



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

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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,” “the Corporation,” and “the Organization” all refer to Pinellas Preparatory Academy.

(A.2) Schools

Pinellas Preparatory Academy is the school founded in 2002 serving students in grades four through eight.

Pinellas Primary Academy is the school founded in 2011, serving students in grades kindergarten through four.

In 2021, Pinellas Preparatory Academy and Pinellas Primary Academy merged into one school, Pinellas Preparatory Academy, serving students in grades kindergarten through eight. Throughout this document and moving forward, the school shall be referred to as PPA.

Section B: Employee Policies

(B.1) Staff Teams

The Principal 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.1.2) 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 the administration, as outlined in policy B.5.5. The team shall be comprised of at least seven members in addition to the Assistant Principal. In addition, a staff member shall be appointed as chair, who shall not be the Principal or Assistant Principal.

(B.1.3) School-Based Leadership Team

The School-Based Leadership Team (SBLT) shall be experienced educators who brainstorm research-based interventions to assist specific students and student groups 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) Social-Emotional Learning (SEL) Team

The SEL Team will review the school's Social Emotional Learning policies and curriculum annually and advise the Principal on necessary changes to these documents. The SEL Team will also serve as a resource for trauma interventions for students. The team shall be comprised of at least five members in addition to the advisor.

(B.2) Parent Conferences

PPA, Inc. offers two conferences during the school year; one at the end of the first quarter and the second before the end of the year. Classroom teachers are required to attend the conferences when necessary Specialists may attend. If a parent fails to attend their scheduled conference, a conference summary will be sent home with the meeting notes. This conference summary should be signed and returned within two school days.

Section C: Student Policies

(C.1) Attendance

(C.1.1) Legal Foundation

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

(C.1.2) Parental Reporting

On the day of a student's absence, email attendance@ppa.org or call the attendance line explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. If 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. The Student is ill. (If the illness persists for three or more consecutive days or requires numerous nonconsecutive absences, a doctor's note is required)
- b. 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
- c. Religious holiday of the Student's faith. This requires a parent's note seventy-two (72) hours before the absence
- d. 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 their education.

(C.1.4) Tardiness

PPA, Inc. believes students must arrive at school on time and ready to learn. We recommend students arrive a minimum of 5 minutes before 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 excessive tardies (over 1 hour late) or 6 tardies in a quarter will be issued a Truancy Infraction.
- c. A truancy letter will be sent from the school when a child accumulates 12 tardies within a quarter.
- d. A parent/legal guardian will be required to attend a truancy conference when a student accumulates 18 tardies within a quarter.

(C.1.5) Early Removal

Students are expected to attend the entire day of school. The early release of students disrupts the academic performance of all students and may create safety and security concerns. Therefore, no student should be released within the final 30 minutes of the school day unless prior arrangements had been made with the Principal. In addition, students removed early from school miss valuable instruction time, which will be treated like tardiness.

(C.1.6) Makeup 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 turnaround 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

Suppose a student has at least five (5) unexcused absences within a calendar month or ten (10) days out of ninety (90). In that case, the Student's homeroom teacher shall report to the Principal that a pattern of absence exists. After this referral, the Principal will consider referring the student to the Student Success Team. The Student Success Team is a "child study team" to satisfy 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 specified 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 they believe those strategies are unnecessary or inappropriate, the parent may appeal to the Board of Directors.

Once all reasonable efforts to resolving the nonattendance behavior are exhausted, the Student Success Team shall report the case to the Principal. 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) school days during a given school year (regardless of whether they are excused or unexcused absences) may be retained based solely on excessive absences. For example, suppose a student reaches 15 absences. In that case, the Principal shall decide whether to refer the student to the Student Success Team to determine why the absences are occurring and 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 determine whether or not the Student will be retained and whether additional interventions are necessary.

(C.2) Enrollment

(C.2.1) Lottery

A lottery is held annually for enrollment into PPA, Inc. The dates of the lottery are made public at least 30 days prior to the deadline for applications. When applications are submitted, they are assigned a random number from our electronic lottery system. Students will be accepted sequentially based on their assigned randomized numbers into any available seats on the lottery day. Families will then be notified by email about the status of their application as to whether they have been accepted or placed on the waiting list. Confirmation of acceptance is due approximately two weeks after the notification is sent. The waitlist is maintained for the entire school year.

If necessary, a second lottery may be held within the school year. Then, again, the same policies listed above would be implemented.

(C.2.2) Lottery Preferences

Preference is given to students in the lottery in this order:

1. Children of employees
2. Siblings of current students
3. Children of current Board Members
4. Military children who have recently been relocated due to orders

(C.2.3) Applications Submitted After the Application Due Date

Applications submitted after the due date will be entered into the waitlist in the order they are received. These applications receive numbers following those already on the waitlist. As these applications are received, they are time and date stamped to ensure they receive the correct waitlist number.

(C.2.4) Late Entries

After the start of a term, students who enroll in PPA, Inc. will need to work with each teacher to determine what back work, if any, needs to be completed. In addition, some assignments or testing which are essential to the completion of the curriculum may be required.

(C.2.4) Withdrawals

Students who choose to leave PPA, Inc. 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. Withdrawal is not official until notification is made from the new school and records are requested, or the legal guardian completes the official PPA, Inc. withdrawal form, including the date and signature.

(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; informing instructional practices and small-group instruction in the classroom. Thus, homework must be completed and submitted as directed by teachers.

Teachers must grade all assignments within a reasonable time and provide feedback to students on their progress in class. PPA will 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 used. Regardless of the system, teachers provide feedback to their students; grades are regularly posted.

(C.3.1.1) Traditional Grading System

The following grade scale will be used in 4th-8th grade:

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

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

- 4- Has demonstrated an 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).

To report grades to the school district and for traditional transcript purposes, 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) Achievement Awards

K-3rd grade students are eligible for a Phoenix Awards based on the school motto. Classroom awards are earned quarterly.

Any 4th-8th grade student who receives all As and/or Bs on their report card will be considered on the Principal Silver Award. Any student who gets all As will be added to the Principal Gold Award.

(C.3.3) Homework Policy

PPA, Inc. believes that homework reinforces the learning happening in the classroom and allows students to learn essential lessons in responsibility and accountability. Therefore, homework is assigned to support or serve as a precursory activity for learning that has taken or will take place in the classroom. Therefore, 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 and 20-30 minutes of reading to students. Therefore, the following chart is an approximate estimation of the daily homework load students should expect:

- K- 10 minutes of homework- 20-30 minutes of reading
- 1- 20 minutes of homework- 20-30 minutes of reading
- 2- 30 minutes of homework- 20-30 minutes of reading
- 3- 40 minutes of homework- 20-30 minutes of reading
- 4- 50 minutes of homework- 20-30 minutes of reading
- 5- 60 minutes of homework- 20-30 minutes of reading
- 6- 70 minutes of homework- 20-30 minutes of reading
- 7- 80 minutes of homework- 20-30 minutes of reading
- 8- 90 minutes of homework- 20-30 minutes of reading

While we strive to use these guidelines, we like to clarify 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. To accomplish this and to ensure students do not fall behind on their schoolwork, students must complete their work on time. Therefore, each grade level has a late work policy communicated to students and parents during the first week of school.

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.

(C.3.4) Dual Enrollment

PPA, Inc. understands that the services of one school may not be able to address the needs of every student thoroughly and recognizes the value of Dual Enrollment. However, 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 due to 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 recommended to enroll in the Florida Virtual School courses.

(C.3.4.2) Extracurricular Activities

Students attending PPA for academic classes may 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 available clubs will be posted on the school's website before when they start so children can decide which clubs they wish to be in. All students participating in a school club must maintain a 2.0 GPA, have no behavioral concerns, and meet the club's expectations. 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 before the event occurs. Field trips should have an educational purpose to be authorized. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary depending 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 referral 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) referral have the option of asking the Staff Behavior 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 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. Suppose a family is facing financial difficulties and unable to pay the accompanying fee. In that case, the student's parent or guardian must contact the Principal (or designee) before 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 before 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, and the student's 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 complete all students' roll calls 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 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 various ways and that our teachers provide an environment that meets the multi-intelligences needs of our students. Using this unique approach to education, we believe we reduce the number of behavioral concerns within the classroom. However, we realize that issues may arise when dealing with children, which may require the school to address student behavior. In doing so, the school believes behavioral correction should be a learning opportunity. 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 behavioral management philosophy and positive parental role modeling.

(C.5.2) Specific Acts/Offenses

Listed below are some acts of misconduct. These acts are not the only acts that may result in discipline (including suspension, reassignment, or expulsion). They are only examples. Other actions that are not listed below may result in discipline (including suspension, reassignment, or expulsion) if a student should have known that the act might hurt, harass, or threaten others, damage property, disrupt class or school, or violate criminal law. Consequences may range from a Warning to an Expulsion.

Some, but not all, of the acts that may result in discipline

- A. Arson;
- B. Blackmail;
- C. Bullying;
- D. Cellular telephones, electron communication devices, and other electronic devices;
- E. Cheating (teacher shall record a “zero” for each act of cheating);
- F. Chemical spray, pepper, mace (possession of);
- G. Computers or electronic devices (improper usage);
- H. Cyberstalking;
- I. Defiance;
- J. Disruptive Behavior;
- K. Drug paraphernalia (possession of);
- L. Extortion;
- M. False alarm (this includes pulling a fire alarm);
- N. Falsifying or altering records;
- O. Fighting
- P. Gambling;
- Q. Gang participation or display of gang-like behavior;
- R. Hazardous material (possession of);
- S. Hazing;
- T. Hitting someone;
- U. Interference with school personnel;
- V. Interference with the movement of another student;
- W. Leaving school grounds without permission;
- X. Physical force (used against someone);
- Y. Profanity;
- Z. Repeated misconduct;
- AA. School rule (violation);
- BB. Sexting;
- CC. Sexual activity at school, or a school activity;
- DD. Stealing;
- EE. Tobacco, or other tobacco substitutes (possession of);
- FF. Toy or replica gun or knife (possession of);
- GG. Trespassing;
- HH. Vandalism;
- II. Verbal abuse of another;

Other serious misconducts which lead to disciplinary consequences include but are not limited to the aforementioned infractions.

Discipline Chart

	Written Warning	Parent Contact	Referral to Counselor	Behavioral Contract	Parent/Student Conference	Detention	Parent Shadowing	In-School Suspension	Saturday School	Threat Assessment	Out-of-School Suspension	Restorative Alternatives	Disciplinary Reassignment	Drug/Alcohol Prevention Program	Recommendation for Expulsion	Consult Law Enforcement	Report as SeSIR Incident	Confiscation of items or device
COA																		
Disruption- Classroom/Campus (Minor)	P	M	P	P	P	P	P	P				P						
Dress Code (3 or more infractions)	P	M	P	P	P	P	P					P						
Authorization possession of toys, collectibles or other items or materials that are inappropriate for an educational setting	P	M	P	P	P	P	P	P				P						P
Excessive Tardies (3 or more tardies between classes)	P	M	M	P	P	P	P	P	P			P						
Physical Contact- minor	P	M	P	P	P	P	P	P	P		P	P						
Missed Detention/ Saturday School		M	P	P	P	P		P	P		P	P						
Not cooperating	P	M	P	P	P	P	P	P				P						
Disrespect towards student or staff	P	M	P	P	P	P	P	P				P						
Skippping class/school	P	M	P	P	P	P	P	P				P						
Cell Phone/Electronic Devices (3 or more)	P	M	P	P	P	P	P	P				P						M
Level One																		
Cheating/Academic Dishonesty	P	M	P	P	M	P	P	P	P			P						
Defiance/Insubordination	P	M	P	P	M	P	P	P	P			P						
Fighting, physical confrontation without injury; also instigating or encouraging a fight (Minor) first offense	P	M	P	P	M	P	P	P	P		P	P					P	
Fighting, physical confrontation without injury; also instigating or encouraging a fight (Minor) second offense	P	M	P	P	M	P	P	P	P		P	P					P	
Disruption- Classroom/ Campus (Major)	P	M	P	P	M	P	P	P	P		P	P				P	P	
Obscene/Profane gestures/language; distribution of objects, literature or materials that are inappropriate for an educational setting-1st Offense	P	M	P	P	M	P	P	P	P			P				P	P	M
Forgery (non-criminal)	P	M	P	P	M	P	P	P	P			P						
Harassment	P	M	P	P	M	P	P	P	P		P	P				P	M	
Public Display of Affection (PDA)	P	M	P	P	M	P	P	P	P			P						
Theft/Stealing or accessory to theft of property worth less than \$750	P	M	P	P	M	P	P	P	P		P	P					M	
In an unauthorized area	P	M	P	P	M	P	P	P	P		P	P						
Bullying	P	M	P	P	M	P	P	P	P		P	P					M	
Level Two																		
Vandalism- Defacing and/or destroying school or personal property resulting in damages of less than \$1000		M	P	P	M	P	P	P	P		P	P	P			M	M	
Obscene/Profane gestures/language; distribution of objects, literature or materials that are inappropriate for an educational setting-2nd Offense		M	P	P	M	P	P	P	P		P	P						P

Obscene/Profane gestures/language; distribution of objects, literature or materials that are inappropriate for an educational setting- 3rd Offense		M	P	P	M	P	P	P	P		P	P						P
Leaving school grounds without permission		M	P	P	M	P	P	P	P		P	P						
Gang related disruption		M	P	P	M	P	P	P	P	P	P	P	P			M	M	
Chemical spray, pepper spray, mace, possession of		M	P	P	M	P	P	P	P	P	P	P	P		P	M	M	M
Recording of fight whether staged or real		M	P	P	M	P	P	P	P			P				P	P	
Repeated Misconduct		M	P	P	M	P	P	P	P			P						
Level Three																		
Alcohol		M	P	P	M	P		P	P		P	P	P	M	P	M	M	M
Arson		M	P	P	M	P		P	P	P	P	P	P		P	M	M	M
Battery		M	P	P	M	P		P	P	P	P	P	P		P	M	M	M
Bomb Threat/ Hoax		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Burglary		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Bullying- Major		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Campus/Other Major Crime		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Chemical/Biological Threat		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Dangerous Implement/ Object		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Drugs- Possession/Usage		M	P	P	M	P		P	P		P	P	P	M	P	M	M	M
Drugs- Sales/Intent to Sell		M	P	P	M	P		P	P		P	P	P	M	P	M	M	M
Extortion/Blackmail		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Fighting (Major)		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Gambling		M	P	P	M	P		P	P		P	P	P		P	M	M	M
Guns		M													M	M	M	M
Homicide		M													M	M	M	
Hazing		M	P	P	M	P		P	P		P	P	P		P	M	M	
Kidnapping		M													P	M	M	
Repeated Misconduct		M	P	P	M	P		P	P		P	P	P		P	P	M	
Robbery		M													P	M	M	M
Sexting		M						P	P		P	P				M	M	P
Sexual Battery		M														M	M	
Sexual Harassment		M	P	P		P		P	P		P	P				M	M	
Sexual/Lewd Behavior		M	P	P		P		P	P		P	P				M	M	
Theft/Stealing or accessory to theft of property worth more than \$750		M	P	P		P		P	P		P	P				M	M	M
Threat/ Intimidation		M	P	P		P		P	P		P	P				M	M	
Tobacco- 17 and under		M	P	P		P		P	P		P	P		M		M	M	
Vandalism > \$1000		M	P	P		P		P	P		P	P			P	M	M	P
Weapons		M													M	M	M	P

(C.5.3) Referral Matrix

Students are expected to behave respectfully while under the responsibility of school staff (this includes during school hours, after-school activities, or any activity in which school staff members are responsible for the students). PPA, Inc. uses a matrix 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 which level the behavior shall be considered (Levels 1-3, 1 being for lesser offenses, such as insubordination, and level 3 are for the more severe 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. 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.

1. **Infraction**: The student may receive a written warning, called an "Infraction." An infraction is a communication tool with parents.
2. **A consequence of Action (COA)**: The student may receive a "Consequence of Action" [COA]. Staff members will also assign additional consequences such as after-school detention, lunch detention, missed recess, etc., to a COA. Parents will receive email 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 not kept as part of the student's permanent file.
3. **Referral To Permanent File**: A referral (see the Discipline chart) to a permanent file will be completed by the Principal (or designee) after an internal investigation, including the student's comments regarding the misbehavior. This document is permanently included in the students' cumulative folder.

(C.5.5) Definitions of Terms/Administrative Coding

Some but not all definitions of terms and/or student conduct considered violations of the Code of Student Conduct are described in this section. The use of words, such as battery and arson, is not meant to be considered equivalent to or to carry the same standards and consequences as the same words defined in the criminal context in the Florida Statutes. PPA retains the flexibility and right to attach definitions to such words without attaching any criminal standards set by the courts or legislature. When a student has committed an infraction, the misbehavior is classified according to the definition that best describes it.

The notation * next to the three-letter violation code listed below represents the School Environmental Safety Incident Reporting (SESIR) definitions and guidelines required by the Department of Education. Some but not all offenses are SESIR related.

1. Alcohol ALC* /01- The act of possessing, selling, purchasing, or using alcoholic beverages.
2. Arson ARS* / 26- The act of damaging or causing damage by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not or its contents.
3. Battery BAT*/ 03 S- – The act of physical force or use of violence where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have to know the victim was pregnant. A finding of battery must be serious enough to warrant consulting law enforcement (To distinguish from Fighting (FIT), report an incident as Battery (BAT) only when the force or violence is carried out against a person who is not fighting back.)
4. Burglary BRG*/ 27 – Unlawful entry into or remaining in a dwelling, structure, or conveyance (vehicle) with the intent to commit a crime such as damage or remove property or harm a person(s).
5. Bullying BUL*/ 38 – The act of systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment: or unreasonably interferes with the individual's school performance or participation; and may involve but is not limited to teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation; or destruction of property. Bullying includes instances of cyberbullying.
6. Campus Crime/Other Major Incident*/19 S – The act of any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples include students producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.
7. Cellular/Electronic/Communication Device / 37 – The act of utilizing any personal communication/electronic device such as but not limited to alarm devices, pagers/beepers, cellular phones/ camera phones, or other one-way/two-way communication devices without the proper authorization on school grounds or in any building owned or operated by the School Board during school hours, or used causing disruption/interference with the orderly educational process, or disrupts or interferes with the safety to-life issue for students being transported on a district school bus. Misuse of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.
8. Cheating / 15 – The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment and not telling the truth.
9. Dangerous Implement / 13 – The act of possessing or using devices that are designed to inflict or could inflict pain or injury to another individual. The act of

possessing any item, although not specifically intended to harm another person, is used to cause or attempt to cause injury or put someone in reasonable fear of injury, or the item is considered disruptive on a school campus.

10. Defiance of Authority/Willful Disobedience / Insubordination/ 07 – A flagrant or hostile act challenging the authority of a school staff member, bus driver, or any other adult in authority. The act of deliberately refusing or failing to follow a direction or an order from a school staff member, bus driver, or another adult in authority.
11. Destruction of School or Personal Property of Staff – The act of intentionally damaging/destroying of school property or personal property belonging to a staff member, including but not limited to destruction or damage to a home, automobile, and electronic devices.
12. **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 4:00 p.m. Suppose 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). In that case, that detention will be rescheduled, and additional penalty detention added. Detentions will typically be scheduled on a standard day once per week. Alternate detention requests cannot be entertained due to established supervising staff schedules and other responsibilities.
13. Disruption Classroom/ Campus – Major * / 16 – The act of misbehaving disrupts the learning environment, inhibiting the instructor's ability to teach or interfere with other students' opportunity to learn. The act of displaying disruptive behavior poses a serious threat to the learning environment, health, safety, or welfare of others. This type of violation significantly disrupts all or portions of the campus activities, school-sponsored events, and school bus transportation. Examples: Bomb threat in which emergency services respond, inciting a riot, initiating false fire alarm, (Do 44 not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, minor fights or classroom disruptions.)
14. Dress Code / 39 – The act of failing to comply with the established dress code policy.
15. Drug Use/Possession * / 04 S – (excluding alcohol) – The act of using or possessing any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance as defined under Chapter 893 of the Florida Statutes, including, but not limited to, marijuana, hallucinogens, inhalants, or any substance represented to be an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substances or any substance when used for chemical intoxication.
16. Drug Sale/Distribution */ 04 D – (excluding alcohol) – The act of manufacturing, cultivating, selling (or intent to sell), or distributing any drug, narcotic, controlled substance, or substance represented to be a drug.
17. Excessive Tardies to Class /School/ 21 – The act of arriving late to a class or school on a repeated basis. Felony Off-Campus – The formal charge by state attorney officials of a student for the alleged commission of a felony or a delinquent act classified as a felony if committed by an adult at a time and place

where students are not subject to the control the school. (A recommendation for expulsion may be considered only if the student is convicted.)

18. Fighting – Minor – 05 – The act of two or more persons mutually participating in the use of force or physical violence that may or may not result in injury. This may include pushing, shoving, or altercations that stop upon verbal command.
19. Fighting – Major */ 05 S – The act of two or more persons mutually participating in the use of force or physical violence that requires physical restraint or results in an injury requiring first aid or medical attention.
20. Forgery – Non-Criminal / 25 – The act of making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing, possessing, or distributing any false document, item, or record represented to be an authentic school document, item, or record.
21. Gang-Related Activity/Apparel/Appearance – The act of engaging in any verbal, written, or physical activity associated with becoming a gang member, being a gang member, or participating in gang-identified rituals or behaviors. Wearing or displaying any clothing, jewelry, accessories, makeup, tattoo, or any other appearance or apparel which may be considered gang-related in any manner which is associated with being a member of or participating in a gang or gang-related activity.
22. Harassment (Bullying) */ 38 – The act of inflicting physical hurt and/or offensive, abusive, intimidating, or other insulting behavior on the part of one or more students towards a student(s) that may or may not be repeated over time.
23. Harassment */ 38 – The act of threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to their person or damage to their property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school.
24. Harassment (Cyberbullying) */ 38 – The act of using information and communication technologies such as, but not limited to email, cell phone, pager text messages, instant messaging (IM), defamatory personal web sites and defamatory personal pooling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of a school or an individual's academic performance.
25. Harassment (Racial) */38 – The act of discriminating against another person which discrimination is prohibited by law – race, color, gender, national origin or sexual orientation, including any verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race, when such repetitive conduct substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. Racial harassment may include but is not limited to epithets and slurs, negative stereotyping, threatening, intimidating, hostile acts, and/or written or graphic material showing hostility or aversion toward an individual or group.

26. Hazing */41 – The act of recklessly or intentionally endangering the mental or physical health or safety of a high school student for purposes, including, but not limited to initiation or admission into or affiliation with any organization operating under the sanction of the high school and in accordance with FS Section 1006.63,
27. Homicide */28 – The unjustified killing of one human being by another.
Horseplay – The act of engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school.
28. **In-School Suspension:** An in-school suspension is a consequence that secludes a student from their peers and allows the student time to reflect on their misbehavior. Students will be removed from class and located in areas outside the common areas where students are typically present. While suspended, students cannot participate in any school-related activities, including the common lunchroom. In-school suspensions shall not be considered an absence from school. However, students are required to complete, on their own time, all makeup work from the time missed. Students in ISS may not use computers 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 thirty (30) days following the suspension.
29. Kidnapping * / 29 – Forcibly, or by threat, confining, abducting, or imprisoning another person against their will and without lawful authority.
30. Leaving Campus w/o Permission / 06 – The act of leaving school grounds without proper administrative authorization.
31. Missed Detention– The act of not attending a teacher or administratively assigned detention.
32. Missed Saturday School– The act of not attending administratively assigned Saturday School.
33. Not Cooperating – The act of failing to follow the directions of a teacher, administrator, staff, or volunteer in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic.
34. Other Offense– The act of any serious, harmful incident resulting in the need for additional staff and administrators’ intervention not previously classified.
35. **Out of School Suspension:** An out-of-school suspension will be time away from school to consider and reflect on 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 extracurricular activities or non-educational field trips for thirty (30) days following the suspension.
36. **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 behave 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 parental scheduling shadowing, fulfilling this consequence promptly naturally creates the expectation that the parent makes any needed arrangements and return with their child on the first day after the suspension to 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 subparagraph 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.

37. Profanity/Obscene/Abusive Language/ 08 – The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed toward a classmate, staff member, teacher, administrator, volunteer, or merely done overtly.
38. Public Displays of Affection PDA – The act of failing to refrain from public displays of affection in school. The practice of embracing and kissing in school is considered poor taste and disruptive to the educational environment.
39. **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: 1. Any recommendations for reassignment will align with the requirements identified by the Pinellas County School's Code of Student Conduct. 2. 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 reassignment is indicated. 3. 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.
40. 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.
41. Repeated Misconduct /09 – student misconduct that is chronic or continual even after implementing interventions and consequences.
42. Robbery */ 31 – The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.
43. Sexual Battery */ 32 – The act of forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object was simulating a sexual organ or the anal or vaginal penetration of another by any body part or object. Both males and females can be victims.

44. Sexual Harassment */ 33 – The act of unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.
45. Sexual / Lewd Behavior* /34 – The act of making unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature toward a student(s) and/or staff, volunteer when such conduct substantially interferes with academic performance or creates an intimidating, hostile, or offensive school environment. Subjecting an individual to lewd, sexual gestures, comments, sexual activity, or exposing private body parts in a lewd manner.
46. Skipping Class /Skipping School / 10 – The act of not reporting to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.
47. Stealing/Larceny/Theft less than \$750 / 12 – The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
48. Stealing/Larceny/Theft \$750 or more */ 12 S – The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
49. Strike/Student / 02 – actual and intentional striking of a student against their will, or the intentional causing of bodily harm to an individual.
50. Strike / Adult/ 03 – actual and intentional striking of an adult, or the intentional causing of bodily harm to an individual.
51. Threat/Intimidation */ 35 – An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm, made in person, electronically, or through other means.
52. Tobacco 17 yrs. or under*/ 11 S – The act of possessing, using, distributing, or selling tobacco products on school grounds, at school-sponsored events, or on school transportation.
53. Trespassing */ 36 – The act of entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off-campus without authorization or invitation and with no lawful purpose for entry.
54. Unauthorized Area / 23 – The act of being present in buildings, rooms, hallways, or other areas of a school campus restricted to student access during all or a portion of a day.
55. Vandalism less than \$1000 / 17 – The act of intentional destruction, damage, or defacement of public or private property without the owner's consent or the person having custody or control of it.
56. Vandalism \$1000 or more * / 17 S – The act of intentional destruction, damage, or defacement of public or private property without the owner's consent or the person having custody or control of it.

57. Weapons */ 13 S – The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person. See Misconduct that Requires Specific Consequences.

(C.5.6) Misconduct that Requires Specific Consequences

Some things result in a specific consequence if a student is found to have done them.

These include acts involving:

- A. use of tobacco products;
- B. illegal drugs, alcoholic beverages, and harmful substances;
- C. bombs and bomb threats;
- D. chemical and biological attacks or threats;
- E. guns, weapons, and dangerous objects;
- F. violent acts resulting in serious injury;
- G. felony charges and convictions.

Pinellas Preparatory Academy promotes a safe and supportive learning environment in schools to protect students and staff from conduct that poses a serious threat to school safety. Faculty and staff are encouraged to use alternatives to expulsion or referral to law enforcement agencies unless otherwise required by law. School-based administrators shall provide consistent school-based discipline, where appropriate and authorized by Policy. Certain acts are considered a threat to schools safety and must be reported to law enforcement. These acts include, but are not limited to, the following:

- Possession or use of a bomb and making of a bomb threat;
- Chemical and biological attacks or threats;
- Possession or use of a gun, weapon, or firearm; and
- Threats or acts of violence involving serious injury

Threat Assessment Teams shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety. Petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances, should ordinarily not be referred to law enforcement and should not ordinarily result in student arrest. Petty acts of misconduct are those that an administrator reasonably believes do not pose a threat to the safety of students, staff, volunteers, or other persons or a threat of harm to school property.

(C.5.7) Tobacco, Nicotine, and Vaping

Use of tobacco, nicotine, and vaping products and smoking any lit or unlit product or device on school grounds is a violation of the Code of Student Conduct.

For purposes of this Policy, “use of tobacco, nicotine, and vaping products” shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, nicotine, or vaping substance as well as any uses of electronic cigarette/cigar, vaping devices or any other product designed to

imitate any of the products mentioned herein regardless of whether it contains tobacco, nicotine or vaping substance.

”Use of tobacco, nicotine and vaping products” shall not include the use of nicotine patches or nicotine gum for their intended purposes, so long as Florida law does not prohibit the student, based upon his/her from possessing nicotine patches or nicotine gum.

Suppose a student is found to be using any form of tobacco, nicotine, or vaping product at school, including use of any lit or unlit product or device, at school, at any school-sponsored activity, at a bus stop, or on the bus. In that case, the student will receive educational interventions, opportunities for diversion programs, along with progressive consequences for each offense. In addition, students may receive a written civil citation from the School Resource Officer or other law enforcement officer.

The student must complete all components of the programs outlined in each offense level below to meet the requirements described satisfactorily. However, any therapeutic or educational interventions described herein can be made available to students and families, as needed, at any time during this process.

1st Offense: School-based consequences (i.e., In-School Suspension (ISS), work detail, detention) and complete an online intervention program to be signed off or acknowledged by a parent/guardian when completed.

2nd Offense: One (1) day Out of School Suspension (OSS) with reintegration process conducted by school staff. The student will also be assigned to an after-school tobacco/vaping cessation class. Parents/Guardians must register the student for the class and are encouraged to attend with the student.

3rd Offense: Two (2) days OSS with reintegration process conducted by school staff.

Failure to abide by the progressive steps, as outlined above, or continual offenses may result in additional consequences. Consequences may range from suspension to additional tobacco/vaping cessation curriculum and/or possible referral to an outside agency for therapeutic intervention.

(C.5.7) Illegal Drugs, Alcoholic Beverages, Harmful, and Other Substances

If a student is an elementary student when s/he violates this Policy for the first or second time, the principal will suspend the student either in-school or out-of-school for no more than three (3) consecutive days for one offense. If the student’s parent agrees that s/he will complete an approved drug or alcohol educational program, the student’s suspension may be reduced. Consequences for offenses noted above are cumulative across a student’s academic career.

A student may not possess illegal drugs (including prescription drugs that are not the student's own) or alcoholic beverages, use them or be under the influence of them:

1. on school property,
2. at any school activity,
3. before a student arrives on school grounds,
4. before a student arrives at any school activity,
5. on any field trip.

(C.5.8) Purchase, Sale, and Distribution

A student may not sell, purchase, or distribute illegal drugs or alcoholic beverages. Additionally, a student may not be involved in negotiating the sale or purchase of illegal drugs or alcoholic beverages at school, at a school activity, or on a school bus, even if the sale/purchase does not actually take place.

Definition of Illegal Drugs "Illegal drugs" includes any illegal drug under Florida law such as marijuana, cocaine, and heroin, as well as prescription drugs for which a student does not have a valid prescription.

"Illegal drugs" also include any illegal or legal substances that may be used as an intoxicant, hallucinogen, mind-altering agent, or may be used for any other unsafe purpose. Examples include but are not limited to inhalants, over-the-counter drugs, bath salts, and spice cannabinoids (JWH-018).

"Illegal drugs" also include any prescription drug that is not used as prescribed or that is in possession of someone whose name is not on the prescription. This means that a student may not give his/her medication to anyone else.

"Illegal drugs" also include controlled substances found in possession of a minor that is only available for purchase by individuals of certain legal ages of majority.

Definition of Drug Paraphernalia

The term "drug paraphernalia" includes all equipment, products, and materials of any kind which are used, intended for use, or designed for use in preparing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Possession Based Upon Knowledge

If a student arrives at school or a school activity in a car that contains illegal drugs or alcoholic beverages, and the principal believes there is evidence that s/he knew about the illegal drugs or alcoholic beverages, then the student will be considered as being in possession of the illegal drugs or alcoholic beverages.

Likewise, if a student is at a school function and is in a specific area or room where there are illegal drugs or alcoholic beverages, then s/he may be considered in possession of the illegal drugs or alcoholic beverages if the principal believes the evidence shows that the student knew about the illegal drugs or alcoholic beverages and chose to remain in the

area or room. If a student is in his/her room and becomes aware that another student in the room has an illegal substance, s/he is expected to alert a school staff chaperone immediately to request a room change.

Guilty of Unlawful Sale or Possession

If a student has been found guilty or delinquent for the unlawful sale or possession of any controlled substance as defined in F.S. Chapter 893, the student may be suspended either in-school or out-of-school for no more than three (3) consecutive days.

Fake Drugs

If a student is caught in possession of or caught distributing a substance that is represented as an illegal drug, s/he will be suspended either in-school or out-of-school for no more than three (3) consecutive days for one offense. The student may ask to have the suspension reduced by participating in a work back program, including the completion of an approved drug or alcohol assessment.

Attempted Suicide

If a student attempts suicide with or without illegal drugs, it will be treated as a mental health issue. A mental health assessment will be conducted before deciding what to do.

(C.5.9) Bombs and Bomb Threats

If a student is involved in the making of a bomb, plans for a bomb or a fake bomb, for use at school or school activity or while the student is at school or a school activity, s/he will be suspended for no more than three (3) consecutive days for one offense and reported to law enforcement for prosecution. The same actions will be taken if a student makes a bomb threat by any means that causes a disruption.

(C.5.10) Chemical and Biological Attack or Threats

If a student is involved in the making of a chemical or biological attack or threat against the school, a school function, or anybody at school or a school function, s/he will be suspended for no more than three (3) consecutive days for one and reported to law enforcement for the prosecution to the fullest extent of the law. This applies whether or not the attack or threat is real or fake.

(C.5.11) Guns, Weapons, and Dangerous Objects

Guns: Any student who brings a gun to school, to any school function, or any student who possesses or exhibits a gun at school, at any school function, or on any school-sponsored transportation, shall be suspended for no more than three (3) consecutive days for one offense and recommended for expulsion for not less than one (1) full year and reported to law enforcement for the prosecution to the fullest extent of the law. Guns shall mean firearms as defined by F.S. 790 and include any objects (whether operable or inoperable), including starter guns, which will fire a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. Guns also include any weapons which are designed to or may readily be converted to such purpose.

Weapons

Any student who brings a weapon to school, to any school function, or any student who possesses or exhibits a weapon at school, at any school function, shall be suspended for no more than three (3) consecutive days for one offense and recommended for expulsion and reported to law enforcement for the prosecution to the fullest extent of the law.

Weapons, as defined by F.S. 790, are any objects such as, but not limited to, the following: dirks, metallic knuckles, slingshots, billies, tear gas guns, chemical weapons or devices, knives, or other deadly weapons other than common pocketknives (blade of four (4) inches or less which are considered a dangerous object), plastic knives, or blunt bladed table knives.

Guns and weapons are not allowed in a vehicle on school property or at a school activity. If a student is a secondary student who arrives at school or a school activity in a car that contains a gun or weapon, and the principal believes there is evidence that the student knew about the gun or weapon, then s/he will be considered to be in possession of the gun or weapon. If a student is an elementary or secondary student at a school function and is in a specific area or room where there is a gun or weapon, then s/he may be considered to be in possession of the gun or weapon if the principal believes the evidence shows that s/he knew about the gun or weapon and chose to remain in the area or room. If a student is in his/her room and becomes aware that another student in the room has a gun or weapon, s/he is expected to alert a school staff chaperone immediately to request a room change.

Dangerous Objects

Dangerous objects include, but are not limited to, common pocket knives with a blade of four (4) inches or less, ice picks, razor blades, box cutters, air guns, bb guns, pellet guns, electric weapons such as a Taser, or spring guns of any sort (whether operable or inoperable). Any student who brings a dangerous object to school, to any school function, or any student who possesses or exhibits a dangerous object at school, at any school function, with the use or threatened use in an offensive or defensive manner, will be suspended either in-school or out of school for no more than three (3) consecutive days for one offense. Any student who brings possesses or exhibits a dangerous object at school, or to any school function, or on any school-sponsored transportation, without the use or threatened use in an offensive or defensive manner, is guilty of a serious breach of conduct. That student MAY be suspended either in-school or out of school for no more than three (3) consecutive days for one offense and may be recommended for reassignment or expulsion.

(C.5.12) Investigations at School

A. Criminal

Law enforcement may have the lawful authority to question and arrest students on school property. If a student is a suspect in a criminal investigation by the police that may result in a student's arrest or criminal charges, an administrator will make an effort to contact the student's parent before the police begin questioning the student unless law enforcement confirms that prior notification of a parent would jeopardize public safety. If

a parent cannot be located, the police may go ahead with questioning. If the student's parent is contacted, the police may allow the student's parent to be present during the student's questioning. A school representative will ordinarily, when reasonably available, be present, in the absence of a parent, during suspect interrogation of students on campus by outside law enforcement concerning a non-school-related offense. The law enforcement officer, parent, or student may direct that the school representative not be present. The school representative shall not be expected or required to advocate on behalf of the student. Neither the representative nor the School is responsible for the manner or outcome of the interrogation. The parties recognize that police interrogation is a law enforcement function. Chapter 39, F.S., prescribes different procedures in the case of child protective investigations, which shall be followed whenever applicable.

B. Administrative

If a student is suspected of violating the Code of Student Conduct, school officials can question the student without first contacting the student's parent. The student does not have a right to have his/her parent or a right to an attorney when the student is questioned.

C. Victim or Witness

If a student is a victim or a witness, the police or administrative investigators are allowed to question the student without first contacting his/her parent if the investigation involves child abuse. The official conducting the investigation will decide who can be present during the student's interview.

D. Removal of Student from School Property

If a student is a witness, the police cannot remove the student from school property without a subpoena or first obtaining the consent of the student's parent. If the student is subject to arrest, with or without a warrant, the officer can remove the student without his/her parent or the consent of school officials. The administrator will try to notify the student's parent as soon as possible unless law enforcement confirms parent notification would jeopardize public safety.

If a student needs to be taken into protective custody, the police can remove the student. Anytime a student is taken from school by a police officer, the police officer must sign a Release Order, giving the original to the Area Superintendent, a copy to be filed with the school, and a copy for your parents unless law enforcement confirms parent notification would jeopardize the student's safety.

(C.5.13)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

Suppose a parent/guardian wishes to request an appeal to a referral. In that case, the parent/guardian must submit such a request in writing to the Assistant 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 Assistant Principal shall decide if the request is warranted. If the Assistant 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 student's consequences will stand and must be met by the student while any final decision is pending. If the student was suspended, they 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 records of the consequence will be expunged.

(C.5.5.4) Behavior Team Meeting

After receiving a request and deciding not to overturn the referral personally, the Assistant Principal will coordinate a behavior team meeting, making an effort to schedule the meeting at a convenient time for all involved, including the parent/guardian who requested the appeal. The meeting shall be scheduled within a reasonable amount of time of receiving the request. At the meeting, the student will be allowed to present their case as to why the referral is being contested. The Assistant Principal (or designee) shall provide information regarding the investigation and justifications for why the student earned the referral. The behavior team can ask either the parent, student or assistant principal to clarify the issue. At the appeal meeting, the Assistant Principal will serve as a non-voting member of the team. After gathering information, the parent and student will be dismissed from the meeting. 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 PPA code of conduct and PPA Policies & Procedures Manual,
2. Deciding whether the student(s) is/are known to have committed the violation;
3. Deciding whether to uphold the initial findings and decision.

(C.5.5.5) Reporting of Decision

Under most circumstances, the behavior team will decide 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 Assistant Principal. The committee's decision will be documented, and a copy of the decision will be emailed to the parent/guardian within four (4) business days of completing the appeal committee's hearing. The decision of the behavior team is considered a final decision. In all cases, members' 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 administration 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 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

Investigating 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 the court has issued. 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 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) Uniform:

Beginning the 2021-2022 school, all students, K-8th grade, will have the same uniform policy. Students will be allowed to wear PPA uniforms from the previous year in any color during the 21-22 school year. The uniform policy is outlined below:

- ✿ Our students wear uniforms that consist of a logo embroidered polo or oxford shirt, with navy, khaki, or denim bottoms.
- ✿ Shoes must be appropriate for PE on PE days; shoes must lace up or have Velcro. All K-5th grade students have PE every day of the week. No wheels, lights, or other attachments and distractions such as glitter (but not limited to glitter) to the shoes will be permitted. Middle School students may wear boating shoes or other similar closed-toe closed-heel shoes on non-PE days.
- ✿ Socks and tights must be solid navy, solid black, solid maroon, or solid white, with no imprints, prints, or designs.
- ✿ Outerwear worn indoors (sweatshirts, jackets, etc.) must be solid navy, solid maroon, solid white, or solid grey with no decoration except the PPA logo. Outerwear that is not in alignment with the uniform Policy must be removed when inside the building.
- ✿ No hats or hoods are allowed inside the building.
- ✿ All students are expected to be in uniform on the first day. Should you have an emergency that prevents your child from being in uniform, please send a note with your child or contact the office and we will decide whether the child needs to be sent home or sit out.
- ✿ We have a Uniform Infraction Form that teachers and staff members complete if a student is not in uniform. In addition to parents being called to bring uniforms, Consequences of Action (COA's) will be given if a student has three infractions. Habitual non-compliance with uniforms may result in a request for reassignment.

Additional dress code items:

- ✿ Students should be well-groomed, and the uniform shall be neat and clean, promoting a positive educational environment.
- ✿ Hair color must be a natural color.
- ✿ Only appropriate earrings in the ears are allowed. Hoops larger than one inch are not permitted
- ✿ Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.
- ✿ All trousers, pants, or shorts must cover undergarments, including boxer shorts.

- No wheels, lights, or other attachments to the shoes will be permitted.
- If skirts or skorts are worn, they must be longer than the child's fingertips. If students wear skirts or jumpers, they must have shorts or tights underneath.

Accommodations may be made for those requesting such concessions because of religious, disability, or medical reasons. Please contact the Principal to discuss accommodations.

(C.6.2) Cell Phone Policy

Students of Pinellas Preparatory Academy can have cellular phones at school only if parental permission is given to have the telephone at school. Students must keep their phones turned off and in their lockers or backpacks unless they receive approval from their current teacher to use the phone for educational purposes. If a phone is seen or heard while under school supervision without teacher permission, it 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. When students need to make a call during the school day, they may use a school telephone to obtain permission from a staff member before 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. PPA cannot be held liable for any lost or stolen electronic devices.

(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 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. Textbooks include either the physical copy of the book itself or the digital version. Any lost, stolen, or damaged books are the student's sole responsibility to whom the book has been checked out. 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 gain access to computers and the Internet and 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 school's rules of conduct. 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 engaging the multiple intelligences of students and 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 that 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 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 are transported by private vehicles, making drop off and pick up difficult. Students are allowed to be dropped off 20 minutes before the start of school and should be picked up within 15 minutes of the ending of the school day. PPA 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 must follow all safety and traffic guidelines without exception for 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 the school's Curriculum Guide and align with the State Standards. Lesson plans shall be submitted electronically through the method identified by the Principal, not later than one hour before the start of school each Monday morning or as directed by the Principal. Lesson plans will be reviewed to ensure compliance with school and state requirements and be kept on file for five years.

(D.2) Reporting Student Progress

PPA believes parents are an integral part of their child's education. To keep parents informed, students' progress will be communicated through the online grade book. At the end of each quarter, report cards will be distributed electronically, documenting student progress. A paper copy can be provided if requested.

(D.3) Section 504 Plans

(D.3.1) What is a Section 504 Plan

Section 504 is a broad civil rights law protecting the rights of individuals in programs and activities that receive federal funding from the U.S. Department of Education. The law protects all school-age children who qualify as "handicapped" according to the definitions described in the regulations. Section 504 of the Rehabilitation Act of 1973 states:

No otherwise qualified individual with a disability in the United States shall solely because of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." **29 U.S.C 794 ("Section 504")**

It is the policy of PPA, as provided in Section 504 of the Rehabilitation Act of 1973 (Section 504), that no otherwise qualified individual with a disability shall, solely by his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered by the Board. The Board shall provide a free and appropriate public education to each student who is disabled within the definition of Section 504 regardless of the nature or severity of the disability and to provide all reasonable accommodations and other applicable rights to both students and employees as needed under section 504.

(D.3.2) 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) Multi-Tiered System of Support/ Response to Intervention

(D.4.1) Purpose

The basic elements of a Multi-Tiered System of Supports (MTSS) are required by the **Every Student Succeeds Act (ESSA)** and the **Individuals with Disabilities Education Act (IDEA 2004)**. According to Florida Administrative Code: **6A-6.0331 General Education Intervention Procedures, Evaluation, Determination of Eligibility, Reevaluation and the Provision of Exceptional Student Education Services**, "It is the local school district's responsibility to develop and implement a multi-tiered system of support which integrates a continuum of academic and behavioral interventions for students who need additional support to succeed in the general education environment."

(D.4.2) Overview

PPA operates within an MTSS for system-level and school-level improvement. MTSS is a term used to describe an evidence-based model of educating students that uses data and problem solving to integrate academic, behavioral, and social-emotional instruction and intervention to *maximize the success of all students*. Instruction and intervention are provided to students across multiple tiers of intensity based on need. The staff makes data-based decisions for resources (e.g., time, staff, and evidence-based strategies) to reach the students at the appropriate levels to increase the performance of ALL students to achieve and/or exceed proficiency.

Quality implementation of MTSS is associated with an increased likelihood of instruction and interventions leading to successful student outcomes. Thus, PPA monitors student outcomes and how assessments, instruction, interventions, and data-based problem solving are put into place (i.e., the fidelity with which these elements are implemented).

The critical components of an effective MTSS implementation include:

1. Leadership
2. Capacity Building Infrastructure
3. Communication & Collaboration
4. Problem-Solving Process
5. Multiple Tiers of Instruction & Intervention
6. Data Evaluation

(D.4.3) Leadership

Leadership is key to the successful implementation of any large-scale innovation. The MTSS Team is critical to implementing MTSS.

Responsibilities of the MTSS Team include:

- Ensuring that the critical elements of MTSS are defined and understood by school staff, including curriculum, assessment, and instructional practices
- Actively engaging staff in ongoing professional development and coaching to support MTSS implementation
- Actively facilitating the implementation of MTSS as part of their school improvement planning process

(D.4.4) Capacity Building Infrastructure

Building the capacity to implement MTSS is crucial to sustaining the use of collaborative inquiry/data-based decision-making. Important factors in capacity-building include involving key people and leaders, building the school culture to support the practice, infusing collaborative inquiry into ongoing structures such as faculty meetings, curriculum committees, and PLCs, and using student data to inform actions and expectations staff.

The Principal facilitates professional development (PD) and coaching for all staff members (relative to their job roles and responsibilities) on:

- Assessments and data sources are used to inform decisions
- Data literacy and data-based problem-solving
- Multi-tiered instruction and intervention

The ESE coordinator's role (may also be identified as a facilitator, staff developer, or team leader) provides technical assistance and support to school staff to improve implementing a Multi-Tiered System of Supports model components. Responsibilities may include:

- Modeling and supporting data literacy
- Facilitating collaborative problem-solving processes
- Providing leadership for the sustainability of systems
- Demonstrating leadership in instructional improvement
- Providing assistance and professional growth opportunities to teachers.

(D.4.5) Communication & Collaboration

Ongoing communication and collaboration are essential for the successful implementation of MTSS. In addition to including stakeholders, it is also important to build the infrastructure to communicate and work with families and other community partners. These practices increase the likelihood that innovative practices will be implemented and sustained.

(D.4.6) Problem Solving Process

The use of data-based problem solving to make educational decisions is another critical component of MTSS implementation. Problem-solving is the practice of providing high-quality instruction/intervention matched to student needs and using learning rate over time and level of performance to make important educational decisions (Batsche, et al., 2005). Data-based problem-solving means that data are used effectively to improve learning and inform how student performance patterns across diverse groups (e.g., racial/ethnic, cultural, socio-economic, language proficiency, disability status) are addressed.

Integrated data-based problem solving for student academic, behavior, and social-emotional outcomes occurs across content areas, grade levels, and tiers. Across all tiers, data are used to identify the difference or “gap” between expected outcomes and current student performance relative to academic, behavior, and social-emotional goals.

At all levels and in all settings, the problem-solving process incorporates at least the following four steps in a cyclical, recurring model to address prevention, early intervention, and intensive intervention:



Step 1. Define: Problem Identification

What is the problem? How does the student's performance compare to a benchmark level of performance and peers' level of performance?

Step 2. Analyze: Problem Analysis

Why is the problem occurring? What would happen if _____ would occur? Can we validate our ideas?

Step 3. Implement: Intervention Design

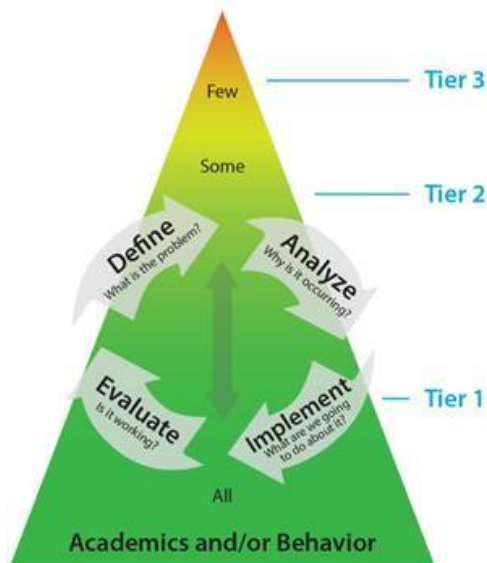
What are we going to do about the problem? What will we teach? How will we teach it? Is instruction matched to the problem we identified?

Step 4. Evaluate: Response to Intervention (RtI)

Is the instruction/intervention working? How do we know? Is academic and/or behavior performance improved? Are outcomes for all students equitable? Is the group's/student response good, questionable, or poor? What are the next steps?

(D.4.6) Multiple Tiers of Instruction & Intervention

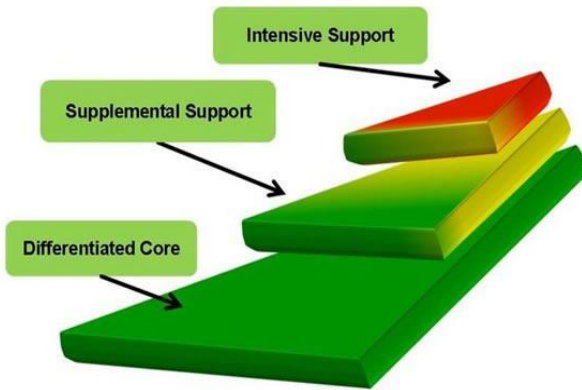
A three-tiered instruction/intervention framework is used to organize resources and supports to ensure student learning and educational success. The intensity of supports provided to students matches student needs.



Tiers of instruction:

- are provided per each student's need
- ensure that each student may master grade-level course standards and expectations
- ensure that each student may progress successfully (on time, age-appropriately) through the K-8 system.

ALL students receive instruction/intervention within this tiered system:



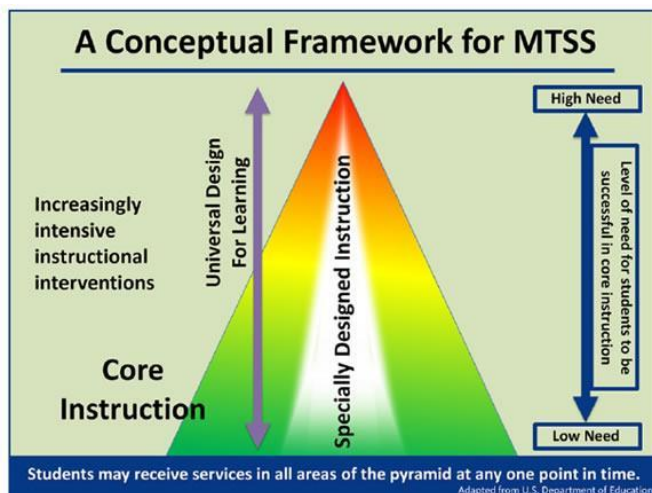
Tier 1: Core Universal Instruction and Supports for ALL Students - The general academic and behavior instruction and support are designed and differentiated for all students in all settings to support the entire continuum of student needs.

Tier 2: Targeted Supplemental Interventions and Supports for Some Students - The academic and behavioral instruction and intervention provided to students who need help and the instruction and intervention they receive at Tier 1.

Tier 3: Intensive Individualized Interventions and Supports for a Few Students - The academic and behavioral instruction and intervention provided to students who show a need for intensive and individualized help are provided in addition to Tier 1 and Tier 2.

Important ideas about intensive support:

- Tiered interventions (Tiers 2 and 3) must not supplant core instruction
- If a student needs intensified instruction, all tiers must be intensified



(D.4.6) Data Evaluation

The MTSS Team is responsible for ensuring that all staff understand the purposes of assessment and have access to academic, behavioral, and social-emotional data sources that address the following purposes of assessment:

- identify students at risk academically, socially, and/or emotionally
- determine why a (any) student is at risk
- monitor student academic and social-emotional growth/progress
- inform academic and social-emotional instructional/intervention planning
- determine student attainment of academic, behavior, and social-emotional outcomes

Policies and procedures for decision-making are established that include schedules for screening, the use of diagnostic assessments, frequent progress monitoring, and the criteria for determining tiers of support needed. Staff also administer assessments, access data sources, and make data-based decisions with fidelity to the policies and procedures.

The MTSS Team periodically conducts analyses to determine how the implementation of critical elements of MTSS relate to positive student outcomes; that is, resources are allocated based on student need, the relationship between the resources allocated and the outcomes of students is evaluated, and processes and criteria for resource allocation are refined based on strategies that result in improved student outcomes. It is also vital that the MTSS team evaluate how MTSS is implemented, providing information on what practices relate to improvements in student academic, behavioral, and social-emotional outcomes.

(D.5) Exceptional Student Education

PPA's Department of Exceptional Student Education (ESE) provides appropriate services that support individualized learning for all students with identified exceptionalities detailed on the student's Individualized Education Plan (IEP). Students identified with a disability by meeting specified criteria and demonstrating a need beyond Tier 3 interventions in MTSS may qualify for an IEP.

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 emergencies. 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.

(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.

(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. If 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) Active Assailant Procedures

PPA, Inc. will maintain an Active Assailant 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. Any drills or lockdown situations will be communicated to our community. The procedures will be practiced monthly as required by Florida Statute, and documentation will be maintained in ERIP.

(E.2) Fundraising

PPA, Inc. is a nonprofit organization that relies on governmental funds and contributions to educating our students effectively. As a result, fundraising is necessary to help support the educational programs offered. The administration shall approve all fundraising activities and ensure that families are not being asked to contribute excessively at any given time. Efforts will be made to ensure only one fundraiser occurs at a time. All fundraisers will identify the purpose of 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 that best meets the needs of the families for a reasonable cost. These photos will be used to create the yearbook and be 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 before publishing promotional materials, including 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 to give 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 correctly checked in through the office. All staff members' responsibility is to help police the halls to ensure that all visitors have adequately checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to sign in properly.

(E.5.2) Background Check Concern

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

- Suppose the person trying to gain entry has a relative who is a student attending the school, and no outstanding court orders are barring that person from having contact with the child. In that case, 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.
- Suppose the person trying to gain entry has a relative who is a student attending the school, and there are restrictions on the visitation. In that case, 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.
- Suppose the person trying to gain access is a volunteer. In that case, the person will not be granted entry until after their information has been entered into PCSB's volunteer background check system. 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 is 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. Pinellas County Schools conducts a complete background check to ensure the individual is clear of anything in their past, preventing them from working with children.

(E.6) Policy Against Bullying And Harassment

(E.6.1) A statement prohibiting bullying and harassment

PPA, Inc.'s policy 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 cyberstalking 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 encompass:

- 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 the intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
- c. Incitement or coercion
- d. 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
- e. Acting in a manner that affects substantially similar to the impact of bullying or harassment
- f. Cyberstalking, which is defined as engaging in the 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 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 and 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 the 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 considering the nature and circumstances of the act, including reports to appropriate law enforcement officials. Even though subsequently determined to be false, accusations made in good faith shall not be subject to disciplinary 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 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 considering 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 must report alleged violations of this policy to the Principal or the Principal's designee. All other school community members, 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.

To report bullying incidents, 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, parents/legal

guardians, and 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 bullying report. 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 outlined 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 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 the results of the investigation with recommendations for the Principal to make a determination if an act of bullying or harassment falls within the scope of the district and will act according to 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 the scope of the school and determined a criminal act, refer to appropriate law enforcement.
- c. If it is outside the 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 the 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 SBLT in an attempt to develop strategies to be used within the 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 concerning 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 of 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 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) Information Technology, School Phones, and Cell Phone Policy

(E.8.1) Introduction and Applicability

Pinellas Preparatory Academy, Inc. (PPA) acquires, develops, and maintains software, computers, computer systems, and networks for school-related purposes as part of its infrastructure. The school's computing resources and infrastructure are made available to users in support of the school's instructional, research, and service missions, its administrative functions, its student and school life activities, and to promote the free exchange of ideas among members of the PPA community and between the school community and the wider local and national communities. This acceptable use policy governs the use of these Pinellas Preparatory Academy computing resources and infrastructure. As a user of these resources and infrastructure, you are responsible for reading and understanding this document. This policy applies to all users of the school's computing resources and infrastructure, whether or not affiliated with the school, and also to all uses of those resources, whether from local or remote locations.

PPA is committed to intellectual and academic freedom and to applying those freedoms to the use of its computing resources and infrastructure. However, as with any other school furnished resource, the use of its computing resources and infrastructure is subject to the normal requirements of legal and ethical behavior within the school community. Further, you may not use this system for commercial purposes to offer or provide products or services through the system or use the system for political lobbying. Thus, the legitimate use of these resources does not extend to whatever is technically possible. Although some limitations may be built into computer operating systems, software, or networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not built into the operating systems, software, or networks and whether or not they are capable of being circumvented by technical means.

(E.8.2) Basic Requirements

All users of PPA's computing resources and infrastructure must comply with all applicable local, state, federal and foreign laws, all generally applicable School rules and policies, and all applicable contracts and licenses.

These include, for example, the laws on libel, privacy, copyright, trademark, obscenity, and child pornography; the Florida Computer Crimes Act (Fl. Stat. Ch. 815), the Florida Security of Communications Statute (F. Stat. Ch.934), the Electronic Communications Privacy Act (18 U.S.C. §§ 2510 et seq.), and the Computer Fraud and Abuse Act (18 U.S.C. §1030 et seq.) [Which prohibit "hacking", "cracking" and similar activities]; the Code of Student Professional Responsibility; and all applicable software licenses.

PPA, Inc. strives to maintain an environment free of harassment and sensitive to the diversity of its employees and students. 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.8.3) Authorized Use Hardware

Hardware devices may be issued to staff and students depending on role and necessity. All hardware devices acquired by the PPA including laptops, tablets, printers, and

walkie-talkies are and at all times shall remain company property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Use of PPA telephone systems should be for emergency use only. Student use of cell phones are not allowed within the school building without the expressed permission of the teacher or staff member in charge. Teachers are allowed to permit cell phone usage for educational purposes.

The School may establish monitoring mechanisms to ensure the safety of its users and may impose limits on bandwidth, disk space, usage times or other aspects of usage of its computing resources and infrastructure, with which users must comply. Additionally, users may be required to refrain from certain specific activities which adversely impact the operation of the School's computing resources and infrastructure.

Software

Users will be provided with accounts for various software, including email, for use in professional and academic capacities. These accounts will be monitored and maintained by the Information Technology department.

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. Students 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.

Internet

Access to the Internet is provided to students for educationally relevant purposes. Students are able to connect to a variety of information resources around the world. Conversely, the Internet is also replete with risks and inappropriate material. To ensure that all students are responsible and productive Internet users and to protect the company's interests, the following guidelines have been established for using the Internet and e-mail.

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 students access or post, the training students need to have before being allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Florida. Further, students 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 student parents or guardians. 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. Students must use PPA provided internet portals and wi-fi when accessing the internet while on school campus.

The following uses of the PPA Internet are unacceptable:

1. Personal Safety

- a. Students will not post contact information (e.g., address, phone number) about themselves or any other person.
- b. Students will not agree to meet with someone they have met online without approval of their parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes them feel uncomfortable should be reported to school authorities immediately.

2. Illegal Activities

- a. Students will not attempt to gain unauthorized access to this or any other computer system or go beyond their authorized access by entering another person's account or accessing another person's files.
- b. Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Students will not use the PPA 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. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should students give their password to another student.
- b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems; this may be construed as an illegal attempt to gain access.

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, students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Students will not harass another person by a persistent action that distresses or annoys another person and they must stop if asked to do so.

5. Respect for Privacy

- a. Students will not repost a message that was sent to them privately without permission of the person who sent you the message.
- b. Students will not post private information about themselves or another person.

6. Respecting Resource Limits

- a. Students will use the system only for educational related activities and limited, high quality, self-discovery activities.

- b. Students will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
- c. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

7. Plagiarism and Copyright Infringement

- a. Students will not plagiarize materials found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, it should be followed to the expressed requirements. If a student is unsure whether or not piece of work can be used, they should request permission from the copyright owner. Direct any questions regarding copyright to a teacher.

8. Inappropriate Access to Material

- a. Students will not use a PPA 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 a student mistakenly accesses inappropriate information, they should immediately tell their teacher or another staff member. This will provide protection against a claim of intentional violation of this policy.
- c. Parents should instruct their students if there is additional material they think would be inappropriate to access. The school fully expects that students will follow their parents’ instruction in this matter.

9. Your Rights

- a. Free Speech: Student’s right to free speech, as set forth in the school disciplinary code, applies also to their communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict their right to free speech for valid educational reasons. The school will not restrict a student’s right to free speech on the basis of its disagreement with the opinions expressed by the student.
- b. Search and Seizure: Students should expect no privacy of the contents of their personal files on the school system. Routine maintenance and monitoring of the system may lead to discovery that a student has violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that a student has 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 a student has violated this policy, the school disciplinary code, or the law in the use of PPA's system, the student 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 the student use of their 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.

Social Media

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 a student 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 students who want to participate in social media, but the laws and courts have ruled that schools can discipline students if their speech, including online postings, disrupts school operations. 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, the student, 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.

1. Personal Responsibility

- a. PPA, Inc. students are personally responsible for the content they publish online. They should be mindful that what they published will be public for a long time. Students should take steps to protect their privacy.
- b. Student online behavior should reflect the same standards of honesty, respect, and consideration that they use face-to-face.

- c. When posting to a blog, the student should make clear that the information is representative of their views and opinions and not necessarily the views and opinions of PPA, Inc.
- d. Remember that class blogs, wikis and podcasts are an extension of the classroom. What is inappropriate in a classroom should be deemed inappropriate online.
- e. When contributing online do not post confidential student information.

3. Copyright and Fair Use

- a. Respect copyright and fair use guidelines. See U.S. Copyright Office - Fair Use (<http://www.copyright.gov/fls/fl102.html>).
- b. A hyperlink to outside sources is recommended. Students should be sure to give credit where it is due and not to plagiarize. When using a hyperlink, students should be sure that the content is appropriate and adheres to PPA, Inc.'s acceptable use policy.
- c. It is recommended that blogs be licensed under a Creative Commons Attribution 3.0 United States License.
- d. Use of the School's trademarks or logos without appropriate authorization is not permitted.

4. Profiles and Identity

- a. Students should remember their association and responsibility with PPA, Inc. in online social environments. If a student identifies themselves as a PPA student, they should ensure their profile and related content is consistent with how they wish to present themselves with colleagues, parents, and students. How a student represents themselves online should be comparable to how they represent themselves in person.
- b. No last names, addresses or phone numbers should appear on blogs or wikis.
- c. Students should be cautious how they setup their profile, bio, avatar, etc.
- d. When uploading digital pictures or avatars that represent themselves, students should make sure to select a school appropriate image. Also remember not to utilize protected images. Images should be available under Creative Commons or be property of the student.

5. Personal Use of Social Media (e.g. Facebook, Twitter)

- a. PPA students are personally responsible for all comments/information they publish online. They should be mindful that what they publish will be public for a long time
- b. Student online behavior should reflect the same standards of honesty, respect, and consideration that they use face-to-face, and be in accordance with the highest standards.
- c. By posting comments and having online conversations etc. on social media sites, students are broadcasting to the world. Students should be aware that even with the strictest privacy settings what is “said” online should be within the bounds of appropriate 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.

- d. Comments related to the school should always meet the highest standards of discretion. When posting, even on the strictest settings, students should act on the assumption that all postings are in the public domain.
 - e. Students should refrain from stating or implying that they speak on behalf of the School without proper authorization to do so. Affiliation with the school does not, by itself, imply authorization to speak on behalf of the institution.
 - f. Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of classmates and PPA staff members are concerned.
 - g. Before posting personal photographs, thought should be given as to whether the images reflect on a student's best nature.
 - h. Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, a student's social networking site is an extension of their personality, and by that token an extension of their academic life. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
 - i. Microblogging comments made using such media as Twitter 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. Students should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.
 - j. Students should not wear PPA identifiable items in any images posted to social media. This is to ensure student safety and privacy.
 - k. Students shall not have social media contact with PPA staff members until they are graduated from high school.
6. Social Bookmarking
- a. Students should be aware that others can view the sites that they bookmark.
 - b. Students should be aware of words used to tag or describe the bookmark.
 - c. Students should 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.
 - d. Students should attempt to link directly to a page or resource if possible as they do not control what appears on landing pages in the future.
7. Instant Messaging
- a. Avatar images and profile information should follow the same guidelines as the above Profiles and Identity section.
 - b. Any instant messaging done during school hours while on campus should be considered as being done at school. Therefore, any speech or behavior depicted therein will be subject to the same disciplinary measures as if conducted at school.

(E.8.4) Security and Privacy

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 is also committed to protecting the privacy and integrity of computer data and records belonging to PPA, individual users, and commercial providers. The School employs a variety of means to protect the security of its computing resources and infrastructure. Users should be aware, however, that the School cannot guarantee such security. Users should therefore engage in responsible computing practices by establishing access restrictions for their accounts where appropriate, guarding passwords, and changing passwords regularly.

Users do not own accounts on PPA computers, but are granted the privilege of the use of their accounts. Use of the network does not alter the ownership of data stored on the network. Users should also be aware that their use of the School's computing resources and infrastructure is not completely private. While the School does not routinely monitor individual usage of its computing resources or infrastructure, the normal operation and maintenance of those resources requires the backup and caching of data and communications, logging of activity, monitoring general usage patterns, and other such activities. The School may also specifically monitor the activity and accounts of individual users of its computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to a Listserv or Web page; (b) when it reasonably appears necessary to do so to protect the integrity, security, or functionality of the School's computing resources or to protect the School from liability; (c) when there is reasonable cause to believe that the user has or is violating this policy; (d) when an account appears engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring other than that authorized by the user, must be authorized in advance by the Board.

The school may, in its discretion, disclose the results of any such individual or general monitoring, including the contents and records of individual communications, to appropriate school or law enforcement personnel, subject to the Family and Educational Rights and Privacy Act (20 U.S.C. §1232(6) and other applicable laws.

Subject to the exceptions set out above, users have reason to expect the same level of privacy in personal files on the school's computers (e.g., files in a user's home directory) as users have in any other space assigned to them by the school (e.g., a locker or an office).

Other organizations operating computing and network facilities that are reachable via the school network may have their own policies governing the use of those resources. When accessing remote resources from PPA facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

(E.8.5) Enforcement

Users who violate this policy may be denied access to the school's computing resources and infrastructure, and may be subject to other disciplinary action or penalties both within and outside the PPA. Violations will normally be handled through the usual disciplinary procedures applicable to the particular user (i.e., faculty, administrator, staff or student) concerned. However, the school may temporarily suspend or block access to the school's computing resources or infrastructure prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of the School's or other computing resources.

Employees and students should notify the Principal or designee upon learning of violations of this policy. Students who violate this policy will also be subject to disciplinary action.

(E.8.6) Daily Use

Login Sessions

To log in to a school computer, choose "Student" as the user. Use "ppa123" for the password. Be sure to log out of all applications and lock the computer when not in use. Microsoft office credentials can be used to log into Microsoft Office on any computer or device. As above, make sure you have logged out of any websites and programs when no longer in use.

If a student password needs to be reset, this can only be done through the IT department.

WI-FI

Students should only use the Wi-fi network labelled "Student." To connect to this network, use the password "MyAcademy!" The Wi-fi network labelled Device is for internal IT use only. All staff and students of PPA shall only use the PPA wifi while accessing the internet on campus.

(E.8.7) Support

FAQs and printable resources will be available on PPA's online resource site. This includes resources on how to use specific educational technology used for academic purposes.

Trainings will be provided at select times of the year that will cover essential information on how to use specific hardware and software for instructional purposes. There will also be a repository of asynchronous trainings available for those who need training outside of specific training windows.

(E.8.8) Questions Regarding this Policy and Designation of Agent for Notification of Infringement

If you have any questions regarding the Pinellas Preparatory Academy Computer Use Policy, or concerns regarding a possible violation of this Policy please contact the board. Additionally, in accordance with the Online Copyright Infringement Liability Limitation Act (17 U.S.C. 512), the Director of Information Services is designated as the School's agent for the receipt of any notices concerning any alleged copyright infringements occurring by reason of material being stored, transmitted, routed, or connected through the School's computing resources or infrastructure. For further information regarding the

Act or copyright law in general please refer to the U.S. Copyright Office homepage <http://lcweb.loc.gov/copyright/>. Notices of any alleged infringements may be sent to:
Pinellas Preparatory Academy, Inc.
2300 S. Belcher Road Largo, FL 33771
Phone: (727) 536-3661
E-mail: it@pinellasprep.org

(E.8.9) 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.8.10) 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.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 Principal for approval. The Staff member should also be prepared to paint over any designs should the Principal 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) Enrollment Options

PPA Childcare Services will no longer be offering families the drop-in option for Before/Aftercare. Effective with the start of the 2021/22 school year, we are pleased to offer the following enrollment options: 5-day program – attend Monday through Friday; 3-day program – attend 3 days of your choice; and 2-day program – attend 2 days of your choice.

All students must apply and be accepted in any program before starting. You are enrolling for the upcoming school quarter. Days may not be changed for the entire 9-week period and fees remain consistent every week. Each quarter you will be given the opportunity to re-enroll and at that time change days if you desire.

Attendance numbers will be capped to maintain teacher: student ratios and ensure the safety of all participants. If interest in the program exceeds our attendance limit, a lottery process will be used to determine admission to the program. All families will be notified whether they have been accepted into the program or if they are put on a wait list.

(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 \$20.00 per week. Students who enroll 3 days a week are charged \$15.00 per week. Students who enroll 2 days a week are charged \$12.00.

(G.2.2) After Care

After Care is provided for \$70.00 per week. Students who enroll in 3 days a week are charged \$48.00. Students who enroll in 2 days a week are charged \$36.00.

(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 PPA. 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 scholarship upon completion of a scholarship form and providing proof of income at the free and reduced lunch program income levels. The scholarship is intended to offset the impact of the cost of service to families. The scholarship amount is determined annually by Administration and based on a yearly scholarship rate chart.

(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 1, 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.

