

Overview of the Settlement Agreement

Extra-curricular Activities Policy

Item Number 11

The following is a formative review of the Settlement Agreement, Item Number 11, Extra-curricular Activities Policy for Orange County Public Schools (OCPS) that illustrates the commitment to communicating extra-curricular activities with all community stakeholders. The process was initiated by district administration in the Spring of 2011 by constructed the procedures all secondary schools would follow. Learning community meetings were held in May of 2011, led by OCPS legal counsel, to outline the importance and details involved in the Settlement Agreement to the principals. These meetings highlighted the necessary notification of extra-curricular activities by each middle and high school principal as well as the procedures required for the collecting and monitoring of the data. The emphasis in fulfilling the schools responsibility was reinforced to the administrators and the district oversight of the process was detailed. Legal counsel again visited the learning community meetings on January 12, 2012 to re-emphasize the importance of the Settlement Agreement as it relates to extra-curricular activities.

Continuing the historical context of this process, in the summer of 2011 the district staff formulated the electronic tools necessary to assist in creating the means for schools to communicate extra-curricular opportunities with their community stakeholders. Training was provided to technology specialists as well as school site contacts on how to maintain the data as well as communicate the information appropriately. District staff worked with OCPS legal counsel to embed the Settlement Agreement item number 11 into the Student Code of Conduct. The Student Code of Conduct was delivered to each school for the purpose of distribution to all students at the beginning of the school year. In addition, the district sent two Connect Orange messages to all middle and high school households the weeks of August 8 and August 19, 2011, respectively. This practice has continued annually and the Connect Orange messages were distributed on August 8 and September 2, 2015 of this school year. The gap in Connect Orange messages was lengthened slightly to accommodate for the high mobility rates in some communities, allowing for information to be disseminated to a wider range of students at any given school.

All Orange County middle schools and high schools are in compliance with the extra-curricular activity of the Settlement Agreement. Each school is responsible for electronically submitting a form for each opportunity available at the school which is then populated into the school's overall matrix. These submission forms are then approved by the district settlement agreement contact to confirm that all necessary information has been accurately provided. Each of the extra-curricular opportunities can be viewed from a direct link (Extra-curricular Activities) found on the right hand side of the home page. . In addition, the digital matrix can be accessed through the OCPS homepage (www.ocps.net) by clicking on the "Community Tab" and then the "Extra-Curricular Activities" icon on the left hand margin. Each school name will appear and can be accessed by clicking on the school's link. This link has grown to include the alphabetical listing of athletic teams, clubs, and organizations separately and can be further expanded to include the contact name, contact information, location of events and ongoing schedules by simply clicking on the "+" next to each choice.

Furthermore, a secondary digital source for the community to view extra-curricular activities for specific schools related to athletics is through the C2C site. This site can also be viewed from the

OCPS main website by clicking on “Student” and/or “Parent” then also clicking on the hyperlink under “OCPS Athletics.” You can also go directly to this site by typing www.athletics.ocps.net on your web browser. On this site, community members can view the following:

- Location and times of athletic events
- School Calendars
- Links to the NCAA Eligibility Center
- Eligibility requirements
- FHSAA sport start dates
- Athletic Director’s contact information
- State championship information
- Concussion information
- Directions to upcoming events
- OCPS school calendar
- OCPS testing dates
- ACT/SAT assessment dates
- Special Olympic Information
- Scholarship information
- Metro information
- Hydration information

Additionally, each middle and high school is required to provide a written list of all extra-curricular activities to their community members. These lists can take various forms such as letters home, fliers, or newsletters. Each school has the flexibility on how they wish to present this material to their students and their families.

At the district level, OCPS reviews the middle and high school matrixes on a continual basis. There is a quarterly check that takes place at the conclusion of each grading period to monitor that the information remains up to date. The electronic matrix as well as the updated written lists for each school are printed into hard copies and placed alphabetically in a portfolio. This portfolio is available to schools and the community to review at *School Support Services* on the seventh floor of the Educational Leadership Center.

The formative review is divided in the following subsections under Item Number 11:

- Overview and Summary
- Section A: Policy JJ—Middle/High School Extra-curricular/Athletic Program
- Section B: Early Documentation
- Section C: Talking Points
- Section D: Code of Conduct
- Section E: Connect Orange message and dates
- Section F: High School Matrixes and Written Lists
- Section G: Middle School Matrixes and Written Lists

After strategically planning the collection of the extra-curricular activity information from all middle and high schools, the following recommendations are submitted for review:

- Web matrixes are reviewed on a continual basis and can be modified at any time, as needed. The district contact for the Settlement Agreement has access to review and modify all entries at any time.
- Written lists are submitted at the beginning of each school year and after the first semester to review that all information is up to date.
- Written lists are incorporated within some form of newsletter or other communication with an explanation from administration, rather than a simple written list of activities. Hard copies of the lists are both actively distributed at the beginning of the year as well as available for passive distribution throughout the school year.