



Ocean Studies

CHARTER SCHOOL

Parent/Student Handbook
2026 - 2027

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WELCOME MESSAGE

We are so excited that you have chosen Ocean Studies Charter School for your child this school year! Our goal is to create a rigorous and engaging learning environment for your child. This handbook contains our school's policies and procedures **which have been updated so please read carefully**. All policies not outlined specifically in this handbook are in alignment with the Monroe County School District which can be found at www.keysschools.com. The Student Code of Conduct is outlined in this handbook and is the policy of the Monroe County School District. We hope this will answer any questions you may have about our school. However, if you have any other questions not covered in this handbook or need further clarification please feel free to contact our office at (305) 852-7700. We look forward to another amazing school year!

VISION

At OSCS our vision is to create a foundation for students to become scientists, mathematicians, writers, free-thinkers, guardians of our waters and responsible citizens of the world.

OUR HISTORY

OSCS had its inaugural year in 2011 and is the only marine science based school in the Florida Keys. OSCS has grown from 38 students in 2011 to 180 students in 2022! We have grown from a K-3 to a K-8 school and we are excited to offer our marine science program to middle school age students. Our program is both unique and inspiring. It is our hope that our students and families love it as much as our staff loves it!

TUITION-FREE CHARTER SCHOOL

OSCS is a tuition-free charter school. A charter school is essentially a public school, but is created by a person, groups of educators and/or parents, a business, or community leaders. The school works under a performance contract known as a "charter". It is funded by the government based on the number of students attending, but the school requires additional outside funding which supports costs related to the facilities. The school's Board of Directors, Fundraising Committee, and administration work hard to raise this additional financial support. Although a charter school is free from a lot of the rules and regulations a traditional public school would normally be bound

to, the school is still regulated by government entities and is held accountable to academic and financial outcomes.

MISSION STATEMENT

To offer a quality public education based on the best practices of accelerated learning that reflects the diversity of the children of Monroe County. OSCS offers a rigorous academic program, producing students who meet or exceed the Florida State Standards in English, Language Arts, Math, Science, and Social Studies. While nurturing curiosity, creativity, and imagination, we encourage children to become independent, responsible, and self-motivated learners, through a uniquely prepared environment and the use of special didactic materials, the students' progress through individual educational programs centered on the surrounding marine environment.

GUIDING PRINCIPLES

In addition to its stated mission, Ocean Studies Charter School's main priorities are:

- To provide families with a broader accelerated-learning experience than is available through the traditional public school system for their children.
- To promote enhanced academic success and financial efficiency by aligning responsibility and accountability in a small school environment, with a maximum of 180 students enrolled in Kindergarten through eighth grade.
- Meet high standards of reading and mathematics performance using Montessori methods, the Singapore Math curriculum, Eureka Math, Flying Start to Literacy, Wit and Wisdom, the SRA reading comprehension program, and a variety of innovative phonics-based learning materials, which accelerate reading skill development.
- Expand the capacity of the public school system with an alternative program and provide professional opportunities for highly-qualified Florida certified teachers to expand their skills learning from time-tested Montessori lesson plans and methods of individualized teaching.
- Provide an enhanced Ocean Science curriculum, introducing elementary students to an in-depth study of our local marine environment and the wonders of nature and middle school students to an in-depth study which connects their learning in elementary school to national and global environments.

- Provide low-performing students and struggling readers with daily small group lessons and enhanced phonic and sight-reading materials and techniques, as well as individual materials to increase vocabulary development.

CURRICULUM PLAN

The curriculum plan covers reading, writing, spelling, grammar, handwriting, mathematics, algebra, geometry, geography, cultural geography, botany, zoology, art, physical education, history, marine science, Montessori methods and research skills all aligned with the Florida State Standards. Our unique marine science curriculum serves as a catalyst for our students to become engaged and excited about learning. Each class has a weekly field lab that connects and integrates the lesson plans with real-life experience. The children have the benefit of experiencing our near and off shore waters by paddleboard, boat and kayak. We use Field Labs for project based learning, research, journaling, and developing investigative techniques. The students are asked to think and write about their experiences as they are exploring the environment.

At OSCS, we take advantage of our unique surroundings and use them as a classroom as well. Our curriculum has sparked interest both in and outside the school resulting in community outreach and independent research at home. We see the students grow in inquiry and develop a better understanding of the local environment. Each classroom has two certified and/or credentialed teachers. Our full-time marine biology teachers provide instruction in our Marine Science Lab and during our weekly Field Labs.

BOARD OF DIRECTORS

Ocean Studies Charter School is a not-for-profit corporation, managed by a Board of Directors. The election, terms of office and duties shall be as outlined in the Articles of Incorporation and By-Laws. There are four officers of the Board of Directors: President, Vice-President, Treasurer and Secretary.

Our Board Members

Nicola Rudolph	President
Charlie Rodgers	Vice President
Marlies Tumolo	Secretary
Ariel Poholek	Treasurer
Beth Kaminstein	Board Member
Kristen Szpak	Board Member
David Thompson	Board Member

BOARD PROCEDURES

These procedures have been designed to keep discussion orderly and to provide an opportunity for you to participate in an OSCS Board of Directors meeting. OSCS encourages family participation in our school community. Board meetings are held monthly in our school building. Meeting information is posted on our website www.oceanstudiescharterschool.org. For complaints about school-related issues, the Board asks families to speak first to the employee closest to the problem - usually a classroom teacher or principal. Should a satisfactory solution still not be achieved, please submit your concern to the Board via email. Board member emails can be found on our school website.

How to get on the Agenda

The Board can only act on items included in the formal agenda. If you want the Board to formally discuss or act on an item, your item must be placed on the official meeting agenda. To do so, follow these steps:

1. Notify the Board Secretary, Marlies Tumolo, a minimum of 5 work days before the board meeting when the item is to be considered. Requests must reach the board secretary by 4:00 p.m. the previous Monday. The email address is marliestumolo@gmail.com.
2. Identify yourself and/or all individuals who will speak on the agenda item.
3. Provide summary information so that the Board can be prepared to address the item. Written documentation is preferred because it reduces the chance of error or misinterpretation. The board packet, which will contain the agenda, narratives, recommendations, and supporting documentation, is usually, prepared 3 days prior to regular meetings. Packets are sent to Board members at least three days before the meeting.

When you submit items for the agenda, you and other speakers will be invited to sit at the board table and address the Board members. Discussion limit is 10 minutes, unless the Board agrees to extend the time.

The Board generally deals with an agenda item as a discussion item at one meeting and as an action item at a subsequent meeting. This allows time for reflection and further staff and community input. If agenda items, questions or problems relate to legal issues, state law permits the Board to go into closed session to receive such presentations.

How to comment on Agenda Items

You may also present information, ask questions, or comment on topics already on the agenda. With agenda items, usually the Board hears recommendations and data by the administrative staff and then discusses the topic before taking action. Your time to speak will be after the Board members discussion and before their action on that item. The Board Secretary will invite speakers to the board table. To address the Board about an agenda item, you should take these steps:

1. Sign your name the "sign-in sheet" found on the board table.
2. Identify the agenda item you wish to address. The Board secretary will invite you to speak when your item is being discussed.

In the interest of time and to avoid duplication, it is suggested that groups wishing to speak should select a representative to speak for all. Representative speakers will be given extra time accordingly by the Chairman.

Late Additions to the Agenda

Last minute additions are to be discouraged. When it is necessary for an item to be added, it must be sponsored at the beginning of the meeting by a Board Member. Once sponsored, all late additions must pass by a two thirds vote of the Board to be accepted as an addition. If passed, the item will be officially added to the agenda by the Chairperson.

CHARTER SCHOOL COMMITTEES

Charter School Committees are appointed by the Charter Board President, with the approval of the Charter Board of Directors, and are responsible for carrying on the functions of the Corporation. The Charter Board President and the Principal are standing members of all committees. Corporation members (parents and guardians of Charter School students) choose a committee on which to serve.

OUR STAFF

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School Resource Officer/MCSO Deputy

ADMISSION POLICIES and PROCEDURES

Ocean Studies Charter School is a not-for-profit 501-c3 Corporation chartered by the Monroe County School Board to provide public education to all eligible-aged students of Monroe County. Children must present a certificate of immunization for those communicable diseases required by the Department of Health and Rehabilitative Services and evidence of a health exam, except as provided by state statute.

NON-DISCRIMINATION POLICY

OSCS is a charter public school serving students and families of the Upper Keys and is open to all eligible children subject to space and staff availability. The school admits students regardless of race, color, religion, sex, national origin, income level, disabling conditions or proficiency in the English language.

STUDENT ENROLLMENT ELIGIBILITY

Families of eligible children must be willing to make a commitment to their child's education. Commitment to the OSCS mission and educational philosophy manifests itself in the signing of the OSCS Commitment Contract.

Students will be selected for enrollment in one of two ways. If the number of students applying for enrollment does not exceed the number of places available in a given grade, all students applying will be admitted. If the number of students applying for admission exceeds the number of places available in a given grade, the students admitted would be chosen through a lottery process. The lottery process includes determining a wait list for the students who did not get in but would still like to attend. Exceptions include but are not limited to siblings and staff children.

KINDERGARTEN AND FIRST GRADE ADMISSION AGE

Students entering kindergarten must reach the age of 5, on or before September 1, of the school year for which entry is sought. [Florida Statute §1003.21]

Students entering first grade must reach the age of 6, on or before September 1, of the school year for which entry is sought. [Florida Statute §1003.21]

STUDENT ATTENDANCE POLICY

The school year constitutes 180 days of student attendance. The school day begins at 8:15 am and ends at 3:15 pm. It is crucial that students attend school regularly throughout the school year.

Excused Absences

Parents must report the absence the day before, the day of, or within two school days following the absence or the absence will be considered unexcused.

****Parent/Guardian notification of an absence *does not* require the school administration to record the absence as excused****

Unexcused Absences

Absences not defined in the excused absence section. Unexcused absences may result in a grade penalty for work missed or Field Labs missed.

Unexcused Absences	Excused Absences
Shopping trips; Family vacations/trips; Activities more related to parent responsibilities: Babysitting; Providing transportation; Activities that should be conducted out of the school day: Hair/nail appointments; Sleeping; Doing homework; Dance lessons	Illness or injury of student; Religious instruction/holidays of the student's faith; Prearranged Doctor/Dentist appointment; Attendance at student's IEP meeting; Placement at FL Keys Children's Shelter; Communicable disease; Infestation

Enforcement of student attendance is the responsibility of the administration and staff of the school; every student's absence shall be recorded and reported. Student attendance records shall be maintained in accordance with Section 1003.26 and in accordance with school policies and administrative procedures. Student attendance reporting for the Ocean Studies Charter School is completed electronically through the use of Monroe County School District's FOCUS Student database. The potential consequences for a student who does not attend school as required by law may include:

- 3 Absences – Phone call to parents/guardians
- 5 Absences – Phone call to parents/guardians, letter sent home
- 8-10 Absences – Phone call to parents/guardians, home visit and/or Convene Attendance Review Committee to schedule and hold a conference with parents/guardians
- 10 Absences – Phone call to parents/guardians, letter sent home, Initiate Truancy Process

- 15 Absences – Complete and send Truancy Packet to Monroe County for Truancy Petition to be completed

Parents/guardians will be contacted regularly concerning the student's non-attendance. The implementation of truancy interventions is required by law. Excessive absences will have an adverse effect on grades for course work and class assignments.

All students are required to attend the first 10 days of school. Failure to report to school on the first day of class without warning, and attend for ten consecutive class days, shall jeopardize the student's enrollment, potentially resulting in withdrawal from the school. Situations involving personal or medical necessity shall be the only exemptions from automatic withdrawal. Any student who is absent from the program over 10 consecutive days during the school year may also be withdrawn from the program. Each parent or guardian will be notified of his/her child's non-attendance status and provided the opportunity to justify the absence. The parent or guardian has the right to appeal to the Charter School Board of Directors if he/she is dissatisfied with the determination made by the Principal.

ARRIVAL AND DISMISSAL

Our school day begins at 8:15 and ends at 3:15. All students must be on campus by 8:15, as we must begin our day on time. Student drop off begins at 7:45 and ends at 8:15. Students may be walked to class through the front door or dropped off in the car line at the back of the school. Students arriving at 8:15 or after will be marked tardy and escorted to the classroom by the office staff. Please note that Ocean Studies Charter School does not offer a bus system. The student's parent or guardian should sign-in and sign-out his or her children when arriving and leaving the campus during regular drop off and pick up times. The sign-in/sign-out form is located in the student's classroom. Late arrivals and early check outs are very disruptive and affect your child as well as the rest of the class. We appreciate your adherence to our arrival policy. Any child checking out prior to 3:15 will be signed out in the office.

Our dismissal procedures are for the safety of your child. Students are dismissed promptly at 3:15. The dismissal procedure ends at 3:45 so that our staff may be able to close out the day on time. Elementary students (K-5) who are not picked up by 3:45 will be sent to After School Care, where charges will apply. Aftercare does not include middle school student care. All middle school students must be picked up by 3:45pm.

It is a school policy that children will be released only to their parent/guardian or authorized persons listed on the dismissal record. Please keep this record up to date, including carpool arrangements. Please direct

any one picking up your child to enter the building with a photo ID. Special dismissal arrangements require advance notice in the form of a note or phone call.

STUDENT AND CHAPERONE DRESS CODE

OSCS'S dress code policy provides for an environment where social and learning skills are developed for lifetime use. The school setting should model a social structure of mutual respect and cooperation. We strongly feel that appropriate language and dress are essential to effective teaching and student success. Students and chaperones are required to wear appropriate clothing according to the situation and grade level involved. If the clothing worn by a student is deemed inappropriate by a staff member or administration the parent will be called to bring a change of clothes or appropriate clothing will be provided to the child.

- Students and chaperones shorts, dress, and skirts should fall no shorter than the length of the child's or adult's finger tips.
- Shirts must be long enough to cover the midriff even when arms are raised. Shirts must be free of holes, inappropriate pictures, sayings, and/or words. Halter-tops, spaghetti straps or tank tops narrower than the width of three of the student's fingers and cutout shirts are prohibited.
- Apparel, jewelry, and/or accessories advocating drugs, tobacco products, alcohol, and/or violence or uses inappropriate language or imagery is prohibited.
- Jewelry shall be worn in a way that is not distracting or does not present a safety or health hazard and does not disrupt the educational process.
- No hats, headwear, or hoods will be allowed (with the exception of headwear that is customary for religious practices). Students may wear hats, sunglasses or visors on outdoor Field Labs.
- Material of clothing should be thick enough so that undergarments are not visible.
- Pants and jeans may not have holes, tears, or distressing above the fingerline unless the openings are fully covered with fabric or patches so that no skin is visible.
- Sandals, flip flops, clogs, crocs or any open-to or open heeled shoes are prohibited on PE days.

- Stuffed animals, toys, cell phones, and other electronic games or devices are prohibited and any other distracting personal possessions, which interfere with the quiet concentration needed in a school environment.
- Hats, headbands, hairbrushes and combs, or other hair covering accessories are to be used ***only*** by the student owning the item. NO SHARING. Head lice are a reoccurring problem in all schools and the transmission of lice by contact with the headgear of another person is common. These items are best left at home for health reasons
- Clothing determined by the administration to be unsafe, inadequate, disruptive or indecent will be prohibited at school functions and on school grounds. Students and chaperones must follow the dress code when attending school functions such as activities, dances, fundraising events, overnight trips, and/or other labs.
- Students and chaperones must wear rash guards when swimming or involved in water activities. Rash guards must be worn over a swimsuit and the dress code regulations regarding spaghetti straps applies to Field Labs for both students and chaperones. Bathing suits must be one piece for girls which cover their bodies in a manner appropriate for school Field Labs.

Families of students who are not following dress code will be called to correct the infraction when necessary. If a parent can't be reached or is unable to bring a change of clothing, one will be provided by the school, if available.

STUDENT PLACEMENT, PROGRESSION, PROMOTION, AND RETENTION

OSCS follows the Monroe County School District policies. Please see their website at www.keysschools.com for more information.

STANDARDIZED ASSESSMENTS

The instructional staff of the Ocean Studies Charter School will administer the appropriate grade level tests as set forth by the State of Florida.

RIGHT TO LEARN

At Ocean Studies Charter School we believe that all students have the right to learn and thrive in a school atmosphere that is conducive to academic

achievement and social growth. We believe the students have a right to a nurturing, safe, and comfortable environment in which they have the opportunity to master the basic skills of reading, writing, and mathematics. Any behavior by a student that threatens to disrupt the learning process or pose a danger to others will be dealt with in accordance with school policy. In the event a student is unable to comply with classroom rules and appropriate behavior the procedures in the Monroe County School District Student Code of Conduct shall apply. The OSCS Policy on Dismissal of Students is located in Appendix A of this handbook.

STUDENT CODE OF CONDUCT

Ocean Studies Charter School practices positive discipline techniques that will assist the child in developing self-control and pro-social behavior. This consists of direct guidance until the child has acquired the self-control and degree of independence to act freely on his/her own. Children have the right to work and choose activities on their own, as long as they do not infringe on the rights of others, harm themselves, others, or the environment.

Teachers are directed to intervene when the child is engaged in disruptive, abusive, dangerous, or destructive behavior. In such cases teachers will first attempt to redirect the child to a more positive activity. If the inappropriate behavior persists, the teacher will then follow the Monroe County Public Schools Code of Conduct. Any student who repeatedly breaks the ground rules, or who endangers the health and safety of others, may be dismissed from the charter. The below information was adapted from the Monroe County School District Handbook which can be found at www.keysschools.com.

LEVEL I DISRUPTIVE BEHAVIORS

Level I Behaviors are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation.

- Inappropriate location/Out of bounds area
- Technology Violation
- Confrontation with another student/Physical contact(minor)/physical aggression
- Skip class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Defiance/Disrespect/Non-compliance

- Possession of items or materials that are inappropriate for an educational setting*
- Inappropriate display of affection
- Inappropriate language (general, not directed at someone)
- Tardy
- Dress code

*See Sexual Offenses (other), Level IV, for obscene or lewd materials. Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for repeated, serious or habitual LEVEL I infractions.

PLAN I

- Parent/Guardian contact**
- Reprimand
- Student/parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of electronic/communication devices
- Detention
- Temporary removal from class where the infraction occurred
- Student contract
- In school suspension
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan
- Loss of privileges

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

LEVEL II SERIOUSLY DISRUPTIVE BEHAVIORS

Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

- Cheating/Plagiarism
- Confrontation with a staff member
- Defiance/Disrespect/Non-compliance/Insubordination
- Distribution of items or materials that are inappropriate for an educational setting*
- Failure to comply with previously prescribed corrective strategies
- Lying
- False fire alarm
- Fighting(minor)/Physical Aggression
- Harassment (non-sexual or isolated)
- Tease/Taunt
- Leaving school grounds without permission/Elopement
- Petty Theft (under \$300.00)
- Inappropriate language/Abusive language/Profanity
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Property destruction / Vandalism (minor)

*See Sexual Offenses (Other), Level IV, for obscene or lewd materials. Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN II. The use or appropriate strategies from a previous PLAN may be used in conjunction with the PLAN. Principals may authorize the use of PLAN III for repeated, serious or habitual Level II infractions.

PLAN II

- Parent/guardian contact**
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days***
- Alternative to suspension**
- Loss of privileges

**Good faith attempt must be made immediately to contact the parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

LEVEL III OFFENSIVE/HARMFUL BEHAVIORS

Level III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

- Assault/Threat against a non-staff member/Battery
- Breaking and Entering/Burglary
- Bullying (repeated harassment)
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment
- Trespassing
- Vandalism (major)

Administrators may contact law enforcement.

The principal or designee must select at least one of the following strategies from PLAN III. The use of appropriate strategies from previous PLANs may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN IV for repeated, serious or habitual Level III infractions.

PLAN III

- Parent/guardian contact**
- Suspension from school for one to ten days***
- Permanent removal from class (placement review committee decision may be required)
- Alternative to suspension**
- Recommendation for dismissal from the charter

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

LEVEL IV DANGEROUS OR VIOLENT BEHAVIORS

Level IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

- Battery against a non-staff member
- Grand theft (over \$300.00)/Larceny
- Hate crime
- Hazing (felony)
- Use/possession of weapon
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other) (including possession and/or distribution and/or distribution of obscene or lewd materials)

Administrators may contact law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANs may also be used in conjunction with this PLAN.

PLAN IV

- Parent/guardian contact**
- Suspension from school for one to ten days***
- Recommendation for dismissal from the charter

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

LEVEL V MOST SERIOUS, DANGEROUS OR VIOLENT BEHAVIORS

Level V Behaviors are the most serious acts of misconduct and violent actions that threaten life.

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson

- Assault/Threat against employees or persons conducting official business*
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school*
- Sexual battery
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons*

Administrators must contact law enforcement. The possession of firearms or other weapons on school property may result in criminal penalties in addition to dismissal from the charter.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used in Conjunction with this PLAN.

PLAN V

- Parent/guardian contact**
- Suspension from school for ten days***
- Recommendation for dismissal from the charter

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

This level of infraction may result in an expulsion requiring School Board action.

HATE SPEECH INTERVENTION AND PROCEDURES SUMMARY

MCSD Behavioral Definitions			
Behavior	Management	Definition	Examples
Hate Speech	Office	Abusive, derogatory, dehumanizing, insulting, or threatening speech, writing, or act that expresses prejudice against a particular person or group. This includes but is not limited to race, religion, skin color, personal characteristics, disabilities, gender identification, and sexual orientation.	Use of a racial slur, "that's gay", "retarded", "homo", "invaders"
<i>Related</i>			
Language Inappropriate	Teacher	Language that does not meet the definition of hate speech. Verbal messages that include swearing, name-calling or use of words in an inappropriate way not directed at anyone. Verbal messages that include swearing, name-calling or use of words in an inappropriate way directed at a peer.	Swearing after stubbing toe, calling another student a name, "jerk", "stupid"
Inappropriate Language/ Abusive Language/ Profanity	Office	Verbal messages that include swearing, name-calling or use of words in an inappropriate way directed at an adult.	Cursing at a staff member (e.g., teacher, substitute, non-instructional, bus driver)

MCSD Intervention Grid										
<i>Note these are progressive from left to right with the last three categories standing alone. M=Mandatory O=Optional</i>										
Behavior	Conference with Admin	Conference with teacher and admin	Conference with Parent	Alternatives to Suspension*	Detention	In-School Suspension	Out-of-School Suspension	Refer to Law Enforcement	Mental Health Referral	Refer to Alternative School/Setting
Hate Speech			M	M			M	O	M	

*This new category is defined and attached to targeted behaviors and includes such practices as apology, loss of privileges, and restitution. There are targeted modules for students in grades 6-12 to complete specifically for hate speech in Purpose Prep.

REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The School Board recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process.

For purposes of this policy and the Superintendent's administrative procedures, the following shall apply:

- "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the district.

- "Suspension" shall be the temporary exclusion of a student from the District's program for a period up to ten days.
- "Expulsion" shall be the exclusion of a student from the schools of the District for the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place and up to one additional school year.

SUSPENSION FROM SCHOOL OR FROM RIDING THE SCHOOL BUS

Ocean Studies Charter School recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process.

For purposes of this policy and the Superintendent's administrative procedures, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to school property or persons in the school or whose behavior presents an on-going threat of disrupting the educational process provided by the district.
- B. "Suspension" shall be the temporary exclusion of a student from the school's program for a period up to ten days.
- C. "Expulsion" shall be the exclusion of a student from the school for the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place and up to one additional school year.

SUSPENSION FROM SCHOOL OR FROM RIDING THE SCHOOL BUS

- A. When a student's actions are disruptive to himself/herself or to the school as to violate law, Board policies, or school rules, the student may be suspended by the principal or designated representative. Suspension dictates that the student shall not be allowed to attend his/her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten. The principal or designated representative may refer the student during the period of the suspension to in-school suspension, a center for special counseling or shall remand the student to the custody of his/her parent or guardian. Prior to suspending a student, except in emergencies, the principal or designee shall make an effort to employ parental assistance or alternative methods of dealing with the student and shall document such efforts.

- B. Administration determines whether to suspend a student from riding the school bus.
- C. Prompt notice of a suspension shall be given by telephone to the student's parent or guardian, if possible. Formal written notification to the student's parent or guardian and the Superintendent shall be initiated within 24 hours of the time the student is informed of the suspension.
- D. Except in the event of emergencies or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct that is defined as willful disobedience, open defiance of authority of a member of the school staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school, all out-of-school suspensions shall not begin prior to the beginning of the next school day following the infraction unless the parents or guardians have been notified.
- E. Prior to the suspension, the student shall be given an informal and impartial hearing before the principal or designee and shall be informed of the charge(s) against him/her which may result in suspension. If the student denies the charge(s), s/he shall be given an explanation of the evidence, and an opportunity to present his/her version of the case, and notification of the action taken by the principal or designee. In cases of extremely disruptive or dangerous behavior persons or groups involved may be immediately suspended and ejected from the school campus without the necessity of a prior hearing. In such instances, each student shall be afforded an informal hearing before the principal or designee prior to the expiration of the third day of suspension.
- F. The principal, or designated representative, may suspend a student from school and/or from riding the school bus for a period not to exceed ten school days.
- G. When Board action on a recommendation for the expulsion of a student is pending, the Superintendent may extend the suspension assigned by the principal beyond ten school days if such suspension expires before the next regular or special meeting of the Board.
- H. In the case of students in exceptional education classes, please refer to the Procedure Manual for Exceptional Student Education.

EXPULSION

- A. A principal may recommend to the Board of Directors the expulsion of a student. The principal shall provide the Board of Directors an adequate history of the student's actions and alternative measures taken relevant to the recommendation. When the Superintendent

makes a recommendation for expulsion to the Board, written notice shall be given to the student and his/her parent or guardian of the recommendation setting forth the charges against the student and advising the student and his/her parent or guardian of their right of due process.

- B. Expulsion is the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set by the Board not to exceed the remainder of the term or school year and one additional year of attendance.
- C. For students in exceptional student education, please refer to the Procedure Manual for Exceptional Student Education.

The Board is also authorized to suspend a student from any or all co-curricular or extra-curricular activities for violations of the Student Code of Conduct. The length of suspension shall be in accordance with the Code.

If the Board determines that a student's behavior on a school vehicle violates school rules, he/she may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Board's procedures for suspension and expulsion.

SEARCH AND SEIZURE

The Board of Directors recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the principal to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will

be governed by the seriousness of the alleged infraction and the student's age.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the principal has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

STUDENTS HAVE THE RIGHT:

- to privacy and shall be free from unreasonable search as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health and property of the school, students and staff;
- of privacy of their personal possessions unless there is reason on the part of the principal or his or her designee to believe that the student is concealing a weapon, illegal drugs or other material that is inappropriate dangerous to himself or herself, others or property;
- to be given prior notification of any searches unless in case of emergency.

STUDENTS HAVE THE RESPONSIBILITY:

- to not carry, possess or conceal any material that is prohibited by law;
- to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their desks.

SEARCH IN SCHOOL BUILDINGS OR ON SCHOOL PROPERTY BY SCHOOL ADMINISTRATORS:

The school administration retains control over desk space loaned to students. School principals, therefore, have the right and duty to inspect and search students' desks if the principal reasonably suspects, upon information received from law enforcement or otherwise, that drugs, weapons, dangerous, illegal, or prohibited matter, or such stolen goods are likely to be found in the student's possession. The principal does so in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

BY LAW ENFORCEMENT AT REQUEST OF SCHOOL AUTHORITIES:

Administrative — If public health or safety is involved, upon request of a school principal who shall be present, law enforcement officers may make a general search for drugs, weapons or items of an illegal or prohibited nature, of students' desks.

BY LAW ENFORCEMENT OFFICER WITHOUT REQUEST OF SCHOOL AUTHORITIES:

Normally, law enforcement officers may not search students' lockers, desks or automobiles unless they have a search warrant and may not search a student's person in school unless the student is under arrest. However, there are specific exceptions contained in Florida Statute (probable cause or stop and frisk).

INTERVIEWS IN SCHOOLS FOR INVESTIGATIVE PURPOSES BY SCHOOL ADMINISTRATORS OR DESIGNEE:

School officials have the right and duty to interview students when investigating crimes, or reports thereof, committed during school hours or on school property without prior notification or presence of parents.

STUDENT INTERVIEW /INTERROGATIONS

Ocean Studies Charter School recognizes that cooperation with law enforcement and/or social service agencies is necessary for the protection of students and staff members, safeguarding school property, and for maintaining a safe school environment. At the same time the school realizes their responsibility to protect the rights of the children in their charge and to provide for the concerns of parents/guardians regarding the welfare of their children.

SCHOOL INITIATED CONTACT:

Law enforcement and/or social service officials will be called to the school when laws have or may have been violated and in situations where the safety or welfare of students and/or employees is threatened. In these situations, students may be interviewed by law enforcement and/or social service officials in accordance with all applicable state and federal juvenile laws. When school officials have requested the assistance of law enforcement and/or social service officials in investigating a crime, unsafe or life-threatening situation involving students, staff, or district property, the law enforcement and/or social service official has implied permission to interview/interrogate students in school during school hours.

LAW ENFORCEMENT AND/OR SOCIAL SERVICE AGENCY INITIATED CONTACT:

Law enforcement and/or social service agency initiated student interviews may be permitted consistent with the established interview guidelines and as

required Florida Law. Prior to conducting a student interview/interrogation the principal or designee shall be notified. When law enforcement or social service requests access to a student on school grounds, or at a school sponsored event for non-school related incidents, the official shall contact the principal or designee and advise him/her of the need to speak with the student. The principal or designee will make a reasonable effort to notify a parent/guardian before allowing social service staff members to interview a child at school unless prohibited by law. Law enforcement and social service personnel, including liaison officers who have initiated a formal interview/interrogation, should remain as inconspicuous as possible and shall interview/interrogate students in a private setting designated by the principal or designee to avoid embarrassing and/or stereotyping the student.

INTERVIEWS/INTERROGATIONS REGARDING CHILD ABUSE AND NEGLECT

Investigations and interviews of students, regarding child abuse and neglect reports may be conducted by law enforcement and/or social services on school premises during school hours. Prior to conducting a student interview the principal or designee shall be notified. Law enforcement and/or social service personnel may, in the exercise of their authority to do so, exclude school personnel from the interview. The principal or designee will make a reasonable effort to notify a parent/guardian before allowing social service staff members to interview a child at school unless prohibited by law. Reasonable effort is defined as contact by telephone at home or place of employment.

INTERVIEW/INTERROGATION GUIDELINES

The following guidelines are to be used by administrators when law enforcement and/or social service personnel interview students in school during regular school hours. These guidelines do not apply to interviews conducted by district professional staff.

1. The principal or designee shall be notified prior to all student interviews conducted on school premises. The following considerations should be given before an interview shall take place at school: such as the age of the student, the purpose of the interview, the subject matter of the interview, whether the conduct occurred on school grounds, and the seriousness of the conduct at issue.
2. Interviews should be coordinated with the student's schedule in order to minimize disruption.
3. Interviews should not be conducted during an exam, except in an emergency.

4. The principal or designee should summon the student from his/her class, unless law enforcement and school administration feel the situation warrants personal contact by the officer.
5. The principal or designee will make a reasonable effort to notify a parent/guardian before law enforcement or social service staff members to interview a child at school unless prohibited by law.
6. Interviews should be conducted in a closed setting, in order to allow confidentiality.
7. No employees shall disclose any information regarding the contact between law enforcement or social services and a student to anyone except a superior, or under appropriate circumstances, to a parent of legal guardian. No information will be shared with a parent or guardian in cases related to child abuse or neglect referrals.
8. The principal or designee shall be allowed to be present at any interview/interrogation unless barred by law or excused by the student.

NOTIFICATION OF PARENT/GUARDIAN

Notification of parents or guardians when students are to be interviewed by law enforcement and/or social services will be carried out according to the following guidelines.

1. A reasonable effort will be made to contact the parent or guardian prior to the start of the interview, except in the case of child abuse/neglect referrals. The interview may proceed prior to notification of the parent or guardian if (a) the situation is determined to require prompt action, (b) the situation is determined to be of a serious nature, or (c) the attempt to contact has been unsuccessful. The parent or guardian will be notified if their child has been interviewed by law enforcement and/or social services on school premises, except where prohibited by law.
2. For emergency situations where the safety and well-being of the school community is threatened, law enforcement may interview/interrogate a student prior to notifying a parent/guardian.
3. If a student makes a request to speak with law enforcement or social services, a parental notification is not necessary and permission to speak shall be granted.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

Ocean Studies Charter School is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. OSCS will not tolerate bullying or

harassment of any type; physical, verbal, emotional, and cyber-attacks are not acceptable. Conduct that constitutes bullying and harassment, during school or any school-related event or program, is prohibited.

DEFINITIONS

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District; or
- C. through the use of data or computer software that is accessed through a computer, computer systems, or computer network of the District.

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, 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; and may involve but not limited to:

- A. teasing
- B. social exclusion
- C. threat
- D. intimidation
- E. stalking
- F. physical violence
- G. theft
- H. public humiliation
- I. destruction of property.

"Bullying" and **"harassment"** also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - 1. incitement or coercion
 - 2. accessing or knowingly and willingly causing or providing access to data of computer software through a computer, computer

system, or computer network within the scope of the District school system

3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment
4. engaging in bullying against an individual's: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background, or being viewed as different in its education programs, or admission to education programs.

"Cyber-bullying" means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) and the behavior both causes mental and/or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Cyber-stalking" means to engage repetitively in an unwanted course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
- D. has the effect of substantially disrupting the orderly operation of a school.

EXPECTED BEHAVIOR

Appropriate behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high quality education in a uniform, safe, secure, efficient, and high quality system of education.

Ocean Studies Charter School expects all stakeholders to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond appropriately to those who hold that authority.

CONSEQUENCES

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Student Code of Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have falsely accused another as a means of bullying or harassment shall include discipline in accordance with school policies, administrative procedures, and the collective bargaining agreement.

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have falsely accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials if appropriate.

PROCEDURE FOR REPORTING

Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against an employee should be reported to their

supervisor. All reports should be filed as soon as possible and may be filed up to ninety days after the last alleged act of bullying occurred.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Written and oral reports shall be considered official reports. Reports may be made anonymously. Reports may be delivered to the front office at each school. A reporting form can be found at Keysschools.com Formal disciplinary action may not be based solely on the basis of an anonymous report.

PROCEDURE FOR INVESTIGATION

All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential.

Reasonable effort shall be made to respond expeditiously to all reports of bullying. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

SCOPE

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of Ocean Studies Charter School authority. If the action is within the scope of Ocean Studies Charter School, Ocean Studies Charter School procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the Ocean Studies Charter School, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the Ocean Studies Charter School and believed not a criminal act, the principal shall inform parents/guardians of all students affected. Notification shall be by telephone or by personal conference and in writing and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of

1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option.

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

SEXUAL HARASSMENT

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. filing a malicious or knowingly false report or complaint of harassment;
- C. disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. submission to such a conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program or activity;

- B. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. such conduct has the purpose or effect of interfering with the individual's work or educational performance;
- D. of creating an intimidating, hostile, or offensive working and/or learning environment;
- E. of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge.

REPORTS AND COMPLAINTS OF HARASSING CONDUCT

Members of the School community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

FOR THE FORMAL PROCESS FOR ADDRESSING COMPLAINTS OF HARASSMENT PLEASE SEE THE SCHOOL BOARD POLICIES

The administrative procedures will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution

of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within 31) calendar days of the complaint being received).

Although not required, members of the School community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the compliance officers identified in the administrative procedures. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate district official identified in the administrative procedures.

After a complaint is filed, the designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the designee will prepare and deliver to the Board of Directors a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Board of Directors will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of the Board of Director's action will be delivered to both the complainant and the individual accused of the harassing conduct.

The decision of the Ocean Studies Charter School Board of Directors shall be final.

CHILD ABUSE PREVENTION

Teachers are mandated by Florida law to report suspected cases of child abuse, neglect, exploitation, or deprivation to the Florida Department of Children and Families via the abuse hotline at 1-800-96 ABUSE (1-800-962-2873). The reporter's identity is kept strictly confidential.

GRIEVANCE POLICY

It is the policy of Ocean Studies Charter School that all students and parents have the right to voice their complaints, grievances, or concerns about matters pertaining to school. OSCS recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

1. What May Be Grieved

The OSCS grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, marital status, sex, national origin, age, disability, genetic information, veteran status, sexual orientation, or otherwise.

2. Who May Grieve

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

3. Informal Grievance

Because most difficulties can be resolved by communicating a concern to someone, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with the school principal.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

4. Formal Grievance

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written

notice with the school principal. The written notice shall identify the nature of the complaint and the date(s) of the occurrence; in addition, the notice must be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and/or parent shall sign and date the grievance. The principal can be reached at jonathan.shoffstall@keysschools.com.

The Principal will immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documentation, and allowing parties to present evidence.

Within seven (7) business days of receiving the written notice, the Principal shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation, determine the validity of the grievance, and recommend the appropriate resolution.

If, as a result of the investigation, a valid grievance or harassment is established, appropriate corrective and remedial action will be taken.

5. Appeals

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the OSCS Board President within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response.

Within fifteen (15) days from receiving the written appeal, the Board President will respond in writing to the appellant as to the action to be taken and the reasons for the decision.

6. Prohibition Against Retaliation

OSCS pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy. In addition, OSCS will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or a concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

7. Modification

Imagine may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of OSCS.

SPECIAL EDUCATION

Ocean Studies Charter School along with the Monroe County School District ensure that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement. Prior to referral for evaluation, the student must have participated in the school's progress monitoring plan and intervention programs.

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian. Parent/guardian involvement in the special education process is very important. Parents/guardians will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

ENGLISH LANGUAGE LEARNERS (ELL)

Students identified as Limited English Proficient (ELL) must meet the district levels of performance. However, ELL students who are identified as being substantially below grade level in reading in English may be retained. ELL students will be under the supervision of an ESOL-certified person and will follow or exceed the curriculum guidelines and accommodations outlined by the Monroe County School District.

ESE STUDENTS

Specific determinations for retention of students with disabilities shall be determined on an individual basis considering the following factors: disability, diploma option, grades, state assessments, portfolios etc. For additional ESE information regarding evaluations, data and placement of

students into ESE programs please refer to the State of Florida & School Board Approved Admissions and Placement Manual.

504 STUDENTS

Parents may refer students for a 504. Students with 504 plans must meet the district levels of performance. The Team must determine if the reason(s) for retention is/are caused by the disability of record on the active Section 504 Accommodation Plan. For additional 504 information regarding evaluations, data and placement of students 504 plan please refer to the State of Florida & School Board Approved Admissions and Placement Manual.

GIFTED STUDENTS

The school provides testing for gifted students through the Monroe County School District. Students are identified by their teachers through the results of standardized tests, benchmark assessments, and/or above level achievement in the classroom. Students who qualify for the gifted program will be provided instruction in their classroom setting by a teacher who is gifted endorsed or working towards gifted endorsement.

TUTORIAL/REMEDIATION PROGRAM

Remediation must be based on the results of diagnostic assessment(s), and it must be systematically embedded in the total educational program for the student. The daily instruction for the student will be modified based on both the diagnosis and the contents of the Progress Monitoring Plan or other educational plan(s) (e.g., IEP, ELL Plan). Remediation must include an instructional program that is not identical to that provided during the previous school year.

The Tutorial/Remediation Program provides immediate and ongoing assistance to students throughout the school year as needed. As required by Florida Statute §1008.25(4)(b), schools must develop, in consultation with the student's parent, a progress monitoring plan. A progress monitoring plan is intended to provide the school district and the school flexibility in meeting the academic needs of the student.

STUDENT HEALTH

At OCS we are concerned for your child's well-being and good health. Students who may have infectious conditions, such as chicken pox, strep throat, Covid, flu, or head lice should stay home until they have fully recovered. We ask that you contact our school office and notify us if you

child will be absent due to sickness. Students with a fever (100.1 or greater), sore throat, eye infection, persistent cough, or severe nasal excretions should remain at home. Students with symptoms of vomiting, diarrhea, or undiagnosed skin rash should remain home as well. If your child becomes ill at school or exhibits any of the above symptoms, we will contact you to arrange for early dismissal. If any of the above symptoms are exhibited the student must be symptom free for 24 hours before returning to school.

At school if your child is injured we ask that teachers fill-out an "Ouch Report" and notify the parent if the injury is severe or is related to the head. A copy of the report is placed in the child's folder. In the event of a medical situation that requires immediate attention, we will want your child to see a doctor right away. Please remember to keep your emergency contact information up to date. We must be able to reach you at any time during the school day.

HEAD LICE

In the Keys, we find that head lice are a continuous problem that we must address throughout the school year. The school will call the parent or guardian if lice or nits are found on their child. Parents are asked to pick-up their child within 30 minutes of the phone call to prevent further spreading of this infestation. Lice are non-discriminatory and have no bias for gender, race, religion or socio-economic status. Lice has a 14-day incubation period. Students will not be able to return to school until all lice and nits are removed from the child's head.

After completing treatment, a head lice check will be conducted before students are able to return to school. During the head lice check, we ask that you accompany your child through the process in case lice and nits are found and your child must return home for an additional treatment.

STUDENT RECORDS

Any person other than the student, his/her parent(s), guardian(s), teachers, counselors, or school officials, may gain access to the student's records or file by presenting the original copy of a release of information statement prepared and signed by the parent(s) stating the specific items to be released and to whom the information is to be given. Records are also released to other educational institutions as provided for in the State Regulations without prior parental or student consent.

The Family Educational Rights and Privacy Act (FERPA) afford parent(s)/guardian(s) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 10 days of the day the School District receives a request for access. Parent(s)/guardian(s) should submit to the school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) believe are inaccurate or misleading. Parent(s)/guardian(s) or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal and clearly identify the part of the misleading. If the School District decides not to amend the record as requested by the parent(s)/guardian(s) of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) when notified of the right to a hearing.

FREE AND REDUCED LUNCHES

Ocean Studies Charter School participates in the National School Lunch Program. Applications for the Free/Reduced Lunch program are found on the Monroe County School District website www.keysschools.com. Please see the office staff if you have any questions.

FOOD POLICY

Ocean Studies Charter School is a sugar-free, milk and water only school. We believe that good nutrition is important to a child's health and ability to learn. We ask that the food brought from home be well-balanced and natural, as free from preservatives as possible. Pizza and subs are available for purchase one day a week.

Students should bring a packed nutritious lunch and snacks. Gum, candy, soda, sugary drinks, desserts, and juice are not permitted. Food items that list sugar by any name in the first three ingredients are not acceptable and strongly discouraged for snack or lunch. Food items that look like a sugary item or a dessert are not permitted. Please do not send food that requires heating to school. Food that needs to be heated must be done at home and placed in a thermos to keep warm until lunchtime.

Students may purchase school lunch each day. Payments are made through www.mypaymentsplus.com. Parents login and create an account for their family. If a student orders lunch and does not have the funds in their account, the parent will be notified and asked to bring in lunch or add funds to the account. If the parent is unable to do either, an alternative lunch will be provided by our school. OSCS is unable to accept payment for school lunches.

BIRTHDAYS

Montessori classes can have a special birthday celebration in which we tell the class the story of the birthday child's life as they walk around the sun. You are welcome to send in a special snack in honor of your child's birthday. However, please do not bring in any desserts or sweet treats. Suggested items to bring include fruit, sugar-free popsicles, muffins, goldfish crackers, etc.

We ask that you do not send birthday party invitations to school to be distributed; rather invitations should be sent through the mail. The only exception to this rule would be if every child in the class is invited. Sugary treats brought to the school will be turned in to the office to hold until the end of day. Students will be allowed to take sugary items home to eat.

CELL PHONE, ELECTRONIC DEVICES, & SOCIAL MEDIA SITES

Cell phone usage and smart watches in elementary school are prohibited as per House Bill 379. A student who uses a cell phone or smart watch during the day will turn the phone or watch into the office where a family member can pick it up at the end of the day.

Middle School students may have a cell phone at school in their backpack or in their lunchbox during the school day. Cell phone and smart watch usage at school is prohibited as per House Bill 379. If a middle school student uses their cell phone or smart watch during the day, the above policy will be followed for returning it to the parent. It is important that items of value, whether monetary or personal, are not brought to school as they can be lost or broken.

ACCESS TO SOCIAL MEDIA ON SCHOOL NETWORKS

In alignment with Florida House Bill 379 and Florida Statute § 1006.07, Ocean Studies Charter School (OSCS) maintains strict parameters on digital access to ensure a focused, safe, and distraction-free learning environment for all students.

While students are already prohibited from using personal wireless devices during the school day, this policy specifically governs student access to social media platforms through any school-provided network, infrastructure, or device.

Network Bans and Filtering Policies

- **Mandatory Blocking on Wi-Fi:** OSCS blocks all student access to social media platforms on school-provided Wi-Fi and school network servers. This restriction applies whether a student is attempting to connect using a school-issued Chromebook or a personal device.
- **Prohibited Platforms:** In accordance with state guidelines, specific high-risk or non-educational social media platforms (including TikTok and any successor applications or services) are strictly banned. These platforms cannot be accessed on school networks.
- **Academic Exceptions:** Access to blocked platforms or online resources is permitted *only* if a teacher explicitly directs students to use them for a specific, pre-approved academic or instructional purpose.

Student Expectations & Compliance

- **Bypassing Filters:** Any student who attempts to bypass school network filters, including through the use of Virtual Private Networks (VPNs), cellular hotspots, or proxy servers, will be subject to disciplinary action under the Level I (Technology Violation) of the Student Code of Conduct.
- **Personal Data Usage:** While students may technically be able to access social media platforms using their own cellular data plans on their personal devices, doing so during the school day remains a violation of our electronic device policy. All personal mobile devices must remain powered off and stored in backpacks or designated cubbies from 8:15 a.m. to 3:15 p.m.

BOOK BAG POLICY

In elementary school (K-5), students are provided with cubbies to keep their belongings. Book bags are not permitted; the only exception is on days when the student may have a wet Field Lab. Any bags needed for afterschool activities will be left in the front file room until afternoon pick-up.

In middle school, students are allowed to bring backpacks to carry materials and supplies for the school day and/or wet Field Labs.

FIELD LABS

Each class has weekly Field Labs throughout the school year to enhance the curriculum as well as the students' overall educational experience. Field Labs are planned to coordinate with subjects being studied by the class or to take advantage of special community events. Notice of upcoming Field Labs will be sent through Remind. Permission slips and any required fees must be returned to school in advance of the lab, in order for your child to be able to participate. **Field Lab participation is not optional – students who do not attend Field Labs will see a reflection of the work missed in their grades.** Students with consistent and repeated absences on Field Lab days will not be excused from missed assignments and will receive a zero.

Students will be transported using our buses. School employees will drive the buses to and from the location. All drivers are trained and insured each year.

If parents would like to transport their child to or from a Field Lab, permission from the school must be requested in a timely manner. Parents are only allowed to transport their own child.

Field Lab Arrival Policy

Students must arrive at school on time on all days, but especially important on days they have a scheduled field labs. If a student arrives after their group has departed, they cannot join the field lab. Instead, they will be required to stay in the main office under supervision until core classes begin.

PARENT VOLUNTEER HOURS

As part of your commitment to Ocean Studies Charter School parents or guardians are asked to complete a minimum of 15 volunteer hours during the academic school year. Such service may include fundraising, help with Field Labs, grounds maintenance, preparing for school-related events, preparing materials for your child's classroom teacher at home, or helping with any other need of the school program. Family involvement is an important part of your child's education and at OSCS we hope to create a sense of community amongst our parents, staff, and students. Volunteer hours are required to remain enrolled at OSCS. Parents track their volunteer hours through our school website under the volunteer tab located on the home page. More information regarding volunteering will be sent home with your child on the first day of school.

COMMUNITY SERVICE

Community service is an integral part of our success. We teach our students about the importance of being good citizens of the world. The students learn about doing their part to give back to our local and global society.

Community service activities are scheduled throughout the school year.

Communication is circulated to the parents via email, Remind, and flyers. We ask for your involvement in these activities as they set a great example for the students and the community members.

COMMUNICATION

Ocean Studies Charter School recognizes the importance of communication. Administration and all classroom teachers are available by appointment to address parent needs. Please address all classroom and curriculum questions to your child's teacher before seeking assistance from administration. During school hours, it is the priority of the teachers to attend to students' needs; teachers are not available to discuss issues during the hours of 8:00 and 3:45. Telephone messages concerning absences or late arrivals should be made to 305-852-7700 between 8:00 and 8:15 a.m.

During the school year, we will send electronic messages including but not limited to newsletters, announcements, and flyers through Remind. In addition, paper copies may be sent home when it is necessary by the classroom teachers.

VISITOR POLICY

Parents/guardians and other patrons of the district are welcome and encouraged to visit the schools. All visitors are expected to report and sign in at the reception office. The visitor must be on a student's contact list or have met with the Principal for approval. All visitors must bring a picture ID. The picture ID will be run through the Monroe County School District Raptor System to run a background check by the School Resource Officer. If there is an issue with the background check, the visitor will be asked to leave campus. If the visitor does not willingly leave campus, the School Resource Officer will provide the necessary assistance for removal. Visitors to the schools must respect the learning environment and maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The principal or his/her designee is authorized to deny access, ban or bar future access, remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of the school. Any visitor to the schools who has been asked to leave may appeal to the OSCS Board of Directors.

Thank you for remembering to silence your cell phone before entering any classroom.

SAFETY AND SECURITY

The safety of our students, staff, and their families is a priority at OSCS. We work closely with the Monroe County School District, Monroe County Sheriff's Department, and our School Resource Officer (SRO) to understand and comply with all Florida State Statutes. As required by the State of Florida, OSCS participates in 6 fire drills and 6 intruder drills (the term used with students is "stranger drills") per year. We encourage our staff, students, and parents to let the office staff or SRO know if they see someone they don't think belongs on our campus. Each staff member has a walkie talkie which is connected to every staff member including our SRO in case of an emergency. All outside and inside doors are kept locked throughout the school day as per the statute requirements. Staff members are required to wear their badges every day and all visitors are given a yellow lanyard with their visitor pass to wear while on campus. Fortify Florida and Text Tips are available to our students with access on their google chrome books or through our website to provide a safe way to say something if they see something. Our school based Behavior/Safety Team consists of Jessica Martinez, Assistant Principal, Deputy Lance Hernandez, School Resource Officer, Miranda Osborn, Art Teacher, School Counselor, and Jon Shoffstall, Principal. We are trained each year through the Monroe County School District.

In the case of an emergency, parents will be notified through the Remind messaging system. Depending on the type of emergency, if a reunification site is deemed necessary by the Monroe County Sheriff's Office then the site will be shared through the Remind messaging system.

CONFERENCES AND PROGRESS REPORTS

Formal Parent/Teacher conferences are held two times a year. Student progress in our program is discussed at these conferences. Parents are required to attend these two formal conferences.

All students (K-8) will receive quarterly report cards.

Sixth through eighth grade students will receive quarterly report cards and grades can be tracked on a daily basis through FOCUS.

OFFICE HOURS AND CONTACT INFORMATION

Ocean Studies Charter School is open from 7:45 a.m. to 3:45 p.m. on school days.

We are located at 100360 Overseas Highway, Key Largo, FL 33036.

School Telephone Number – 305-852-7700

Visit us online at www.oceanstudiescharterschool.org

RESPONSIBILITIES OF EACH OCEAN STUDIES TEAM MEMBER

Students will:

1. Behave in a manner that respects and accepts classmates, teachers, school facilities, resources and self.
2. Abide by expectations, guidelines, rules and regulations established by the school
3. Attend school daily and on time.
4. Display positive attitude and best effort

Parents will:

1. Set an example of respect and acceptance of other persons, the school and learning.
2. Read and review school expectations, guidelines, rules and regulations with family members.
3. Work as a team with the school to help the student succeed academically and behaviorally.
4. Communicate with school officials regarding concerns relative to academics and student behavior.
5. Making sure the student attends school daily and on time.
6. Volunteer at least 15 hours a year.
7. Read at home with their student(s) for at least 20 minutes each night.

The Teachers and Principal will:

1. Treat each child with dignity and respect and create a climate and culture of respect and acceptance.
2. Communicate with students and parents regarding academic and behavior progress.
3. Inform and maintain communication with parents
4. Create intervention plans for social and academic needs
5. Provide necessary resources and materials
6. Offer praise and encouragement

7. Challenge students to achieve
8. Monitor student attendance

The School Board is Responsible For:

1. Establishing school district policy relative to student behavior and discipline.

The Community is Responsible For:

1. Maintaining a standard of conduct for adults, youth and children that will foster appropriate behavior.
2. Cooperating with the Board of Education and school personnel in the enforcement of school expectations, guidelines, rules and regulations.
3. Providing educational and recreational opportunities to allow for the development of appropriate student behavior.

PLEDGE OF ALLEGIANCE

In accordance with Florida Statute § 1003.44, the Pledge of Allegiance will be recited daily at our school.

We deeply value both civic participation and the personal beliefs of our families. Per Florida law, any student has the right to be excused from reciting and standing for the Pledge of Allegiance upon written request from their parent or legal guardian.

Opt-Out Procedures & Expectations

- Written Request Required: Parents or legal guardians who wish to excuse their child from reciting and/or standing for the Pledge of Allegiance must submit a written and signed request to the school Principal.
- Annual Renewal: To ensure our records remain accurate, this written request should be updated and resubmitted at the beginning of each academic school year.
- Standard of Respect: Students who are excused from participating in the pledge are expected to remain quietly in their seats and maintain a respectful, non-disruptive demeanor during the recitation.

PARENTAL RIGHTS IN EDUCATION & HEALTH NOTIFICATIONS

In accordance with Florida Statute § 1014.04 (the Parents' Bill of Rights) and Florida Statute § 1001.42(8)(c), Ocean Studies Charter School (OSCS) is deeply committed to recognizing and honoring the fundamental right of

parents and legal guardians to direct the upbringing, education, health, and well-being of their children.

We believe that a strong partnership between the school and home is vital to student success. Therefore, OSCS maintains strict protocols to ensure absolute transparency regarding your child's educational and health records.

Notification of Changes in Well-Being

OSCS personnel will promptly notify parents or legal guardians of any changes in a student's school-provided services or monitoring related to their child's overall health and well-being.

Specifically, school staff are strictly prohibited from adopting procedures or student-support plans that encourage a student to withhold information about their overall health and well-being from their parent or guardian. Staff will not discourage or prohibit parental notification, involvement, or decision-making.

Access to Student Records & Information

Parents and legal guardians have the right to access and review all educational and health records associated with their child.

- **Record Requests:** To inspect or review your child's records, please submit a request to the school Principal. OSCS will provide access within the timeline required by law.
- **Consent for Health Screenings & Services:** Parents will always be notified in advance and must provide written, informed consent before any physical health screenings, clinical services, or non-emergency medical therapies are administered to their child at school.
- **Opt-Out Rights:** Parents have the right to opt their children out of any health-related services and/or questionnaires.

Note on Student Safety: In accordance with state law, parental notification may only be delayed if a reasonably prudent person would believe that such disclosure would result in abuse, abandonment, or neglect as defined under Florida law.

STUDENT SELF-ADMINISTRATION OF EMERGENCY MEDICATIONS

Under Florida Statute § 1002.20, students have the right to self-carry and self-administer life-saving, emergency medications while on school property, during school-sponsored transportation, or at school-related activities.

To ensure student safety, this right is limited to the following designated medications:

- **Epinephrine auto-injectors** (e.g., EpiPens) for severe allergic reactions.
- **Metered-dose inhalers** for asthma or other respiratory conditions.
- **Diabetic supplies and equipment** (including insulin, needles, syringes, lancets, and glucose monitoring equipment).
- **Pancreatic enzyme supplements** for students with cystic fibrosis or pancreatic insufficiency.

Mandatory Authorization Process

Before a student is permitted to self-carry or self-administer any of the medications listed above, parents or legal guardians must complete the following steps:

1. **Submit the Authorization Form:** Parents must submit a completed and signed **Authorization for Self-Carry and Self-Administration of Medication Form** (available in the school front office).
2. **Provide Physician Documentation:** The authorization form must include a signed statement from the student's prescribing healthcare provider. This documentation must explicitly state:
 - The diagnosis requiring the medication.
 - That the student has been trained and is clinically capable of self-carrying and self-administering the medication safely and independently.
3. **Proper Labeling:** The medication must be kept in its original pharmacy container with an intact, official prescription label displaying the student's name, the medication name, the prescribed dosage, and clear administration instructions.

Student Expectations & Responsibilities

With the privilege of self-carrying emergency medication comes the responsibility to maintain a safe campus environment:

- **No Sharing:** Under no circumstances may a student share, distribute, or allow another student to handle their medication. Doing so is a major

violation of the Student Code of Conduct and will result in immediate disciplinary action.

- **Safe Storage:** The student must keep the medication on their person or secured within their designated personal storage area (e.g., backpack/cubby) in a manner that prevents access by other students.

Appendix A

OSCS POLICY ON DISMISSAL OF STUDENTS

This policy shall apply to Ocean Studies Charter School (the "Organization"). This policy is intended to supplement the Code of Student Conduct for the charter schools operated by the Organization.

OSCS Recommendations for Dismissal

The Principal shall have the authority to recommend a student for dismissal from the program for qualifying violations of the Code of Student Conduct. Any recommendation for dismissal shall be submitted to and must be approved by the Organization's Board President. Upon approval by the Board President, a written notification shall be provided to the parent/guardian informing them that the student will be dismissed from the program, stating the reasons for the dismissal, stating actions taken by staff to assist the student prior to dismissal, and providing information about their due process rights and right to appeal the determination. The notification must also establish whether or not the student will be eligible to reapply for enrollment at the school at a future date.

The dismissal will not become final until (i) the expiration of the window to appeal set forth below, if the parent/guardian does not appeal, or (ii) the conclusion of the appeal. Upon a dismissal becoming final, the administration will refer the student to the Monroe County School District for appropriate placement.

Offenses Qualifying For Dismissal

All Level III and Level IV offenses constitute grounds for dismissal (offenses are as described in the Code of Student Conduct) including any offense where student is arrested and/or referred to alternative placement, may lead to dismissal from Ocean Studies Charter School.

Effect of Dismissal

"Dismissal" for purposes of this policy means that a student is involuntarily disenrolled from all schools operated by the Organization and barred from re-enrolling either indefinitely or for a specified period of time.

Appeal Process

The parent/guardian of a student who has been notified that their student will be dismissed from the program must be given a period of ten (10) days to submit a written appeal to the school Principal. The appeal shall be forwarded to the President of the Governing Board of the Organization. Designated time for a hearing on the appeal shall be added to the agenda for the next meeting of the Governing Board or the President may call a special meeting to consider the appeal. The Governing Board should attempt to hold a hearing within ten (10) days following submission of the parent/guardian's written appeal.

All members of the Governing Board must be provided a copy of the parent/guardian's written appeal in advance of the meeting. At the meeting, a hearing will be conducted on the dismissal. The parent/guardian has the right to have an advocate or attorney represent them at the hearing. The Organization's Principal, or his or her designee, shall be given ten (10) minutes to present pertinent facts and information about the decision. The parent/guardian, or his or her designee, shall then be given fifteen (15) minutes to present additional facts and information for the Governing Board to consider. The Organization's Principal, or his or her designee, will then be given five (5) minutes for rebuttal. Following the presentation by both parties, the members of the Governing Board may ask the parties questions, seek additional information, and discuss the issues amongst themselves. The President shall then call for a motion to either approve or deny the appeal. The appeal may be approved or denied by a majority vote of the Governing Board members present at the meeting. In the event of a tie, the Board President reserves the right to break the tie. The Governing Board also reserves the right to uphold but modify the terms of any dismissal by a majority vote, including whether the student will be eligible to reapply for enrollment at a future date. The decision of the Governing Board is final and may not be further appealed.

Within three (3) business days following the decision of the Governing Board, the Organization's Principal shall issue a written notification to the parent/guardian communicating the decision of the Governing Board. A copy of the notification will be provided to the Monroe County School District. If the Governing Board voted to grant the appeal and overturn the dismissal, the student should immediately resume participation in the program.

Suspensions and Placement Following Recommendation for Dismissal

The administration may suspend a student who has been recommended for dismissal for up to ten (10) days. The suspension may be extended beyond ten (10) days if such suspension period will expire before the regular or special meeting of the Governing Board can be held, if the parent/guardian appeals. Whenever possible, the Governing Board shall attempt to meet in a special meeting to avoid extension of the suspension period.

Notwithstanding the foregoing, a student with disabilities may not be suspended for ten (10) consecutive days or ten (10) total days during the school year if such removal would constitute a change of placement. Thereafter, the student may be required to remain at home pending the outcome of the appeal, though the school must provide educational services to the student, including providing assignments so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

Manifestation Determinations for Students with Disabilities

A dismissal of a student with disabilities shall be handled only in accordance with Rule 6A-6.03312, Florida Administrative Code, the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, and other applicable laws. If the Organization's Principal approves a recommendation for dismissal for a student with disabilities, such approval shall be conditional upon the Organization conducting a manifestation determination meeting within ten (10) school days. The parent/guardian shall be notified of the decision in writing and shall be provided the notice of procedural safeguards.

The manifestation determination team shall be composed of a representative from the Monroe County School District, the parent, and relevant members of the IEP team (as determined by the parent and the school district). The manifestation determination team will follow all procedures and requirements set forth in Rule 6A-6.03312. A student may not be dismissed from the program if the manifestation determination team

finds that the conduct in question was a manifestation of the student's disability. In such case, the school will implement all required measures in Rule 6A-6.03312.

If it is determined that the conduct was not a manifestation of the student's disability, the Organization's Principal Schools shall notify the parent/guardian of the determination and the parent/guardian shall have five (5) days thereafter to make a written appeal to the Governing Board or ten (10) days from the date of the initial notification set forth above, whichever is later.

Confidentiality of Student Information During an Appeal

Due to Florida's Sunshine Law, all hearings relating to a dismissal must be open to the public. The Governing Board may not go into executive session to consider an appeal under Florida law. However, the Governing Board and those persons presenting during the hearing should be sensitive to the confidential nature of the information. In the initial notification regarding the dismissal, the parent/guardian should be fully informed that any hearing before the Governing Board to consider an appeal will be open to the public. The parent/guardian should be notified that their request for a hearing before the Governing Board constitutes consent to the disclosure of confidential information about the student at the hearing relevant to the Governing Board's consideration. Notwithstanding the foregoing, the Organization shall protect the confidentiality of all education records that are considered as part of the appeal and shall not release such records to any person who does not have a legitimate educational interest or legal right to review such education records in accordance with Florida law and the Family Educational Rights and Privacy Act.

Expulsions

A "dismissal" under this policy is not an "expulsion." As set forth in the Monroe County School Board's Code of Student Conduct, "expulsion" means "the exclusion of a student from the schools of the District for the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place and up to one additional school year." A student that is expelled cannot enroll at any public school in the Monroe County School District. Contrarily, a "dismissal" for purposes of this policy does not preclude the student from enrolling in other public schools in the

Monroe County School District. The Organization's Principal may recommend to the School Board that a student be expelled from school, but the Monroe County School Board has the sole authority to expel students.

This Policy on Dismissal of Students was approved by a majority of a quorum of the Governing Board of the Organization at duly noticed meeting held on _____.

Kristen Szpak

Board Secretary Signature

Kristen Szpak

Print Name

6/11/2024

Date

Acknowledgement of Receipt of Handbook

Please sign this form and return it to school. Your signature(s) indicate that you have received the handbook for the Ocean Studies Charter School and have read & understand its policies and procedures.

This handbook contains the policies and procedures of the Ocean Studies Charter School. It is only meant to serve as a reference guide. The Charter Board and Principal reserve the unilateral right to add, delete, or amend these policies and benefits provided for in this handbook. Families of students enrolled in the Ocean Studies Charter School should feel free to contact the Principal with questions concerning the contents of this handbook.

Parent/Guardian Name: (Please Print)

Parent/Guardian Signature:

Student Signature:

Date: _____