

North County Charter School, Inc.
Board of Directors Regular Meeting
Monday, September 11, 2023, @ 6:00PM (Board Room, Bldg. 5)
AGENDA

**Note: A catered meal of Olive Garden salad, breadsticks and soup will be served to members and special guests beginning at 5:30PM

- I. **Call to order/Attendance:** President, Mrs. Simchick
- II. **Pledge of Allegiance/Invocation:** Vice President, Mr. Tyson
- III. **Approve/Amend today's agenda:**
- IV. **Citizen/Parent input/concerns:**
- V. **Special Recognitions (Past Board Members & Employees):** President Mrs. Simchick
- VI. **Consent Agenda:**
 - A. **Approve minutes of August 14, 2023 Regular Meeting-**Recommended Approval by Mrs. Simchick and Mr. Potter
 - B. **Approve minutes of September 7, 2023 Special Call Meeting-**Recommended Approval by Mrs. Simchick and Mr. Potter
 - C. **Approve Teacher Out of Field (OOF) Notification List/Letter for Fall, 2023-**Recommended Approval by Mr. Potter
- VII. **Action Agenda:**
 - A. **To Authorize the Dedication of Building 5 (NCCS's Administrative & VPK Complex) to Mr. Ken Miller and Mrs. Dorie Miller, With Date and Time of Ceremony to Be Determined-**Recommended Approval by Mrs. Simchick and Mr. Potter
 - B. **Approve Recommendation to Add 3 Additional Paid Personal/Sick Days for Teachers (Total to be 8 for 23-24 SY) and Allow Annual Payout of Unused Time to All Employees, or an Accrual Option Not to Exceed 20 Days Aggregate-**Recommended Approval by Mr. Potter
 - C. **Policy DRAFTS: On-Line Educational Services, Threat Management and Internet Safety-** These are all new, and required by Florida law. First Reading of each recommended by Mr. Potter with approval scheduled for October.
- VIII. **Reports:**
 - A. **Parent Involvement Committee:** Mrs. Bryant
 - B. **Business & Finance Manager Report:** Mrs. Bakos
(To Include July Financials, Audit Work Update, Sweep Program & Other Topics)
 - C. **Principal/Director Report:** Mr. Potter
- IX. **Board Member Matters:**
 - A. **Mr. Potter's Annual Review Update:** Mrs. Simchick (Members were supposed to have met with Mr. Potter separately, and be prepared to provide Mrs. Simchick with their scores and comments so that she can compile them during the month of September.
- X. **Adjournment:**



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NORTH COUNTY CHARTER SCHOOL

INTERNET SAFETY POLICY

The use of technology is a privilege and an important part of North County Charter School's overall curriculum. NCCS will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school, but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. NCCS always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

It is the policy of NCCS to:

- a. Filter or block access to material that is not appropriate for students
 - b. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communication
 - c. Prevent hacking or unauthorized access by students to data or information that they should not have access to and to prohibit other unlawful online activities by students
 - d. Prevent access to websites, web or mobile applications, or software that do not protect against the disclosure, use, or dissemination of students' personal information
 - e. Prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose
 - f. Prohibit the use of TikTok, and any successor platforms, on all school-owned devices or any device (including privately owned) connected to school-provided internet
 - g. Prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote the School, a school-sponsored club, an extracurricular organization, or an athletic team
 - h. Comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].
1. Access to Inappropriate Material

Internet filters are used to block or filter internet access to prevent users from accessing inappropriate information. The School will filter or block access to all information considered obscene, child pornography, or any material deemed harmful to minors, as defined by the Children's Internet Protection Act.

The technology protection measures may be disabled only for lawful purposes, including educational research. Only the NCCS's Information Technology Team ("I.T. Team") or designated parties will be permitted to disable protection technology.

It shall be the responsibility of all members of the school's staff to supervise and monitor usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy.

2. Safety and Security in Direct Electronic Communications

Students are prohibited from disclosing any personal contact information without obtaining prior consent from a School teacher or other administrative member. Additionally, the use of email, chat rooms, and other direct electronic communication by students will be monitored by the School's administration to protect the safety and security of students.

3. Protection Against Unauthorized Access and Hacking

NCCS, in conjunction with the I.T. Team, will provide technology protection measures to prevent hacking or any unauthorized access to any confidential data or information. Any student attempting to bypass security measures or hacking into the system will face severe disciplinary actions.

4. Protection of Student Personal Information

Access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information, is strictly prohibited. Teachers and staff are required to vet and verify the safety standards of any third-party digital tool before introducing it to students.

5. Restricted to Access to Social Media Platforms

Students are strictly prohibited from accessing any social media platforms on school-owned devices or any privately owned device connected to the school-provided internet, unless explicitly directed by a teacher for educational purposes. When used for educational purposes, students must adhere strictly to guidelines set by the teacher and refrain from personal use or sharing of personal information.

6. Prohibition of TikTok and Successor Platforms

The use of TikTok, or any of its successor platforms, is strictly prohibited on all school-owned devices, or any device connected to school-provided internet, regardless of ownership. TikTok, or any successor platforms, must not be used to communicate or promote the school, a school-sponsored club, a school extracurricular organization, or an athletic team affiliated with the school.

INTERNET SAFETY STUDENT AND PARENT CONTRACT

As a student of Sebastian Charter Junior High(the “School”), I understand that my school network and email accounts are owned by the school and are not private. The School has the right to access my information at any time.

The following are the rules and regulations expected of students for usage of a school laptop whether at school or at home:

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Florida. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, and/or unauthorized tampering with computer systems.
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etc.
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher.

COMPUTER ETIQUETTE and ACCEPTABLE USE:

1. I will use the school's technology resources responsibly and productively for only school-related purposes.
2. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of the School’s computer resources. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
3. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on the School’s computers.
4. I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
5. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.

6. I will not use profanity or any other inappropriate language as determined by school administrators in my email messages, online postings, and other digital communications with others.
7. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
8. I will not use access any social media platform at school, except when expressly directed by a teacher for educational purposes
9. I will not use the social media platform TikTok, and any successor platform, on all school owned devices or privately owned devices connected to school provided internet. Additionally, I will not use TikTok to communicate or promote the school, a school-sponsored club, school extracurricular organization, or school athletic team.
10. I understand that I represent the School in all my online activities. I understand that what I do on any social media platform should not have any negative effects on my fellow students, teachers, or the School. I understand that I will be held responsible for how I represent myself and my school on the Internet.
11. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
12. I will follow all guidelines set forth by the school and/or my teachers when publishing schoolwork online. I understand the Internet is a source for information that is both true and false; and that the School is not responsible for inaccurate information obtained from the Internet.
13. I understand that the School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
14. I understand that I will not disclose my full name or any other personal contact information for any purpose. Personal contact information includes address, telephone, or school address.
15. I will not share or post personal contact information about other people. Personal contact information includes address, telephone, school address, or work address.
16. I will not share or post privacy-revealing personal information about myself or other people. I am not permitted to agree to meet someone I have met online.
17. I must tell my teacher or another School employee about any message I receive that is inappropriate or makes me feel uncomfortable. I will not delete the message until instructed to do so by a staff member.
18. I will immediately tell my teacher to notify the school administrator if my password is lost or stolen, or if I think someone has gained unauthorized access to my account.
19. Users connecting to the School's network shall release the School from any and all liability for any damage to devices that may or is alleged to have resulted from use of the School's Network. The School shall not be responsible for a personally owned device becoming infected when connected to the School's network or for a student's exposure to inappropriate material when using a personally purchased broadband connection.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges and disciplinary actions according to NCCS's established disciplinary procedures.

Student Signature: _____ Date _____

Student Name (Please Print) _____ Grade _____

Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of the School, and that student use for any other purpose is inappropriate. I recognize it is impossible for the School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use computer resources at NCCS, including web or internet based services provided by the school for student use.

Parent or Guardian's Name (please print):

Parent or Guardian's Signature:

Date _____

North County Charter School, Inc.
Board of Directors Regular Meeting
Monday, August 14, 2023, @ 9:30AM (Board Room, Bldg. 5)
DRAFT MINUTES

- I. **Call to order/Attendance:** Board President, Mrs. Simchick called the meeting to order at 9:30AM. In attendance also were: Mr. Joel Tyson, Vice President, Mr. Brian Cook, Treasurer, Mr. Sean Prescott, Secretary, Mr. Greg Potter, Director-Principal, Mrs. Kerrian Irons, Assistant Principal and Mrs. Jennifer Bakos, Business & Finance Manger. Mr. Ernest Wilson, Board Member, was absent (excused)
- II. **Pledge of Allegiance/Invocation:** Vice President, Mr. Tyson led the group in the invocation and pledge of allegiance.
- III. **Approve/Amend today's agenda:** Upon a motion by Mr. Tyson and a second by Mr. Cook, the group voted to approve the agenda as written.
- IV. **Citizen/Parent input/concerns:** None.
- V. **Consent Agenda:** Mr. Tyson made a motion to approve the consent agenda as written and Mr. Cook seconded the motion. There was no discussion and the motion passed unanimously, 4-0.
 - A. **Approve minutes of July 10, 2023 Regular Meeting-**Recommended Approval by Mrs. Simchick and Mr. Potter
 - B. **Approve Principal/Director Nominations for Ms. Lindsey Damon, Playground Monitor (Part-Time-Budgeted) & Mr. Landis Stanfield, School Counselor (Part-Time-MHLth Grant Funded)-**Recommended Approval by Mr. Potter
 - C. **Approve additional compensation for Marcy Mumper to provide afternoon Art Enrichment on a daily basis (\$4,000 added to hourly comp for the year)-**Recommended Approval by Mr. Potter
- VI. **Action Agenda:**
 - A. **Approve Recommendation to Add Additional Paid Holidays for Hourly Employees and Allow Payout for Unused Time in July, OR Carry Some Forward to the Next Year, Accruing over time to a Maximum of 20 Days (See Handout List by Category)-**Recommended Approval of holiday pay by Mr. Potter, but wait on accrual issue pending cost outs. Upon a motion by Mr. Cook to approve the paid holidays, but not address accrual at this time, and a second by Mr. Tyson, the Board discussed the matter and voted unanimously to approve the motion, 4-0.
 - B. **Discuss Recommendation to Add 3 Additional Paid Personal/Sick Days for Teachers (Total to be 8 for 23-24) and Allow Annual Payout or Accrual Over Time to a Maximum of 20 Days-**Recommended by Mr. Potter to wait an additional month pending cost out for approval. No action was taken on this item, pending cost out data and will be considered at a future meeting.
 - C. **Approve Recommendation to Allow Employees to Compassionately Donate Sick/Personal Time to Others, Under Special Circumstances, with a Maximum of 1 Day in any Single Circumstance-**Recommended Approval by Mr. Potter. Upon a motion by Mr. Cook and a second by Mr. Tyson to support Mr. Potter's recommendation, the Board discussed this item and approved it unanimously, 4-0.

VII. Reports:

- A. Parent Involvement Committee:** Mrs. Bryant reported that the PIC had been able to plan out virtually the entire year! They had had a meeting the previous Friday, had some new members, planned for use of a dress down day punch card fundraiser, and reminded the group that their first fundraiser of the year was planned for August 24th from 5 to 7PM at Abbott's Ice Cream on Rt. 60, when they would be hosting us for "NCCS Night."
- B. Business & Finance Manager Report:** Mrs. Bakos reported that there were still adjustments being made to June financials in preparation for finalizing them and incorporating them into audit info. She also shared info on ESSER III grant...essentially that NCCS would return any unspent to district and would then ask for reimbursement as used. We have until September of 2024 to expend all of it. She also shared that she had requested the final \$13,000 from IDEA and \$13,900 from IDEA ARP funds from the district, and had received only the 13K for IDEA thus far.
- C. Principal/Director Report:** Mr. Potter shared a written report (see attached).

**The President called a 5 min recess at 10:32, and the meeting resumed at 10:37AM.

VIII. Board Member Matters:

- A. 22-23 Thank You & Proclamations Update:** Mrs. Simchick provided an update on planning for September 11th. She had costed out a number of 8x10 and 5x7 plaques for awards/recognitions associated with a list of past Board members and retiring employees, as well as some current employees to be recognized by the Board. This list has been previously discussed, and she expressed that she wanted to add Mrs. Bryant to the list, which all indicated agreement to, without a vote.
- B. Protecting School Fiscal Assets/FDIC & Investment Strategies-**Mrs. Simchick shared information on Seacoast Bank's "sweep" program that the school can sign up for to protect its fiscal assets on account. Mr. Potter and Mrs. Bakos will secure the application materials. Essentially, for a nominal monthly fee, the school will assure that all funds are protected by the FDIC, rather than the normal \$250,000 limit, by the bank sweeping them out and in to ensure this protection.
- C. Mr. Potter's Annual Review Update:** Mrs. Simchick encouraged all members to finish their draft rating scores for Mr. Potter's review, meet with him separately and provide her with their input so that she can tabulate the averages and comments during the month of September with aim to finalize by the October meeting.

IX. Adjournment: The meeting was adjourned at 11:30AM

North County Charter School, Inc.
6640 Old Dixie Hwy. Vero Beach, Florida 32967

SPECIAL CALLED MEETING
Thursday, September 7, 2023 9:30AM
Board of Directors Meeting
DRAFT-MINUTES-DRAFT

- I. **Call to order/take attendance:** Mrs. Simchick, Board President called the meeting to order at 9:33AM. Also present at the meeting were: Ernest Wilson, Board Member, Joel Tyson, Vice President, Sean Prescott, Secretary and Gregory Potter, Director-Principal. Absent: Brian Cook, Treasurer
- II. **Approve/amend today's agenda:** Motion to accept by Mr. Tyson, second by Mr. Wilson. Motion passed unanimously 4-0 without discussion.
- III. **Citizen/parent input: None.**
- IV. **Consideration of Settlement of EEOC Matter 2021-DR-003498**
Mrs. Simchick asked if there was a motion on the matter. Mr. Prescott made the following motion: "To approve the proposed EEOC mediation settlement agreement for Matter 2021-DR-03498 (Re: Claim #510 2023 0175)." The motion passed unanimously, 4-0 without discussion.
- V. **Adjournment:** Mr. Prescott made a motion to adjourn at 9:35AM.

**POLICY ON PROTECTION OF STUDENT INFORMATION
IN CONNECTION WITH ONLINE EDUCATIONAL SERVICES**

Adopted and Effective: _____

This is the Policy on Protection of Student Information in Connection with Online Educational Services of North County Charter School (the "School"). This policy is implemented to comply with the requirements of Rules 6A-1.0955(9) and 6A-1.09550, Florida Administrative Code, the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act ("COPPA"), and other applicable laws.

1. Definitions.

- a. "Applicable Laws" means FERPA, COPPA, 15 U.S.C. §§ 6501-6506, Section 1002.22, Florida Statutes, all other applicable Florida Statutes, and all applicable administrative rules.
- b. "Education records" means records that are directly related to a student and that are maintained by the School as defined in 20 U.S.C. s. 1232g(a)(4).
- c. "Eligible student" means a student who has reached eighteen (18) years of age.
- d. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that the School may use to which students or parents do not have access, such as a student information system.
- e. "Parent" includes parents or guardians of students who are or have been in attendance at the School.
- f. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- g. "Student" means any individual who is or has been in attendance at the School and regarding whom the School maintains education records.

- h. “Third-party vendor” or “Third-party service provider” means any entity, whether public or private, that provides services to the School through a contract or agreement. The term does not include the Florida Department of Education, the Department’s contractors and subcontractors, or School Boards and School Districts.

2. Purpose. This policy is intended to protect the personally identifiable information (“PII”) of students when students are required to use online educational services, including to provide protections against potential misuse of PII, data mining, or targeting for marketing and other commercial purposes.

3. Review of Online Educational Services. All online educational services that students or their parents are required to use as part of school activities must be reviewed and approved as described herein, regardless of whether the online educational service is free, whether use of the online educational service is unique to specific classes and courses, or whether there is a written agreement governing student use. The Principal or their designee must review each online educational service’s terms of service and privacy policy to ensure compliance with state and federal privacy laws, including the Applicable Laws, and the requirements set forth in this policy. The Principal or designee must determine whether the online educational service provider will collect PII, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. Under no circumstances may an online educational service be used if such a service will share or sell student PII for commercial purposes (including, but not limited to, targeted advertising) without providing parents a means to either consent or disapprove.

4. Approval of Online Educational Service. If a teacher or other employee at the School intends to utilize an online educational service as part of a school activity, they must first submit a request to the Principal or their designee for review and approval. No online educational service may be utilized for any school activity unless it has been reviewed and approved. Following the review described above, the Principal or their designee must approve or deny the use of the online educational service. The Principal or designee reserves the right to deny the use of any online educational service for any reason, including if the online educational service is determined to have policies or practices that could lead to the misuse of student PII or violate the Applicable Laws. The Principal or designee may also approve the use of an online educational service subject to parental consent, as described in more detail below. The Principal or designee will maintain documentation related to the approval or denial of all online educational services. Nothing herein is intended to supersede the authority of the Governing Board to approve the use of an online educational service to the extent such approval is required by any other policy of the School.

5. Contracts and Agreements. All contracts or agreements executed by or on behalf of the School with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

- a. Require compliance with FERPA, its implementing regulations, and Section 1002.22, F.S.
- b. Where applicable, require compliance with COPPA, 15 U.S.C. ss. 6501-6506, and its implementing regulations.
- c. Where applicable, require vendors to ensure compliance with the Student Online Personal Information Protection Act, Section 1006.1494, F.S.
- d. Ensure that only the PII necessary for the service being provided will be disclosed to the third party; and
- e. Prohibit disclosure or re-disclosure of student PII unless the disclosure is authorized by FERPA, the disclosure is authorized by the School's directory information policy, and the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the PII would be disclosed to, how it would be used, and whether re-disclosure is permitted.

6. Parental Notification and Consent. Parents must be notified in writing if student PII will be collected by an online educational service, including what PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. This notification should be sent to parents at the beginning of the school year, or prior to students utilizing the online educational service if it is implemented after the start of the school year. If during the review process or at any time thereafter it is determined that an online educational service will share or sell student PII for commercial purposes, school personnel shall be strictly prohibited from allowing students to utilize the online educational service in any school activity without having first obtained written parental consent.

7. Notification. For any online educational service that a student is required to use, the School will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed, and the terms of re-disclosure, if any. This notice will also include a link to the online educational service's terms of service and privacy policy, if publicly available. For online educational services that students and parents are referred to as part of a school activity or function, but are not required to use, the School must provide notice to parents and eligible students if such online services have not been reviewed and approved in accordance with this Policy.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Protection of Student Information in Connection with Online Educational Services was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on _____.

Board Secretary

Printed Name

NOTIFICATION OF PARENTS REGARDING OUT-OF-FIELD TEACHERS

August 31st, 2023

Included in this memo is a list of teachers or long-term substitute teachers at North County Charter School who have been reported as teaching out-of-field as required by Section 1012.42 of Florida Statute. Those teaching out-of-field are qualified to teach; however, all or part of their teaching assignment is not covered by their current certification. Individuals teaching out-of-field are required to complete additional coursework or testing until the coverage/endorsement is added to their certificate. Should you have any questions about these requirements, please call the school or Adalia Medina-Graham, Certification Analyst (772-564-3116).

| Teacher: | Course | Out-of-Field Assignment: |
|---------------------|--------------|--------------------------|
| Shaleah Strowbridge | Kindergarten | Elementary Ed |
| Andrea Perkins | First Grade | Elementary Ed; ESOL |
| Bryan Dowdell | First Grade | ESOL |
| Yaneek Eberhardt | Second Grade | Elementary Ed |
| Alycia Anglin | Second Grade | Elementary Ed |
| Kelly Dodds | Third Grade | Reading Endorsement |
| Julie Singer | Fifth Grade | Elementary Ed |
| Jennifer Zajicek | Fifth Grade | Elementary Ed |
| Christine Bode | ESE Teacher | Reading Endorsement |

Gregory Potter

AVISO PARA LOS PADRES SOBRE MAESTROS "FUERA DEL AREA"

Augusto 31st, 2023

Incluido en este aviso se encuentra una lista de maestros o maestros sustitutos a largo plazo en la escuela **North County Charter School** quienes han sido reportados como "fuera de área" como se requiere en Sección 1012.42 de Estatuto de Florida. Esto significa que los maestros están calificados para enseñar y tienen su certificado sin embargo les hace falta completar algunos requerimientos que *solo aplican a su asignado trabajo de enseñanza*. Estos individuos que están enseñando "fuera de su área" requieren completar un curso adicional o tomar un examen para cumplir con los requerimientos. Si Ud. tiene preguntas sobre los requerimientos favor de hablar con la escuela o Adalia Medina-Graham, Analista de Certificación (772) 564-3116.

| Maestro (a): | Course | Fuera de la asignación de campo: |
|---------------------|--------------|----------------------------------|
| Shaleah Strowbridge | Kindergarten | Elementary Ed |
| Andrea Perkins | First Grade | Elementary Ed; ESOL |
| Bryan Dowdell | First Grade | ESOL |
| Yaneek Eberhardt | Second Grade | Elementary Ed |
| Alycia Anglin | Second Grade | Elementary Ed |
| Kelly Dodds | Third Grade | Reading Endorsement |
| Julie Singer | Fifth Grade | Elementary Ed |
| Jennifer Zajicek | Fifth Grade | Elementary Ed |
| Christine Bode | ESE Teacher | Reading Endorsement |

Gregory Potter

NORTH COUNTY CHARTER SCHOOL THREAT MANAGEMENT POLICY

Effective Date:

North County Charter School (the “School”) shall establish a threat management team in accordance with Section 1006.07(7), Florida Statutes. The primary purpose of a threat management team is to minimize the risk of violence at the school. The threat management team is responsible for the coordination of resources and assessment and intervention of individuals whose behavior may pose a threat to the safety of school staff or students.

A. Definitions.

- “CSTAG” means the Comprehensive School Threat Assessment Guidelines behavioral threat assessment instrument, Form CSTAG-2022, which must be used for threat assessments in the School through December 31, 2023. The CSTAG categorizes threats as (1) transient, meaning a threat without a sustained intent to harm that can be easily resolved by apology, retraction, or explanation; or (2) substantive, meaning a threat where the intent to harm is either present or unclear, and requires protective action.
- “Florida Harm Prevention and Threat Management Model” or “Florida Model” means the Florida-specific behavioral threat management process required by Section 1001.212(12), F.S. The Florida Model consists of the Florida Threat Management Manual and the Florida Harm Prevention and Threat Management Instrument (“Instrument”). Under the Florida Model, threats and reports of concerning behavior or concerning communications are categorized as having a low, medium, or high level of concern.
- “School-based mental health services provider” means a school psychologist certified under Rule 6A-4.0311, F.A.C., a school social worker certified under Rule 6A-4.035, F.A.C., a school counselor certified under Rule 6A-4.0181, F.A.C., or a mental health professional licensed under Chapter 490 or 491, F.S., who is employed or contracted by a district or school to provide mental health services in schools.
- “Student Support Management Plan” or “SSMP” means an ongoing intervention and monitoring plan implemented by the threat management team. The SSMP may impose requirements on a student of concern for a defined period of time based on the level of concern. The SSMP is reviewed each month by the threat management team.
- “Reasonable effort to notify” means the exercise of reasonable diligence and care to make contact with the student’s parent or guardian, typically through the contact information shared by the parent or guardian with the school or school district.
- “Threat Assessment” means the protocols used to assess concerning behavior and threats. Threat assessment protocols are a series of documents, also referred to as a “threat assessment instrument,” comprised of an intake and disposition form; student of concern questionnaire; parent/guardian questionnaire; witness/target of violence questionnaire; teacher survey; and mental health assessments used to help evaluate whether behaviors or communications indicate that a student poses a risk of harm and what services are appropriate to mitigate that risk. The threat assessment process results in comprehensive information gathering from multidisciplinary sources, including law enforcement, mental health, and school records.
- “Threat Management” means the systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Upon a determination that a risk of violence exists, the threat

management process then results in determining the level of concern and appropriate management of the person posing the concern to mitigate the risk of harm and remove them from the pathway to violence. The SSMP is part of the threat management process. The threat management process is ongoing and ends only when the threat management team deems ending the process appropriate under the circumstances, or responsibility is transferred to another threat management team.

B. Responsibilities of the Threat Assessments on or Before December 31, 2023

Threat assessments initiated on or before December 31, 2023, must be done in accordance with CSTAG and the Model Behavioral Threat Assessment Policies and Best Practices for K-12 Schools, as follows:

- Each school must have a threat management team that includes persons with expertise in counseling, instruction, school administration, and law enforcement, who meet the requirements of Rule 6A-1.0019, F.A.C.
- Through December 31, 2023, threats will be assessed using the CSTAG instrument to assess the behavior of persons who may pose a threat to school staff or students and to coordinate intervention and services for such persons. All reported threats, even those determined not to be a threat, must be documented, including the evaluation process and any resultant action.
- The threat management team can meet as often as necessary but must meet monthly to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students. Each meeting must have a record of those in attendance, the case(s) discussed, action(s) taken, and the meeting date and time.
- The threat management team must refer individuals for crisis intervention or mental health services as necessary pursuant to Section 112.584(4), F.S., and refer for self-harm as necessary pursuant to Section 394.463, F.S.
- The threat management team must report quantitative data about the threat assessments team's activities to the Office of Safe Schools, as required by law.

C. Responsibilities of the Threat Assessments on or After January 1, 2024

Beginning January 1, 2024, threat management and assessment of concerning behaviors or communications must be conducted in accordance with the Florida Model, as follows:

- The school must have a threat management team comprised of four members, at a minimum, including persons with expertise in counseling, instruction, school administration, and law enforcement. The Principal is responsible for appointing team members. The threat management team must also include a member with personal knowledge of the student of concern who is the subject of threat management. Team members must meet the following requirements:
 - The counseling team member must be a school-based mental health services provider that is able to access student mental health records.
 - The instructional team member must meet the definition of instructional personnel under Section 1012.01(2)(a)-(d), F.S., or must hold a current Florida Educator Certificate under Section 1012.56, F.S.
 - The School administrator team member must meet the definition of administrative personnel found in Section 1012.01(3), F.S. This should not be the Principal unless they are the only administrator at the School.

- The law enforcement team member must be a sworn law enforcement officer who meets the requirements of Rule 6A-1.0019, F.A.C.
 - If none of the team members are familiar with the student of concern, the Chair of the threat management team must assign an instructional staff member who is familiar with the student to consult with and provide background information to the threat management team.
 - The Principal must appoint a Chair and Vice Chair of the threat management team. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed or whether it should be reviewed by the full threat management team. The Vice Chair will serve as Chair when the Chair is unavailable.
- The threat management team must follow the following procedures in accordance with state law and administrative rule:
 - The threat management team must use the Florida Model to assess the behavior of students who may pose a threat of harm to themselves or others and to coordinate intervention and services for such students. All reported threats or concerning behaviors and communications, even those determined to be unfounded, must be documented by the threat management team along with any resultant action, using the Florida Model Instrument.
 - The threat management team can meet as often as necessary but must meet at least monthly to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students. Each meeting must have a record of those in attendance, the case(s) discussed, action(s) taken, and the meeting date and time.
 - The threat management team must refer individuals for crisis intervention or mental health services as necessary pursuant to Section 112.584(4), F.S., and refer for self-harm as necessary pursuant to Section 394.463, F.S.
 - The threat management team must report quantitative data about the threat assessments team's activities to the Office of Safe Schools, as required by law.

D. Training Requirements

By December 31, 2023, all members of the threat management team must be trained on the Florida Model through training provided by or approved by the Office of Safe Schools. By December 31, 2023, School principals, the Threat Management Chair, and the Vice Chair must complete additional training specific to their respective roles. Beginning with the 2024-2025 school year, team members who have not previously completed training must complete Florida Model training before the start of the school year. Those appointed to threat management teams after the start of the school year must complete Florida Model training within sixty days of appointment. Beginning with the 2024-25 school year, team members who have been fully trained in a previous school year must complete an annual refresher training provided by the Office of Safe Schools within the first sixty days of school.

E. Notification

The School must notify in the following circumstances:

- If the threat management team Chair determines the report of a concerning behavior or threat carries a Low level of concern and summarily closes the case, the Chair must use reasonable efforts to notify the parent or guardian of the student of concern.
- If the Chair does not summarily close the case and refers it to the threat management team, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the threat management team assigns the preliminary level of concern.
- If the preliminary level of concern is High, the threat management team Chair must notify the superintendent or designee to ensure that the notice requirements of Section 1006.07(7)(e), F.S., are met.
- Parents or guardians must also be notified if the threat management process reveals information about their student's mental, emotional, or physical health or well-being, or results in a change in related services or monitoring, including but not limited to implementation of an SSMP.
- Once an SSMP is finalized and any time it is substantively revised, the threat management team Chair must provide a copy of the SSMP to the student of concern's parent or guardian. The targeted student's parent or guardian should also be informed that an SSMP has been implemented.
- Where a report of concern includes an identified student target, the Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received, unless the Chair has determined the concern is unfounded. As provided for in the Florida Harm Prevention and Threat Management Manual, the unfounded summary disposition should only be used when it is clear and articulable that there is no basis for concern. If there is any doubt, the case should be forwarded to the threat management team for further evaluation and parent notification should occur.
- Nothing herein prevents the school from notifying parents or guardians if they believe it is in the best interest of the student.

The threat management team Chair must document all attempts to make contact with the parent or guardian. Timelines for required notice may be modified where the threat management team reasonably believes and documents that such disclosure would result in abuse, abandonment, or neglect, as defined in Section 39.01, F.S.

F. Reporting & Sharing Information

- Threat assessments and records related to threat management are considered education records as defined by the Family Educational Rights and Privacy Act (FERPA) and Sections 1002.22 and 1002.221, Florida Statutes. Policies relating to access, maintenance, and retention of these records must be consistent with Rule 6A-1.0955, F.A.C., Education Records.
- Upon a preliminary determination by the threat management team that a student poses a threat of violence to himself or herself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the threat management team may obtain criminal history record information about the student. A member of a threat management team may not disclose any criminal history record information obtained pursuant to this section or otherwise use any record

of an individual beyond the purpose for which such disclosure was made to the threat management team.

- All school personnel will report to the Principal about any individual who is suspected of posing a threat to school safety. If the threat is imminent, the Principal may take any necessary action to avert a crisis situation but will report the incident to the threat management team as soon as feasible. Otherwise, the Principal will convene the threat management team to assess the threat.
- Upon a preliminary determination that a student poses a threat of violence or physical harm to himself or herself or others, the threat management team shall immediately report its determination to the Principal, or his or her designee. The Principal, or his or her designee, shall immediately attempt to notify the student's parent or legal guardian. Nothing in this subsection shall preclude school personnel from acting immediately to address an imminent threat.
- The School will comply with all data reporting requirements as required by applicable law and administrative rules.

Board Secretary Certificate

I hereby certify that the foregoing policy was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on _____, 2023.

Board Secretary

Printed Name

Date