



***Pinellas Preparatory Academy, Inc.
Administrative Policy Manual***

Pinellas Preparatory Academy
Pinellas Primary Academy

Amended June 21, 2011

Table of Contents

[Pinellas Preparatory Academy, Inc.](#)

[Table of Contents](#)

[Section A: Definitions](#)

[\(A.1\) Corporation Name](#)

[\(A.2\) Schools](#)

[Section B: Employee Policies](#)

[\(B.1\) Staff Teams](#)

[\(B.1.1\) School Advisory Team](#)

[\(B.1.2\) Staff Behavior Team](#)

[\(B.1.3\) School Based Leadership Team](#)

[\(B.1.4\) Master Schedule Team](#)

[\(B.2\) Parent Teacher and Student Led Conferences](#)

[Section C: Student Policies](#)

[\(C.1\) Attendance](#)

[\(C.1.1\) Legal Foundation](#)

[\(C.1.2\) Parental Reporting](#)

[\(C.1.3\) Excused Absences](#)

[\(C.1.4\) Tardiness](#)

[\(C.1.5\) Early Removal](#)

[\(C.1.6\) Make Up Work](#)

[\(C.1.7\) Truancy Consequences](#)

[\(C.1.8\) Excessive Absences](#)

[\(C.2\) Enrollment](#)

[\(C.2.1\) Late Entries](#)

[\(C.2.2\) Withdrawals](#)

[\(C.3\) Academic](#)

[\(C.3.1\) Grading Policy](#)

[\(C.3.1.1\) Traditional Grading System](#)

[\(C.3.1.2\) Standards Based Grading System](#)

[\(C.3.2\) Honor Roll/Principal's List](#)

[\(C.3.3\) Homework Policy](#)

[\(C.3.3.1\) Approximate Time Guidelines](#)

[\(C.3.3.2\) Late Homework](#)

[\(C.3.3.3\) Posting of Homework](#)

[\(C.3.4\) Dual Enrollment](#)

[\(C.3.4.1\) Florida Virtual School](#)

[\(C.3.4.2\) Extracurricular Activities](#)

[\(C.4\) Extra Curricular Activities](#)

[\(C.4.1\) Clubs](#)

[\(C.4.2\) Field Trips, Off Campus Events](#)

[\(C.4.2.1\) Approval](#)

[\(C.4.2.2\) Behavioral Exclusion](#)

[\(C.4.2.3\) Financial Limitations](#)

[\(C.4.2.4\) Student Supervision](#)

[\(C.4.2.5\) Chaperones](#)

[\(C.4.2.6\) Teacher Check Ins](#)

[\(C.4.2.7\) Student Counts](#)

[\(C.4.3\) Attendance Required for Extracurricular Participation](#)

[\(C.5\) Behavioral](#)

[\(C.5.1\) Foundation](#)

[\(C.5.2\) Removal of Students from Class](#)

[\(C.5.3\) Referral Matrix](#)

[\(C.5.4\) Behavioral Consequences](#)

[\(C.5.5\) Appeal Process](#)

[\(C.5.5.1\) Foundation](#)

[\(C.5.5.2\) Requesting An Appeal](#)

[\(C.5.5.3\) Student Consequences](#)

[\(C.5.5.4\) Behavior Team Meeting](#)

[\(C.5.5.5\) Reporting of Decision](#)

[\(C.5.5.6\) Further Appeals](#)

[\(C.5.6\) Teen Dating Violence and Abuse](#)

[\(C.5.6.1\) Definition](#)

[\(C.5.6.2\) Reporting](#)

[\(C.5.6.3\) Investigation](#)

[\(C.5.6.4\) Consequences](#)

[\(C.5.6.5\) Support and Reasonable Accommodations](#)

[\(C.5.6.6\) Other violations](#)

[\(C.5.6.7\) Confidentiality](#)

[\(C.5.6.8\) Education and Training](#)

[\(C.6\) General](#)

[\(C.6.1\) Dress Code:](#)

[\(C.6.2\) Cell Phone Policy](#)

[\(C.6.3\) Games and Electronic Devices](#)

[\(C.6.4\) Text Book Policy](#)

[\(C.6.5\) Computers and Internet Acceptable Use Policy](#)

[\(C.6.6\) Dances](#)

[\(C.6.7\) Movies in the Classroom](#)

[\(C.6.7.1\) Copyright](#)

[\(C.6.7.2\) Elementary Students](#)

[\(C.6.7.3\) Middle School Students](#)

[\(C.6.7.4\) "R" Rated Movies:](#)

[\(C.7\) Safety](#)

[\(C.7.1\) Car Circle:](#)

[Section D: Teaching and Learning](#)

[\(D.1\) Teacher's Lesson Plans](#)

[\(D.2\) Reporting Student Progress](#)

[\(D.3\) Section 504 Plans](#)

[\(D.3.1\) When a 504 Plan will be considered](#)

[\(D.3.2\) Meeting to consider 504 Plan](#)

[\(D.3.3\) Eligibility](#)

[\(D.4\) School Based Leadership Team](#)

[\(D.4.1\) Purpose](#)

[\(D.4.2\) Membership](#)

[\(D.4.3\) Procedure:](#)

[Section E: Management Policies](#)

(E.1) Emergency Procedures

(E.1.1) Fire Drill Procedures

(E.1.2) Tornado Drill Procedures

(E.1.3) Hurricane Closures

(E.1.4) Intruder / Lock Down Procedures

(E.2) Fund Raising

(E.3) Photographs of Students:

(E.3.1) Portraits

(E.3.2) Snapshots

(E.4) Gifts

(E.5) Volunteers:

(E.5.1) Background Checks

(E.5.2) Background Check Concern

(E.5.3) Student Supervision Background Checks

(E.6) Policy Against Bullying And Harassment

(E.6.1) Statement prohibiting bullying and harassment

(E.6.2) Definition of bullying and definition of harassment

(E.6.3) Expected Behavior

(E.6.4) Consequences for an act of bullying or harassment

(E.6.5) Consequences for intentional misreporting

(E.6.6) Reporting an act of bullying or harassment

(E.6.7) Investigation of whether a reported act is within the scope of the school

(E.6.8) Prompt investigation of a report of bullying or harassment

(E.6.9) Determination of consequences and due processes for a perpetrator:

(E.6.10) Providing immediate notification to the parents/legal guardians of a student victim:

(E.6.11) Referral of victims and perpetrators of bullying or harassment for counseling

(E.6.12) Providing instruction regarding bullying and/or harassment

(E.6.13) Regularly reporting of actions taken to protect the victim

(E.6.14) Publication of the policy

(E.7) Returned Checks :

(E.8) Computer, E-Mail and Cell Phone Usage

(E.8.1) School Telephones

(E.8.2) Personal Cell Phone Use

(E.8.3) Acceptable Use Policy

(E.8.4) Social Media Policy

(E.8.4.1) Social Media Guidelines for Faculty & Staff

(E.8.4.1.1) Blogs, Wikis, Podcasts, Digital Images & Video

(E.8.4.1.2) Personal Use of Social Media such as Facebook, Myspace and Twitter

(E.8.4.1.3) Instant Messaging

(E.8.4.1.4) Requests for Social Media Sites

(E.8.4.2) Social Media Guidelines for Students:

(E.8.4.3) Social Media Guidelines for Parents:

(E.9) Civility Policy

(E.9.1) Civility of Staff

(E.9.2) Civility of Parents and Patrons

Section F: Facilities Policies

(F.1) Animals In School

(F.1.1) Special Events

(F.1.2) Classroom Pets

(F.2) Classroom Decor

(F.2.1) Custom Paintings/Murals

(F.2.2) Affixing Items To Walls

Section G: Before and After Care

(G.1) General

(G.1.1) Hours of Operation

(G.1.2) Emergency closings / delays

(G.1.3) Registration

(G.1.4) Consistent Use

(G.2) Fees

(G.2.1) Before Care

(G.2.2) After Care

(G.2.3) Both Before and After Care

(G.2.4) Drop In

(G.2.5) Late Pick Up

(G.2.6) Due Date

(G.2.7) Discounts

(G.2.8) Returned / NSF Checks

(G.3) Student Expectations

(G.3.1) Student Rules

(G.3.2) Consequences for Misbehavior

(G.4) Staffing

Section A: Definitions

(A.1) Corporation Name

Pinellas Preparatory Academy, Inc. is a not-for-profit corporation incorporated in 2000 to operate charter schools. Throughout this document “PPA, Inc.”, “the Corporation,” and “the Organization” all refer to Pinellas Preparatory Academy, Inc.

(A.2) Schools

Pinellas Preparatory Academy is the school founded in 2002 serving students in grades four through eight. Throughout this document, the school shall be referred to as “PPA.”

Pinellas Primary Academy is the school founded in 2011 serving students in grades kindergarten through four. Throughout this document, the school shall be referred to as “PPA, Jr.”

Section B: Employee Policies

(B.1) Staff Teams

The Principal of each school shall designate specific teams of staff members to accomplish various tasks throughout the year. The following are required staff teams that will be set each year:

(B.1.1) School Advisory Team

The advisory team will consist of representatives from various teams of staff members throughout the school. The advisory team will advise the Principal as part of a decision making process to ensure staff participation in decision making.

(B.1.2) Staff Behavior Team

The behavior team will review the school's behavior policy, matrix, and consequences annually and advise the Principal on necessary changes to these documents. The behavior committee shall also serve as an appeal board when a parent wishes to appeal a referral or decision made by administration, as outlined in policy B.5.5. The team shall be comprised of at least five members in addition to the Principal. A staff member shall be appointed as chair, who shall not be the Principal.

(B.1.3) School Based Leadership Team

The School Based Leadership Team shall be a group of experienced educators who come together to brainstorm researched based interventions to assist specific students and student groups who are struggling. The school based leadership team is further defined in policy C.4, and may also be referred to as "Student Success Team."

(B.1.4) Master Schedule Team

The master scheduling team shall annually meet with the Principals to provide advice on the development or modification to the school's master schedule.

(B.2) Parent Teacher and Student Led Conferences

PPA, Inc. schools host two sets of conferences during the school year, which are scheduled by the Principal at the start of the year. Teachers are required to attend the conferences. If a teacher fails to attend the conference, they will be considered absent, and this shall count as the use of one-half day of Paid Time Off.

Section C: Student Policies

(C.1) Attendance

(C.1.1) Legal Foundation

Florida Statutes 1003.21 mandates that all students are required to attend school, and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy. In order to manage the attendance of our students PPA, Inc. will follow the following procedures:

(C.1.2) Parental Reporting

Within 48 hours of a student's absence, the parent will send a note or call the school explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. In the case that an unexcused absence is recorded, the school will attempt to contact the student's parent or legal guardian regarding the absence to prevent a pattern of nonattendance. Under some circumstances, more than parental notification may be required by the school's Principal.

(C.1.3) Excused Absences

The following absences will be considered excused:

- a. Student is ill. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the school's Principal).
- b. Major illness in the family. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the school's Principal).
- c. Death in the immediate family of the student. A student's immediate family includes biological parents, grandparents, siblings, or adults and siblings from an immediate extended family unit, at the school Principal's discretion.
- d. Religious holiday of the student's faith. This requires a parent's note seventy-two (72) hours prior to the absence.
- e. Religious institutes, conferences, or workshops (only two days allowed if the request is signed by a parent and given to the school at least forty-eight (48) hours before the absence).
- f. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the school's Principal (or designee). This includes detention at a juvenile center in which the student continues his/her education.
- g. Mental health counseling for the student. A note on business stationery from the mental health facility or personnel may be required by the school's Principal.
- h. A major disaster, as decided by the administration.
- i. Any absence, including those for field trips or other parental requests as judged appropriate by the school's Principal, provided that the request is submitted to the Principal forty-eight (48) hours in advance of the absence. The principal may waive the requirement for advance notice if extenuating circumstances exist.

(C.1.4) Tardiness

Pinellas Preparatory Academy believes it is extremely important that students arrive at school on time and ready to learn. Students are allowed to enter the building 15 minutes prior to the start

of school. We recommend students arrive a minimum of 5 minutes prior to the start of school to ensure ample time to reach their classroom before the bell rings. We have created strict guidelines in regards to students who are tardy to school in the morning:

- a. Students who are not in class at the time of the bell will be considered tardy.
- b. A child who accumulates three tardies in a quarter will be issued a consequence of action with a consequence to be decided by the Principal. This consequence becomes part of and is subject to the Behavioral Guidelines and Matrix for subsequent general behavioral management.
- c. For the legal purposes of truancy, as provided by Pinellas County School Board's policies, numerous tardies can be equated to absences. If a student is excessively tardy (defined as an hour or more late to school), three (3) such events will equate a single absence. Six (6) occurrences of tardiness less than one hour will equate to a single absence. The Principal can disallow individual instances of being tardy from this rule if a written explanation is provided to the school upon the return of the student.

(C.1.5) Early Removal

Students are expected to attend the entire day of school. The early release of students causes disruption to academic performance of all students and may create safety and security concerns. No student shall be released within the final 30 minutes of the school day, unless prior arrangements had been made with the Principal. Students who are removed early from school are missing valuable instruction time, and this will be treated in the same manner as tardiness. A student who is removed an hour or more early from school three (3) times will be equated to one (1) absence. Six (6) occurrences of being removed from school less than an hour will equate to a single absence.

(C.1.6) Make Up Work

Students who miss school for any reason (excused or not) will be expected to make up all work missed during their absence, tardiness, early removal from school, or suspensions. Parents may contact the school to request work, but should provide at least a 24-hour turn around to prepare such materials. Students whose absences are excused will not receive an academic penalty for made up work unless the work is not made up within the time limits explained in policy C.3.3.2.

(C.1.7) Truancy Consequences

If a student has at least five (5) unexcused absences within a calendar month, or ten (10) days out of ninety (90), the student's homeroom teacher shall report to the Principal that there may be a pattern of absence existing. After this referral, the Principal will consider referring the student to the Student Success Team. The Student Success Team is a "child study team" for the purposes of satisfying the requirements of § 1003.26, Florida Statutes. If the Student Success Team finds a pattern of nonattendance, the team will meet with the parent to identify potential remedies; the principal must notify the Pinellas County School District's charter school office of the identified pattern of nonattendance. If the initial meeting with the parent does not resolve the problem, the Student Success Team shall implement the following pursuant to Florida Statutes:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

The Student Success Team may also, but is not required to, implement other interventions that include referral to other agencies for family services or changes to the learning environment. Additionally, legal authorities will be notified if the problem is not corrected.

If the parent refuses to participate in the remedial strategies because he or she believes those strategies are unnecessary or inappropriate, the parent may appeal to the Superintendent.

Once all reasonable efforts to resolve the nonattendance behavior are exhausted, the Student Success Team shall report the case to the school Superintendent. The Principal may also request the parents or guardian of the student to withdraw from the school if it is clear that the student is unwilling to attend the school.

(C.1.8) Excessive Absences

Students who miss more than twenty (20) days of school during a given school year (regardless of whether they are excused or unexcused absences), may be retained based solely on excessive absences. If a student reaches 15 absences, the Principal shall decide whether to refer the student to the Student Success Team to determine why the absences are occurring, and to work with the parents to improve school attendance. If the student then reaches 20 absences, the Student will be referred to the Success Team who shall to determine whether or not the student will be retained and whether additional interventions are necessary.

(C.2) Enrollment

(C.2.1) Late Entries

Students who enroll into a PPA, Inc. school after the start of a term will need to work with each teacher to determine what back work, if any, needs to be completed. Some assignments or testing which are essential to the completion of the Sunshine State Standards may be required. Teachers will give students until the end of the current term to complete assignments.

(C.2.2) Withdrawals

Students who choose to leave a PPA, Inc. school will be assisted in their transition to their new school by having the School create a report indicating the student's performance and current grade in each class. These reports can be provided twenty-four (24) hours after the parent provides notification of the withdrawal. PPA, Inc. reserves the right to follow up with the student's future placement to ensure compliance with compulsory attendance laws.

(C.3) Academic

(C.3.1) Grading Policy

There are multiple purposes for the assignment of grades, including but not limited to the documentation of student and teacher achievement; providing teacher feedback on student progress to students, parents and fellow teachers; monitoring for continuous student growth and concept mastery; and informing instructional practices and small-group instruction in the classroom. Thus, homework must be completed and submitted as directed by teachers.

To remedy this situation, students who do not submit a homework assignment on time will be granted the opportunity to complete the missing assignment the next day during a mandatory After-school Homework Recovery (AHR) class. AHR will be held on a daily basis from 2:45-3:30. Parents will be notified through the school's electronic methods of communication that the student has a missing assignment and that they are required to attend AHR the next day, unless the assignment is handed in before hand. Students will utilize the AHR time to seek assistance and complete any missing assignment(s). Once completed the students may turn their work in at AHR to be given to the teacher for a grade.

Teachers are required to grade all assignments within a reasonable time and provide feedback to students on their progress in class. PPA, Inc. schools may utilize either a traditional or standards based grading system as defined below. The school Principal will ensure that parents are informed

and educated about the grading system being utilized. Regardless of the system, feedback will be provided by teachers to their students, grades will be posted online for parents, and progress reports will be sent home regularly.

(C.3.1.1) Traditional Grading System

The following grade scale will be used by Pinellas Preparatory Academy teachers:

A	90% - 100%	Superior
B	80% - 89%	Above Average
C	70% - 79%	Average
D	60% - 69%	Below Average
F	0% - 59%	Unsatisfactory
I		Incomplete

(C.3.1.2) Standards Based Grading System

Standards based assessment provides an accurate snapshot of student abilities based on the standards which they are accountable for at their individual grade level. As such, the following scale is utilized to identify a student's progress towards a standard:

- 4 **Has demonstrated advanced, in-depth understanding of the standard**
(I know it even better than my teacher taught it)
- 3 **Has demonstrated a complete understanding of the target learning goal**
(I know it just the way my teacher taught it)
- 2 **Has demonstrated a simple understanding of the target learning goal**
(I know some of the simpler stuff but can't do the harder parts)
- 1 **Is able to partially demonstrate understanding with assistance**
(With some help, I can do it)
- 0 **Is not successful with the learning goal, even with assistance**
(Even with help, I can't do it).

In order to report grades to the school district and for traditional transcript purposes, a students scores for each standard shall be averaged together to determine a term grade for the course based on the following scale.

A	3.00 - 4.00
B	2.50 - 2.99
C	2.00 - 2.49
D	1.50 - 1.99
F	Below 1.50

(C.3.2) Honor Roll/Principal's List

Any student who receives all As and/or Bs on their report card will be considered to be on the Honor Roll. Any student who receives all As will be added to the "Principal's List."

(C.3.3) Homework Policy

PPA, Inc. believes that homework reinforces the learning happening in the classroom as well as gives students the opportunity to learn important lessons in responsibility and accountability. Therefore, homework is assigned to reinforce or serve as a precursory activity for learning that has taken or will take place in the classroom. Homework is an integral part of the students' education.

(C.3.3.1) Approximate Time Guidelines

In general, the staff of PPA, Inc. attempts to assign approximately ten minutes of homework per grade level to students. Therefore, the following chart is an approximate estimation of the daily homework load students should expect:

While we strive to use these guidelines, we like to make clear that it is impossible to gauge perfectly

how long an assignment will take a given child, as some students take longer to complete tasks than others.

(C.3.3.2) Late Homework

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. If homework is turned in late the grade the student receives shall be reduced by one letter grade (10%).

Students who have an **excused** absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days.

(C.3.3.3) Posting of Homework

All students will be required to use a daily agenda book to write their homework in, reinforcing the idea of teaching our students responsibility. Additionally, teachers will post their homework assignments to the online grading system utilized by the School by 5:00 p.m. the day it is assigned. Additionally, failure to do so will forgive the students of the AHR and any late assignment penalty, as defined above.

(C.3.4) Dual Enrollment

PPA, Inc. understands that the services of one school may not be able to completely address the needs of every student, and recognizes the value of Dual Enrollment. Given the academic structure of our school and the scheduling concerns, we do not permit students to be enrolled at PPA, Inc. schools part-time as the result of a dual enrollment agreement, except for as allowed below.

(C.3.4.1) Florida Virtual School

Students whose academic needs require more than the course selections available at PPA will be allowed to enroll in courses through the Florida Virtual School. For example, in the rare situation that a student needs to be accelerated an additional year in mathematics, they will be allowed to partake in dual-enrollment with the Florida Virtual School in their eighth grade year to complete the Geometry course offered by FVS.

(C.3.4.2) Extracurricular Activities

Students attending PPA for academic classes may be allowed to request Dual Enrollment at other schools for extracurricular activities.

(C.4) Extra Curricular Activities

(C.4.1) Clubs

PPA, Inc. offers clubs to students as extracurricular activities. These clubs cover a variety of areas and provide extra benefits to students who attend our school. Clubs will begin a few weeks after the start of school. A catalog of clubs that are available will be posted on the school's website prior to when they start so children can decide which clubs they wish to be in. All students participating in a school club are required to maintain a 2.0 GPA, have no behavioral concerns, and meet the expectation of the club. A copy of the club expectations will be provided.

(C.4.2) Field Trips, Off Campus Events

Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Every effort will be made to schedule field trips without interrupting other school functions.

(C.4.2.1) Approval

All trips off campus must be approved by the Principal at least two weeks prior to the event occurring. Field trips should have an educational purpose to be approved. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary dependent upon the activity. The request for approval must include all locations the students will visit while on the trip, the details of transportation, and any other logistical issues the Principal requests. Students will follow the specific itinerary provided to the administration on the field trip request.

(C.4.2.2) Behavioral Exclusion

Field trips can be a valuable learning opportunity for students; however, behavioral expectations are even more important when students are taken off campus. As a result, if a child has demonstrated an inability to control their behavior in school, extra steps may need to be taken to ensure the student has a successful experience.

- a. The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their child. In such cases, if a parent is unable to attend, the student will be required to remain at school.
- b. If a student has received a referral, or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.
- c. End of the year class field trips are reserved for students who show responsibility during the school year and meet school expectations. Students who have been issued a suspension during the year will be disallowed from attending the end of the year field trip.
 - i. Parents or guardians of students who have earned only one (1) suspension have the option of asking the staff behavioral team for an exception to this rule. They can present the reasons they feel their child should be allowed to attend. The staff behavioral team can decide to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, possibly including requiring the student to be accompanied by a parent.
 - ii. Students must have an average GPA of 2.0 or better for the current quarter in order to attend.
 - iii. Teachers are not authorized to assign more stringent requirements to end of the year field trip attendance.

(C.4.2.3) Financial Limitations

Students cannot be excluded from a field trip based on the inability to pay the accompanying fee. If a family is facing financial difficulties and unable to pay the accompanying fee, the student's parent or guardian must contact the Principal (or designee) prior to the date the field trip permission slip is due back to school to make alternative arrangements.

(C.4.2.4) Student Supervision

While attending field trips, students will be closely monitored and supervised. Each student shall be directly assigned to a staff person or chaperone for the duration of the trip.

(C.4.2.5) Chaperones

Chaperones for field trips must follow the volunteer guidelines found within the policies of PPA, Inc. Chaperones must be registered with the school prior to attending the field trip. All chaperones must be provided with a detailed list of the students they are responsible for, emergency contact information to reach the teacher in charge, as well as students' parents if the need arises.

(C.4.2.6) Teacher Check Ins

While attending field trips where groups are separated from one another, the teacher in charge of the trip will coordinate times and locations where all staff and chaperones shall rendezvous periodically throughout the day.

(C.4.2.7) Student Counts

Before transporting students to or from any field trip the teacher and at least one other adult will do

a complete a roll call of all students to ensure all students are accounted for. At any given time each staff member and chaperone should know the number of students they are currently responsible for.

(C.4.3) Attendance Required for Extracurricular Participation

Students participating in any school sponsored event must have been in attendance at school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who are considered truant based on policy C.1.7 may be disallowed from participating in any extracurricular activities sponsored by the school.

(C.5) Behavioral

(C.5.1) Foundation

PPA, Inc. believes that children learn in a variety of ways, and that our teachers provide an environment that meets the multi-intelligences needs of our students. By using this unique approach to education, we believe we reduce the number of behavioral concerns within the classroom. However, we realize that when dealing with children, issues may arise which may require the school to address student behavior. In doing so, the school believes behavioral correction should be a learning opportunity, where students are given the opportunity to learn and demonstrate appropriate behavior, and cooperatively accept responsibility and be accountable for their actions. PPA, Inc. believes we have a unique partnership with like-minded parents who share this philosophy of behavioral management and positive parental role modeling.

(C.5.2) Removal of Students from Class

On occasion, a student's behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Due to the small nature of our school, teachers do not have the option of requesting permanent removal from class. Should a situation arise that a student requires removal from class, the student may be issued a 10-15 minute cooling-off period to reflect and regroup. The student will be placed in the office until they regain both self-control and a cooperative attitude before returning to class. If necessary, the student may meet with the Principal (or designee) to discuss the concern and ways of remedying the situation. If necessary, the Principal (or designee) may meet with other involved or uninvolved students and/or the teacher(s) to identify ways to rectify the situation, towards allowing the student to return to class. Parents will receive notification by either a telephone call and/or in writing (e.g. email) if a child is removed from class for serious or repetitive behavioral concerns.

(C.5.3) Referral Matrix

Students are expected to behave in a respectful manner while under the responsibility of school staff (this includes during the school hours, after school activities, or any activity in which school staff members are responsible for the students). PPA, Inc. uses a matrix at each of its schools to assist in classifying and addressing inappropriate behaviors of students. When a student misbehaves beyond the scope of a teacher's classroom management program, and the misconduct requires administrative attention or an office referral, the teacher will send the student to report to the Principal (or designee) to discuss the behavior. The Principal (or designee) will decide at which level the behavior shall be considered (Levels 1-3, 1 being for lesser offenses, such as insubordination, and level 3 being for the more serious violations, such as physical assault or possession of illegal materials). For each level the continuum of consequences is different. Each year, the school staff shall review the matrix and may make appropriate revisions. The matrix along with an explanation will be sent home at the start of each school year to inform and obtain both parent and student signatures.

(C.5.4) Behavioral Consequences

The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.

1. **Verbal Warning:** If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, should give the child verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference.
2. **Written Warning:** If the behavior was a minor infraction and/or was the first or second occurrence, the student may receive a written warning, called a "Consequence of Action" [COA]. COAs let the student know that if similar inappropriate behavior continues there will be similar and more significant consequences in the future. On occasion, staff members may also assign an additional consequence such as an after-school detention to a COA. Parents will receive email and hard copy notification of the issuance of a COA and will be required to acknowledge (preferably by email) that they are aware of the situation. COAs are designed as warnings and as a communication tool to parents, and are not kept as part of the student's permanent file.
3. **Referral To Permanent File:** A referral to a permanent file will be a paper that is completed by the Principal (or designee) after an internal investigation, including the student's comments regarding the misbehavior. This hard copy must be taken home, signed by the parent, and returned to school the next school day. Indication of the incident will be recorded within the student's permanent school records, and appropriate sanctions levied according to existing behavioral matrix guidelines. If the student does not return the referral with a parent signature, they may receive additional detentions or other sanctions, and the parent will be called.
4. **Detention:** A detention is an extension of the school day where the students will be expected to stay after school. The student must report immediately after school and stay until 3:30 p.m. If the student does not report immediately on the assigned school day, or is absent for any reason (except having an official doctor's note on physician stationery), that detention will be rescheduled and an additional penalty detention added. Detentions will typically be scheduled on a regular common day once per week. Alternate detention requests can not be entertained due to established supervising staff schedules and other responsibilities.
5. **In School Suspension:** An in school suspension is a consequence which secludes a student from his or her peers and allows the student time to reflect on his or her misbehavior. Students will be removed from class and located in an area outside the common areas where students are typically present. While suspended, students are not allowed to participate in any school related activities, including common lunch room. In school suspensions shall not be considered an absence from school. However, students are required to complete, on their own time, all make up work from the time missed. Computers may not be used by students in ISS, unless a teacher gives specific permission. When returning to normal class schedules, the student will not be allowed to participate in extracurricular activities or non-educational field trips for a period of thirty (30) days following the suspension.
6. **Out of School Suspension:** An out-of-school suspension will be time away from school to consider and reflect their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students will not be allowed to participate in extra curricular activities or non-educational field trips for a period of thirty (30) days following the suspension.
7. **Parent Shadowing:** If a student is issued an out of school suspension more than once, the school may require that the child's parent(s) report to school to shadow their child to ensure they are behaving appropriately in school. PPA, Inc. sees this shadowing as a positive experience for both parent and child. Although the school will attempt to work with parents in scheduling parental shadowing, fulfilling this consequence in a timely manner

naturally creates the expectation that the parent make any needed arrangements and return with their child on the first day back after the suspension to both shadow, monitor, and assess their child's behavior. If a parent is reluctant or unable to schedule and experience this shadowing opportunity, the child shall return to an in-school suspension, as described in sub-paragraph 5 above. Additionally, the student will be unable to participate in any extracurricular activities or field trips for the remainder of the year until the parent fulfills this obligation.

8. **Recommend Reassignment:** Under rare, serious circumstances, the School may consider recommending the student be reassigned to another school by Pinellas County Schools. The procedure for doing so is as follows:
 - a. Any recommendations for reassignment will align with the requirements identified by the Pinellas County School's Code of Student Conduct.
 - b. Once a student has reached a point on the behavioral matrix that warrants a possible reassignment, the School Principal will meet with various staff members to discuss the student's behavior, attitude and motivation, examine parental compliance with school policies, prior educational and other related remedial suggestions, review how the school has been or could support this child's behavior, and consider whether a reassignment is indicated.
 - c. If the Principal, in conjunction with the staff behavioral team, decides to recommend reassignment, all documentation of previous behavioral concerns along with anecdotal notes from involved staff members will be compiled along with the district's form for reassignments. This packet will be submitted to the school district through the appropriate channels. A copy of this packet will also be given to the parents/guardians of the student.
 - d. Parents may not appeal a reassignment; however, they may appeal the suspension that led to the recommendation for reassignment through the procedures identified within the policies of PPA, Inc. If the suspension is withdrawn through the appeal process, the recommendation for reassignment will also be retracted.

(C.5.5) Appeal Process

(C.5.5.1) Foundation

Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and issuing referrals. However, should a parent/guardian feel that such issuance is unwarranted; they may use the following procedure to appeal the referral.

(C.5.5.2) Requesting An Appeal

If a parent/guardian wishes to request an appeal to a referral, the parent/guardian must submit such a request in writing to the Principal within four (4) calendar days of the issuance of the referral. Failure to make a written appeal will forfeit the parent/guardians right to any further appeal hearing. Upon receipt of the request, the Principal shall decide if the request is warranted. If the Principal decides to overturn the referral he or she may do so. If not, the appeal will be referred to the staff behavior team.

(C.5.5.3) Student Consequences

During the appeal process, the consequences the student was issued will stand and must be met by the student while any final decision is pending. If the student was suspended, he or she must also honor the terms of the suspension including accompanying consequences until the behavior team makes its decision. If the referral is appealed successfully all record of the consequence will be expunged and the students will be excused from any missed work during that time.

(C.5.5.4) Behavior Team Meeting

After receiving a request and deciding not to overturn the referral personally, the Principal shall notify the superintendent, who will coordinate a behavior team meeting, making an effort to schedule the meeting at a time that is convenient for all involved, including the parent/guardian who

requested the appeal. The meeting shall be scheduled within four (4) school days of receiving the request. At the meeting the parent/guardian will be allowed the opportunity to present their case as to why the referral is being contested. The Principal (or designee) shall provide information regarding the investigation and justifications for why the referral was earned by the student. The behavior team can ask questions of either the parent or Principal in clarifying the issue. At the appeal meeting the Principal and the Superintendent will serve as non-voting members of the team, and the Principal will leave with the parents during the committee's deliberation of the appeal and decision-making process. After gathering information, the team's deliberation shall be limited to the following:

1. Deciding whether the student's behavior or act was in clear violation of the Pinellas County School's and PPA, Inc's code of conduct, the PPA, Inc. Policies & Procedures Manual, PPA's Pride, Principles & Accountability Character Education program, and/or the mission of the school and the parameters indicated in the Behavior Program & Expectations of the school;
2. Deciding whether the student(s) is/are known to have committed the violation;
3. Deciding whether to uphold the initial findings and decision, or whether an appropriate alternate sanction should be issued based on established parameters of the Behavior Program for the school.

(C.5.5.5) Reporting of Decision

Under most circumstances, the behavior team will make a decision at the initial meeting, however, the team reserves the right to meet within four (4) school days to review and make a final decision. The final decision will be determined by a simple majority vote and will be presented to the Principal. The decision of the committee will be documented and a copy of the decision will be mailed to the parent/guardian within four (4) business days of the completion of the appeal committee's hearing. The decision of the behavior team is considered a final decision. In all cases, members' individual votes remain confidential.

(C.5.5.6) Further Appeals

Should a parent/guardian be dissatisfied with the decision of the behavior team, they may further appeal the decision only on the grounds that the school violated a procedural safeguard. The parent/guardian may submit a written request to the Superintendent requesting an appeal to the Board of Directors. The Board of Directors will only consider whether procedures were followed, and will not address questions or concerns regarding the appropriateness of a consequence. Parents are advised to consider that all meetings of the Board of Directors are considered public meetings, and as such any information shared with the Board is a matter of public record.

(C.5.6) Teen Dating Violence and Abuse

Pinellas Preparatory Academy, Inc. strictly prohibits any act of teen dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

(C.5.6.1) Definition

Teen Dating Violence and Abuse shall be defined as a pattern of emotional, verbal, sexual, or physical violence and/or abuse by one person in a current or past relationship of a romantic nature to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. To be subject to this Policy, teen dating violence and abuse committed by one student against another must occur on school property, during a school-sponsored activity, or during school-sponsored transportation.

(C.5.6.2) Reporting

Any student who is the victim of an act of teen dating violence and abuse, or has cause to believe

that s/he is in immediate danger of becoming the victim of an act of teen dating violence and abuse, should report the matter to the Principal or to any member of the school staff. Any employee who has received a report of, or has any reason to suspect that acts of teen dating violence and abuse may be occurring shall report such report, observations, or suspicions to the Principal or designee. Any student, parent or community member who has reason to suspect that a student may be the victim of dating violence and abuse should report it to the Principal or designee, or use the anonymous reporting measures identified in policy E.6. The PPA Principal shall ensure the school community is made aware of how to report an act of dating violence and abuse.

(C.5.6.3) Investigation

The investigation of a report or suspicion of teen dating violence and abuse shall follow the same procedures as a bullying investigation identified in policy E.6, including parent notification. At no time will the alleged perpetrator and victim be interviewed together. The written report of the investigation shall include all pertinent information and a determination upon whether an act of teen dating violence and abuse occurred based upon the definition above. PPA, Inc. reserves the right to investigate a report of teen dating violence and abuse regardless of whether the student who is allegedly the victim wants to pursue the matter. If an investigation is pursued against the alleged victim's wishes, the Principal or designee will notify the victim and refer the victim to appropriate services for safety planning.

(C.5.6.4) Consequences

At the conclusion of the investigation the Principal or designee will determine whether or not the allegation of teen dating violence and abuse was substantiated. If the situation is substantiated, consequences will be assigned based upon policy C.5. All disciplinary action shall be taken in accordance with State law and applicable policy. In addition to school consequences, if the Principal or designee believes a crime has been committed, law enforcement will be immediately notified. In those cases where teen dating violence and abuse is not substantiated, the Principal or designee may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the school policies.

(C.5.6.5) Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing teen dating violence and abuse including, but not limited to the following:

1. "Stay Away Contract," that is, a contract with the alleged perpetrator to stay away from the victim, including electronic contact, while on school grounds, on school transportation, and during school sponsored programs and events;
2. Class schedule changes;
3. Protection that will enable safe egress/regress from school, as well as movement within the school; and
4. Referrals for outside support or counseling.

Students should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal or designee shall immediately notify law enforcement immediately if a restraining order has been violated.

(C.5.6.6) Other violations

Individuals who maliciously or knowingly make a false report or complaint of teen dating violence and abuse, or individuals who retaliate against a person who has made such a report or was a witness in such an investigation shall be subject to disciplinary actions as defined in Policy C.5. Additionally, any staff member who does not inform the Principal of a report or suspicion of teen dating violence and abuse shall be subject to disciplinary action as defined by Policy 3.3.6.3.

(C.5.6.7) Confidentiality

PPA, Inc. will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

(C.5.6.8) Education and Training

The Principal shall, along with the publication of the anti-bullying policy as defined in Policy E.6, inform school staff, students and parents/guardians of the prohibition and reporting requirements regarding teen dating violence and abuse. In addition, in accordance with the state standards regarding the Health Curriculum, include instruction regarding teen dating violence and abuse.

(C.6) General

(C.6.1) Dress Code:

Pinellas Preparatory Academy adheres to the Pinellas County School District dress code, although we have amended it slightly for clarity and specification:

- a. Clothing will be neat and clean.
- b. Appropriate footwear must be worn. No shoes with wheels of any kind are allowed at school unless permission to store such shoes at school is granted by the Principal. No bedroom slippers are allowed. Sandals and flip flops in good repair are allowed if the student has alternatives for PE classes.
- c. Clothing must be appropriate size, with the waist of the garment worn at the student's hip or above.
- d. Clothing not properly buttoned, zippered, fastened, or with inappropriate holes or tears shall not be worn.
- e. No midriff shirts or blouses are allowed. Shirts must cover waist when hands are extended above head.
- f. No spaghetti straps, halters, strapless, or backless clothing is allowed. All shirts must have sleeves, which are defined as fabric beyond the hem. See through or mesh garments must have proper undergarments (not suggestive or revealing in any way).
- g. Form fitting leotard/spandex type clothing (including sports bra) is not allowed unless proper outer garments cover it.
- h. Shorts, skirts, divided skirts, dresses and culottes are allowed but they must be hemmed and not disruptive or distracting as determined by the Principal. Shorts, skirts, etc. must be long enough to reach the student's finger tips when held straight at the sides of the body.
- i. No clothes or tattoos that show profanity, violence, sexually suggestive phrases or pictures, gang related symbols, alcohol, tobacco, drugs, or advertisements for such products or other phrases or symbols deemed unduly distracting or inappropriate by the Principal are allowed.
- j. No sunglasses may be worn inside unless the parent provides a doctor's note.
- k. Hats and bandanas are not allowed on school grounds unless approved in advance by the Principal. Hats, caps, inappropriate clothing items, toys, and other distracting items will be confiscated and parents may be required to retrieve such items from the front office at their convenience.
- l. No underwear, including bras and boxer shorts, may show. Baggy or low hanging pants are not permitted. Belts are expected on pants with belt loops.
- m. Students are encouraged to wear school T-shirts on Fridays, and whenever else they see fit.
- n. Special dress requirements may be imposed by the Principal for special events such as field trips.
- o. No jewelry shall utilize body piercing other than ear piercing, unless approved by the Principal. The Principal will have the final say in whether any piece of jewelry is permitted.

- Gauge piercings are prohibited.
- p. No chains of any type are allowed on or off clothing.
- q. In compliance with state and federal law, the School will make a reasonable effort to accommodate the religious beliefs of its students and recognizes that there may be times when a student may request an accommodation to wear certain types of clothing due to religious beliefs.

(C.6.2) Cell Phone Policy

Students of Pinellas Preparatory Academy are allowed to have cellular phones at school only if parental permission is given to have the telephone at school, and with the Principal's approval, and if updated cell phone numbers are provided to the school office. Once approved, students must keep their phones turned off and in their lockers or cubbies, unless they receive permission from their current teacher to use the phone for educational purposes. Without teacher permission, cell phones are not permitted in backpacks, book bags or on the student's person. If a phone is seen or heard while under school supervision without teacher permission, they will be taken away and existing behavioral sanctions will apply. All confiscated cell phones or other electronic devices will be made available only to the parent/legal guardian for direct pick-up at their convenience. When a student needs to make a call during the school day, they may use a school telephone, provided they obtain permission from a staff member prior to use. Parents who need to contact their children during the school day for valid emergencies should contact the school office to relay a message, and that message will be relayed to your child in a timely fashion.

(C.6.3) Games and Electronic Devices

Toys, games, playing cards, electronic devices and other non-academic items or games are only allowed with specific permission from a staff member (for example, clubs or special events). All usage of these items should be educationally focused and directed by a staff member. Any items found without permission will be confiscated and made available to parents for direct pick up. Items not picked up within five (5) school days may be discarded or given to charity. PPA Inc. cannot be held liable for any lost or stolen items.

(C.6.4) Text Book Policy

Students will be issued books in most of their classes, which remain the property of the school. Text books include either the physical copy of the book itself, or the digital version (i.e. CD-Rom). Any lost, stolen, or damaged books are the sole responsibility of the student whom the book has been checked out to. If something occurs to this property, the incident must be reported immediately. Students not returning books or returning severely damaged books or digital media will be required to make payment for the replacement or repair costs to the school.

(C.6.5) Computers and Internet Acceptable Use Policy

Pinellas Preparatory Academy requires that every child, in order to gain access to computers and the Internet, must obtain parental permission as verified by the signatures on the Acceptable Use Policy form (see policy D.8.3) being sent home at the beginning of the school year. Students will not be permitted to use computers until that form is completed and returned.

(C.6.6) Dances

PPA periodically sponsors dances for students. Attendance is limited to those students who attend PPA, are achieving academically, and following the rules of conduct set forth by the school. Dances may be held separately for different age levels. Students are required to follow the rules and regulations of Pinellas Preparatory Academy while attending any dance. All Dress Code restrictions and intent for modest and acceptable fashion wear would apply. Parents are encouraged to attend as chaperones.

(C.6.7) Movies in the Classroom

PPA, Inc. emphasizes the use of engaging the multiple intelligences of students, and as such will use various media to educate students. Teachers are welcome to occasionally use videos in the classroom and at school sponsored events, providing that the following policies are adhered to:

(C.6.7.1) Copyright

Teachers are required to follow the legal copyright requirements of videos and media within the classroom.

(C.6.7.2) Elementary Students

Elementary students may be shown “G” rated movies without parental permission. Movies which are “PG” require that the teacher notify parents at least one week in advance using the school’s online communication system, giving parents the option to opt- their students out of watching the video.

(C.6.7.3) Middle School Students

Students in grades six through eight may be shown “G” or “PG” rated movies without parental permission. Movies with are rated “PG-13” require that the teacher notify parents at least one week in advance using the school’s online communication system, giving parents the option to opt- their students out of watching the video.

(C.6.7.4) “R” Rated Movies:

No “R” rated movies may be shown during school events to students Pinellas Preparatory Academy.

(C.7) Safety

(C.7.1) Car Circle:

Most students who attend PPA, Inc. schools are transported by private vehicles, which makes drop off and pick up difficult. Students are allowed to be dropped off 20 minutes prior to the start of school, and should be picked up within 15 minutes of the ending of the school day. PPA, Inc. administrators will develop procedures for the safe and orderly drop off and pick up of students, and disseminate this information to parents periodically throughout the year. Arrival and dismissal times during inclement weather frequently require a change from established procedures. Greater flexibility and patience in dropping off and picking up your child is respectfully requested during these difficult times, especially during lightning storms, as safety for all students and staff alike is paramount. On normal days, all parents are required to follow all safety and traffic guidelines without exception for the safety of all students, parents and staff, and the neighboring commercial and residential community in general.

Section D: Teaching and Learning

(D.1) Teacher's Lesson Plans

Teachers will be expected to submit lesson plans that correlate with both the school's Curriculum Guide and aligned to the State and/or National Standards. Lesson plans shall be submitted electronically through the method identified by the Principal, not later than one hour prior to the start of school each Monday morning. Lesson plans will be reviewed to ensure compliance with school and state requirements and will be kept on file for five years.

(D.2) Reporting Student Progress

PPA, Inc. believes parents are an integral part in their child's education. To keep parents informed, students' progress will be formally reported eight times per year. Midway through each marking period a progress report will be sent home with students. At the end of each quarter report cards will be distributed documenting student progress.

Additionally, Pinellas Preparatory Academy will utilize an online grading system. Using this system, teachers will update student grades at least weekly onto the Internet so that parents can stay up-to-date about the progress of their children.

(D.3) Section 504 Plans

(D.3.1) When a 504 Plan will be considered

PPA, Inc. will consider a 504 plan for accommodations if a Student Success Team feels that the child may have a disability which would meet the criteria for such a plan. This can occur when a teacher identifies a student who is having difficulties, a parent requests a team to consider the needs of a student, or if a medical report has been submitted identifying a student as having a disability.

(D.3.2) Meeting to consider 504 Plan

If a Student Success Team recommends a student be considered for a 504 plan, the Principal will coordinate a meeting among the student's teachers and school specialist. The teacher will also ensure the parents have been notified and invited to the meeting. While at the meeting, the team members will consider whether the student's disabilities qualify them for accommodations under Section 504 of the Rehabilitation Act. If so, the team will identify the accommodations necessary to allow the student to be successful within the school environment. Pinellas County School Board forms will be used for both determination and the actual 504 Plan.

(D.3.3) Eligibility

To determine if a child has a disability that qualifies them for a 504 Plan, the team will utilize the policies of Pinellas County School Board in regards to eligibility. (PCS Policies: 5.504(5)-(7)).

(D.4) School Based Leadership Team

(D.4.1) Purpose

The purpose of the School Based Leadership Team [SBLT] is a diverse groups of professionals that will meet to discuss issues that may arise regarding specific students. The team will brain storm strategies and research-based interventions to use with students that may be having academic, behavioral, or other concerns within school. The SBLT will analyze school data, assist with the providing suggestions for the Rt (Response to Intervention) process, and make recommendations for modifications in the classroom and monitor student progress by analyzing interventions to assess response to those interventions

(D.4.2) Membership

The Principal shall, at the start of each school year, assign members to the Student Success Team. Membership will consist of the Principal, ESE Coordinator(s), and a careful selection of other staff members who represent a variety of backgrounds and expertise. Members shall serve for the entire school year. Additionally, the specific team of teachers who work with an individual student will be requested to attend when that specific student is being discussed.

(D.4.3) Procedure:

The SBLT, in conjunction with the Principal, will regularly review school assessment data to determine students needing extra assistance. If a staff member wishes to seek the advice of the SBLT for a specific student, they shall complete a request form and forward to the Principal. The Principal shall then schedule a team meeting and distribute the relevant information to the team members. When the staff member requesting the meeting completes the form, they shall indicate whether or not they feel it would be beneficial to invite the parents to the meeting. The Principal shall make the determination whether parents will be invited and will coordinate their attendance if requested.

When the Student Success Team meets the staff member requesting the meeting has the responsibility to explain what the key issues or concerns are, and the team shall work together to brain storm a list of action items to be attempted with the student. One staff member will be assigned to follow up at a specified time interval after the meeting to see how the recommendations are working.

Section E: Management Policies

(E.1) Emergency Procedures

(E.1.1) Fire Drill Procedures

PPA, Inc. shall maintain an evacuation plan to be used in the case of fire or other emergency situations. This plan will be reviewed annually by the organization's administrators for effectiveness. All students and staff members will be made aware of the plan, and maps highlighting the escape routes will be posted in all school rooms. Fire drills will be conducted at least once per month. Drills will be held at various times throughout the day and will test various types of fire emergencies. Documentation of the drills will be maintained separately by each of the PPA, Inc. schools.

(E.1.2) Tornado Drill Procedures

PPA, Inc. will maintain an emergency plan for use during tornado and inclement weather. This plan will be reviewed annually. All staff and students will be made aware of this plan. The plan will be practiced at least twice per year as is required by Florida law. Documentation of the drills will be maintained separately by each of the PPA, Inc. schools.

(E.1.3) Hurricane Closures

PPA, Inc. schools will follow the same emergency closures as the Pinellas County School District. Parents should monitor local news outlets during inclement weather. If the public Pinellas County Schools are closed, PPA, Inc. schools will also be closed. In the event that too many closures occur, and time must be made up, the Pinellas County School District's schedule will continue to be followed by PPA, Inc. schools.

(E.1.4) Intruder / Lock Down Procedures

PPA, Inc. will maintain an emergency Intruder / Lock Down Procedure. This plan will be reviewed annually for effectiveness and to ensure compliance by school personnel. All staff and students will be made aware of the procedures. The procedures will be practiced at least twice per year, and documentation of such will be maintained separately by each of the PPA, Inc. schools.

(E.2) Fund Raising

PPA, Inc. is a nonprofit organization which relies on governmental funds and contributions to effectively educate our students. As a result, fundraising is necessary to help support the educational programs offered. The Superintendent shall approve all fund raising activities and ensure that families are not being asked to contribute excessively at any given time. Efforts will be made to ensure only one fund raiser occurs at a time. All fundraisers will identify the purpose for the money raised.

(E.3) Photographs of Students:

(E.3.1) Portraits

PPA, Inc. will sponsor one or two formal portrait days for students. PPA will utilize a company which best meets the needs of the families for a reasonable cost. These photos will be utilized for the creation of the yearbook in addition to being sold to the families.

(E.3.2) Snapshots

Frequently throughout the school year school staff take pictures of events that happen during the school day. Should a parent not want their child photographed in such a way, they must submit written notification of their request to the Principal. This request will then be passed along to school staff. Snapshots may periodically be used for promotional materials for the school. Every attempt will be made to receive parental permission prior to the publishing of promotional materials which include the photograph of students. Additionally, the school reserves the right to utilize such snapshots through electronic media which do not individually identify any specific student. If a parent or guardian requests the removal of such a photograph, the school staff will comply with the request within 72 hours.

(E.4) Gifts

Collections of funds from students by students for the purpose of giving gifts to a staff member of PPA, Inc. is discouraged.

(E.5) Volunteers:

(E.5.1) Background Checks

All individuals who are not employed by PPA, Inc. must enter through the main office. Should they wish to go beyond the main office, their identification must be scanned by the background check system, and printed a badge to wear, identifying that they have properly checked in through the office. It is the responsibility of all staff members to help police the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to ensure they are signed in properly.

(E.5.2) Background Check Concern

If, during the background check, an individual is identified as having a background as a sexual predator, the Principal and/or Superintendent will immediately be notified by the system. The person running the check should call the Superintendent, Principal and/or designee to decide what to do about the situation. The following guidelines are in place:

- If the person trying to gain entry has a relative who is a student attending the school, and there are no outstanding court orders barring that person from having contact with the child, the person may enter the school only with a staff member escort. The individual may not be left alone with any student on school property.
- If the person trying to gain entry has a relative who is a student attending the school, and there are restrictions on the visitation, the appropriate action will be taken as identified by the court documents. In most situations, the Largo Police Department will be notified.
- If the person trying to gain entry does not have any relatives attending this school, they will not be permitted access to the building, and the Largo Police Department will be notified.
- If the person trying to gain access is a volunteer, the person will not be granted entry until after their information has been entered into PCSB's volunteer background check system, and a clearance is given from the offices of Professional Conduct through the PCSB.

(E.5.3) Student Supervision Background Checks

If an adult plans to volunteer with students (such as field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. If the adult will be responsible for student supervision (such as running an after school club), the parent must go through a Level 2 background check, the cost of which the parent is responsible for. Pinellas County Schools conducts the complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.

(E.6) Policy Against Bullying And Harassment

(E.6.1) Statement prohibiting bullying and harassment

It is the policy of PPA, Inc. that all of its students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. The organization will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

(E.6.2) Definition of bullying and definition of harassment

Bullying means intentionally and repetitively inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to:

- a. Teasing
- b. Social Exclusion
- c. Threat
- d. Intimidation
- e. Stalking, including cyber stalking as defined herein
- f. Physical violence
- g. Theft
- h. Sexual, religious, racial or gender orientation harassment
- i. Public humiliation
- j. Destruction of property

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 employee that:

- a. Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property.
- b. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
- c. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

- a. Retaliation against a student or employee by another student or 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 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:
 - Incitement or coercion
 - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school
 - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment
- c. Cyber stalking, which is defined as engaging in a 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. See s. 784.048(1)(d), F.S.

(E.6.3) Expected Behavior

PPA, Inc. expects students to conduct themselves as appropriate for 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.

PPA, Inc. believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, school administration, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying.

PPA, Inc. upholds that bullying of any student or employee is prohibited:

- a. During any education program or activity conducted by the school;
- b. During any school-related or school-sponsored program or activity;
- c. On a school bus; or
- d. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the district school system.

(E.6.4) Consequences for an act of bullying or harassment

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or reassignment, as outlined in school's policies. Consequences and appropriate remedial action for an employee found to have committed an act of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC, The Principles of Professional Conduct of the Education Profession in Florida.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act 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. Accusations made in good faith, even though subsequently determined to be false, shall not be subject to discipline consequences or remedial action as called for by this section.

(E.6.5) Consequences for intentional misreporting

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or reassignment, as outlined in school's policies. Consequences and appropriate remedial action for an employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally 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.

(E.6.6) Reporting an act of bullying or harassment

The Principal, or the Principal's designee, is responsible for receiving complaints alleging violations

of this policy. All school employees are required to report alleged violations of this policy to the Principal or the Principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Principal or Principal's designee.

In order to report incidents of bullying, individuals may meet with either the Principal or the Principal's designee to make the report. Any report in person should be followed within one day with a written report or a written explanation to the school's office. Should the Principal wish, other forms of reporting may be created. The methods of reporting bullying will be prominently publicized to students, staff, volunteers, and parents/legal guardians, as well as how the report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. An employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate official and who makes this report in compliance with the procedures set forth in the school policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

(E.6.7) Investigation of whether a reported act is within the scope of the school

A Principal (or designee) will investigate procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the school.

The trained designee(s) will provide a report on results of investigation with recommendations for the Principal to make a determination if an act of bullying or harassment falls within the scope of the district and will act according the following protocols:

- a. If it is within the scope of the school, further investigation will commence in accordance with subsection (D.6.8) herein;
- b. If it is outside scope of the school, and determined a criminal act, refer to appropriate law enforcement.
- c. If it is outside scope of the school, and determined not a criminal act, inform parents/legal guardians of all students involved.

(E.6.8) Prompt investigation of a report of bullying or harassment

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act.

The Procedures for Investigating Bullying and/or Harassment include:

- a. The Principal (or designee employed by the school) will be assigned to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
- b. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately.
- c. The investigator shall collect and evaluate the facts including, but not limited to:
 - Description of incident including nature of the behavior; context in which the alleged incident occurred, etc.;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The relationship between the parties involved;
 - The characteristics of parties involved (i.e., grade, age, etc.);
 - The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying or harassment;
 - The number of alleged bullies/harassers;

- The age(s) of the alleged bullies/harassers;
 - Where the bullying and/or harassment occurred; and
 - Whether the conduct adversely affected the student's education or educational environment.
- d. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
- Recommended remedial steps necessary to stop the bullying and/or harassing behavior
 - A written final report to the Principal.

Where the victim is a student, according to the severity of the infraction, the principal (or designee) shall promptly notify the parent/legal guardian of the victim via telephone or personal conference of any actions being taken to protect the victim. The frequency of notification will depend on the severity of the bullying incident.

The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

(E.6.9) Determination of consequences and due processes for a perpetrator:

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.

1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, or reassignment as outlined in the PPA, Inc. policies and Pinellas County School's Student Code of Conduct.
2. Consequences and appropriate interventions for an employee found to have committed an act of bullying will be instituted in accordance with school policy. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate (Rule 6B-1.006 F.A.C.).
3. Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
4. These same actions will apply to persons, whether they are students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.
5. If a complaint of bullying or harassment is made by the alleged victim during or after the commencement of an investigation into employee or student misconduct, it shall not be a defense to the allegations of employee or student misconduct but may be considered as a mitigating factor under school policy, if appropriate.

(E.6.10) Providing immediate notification to the parents/legal guardians of a student victim:

The principal, or designee, shall by telephone and in writing, report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation determines that an act of bullying has occurred. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the bullying incident results in the perpetrator being charged with a crime, the Principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "A student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or a student who becomes

a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

Once the investigation has been completed, appropriate local law enforcement agencies will be notified by telephone and/or in writing to determine whether to pursue criminal charges.

(E.6.11) Referral of victims and perpetrators of bullying or harassment for counseling

After an investigation has determined that an act of bullying has occurred, as defined herein, the school shall discuss with both the victim’s and perpetrator’s parents/legal guardians options available for counseling. This may include referrals to community agencies or partner agencies the school has relationships with. Parents/legal guardians will be notified that the school does not have a counselor or mental health specialists on staff.

The Principal (or designee) shall also refer the perpetrator to the school’s Student Success Team in an attempt to develop strategies to be used within school to prevent the bullying behavior from continuing. The Principal (or designee) shall decide if a similar recommendation would be prudent for the victim.

(E.6.12) Providing instruction regarding bullying and/or harassment

PPA, Inc. seeks to ensure that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment including all school staff, parents/legal guardians, students and school volunteers.

Students, parents/legal guardians, all school staff and, and school volunteers shall be offered instruction at a minimum on an annual basis on the school’s Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

(E.6.13) Regularly reporting of actions taken to protect the victim

The Principal (or designee) shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has determined an act of bullying has occurred. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

(E.6.14) Publication of the policy

At the beginning of each school year, the Principal shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of this policy. The Principal shall also make all contractors working with students aware of this policy.

The Principal shall ensure the development an annual process for discussing the policy on bullying and harassment with students in a student assembly or other reasonable format.

(E.7) Returned Checks :

Occasionally payments must be made to PPA, Inc. for such things as before and after care, field trips etc. If a check is written to the organization care should be taken to ensure that there are

sufficient funds in your account to cover the check. If a check is returned to the school as unable to be cashed, the family may be charged a fee of \$25 to cover the cost of the returned check. If an individual writes more than four such checks to the school, the school reserves the right to request cash for all transactions.

(E.8) Computer, E-Mail and Cell Phone Usage

Computers, computer files, the E-mail system, and software furnished to students and employees remain the property of PPA, Inc., and are intended for school use only. Students and employees should not use a password, access a file, or retrieve and stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored, and therefore users **should not expect privacy** in their use of school provided equipment or services. Individuals who have personal computing or Internet enabled devices who connect their device to PPA, Inc.'s network are subject to the same rules as school owned equipment.

PPA, Inc. strives to maintain an environment free of harassment and sensitive to the diversity of its employees. Therefore, PPA, Inc. prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

PPA, Inc. purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software nor its related documentation. Unless authorized by the software developer, PPA, Inc. does not have the right to reproduce such software. Employees may only use software on local area networks or on multiple machines according to the software license agreement. PPA, Inc. prohibits the illegal duplication of software and its related documentation.

Employees should notify the Principal or designee upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Students who violate this policy will be subject to disciplinary action as defined in section C.5.

(E.8.1) School Telephones

Telephones are provided for business use only. Personal use of telephone systems should be for emergency use only. Staff members shall refrain from making or receiving outside calls while they are responsible for the supervision or education of students.

(E.8.2) Personal Cell Phone Use

Student use of cell phones are not allowed within the school building without the expressed permission of the teacher in charge. Teachers are allowed to permit cell phone usage for educational purposes. Staff members use of personal cell phones are prohibited while responsible for the supervision or education of students. Staff may use personal cell phones during scheduled breaks, planning time, etc.

(E.8.3) Acceptable Use Policy

PPA, Inc. offers Internet access for student and staff use at school and various online tools for staff, student and parent use. This policy is the Acceptable Use Policy for your use of our online tools and Internet use at school. The Internet system and online tools have been established for

a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities as well as research. It has not been established as a public access or public forum and PPA, Inc. has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Florida. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the Principal or his or her designee and your parents. This policy applies to the use on school equipment at school, or the use of services established or maintained by the school which may also be used off property.

The following uses of the PPA Internet are unacceptable:

1. Personal Safety
 - a. You will not post contact information (e.g., address, phone number) about yourself or any other person.
 - b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
 - b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - c. You will not use our system to engage in any other disruptive or illegal act, such as cyberbullying, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. System security
 - a. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use your accounts. Under no condition should you give your password to another person.
 - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
 - c. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.
4. Inappropriate Language
 - a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
5. Respect for Privacy
 - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information about yourself or another person.
6. Respecting Resource Limits
 - a. You will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
 - b. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
7. Plagiarism and Copyright Infringement
 - a. You will not plagiarize materials that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright to a teacher.
- 8. Inappropriate Access to Material
 - a. You will not use the PPA, Inc. computer system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
 - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
 - c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.
- 9. Your Rights
 - a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons. The school will not restrict your right to free speech on the basis of its disagreement with the opinions you express.
 - b. Search and Seizure. You should expect no privacy of the contents of your personal files on the school system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law.
 - c. Due Process. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the PPA Internet system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of our system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of your Internet account.

The school makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. PPA, Inc. will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Anyone caught breaking these rules will be subjected to disciplinary procedures depending upon the severity of the infraction. Additionally, any student caught intentionally damaging or vandalizing a school computer may be disallowed from utilizing computer resources. Any such act may result in partial or full restitution being required by the student and/or family.

(E.8.4) Social Media Policy

Pinellas Preparatory Academy, Inc. realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, Pinellas Preparatory Academy, Inc. has developed the following guideline to provide direction for instructional employees, students and the school community when participating in online social media activities. Whether or not an employee chooses to participate in a blog,

wiki, online social network or any other form of online publishing or discussion it is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. Pinellas Preparatory Academy's social media guidelines encourage employees to participate in online social activities. But it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by Pinellas Preparatory Academy, Inc. teachers and students is a reflection on the entire organization and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

(E.8.4.1) Social Media Guidelines for Faculty & Staff

(E.8.4.1.1) Blogs, Wikis, Podcasts, Digital Images & Video

Personal Responsibility

- PPA, Inc. employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- When posting to your blog be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of PPA, Inc. (See Blogging Rules)
- Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a PPA, Inc. employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at PPA, Inc.
- When contributing online do not post confidential student information.

Disclaimers

- PPA, Inc. employees must include disclaimers within their personal blogs that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and don't necessarily represent Pinellas Preparatory Academy's positions, strategies, opinions, or policies."
- This standard disclaimer does not by itself exempt PPA, Inc. employees from a special responsibility when blogging.
- Classroom blogs do not require a disclaimer, but teachers are encouraged to moderate content contributed by students.

Copyright and Fair Use

- Respect copyright and fair use guidelines. See U.S. Copyright Office - Fair Use (<http://www.copyright.gov/fls/fl102.html>)
- A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to PPA, Inc.'s acceptable use policy.
- It is recommended that blogs be licensed under a Creative Commons Attribution 3.0 United States License.

Profiles and Identity

- Remember your association and responsibility with PPA, Inc. in online social environments. If you identify yourself as a PPA, Inc. employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- No last names, addresses or phone numbers should appear on blogs or wikis.
- Be cautious how you setup your profile, bio, avatar, etc.

- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Also remember not to utilize protected images. Images should be available under Creative Commons or your own.

(E.8.4.1.2) Personal Use of Social Media such as Facebook, Myspace and Twitter

- PPA, Inc. employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.
- By posting your comments having online conversations etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you „say“ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a „private conversation“ may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Microblogging (Twitter etc.) Comments made using such media are not protected by privacy settings as witnessed by the high profile cases in the UK with sports stars being disciplined for tweets expressing personal views. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.

Social Bookmarking

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to tag or describe the bookmark.
- Be aware of URL shortening services. Verify the landing site to which they point before submitting a link as a bookmark. It would be best to utilize the original URL if not constrained by the number of characters as in microblogs -- i.e. Twitter.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

(E.8.4.1.3) Instant Messaging

- PPA, Inc. employees are required to get authorization to have instant messaging programs downloaded on their school computers.
- PPA, Inc. employees also recognize this same authorization is required for access to instant messaging programs that are available through web interfaces with no download
- Avatar images and profile information should follow the same guidelines as the above Profiles and Identity section
- A written request must be submitted to the Principal for approval.
- When submitting a request to the Principal please include your name, building, grade level, and provide a statement explaining your instructional purposes for using the program.
- It would also be beneficial if you can tie your request to state curriculum standards or the student or teacher National Educational Technology Standards.

(E.8.4.1.4) Requests for Social Media Sites

- PPA, Inc. understands that 21st century learning is constantly changing technology and that

many sites that are currently "blocked" by internet filter may have pedagogical significance for teacher and student use.

- If you would like to request that another online site be accessible to use for teaching and learning, please email the Principal to make such a request.
- Requests will be reviewed and the district social media guidelines will be updated periodically throughout the school year.
- A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
- A link to the sites privacy policy should be included if possible.

(E.8.4.2) Social Media Guidelines for Students:

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students attending a PPA, Inc. school should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

(E.8.4.3) Social Media Guidelines for Parents:

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. PPA, Inc. encourages parents to view and participate by adding comments to classroom projects when appropriate.

1. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
2. Parents will need to sign a release form for students when teachers set up social media activities for classroom use.
3. Parents will not attempt to destroy or harm any information online.
4. Parents will not use classroom social media sites for any illegal activity, including violation of

- data privacy laws.
5. Parents are highly encouraged to read and/or participate in social media projects.
 6. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
 7. Parents should not upload or include any information that does not also meet the Student Guidelines.

(E.9) Civility Policy

In order to ensure all individuals associated with PPA, Inc behave civilly and with fairness and respect, several policies are in place to ensure proper behavior. Students are obligated to meet school expectations as defined elsewhere in this policy. Adults are subject to the following civility policies:

(E.9.1) Civility of Staff

All employees of PPA, Inc. shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the school. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.

Any uncivil behavior should be reported to the immediate supervisor or the Superintendent. A record shall be made of the alleged incident and the action taken, which may include disciplinary action as defined in policy 3.3.6.3. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending person. Students and employees may be subject to additional action under other state statute or school policies. Retaliation against a person who reports a claim of uncivil behavior shall be prohibited. Nothing in this policy should be construed to limit open and frank discussions of issues.

(E.9.2) Civility of Parents and Patrons

All parents and patrons of PPA, Inc. shall behave with civility, fairness and respect in dealing with fellow parents, patrons, staff members, students, and anyone else having business with the school. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.

Any uncivil behavior by parents or patrons shall be reported to school administration. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending individual. Repeated incidents of uncivil behavior can result in the individual being banned from the school premises. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Section F: Facilities Policies

(F.1) Animals In School

(F.1.1) Special Events

Special events involving animals must be approved by the Principal at least two weeks prior to the event. If such an event is approved, a list of all animals to be present must be sent home to parents so as to ensure that no students will have allergies to the animals. If a student has allergies to an animal, the teacher is responsible for finding another environment for that student and providing opportunities to gain from the learning experience as other students who do not have allergies.

(F.1.2) Classroom Pets

Teachers will be allowed to have classroom pets, if such pets pertain to the curriculum the teacher is offering. The teacher will be responsible for the care, clean up and well being of classroom pets. Prior to bringing the pet into the classroom, the Principal must approve of the proposed animal, then signed consent forms must be obtained from the parent/guardian of each student who would access the classroom. These forms must be submitted to the Principal prior to bringing the animal into the school. The Principal has the right to ask that the animal be removed at any time.

(F.2) Classroom Decor

(F.2.1) Custom Paintings/Murals

Prior to any staff member permanently affixing any design or color to a classroom wall (i.e. painting, permanent markers, etc.), a plan for the design must be submitted to the Superintendent for approval. The Staff member should also be prepared to paint over any designs should the Principal or Superintendent deem they are a distraction or no longer appropriate for the classroom.

(F.2.2) Affixing Items To Walls

Methods for affixing any items to common school areas, such as hallway walls, etc., shall be prior approved by the Principal. Methods of affixing typically approved would be sticky materials or tape which can be removed without leaving any holes of any kind or defacing walls by paint removal, etc. Methods of affixing requiring approval include, but are not limited to, staples, nails, tacks, or any objects requiring repairing, patching, or rebuilding surface areas to restore ready for painting.

Section G: Before and After Care

(G.1) General

(G.1.1) Hours of Operation

Before Care begins accepting students at 6:30am, and will release students for school when it begins. After Care accepts students at the end of the school day and will supervise students until 6:00pm. Students will be accepted 15 minutes after school is let out.

(G.1.2) Emergency closings / delays

If school is delayed, released or canceled due to severe weather or emergencies, after-care will also be canceled. If severe weather develops after after-care has begun, parents will be expected to make arrangements to pick up children as soon as possible.

(G.1.3) Registration

Students wishing to enroll in before- or after-care must complete a registration form which documents important information which may be needed by Before and After Care. These forms must be completed prior to the student started the program.

(G.1.4) Consistent Use

When a family signs up for Before and After Care, they are expected to have consistent use of the service. Each child will have fifteen (15) days throughout the year, taken in one-week increments, where they are able to not use the service and not be charged. However, should they utilize more days than this they will either lose their spot or must pay for the service even if not used.

(G.2) Fees

The following fees are in affect for Before and After Care program.

(G.2.1) Before Care

Before Care is provided for \$15 per week. Weeks with days where there is no school, and therefore no before-care, parents will receive a \$3 per day off discount for the week. (\$12 for four day weeks, \$9 for three day weeks, etc.)

(G.2.2) After Care

After Care is provided for \$75 per week. Weeks with days where there is no school, and therefore no after-care, parents will receive a \$15 per day off discount for the week. (\$60 for four day weeks, \$45 for three day weeks, etc.). Students who regularly use after-care will not be charged extra for weeks with early release days.

(G.2.3) Both Before and After Care

Children choosing to utilize both Before and After Care will be charged \$90 per week for service. Weeks with days where there is no school, and therefore no before- and after-care will receive a \$18 per day off discount for the week (\$72 for four day weeks, \$54 for three day weeks, etc.).

(G.2.4) Drop In

Students who wish to utilize Before or After Care services on a drop-in basis will be charged \$5 per morning or \$20 per afternoon for this service. This service is subject to availability and the completion of paperwork. If a child is using after-care on an early release day, and does not regularly use the service, but is utilizing the drop-in service, they will be charged \$25 for the day.

(G.2.5) Late Pick Up

Students who are picked up from after-care after 6:00pm will receive additional charges.

6:00pm – 6:14pm – Additional \$10

6:15pm – 6:29pm – Additional \$20

After 6:30pm An additional \$1 per minute past 6:00pm

(G.2.6) Due Date

Fees should be paid weekly using either cash or check made out to Pinellas Preparatory Academy. All fees are due the Friday preceding the week of service. Payments not received by 6:00pm on Monday may be subject to a \$10 late fee. Failure to pay fees and/or late fees may result in loss of Before and/or After Care services.

(G.2.7) Discounts

Families enrolling more than one student in Before and After Care will receive a 20% discount for the second and third child. If a family wishes to enroll more than three (3) students in Before and After Care, the additional children will be enrolled at no charge. Discounts are not available for students utilizing the drop-in service.

(G.2.8) Returned / NSF Checks

Returned checks will be subject to an additional \$25 fee due immediately upon the return of the check. If an individual writes more than four such checks to the school, the school reserves the right to request cash for all transactions.

(G.2.9) Free and Reduced Services

Students who are eligible for the free and reduced lunch program will be provided a discount on the Before and After Care services. Students who are eligible for reduced lunch will receive a 50% discount on Before and After Care services. Students who receive a free lunch will receive a 75% discount on Before and After Care services.

(G.3) Student Expectations

(G.3.1) Student Rules

Students are required to follow the rules of the Before and After Care program that will be distributed at the commencement of the school year and signed by the student and the parent(s).

(G.3.2) Consequences for Misbehavior

Students who disregard the rules shall receive consequences within the program that will be identified on the rules that are distributed. Should the student's behavior not improve, the parents shall be given written warning advising them that the student is at risk of no longer being allowed to utilize the Before and After Care services should their behavior not improve. If a student exhibits a behavior that would fall within Level 2 or Level 3 of the Pinellas Preparatory Academy's behavior matrix, the Principal (or designee) may consider a school referral and/or related consequences.

(G.4) Staffing

Before and After Care shall always have at least two (2) staff persons on duty while children are present. The staff will ensure that all children are supervised at all times. Procedures in effect during the normal school day regarding the supervision, safety, and accountability of staff and students remain in effect for Before and After Care.