fiscal year ended June 30, 2021, the School reported 734.17 unweighted FTE and 785.3295 weighted FTE.

FEFP funding may also be adjusted as a result of subsequent FTE audits conducted by the Florida Auditor General pursuant to Section 1010.305, Florida Statutes, and Rule 6A-1.0453, Florida Administrative Code (FAC). Schools are required to maintain the following documentation for three years or until the completion of an FTE audit:

- Attendance and membership documentation (Rule 6A-1.044, FAC).
- Teacher certificates and other documentation (Rule 6A-1.0503, FAC).
- Documentation for instructors teaching out-of-field (Rule 6A-1.0503, FAC).
- Procedural safeguards for weighted programs (Rule 6A-6.03411, FAC).
- Evaluation and planning documents for weighted programs (Section 1010.305, Florida Statutes, and Rule 6A-6.03411, FAC).

The School receives federal and state awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For federal or state awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred.

The School also receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based upon a capital outlay plan submitted to the District and are to be used for lease, rent or construction of school facilities. The School also receives funding through donations and fundraising efforts, school lunch sales and local property tax collections. The School follows the policy of applying restricted resources prior to applying unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available. A schedule of revenue sources for the current year is presented in a subsequent note.

➤ **Income Taxes**

The School is a charter school included in the financial operations of the City of Kissimmee, Florida, and is, therefore, exempt from income tax. The School falls under the City of Kissimmee's exemption. Accordingly, no provision for income taxes has been included in the accompanying financial statements. Additionally, no uncertain tax positions have been made requiring disclosure in the related note to financial statements.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

➤ **Use of Estimates**

In preparing the financial statements in conformity with generally accepted accounting principles in the United States, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the statement of Net Position and affect revenues and expenditures for the period presented. Actual results could differ from those estimates.

➤ **Subsequent Events**

Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

2. CASH DEPOSITS

Custodial Credit Risk – Deposits. In the case of deposits, this is the risk that in the event of a bank failure, the School's deposits may not be returned to the School. The School does not have a custodial credit risk policy. All cash deposits are held in banks that qualify as public depositories under Florida law. All such deposits are insured by federal depository insurance and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

3. DUE FROM OTHER AGENCIES

The amounts Due From Other Agencies included in the accompanying statement of net position and balance sheet – governmental funds consist of amounts due from the Osceola County District School Board for FEFP and transportation funds. These receivables are considered to be fully collectible and as such, no allowance for uncollectible accounts is accrued.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

4. CHANGES IN CAPITAL ASSETS

Changes in capital assets are presented in the table below:

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Governmental Activities:</u>				
Computer Software	\$ 58,765	\$ -	\$ -	\$ 58,765
Improvements Other Than Buildings	183,430	-	-	183,430
Furniture, Fixtures and Equipment	336,666	-	-	336,666
Buildings & Fixed Equipment	1,464,111	-	-	1,464,111
Vehicles	57,506	28,243	-	85,749
IT Equipment	714,347	-	-	714,347
Audio Visual Materials	6,911	-	-	6,911
Total Capital Assets	<u>2,821,736</u>	<u>28,243</u>	<u>-</u>	<u>2,849,979</u>
 Less Accumulated Depreciation for:				
Computer Software	(55,704)	(2,937)	-	(58,641)
Improvements Other Than Buildings	(124,462)	(8,968)	-	(133,430)
Furniture, Fixtures and Equipment	(267,045)	(21,456)	-	(288,501)
Buildings & Fixed Equipment	(600,076)	(84,869)	-	(684,945)
Vehicles	(25,449)	(12,453)	-	(37,902)
IT Equipment	(709,858)	(3,179)	-	(713,037)
Audio Visual Materials	(5,327)	(317)	-	(5,644)
Total Accumulated Depreciation	<u>(1,787,921)</u>	<u>(134,179)</u>	<u>-</u>	<u>(1,922,100)</u>
Governmental Activities Capital Assets, net	<u>\$ 1,033,815</u>	<u>\$ (105,936)</u>	<u>\$ -</u>	<u>\$ 927,879</u>

Depreciation expense was charged to functions as follows:

<u>Governmental Activities:</u>	<u>Amount</u>
Instruction	\$ 7,734
School Administration	16,109
Operation of Plant	110,336
Total governmental activities depreciation expense	<u>\$ 134,179</u>

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

5. NET DUE TO/FROM MANAGEMENT COMPANY

The School has entered into an agreement with the management company as described in Note 11 of the notes to financial statements. The ending balance of \$155 represents due to Management Company, and consists of the following:

	<u>Net due (to)/from management company</u>
Balance due (to)/from at July 1, 2020	\$ (2,094)
Payments	833,170
Invoiced	<u>(831,231)</u>
Balance due (to)/from at June 30, 2021	<u>\$ (155)</u>

6. SCHOOL RESERVE FUND

Per the management agreement between the School and the City of Kissimmee, the City will hold a school reserve fund in its bank account for (a) payment or prepayment of the City Debt, (b) the establishment of the reasonable reserves for the payment of the Facilities Use Fee, and (c) the establishment of the reasonable reserves for renewal and replacement of the School Facility. The current year transfer by the School to the reserve fund held by the City amounted to \$85,557. At June 30, 2021, the total balance of the School reserve fund held by the City is \$1,571,920.

7. FUND BALANCE CLASSIFICATION

For the year ended June 30, 2021, the breakout of the fund balance is shown below:

	<u>Total Governmental Funds</u>
Assigned	
Technology	\$ 300,000
Instructional Materials	200,000
Employee Compensation	200,000
Buses	60,000
Unassigned	<u>209,787</u>
Total Fund Balance	<u>\$ 969,787</u>

8. FUNDING AND CREDIT CONCENTRATIONS

The School receives substantially all of its support and revenue from federal, state and local funding sources, passed through the District and to the City, then to the School, in the form of performance and budget based contracts. Continuing operation of the School is greatly dependent upon the continued support of these governmental agencies.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

9. SCHEDULE OF STATE REVENUE SOURCES

The following is a schedule of the School's State revenue:

Source	Amount
Florida Education Finance Program	\$ 4,566,171
Categorical Programs:	
Class Size Reduction	746,698
Charter School Capital Outlay	344,523
Miscellaneous	12,365
Total State Revenue	<u>\$ 5,669,757</u>

As provided in the charter school contract, the District has charged the School an administrative fee of available funds from the Florida Education Finance Program and categorical funding for which charter students may be eligible. The administrative fee for the fiscal year amounted to \$45,353.

10. RETIREMENT PLAN

The School participates in a 401(k) Retirement Savings Plan for employees. Contributions are directed to individual employee's accounts, and the individual employees allocate contributions and account balances among various available investment choices; therefore, the School has no liability for the administration or payments of benefits of the plan, and accordingly, the present value of the related benefits is not reflected in these financial statements. Contributions made by the School totaled \$70,311 for the year ended June 30, 2021. The School is currently making matching contributions up to 5% for participating employees. The rate of contribution is set annually by the Management Company.

11. OPERATING AGREEMENT

The School entered into a management service agreement with Imagine Schools, Inc., commencing July 1, 2017, and effective until June 30, 2019, and may be cancelled or terminated pursuant to the terms and conditions set forth in the charter. This agreement has been renewed and is effective until June 30, 2024.

This agreement calls for an Indirect Cost Allocation, for performance of its responsibilities, equal to eight percent (8%) of State revenue. The Indirect Cost Allocation shall be paid monthly in an amount equal to one-twelfth of the annual budgeted allocation. Additionally, the agreement provides for the payment of various incentive fees to the management company if specific benchmarks are achieved. If at the end of the fiscal year there are not sufficient funds to pay the management fee, then the management company shall forgive the unpaid balance. Current year Indirect Cost Allocation fees charged to operations totaled \$541,628.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2021

12. FACILITY USE FEE

The City provides the facility used for the operation of the School, and the School is assessed an annual facility use fee. The amount of the fee is related to the debt service payments of the \$9,400,000 City of Kissimmee, Florida, Charter School Improvement Revenue Note – Series 2000A (the “Notes”), dated December 8, 2000. The proceeds were used by the City to finance the construction of the School facilities.

On December 18, 2008, the City refinanced the Notes at a variable interest rate. The City last refinanced the Notes on February 4, 2016 at a fixed interest rate of 1.55%.

The City takes into account the debt service due on the notes through the expiration of the charter when determining the facility use fee. Upon expiration of the charter, including renewals, if any, possession of the School facilities will revert to the City who will be liable for future payments.

The facility use fee for the year ended June 30, 2021, totaled \$661,272.

Aggregate remaining commitments on the facility use fee at June 30, 2021, until the end of the School’s current charter are estimated as follows:

Fiscal Year Ending June 30:	Minimum Lease Payments
2022	\$ 661,272
2023	661,272
2024	661,272
2025	661,272
Total Minimum Lease Payments	<u>\$ 2,645,088</u>

13. RISK MANAGEMENT PROGRAMS

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School carries commercial insurance. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

14. LEGAL MATTERS

In the normal course of conducting its operations, the School occasionally becomes party to various legal actions and proceedings. In the opinion of management, the ultimate resolution of such legal matters will not have a significant adverse effect on the accompanying financial statements.

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND AND SPECIAL REVENUE FUND (UNAUDITED)
For the Fiscal Year Ended June 30, 2021

	General Fund				Special Revenue Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Revenues:								
Intergovernmental:								
Federal Through State and Local	\$ -	\$ -	\$ -	\$ -	\$ 198,549	\$ 374,874	\$ 374,874	\$ -
State	5,266,877	5,325,234	5,325,234	-	-	-	-	-
Local and Other	148,090	54,032	54,032	-	-	-	-	-
Total Revenues	<u>5,414,967</u>	<u>5,379,266</u>	<u>5,379,266</u>	<u>-</u>	<u>198,549</u>	<u>374,874</u>	<u>374,874</u>	<u>-</u>
Expenditures:								
Current - Education:								
Instruction	2,831,163	2,381,384	2,381,384	-	198,549	367,050	367,050	-
Student Support Services	147,988	104,772	104,772	-	-	893	893	-
Instruction & Curriculum Development	-	63,766	63,766	-	-	-	-	-
Instructional Staff Training	-	499	499	-	-	-	-	-
Board	10,000	10,000	10,000	-	-	-	-	-
School Administration	1,363,754	1,386,644	1,386,644	-	-	-	-	-
Food Services	26,634	5,410	5,410	-	-	-	-	-
Central Services	1,818	256	256	-	-	-	-	-
Student Transportation	167,022	158,242	158,242	-	-	-	-	-
Operation of Plant	706,387	674,820	674,820	-	-	6,931	6,931	-
Maintenance of Plant	71,165	184,238	184,238	-	-	-	-	-
Community Service	79,493	11,762	11,762	-	-	-	-	-
Fixed Capital Outlay:								
Other Capital Outlay	9,542	28,243	28,243	-	-	-	-	-
Total Expenditures	<u>5,414,966</u>	<u>5,010,036</u>	<u>5,010,036</u>	<u>-</u>	<u>198,549</u>	<u>374,874</u>	<u>374,874</u>	<u>-</u>
Net Change in Fund Balances	1	369,230	369,230	-	-	-	-	-
Fund Balances, July 1, 2020	600,557	600,557	600,557	-	-	-	-	-
Fund Balances, June 30, 2021	<u>\$ 600,558</u>	<u>\$ 969,787</u>	<u>\$ 969,787</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Independent Auditor's Report

KISSIMMEE CHARTER ACADEMY
A CHARTER SCHOOL UNDER THE CITY OF KISSIMMEE, FLORIDA
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2021

1. BUDGETARY BASIS OF ACCOUNTING

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g., instruction, pupil personnel services and school administration). Budgets may be amended by resolution at any Board meeting prior to the date for the annual report.



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**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed
in Accordance with *Government Auditing Standards***

To the Board of Directors of the Kissimmee Charter Academy
(A Charter School Under the City of Kissimmee, Florida)

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Kissimmee Charter Academy ("School"), a charter school under the City of Kissimmee, Florida ("the City") and included in the operations of the City as the Charter School Special Revenue Fund, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated September 1, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, flowing style.

September 1, 2021
Tampa, Florida



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**Management Letter as Required by Rules of the Florida Auditor General,
Chapter 10.850, Florida Statutes, *Charter School Audits***

To the Board of Directors of the Kissimmee Charter Academy
(A Charter School Under the City of Kissimmee, Florida)

Report on the Financial Statements

We have audited the financial statements of Kissimmee Charter Academy ("School"), a charter school under the City of Kissimmee, Florida ("the City"), and included in the operations of the City as the Charter School Special Revenue Fund, as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated September 1, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.850, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedule, which are dated September 1, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no prior audit findings or recommendations.

Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires that the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity is Kissimmee Charter Academy, 490866.

Financial Condition and Management

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Transparency

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies the Board of Directors, applicable management, and District School Board of Osceola County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

Handwritten signature of King & Walker, CPAs in black ink.

September 1, 2021
Tampa, Florida