



PINELLAS PREPARATORY ACADEMY

Corporate Policies & Procedures

Amended on September 1, 2009

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WELCOME & INTRODUCTION

This handbook is intended to help you get acquainted with Pinellas Preparatory Academy. It explains some of our philosophies and beliefs and describes, in general terms, some of our employment guidelines. We hope that it will serve as a useful reference document throughout your employment with Pinellas Preparatory Academy. Also, please understand that the handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of Pinellas Preparatory Academy or its employees. This handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Because Pinellas Preparatory Academy is a growing and changing Charter School, the Board of Directors reserves full discretion to add to, delete or modify any and all policies, from time to time. At all times, these policies will be construed and applied in a manner consistent with all applicable local, state, and federal laws and regulations.

For this reason, we urge you to check with the Principal to obtain current information regarding the status of any particular policy, procedure, or practice.

This handbook is intended for your personal use and reference as an employee of Pinellas Preparatory Academy.

Please sign the acknowledgement form at the back of this handbook, tear it out, and return it to the Human Resources Department. This will provide Pinellas Preparatory Academy with a record that you received the handbook.

Chapter 1: Foundation

1. Foundation
 - 1.1. Mission Statement
 - 1.2. Organizational Structure
 - 1.3. Decision Making
 - 1.4. Non-discrimination
 - 1.4.1 – Non-discrimination
 - 1.4.2 – Retaliation is Prohibited
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 - 1.4.4 – Responsive Action
 - 1.4.5 – Conclusion
 - 1.4.6 – Training
 - 1.5. Parental Involvement

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- (1.1) **Mission Statement:** Pinellas Preparatory Academy strives to provide a creative and positive environment for emotionally mature children. Our excellent faculty shares with

parents and the community the responsibility to prepare each child for secondary education and beyond.

- (1.2) **Organizational Structure:** The Board of Directors sets policies and guidelines for the school and delegates to staff day-to-day responsibility for operational matters. The Principal consults with the staff members in order to allow for the greatest possible staff participation in the decision making of the school.
- (1.3) **Decision Making:** The Board of Directors is responsible for setting the budget, establishing school wide policies and overseeing the general operation of the school. It is the Principal’s responsibility to ensure these policies are carried out, and to develop a system that ensures the input of school staff, students and community.
- (1.4) **Non-Discrimination:**
- (1.4.1) **Non-Discrimination: :** Pinellas Preparatory Academy does not discriminate against anyone, to general operations of the school, and to any basis prohibited by applicable law or regulation.

Pinellas Preparatory Academy is committed to an environment in which all individuals are treated with respect and dignity. We believe that each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Pinellas Preparatory Academy expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Thus Pinellas Preparatory Academy does not and will not tolerate discrimination against or harassment of or by our employees, students, vendors, or other person. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, sex (including discrimination against or harassment of individuals of the same sex), pregnancy, religion, national origin, ancestry, citizenship, age, disability, workers compensation claims, marital, veteran or any other protected status. “Harassment” may include a range of subtle and not so subtle behaviors and also includes unwelcome or unwanted sexual advances, requests or demands for favors, offensive touching, and other types of conduct whether it be physical, verbal, graphic, or electronic communication (including e-mail and facsimiles) of a harassing or sexual nature involving individuals of the same or different gender. This includes, but is not limited to:

- Unwelcome or unwanted physical contact or sexual advances including, but not limited to, patting, grabbing, pinching, brushing-up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors including, but not limited to, subtle or blatant expectations, pressures, requests or demands for sexual, unethical or illegal favors; or unwelcome requests for dates or contacts. Such unwelcome requests or demands may or may not relate to an implied or stated promise of preferential treatment, or a threat of negative consequences concerning employment, including, but not limited to, promotion, demotion, transfer, layoff, termination, pay or other form of compensation, and selection for training.

- Verbal and written abuse or unwelcome kidding including, but not limited to, that which is sexually-oriented, including same-sex harassment; commentary about an individual's body, sexual prowess or sexual deficiencies; inappropriate comments about race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, disability, workers compensation claims, marital, veteran or other protected status; dirty jokes or other jokes which are unwanted and considered offensive or tasteless; or comments, innuendoes, epithets, slurs, negative stereotyping, leering, catcalls or other actions that offend, whether sexually oriented or otherwise related to a prohibited form of discrimination or harassment.
- Any form of behavior that unreasonably interferes with work performance, including, but not limited to, unwanted sexual attentions, comments, interruptions, or other communications, whether sexually-oriented or otherwise related to a prohibited form of discrimination or harassment, that reduces productivity or time available to perform work-related tasks or otherwise interferes with work performance.
- Actions that create a work environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions, whether sexually-oriented or otherwise related to a prohibited form of discrimination or harassment.
- The distribution, display, or discussion of any written or graphic material, including calendars, posters, cartoons, or names, that belittles or shows hostility or aversion toward an individual, his/her relatives, friends or associates or a group because of race, color, religion, sex (including same sex discrimination or harassment), pregnancy, national origin, ancestry, citizenship, age, disability, workers compensation claims, marital, veteran or other protected status.

All employees and applicants are covered by this policy and are strictly prohibited from engaging in any form of discriminatory or harassing conduct. Further, no employee has the authority to suggest to another employee or applicant that the individual's employment, continued employment, or future advancement will be affected in any way by entering into, or refusing to enter into, a personal relationship. Such conduct is a direct violation of this policy.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business trips, business meetings and business-related social events.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate discharge.

(1.4.2) Retaliation is Prohibited: Pinellas Preparatory Academy prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or

discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

(1.4.3) Reporting Procedures and Investigation: : Pinellas Preparatory Academy strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct they believe is contrary to Pinellas Preparatory Academy's policy or who have concerns about such matters should file their complaints with the Principal, any Member of the Board of Directors, or the Board's designee, whereupon the matter will be discreetly and thoroughly investigated. Pinellas Preparatory Academy will then take immediate steps to stop any behavior which violates this policy and see that it does not repeat itself. Disciplinary action, up to and including termination, calculated to end the discrimination or harassment, will be taken, when appropriate, against the offender(s).

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing any claim.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment. Therefore, while no fixed reporting period has been established, Pinellas Preparatory Academy strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

(1.4.4) Responsive Action: : Conduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Pinellas Preparatory Academy believes appropriate under all of the circumstances.

Any person utilizing this complaint resolution procedure will be treated courteously, and the problem will be handled swiftly and as confidentially as possible in light of all the circumstances, with appropriate corrective action being taken. The registering of a complaint will in no way be used against that individual, nor will it have an adverse impact on their employment status. A record of the complaint and findings will become a part of the complaint investigation record and that file will be maintained separately from the personnel files.

(1.4.5) Conclusion: : Individuals who have questions or concerns about this policy may talk with the Principal or any member of the Board of Directors.

Please keep in mind that the very nature of discrimination, harassment and retaliation makes it virtually impossible to detect unless a complaint is appropriately reported. Do not assume that Pinellas Preparatory Academy is aware of your problem! It is your responsibility to bring this information to the attention of Pinellas Preparatory Academy so the issue can be resolved.

- (1.4.6) **Training:** New employee orientation training shall include a component on the harassment policy. All administrators are responsible for assuring that their staff members are familiar with the policy on harassment and that new employees are orientated as necessary throughout each school year. As part of the review of the Code of Student conduct at the beginning of the school year, this policy will be discussed in student classes, school advisory councils, and parent and teacher associations. Students enrolled after the beginning of the school year will be provided a copy of the Code of Student conduct and advised of this policy.
- (1.5) **Parental Involvement:** We believe that educating a child is not something that can happen in only one environment, and requires the active participation of adults from various perspectives to best influence children. As such, we believe parental involvement in a child's education and in the school itself is essential for promoting a positive learning atmosphere.

Parents are actively encouraged to participate within the school in any way possible. This could include volunteering to assist in the classroom, volunteering to chaperon events for the school, assisting in the office, volunteering for the Parent Teacher Enrichment Group or by serving on the Board of Directors. Parents should seek ways to involve themselves within the school.

Chapter 2: Board of Directors

- 2. Board of Directors
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 - 2.4. Governance Meetings
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 - 2.7.5.2 Committee Reports
 - 2.7.5.3 Authority
 - 2.8 Employer Responsibilities
 - 2.8.1 Purview of Private Employer Matters
 - 2.8.2 Private Employment Matters

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- (2.1) **Board of Directors:** The Board of Directors is a legal requirement for a charter school organized as a not for profit organization and ensures its operations continue to focus on service to the public. In addition to its legal responsibilities the Board of Directors supports the School's mission and seeks to promote it by advocating its educational philosophy.
 - (2.2) **General Powers:** All affairs of the School shall be overseen by the Board of Directors. The Board of Directors primary duties include but are not limited to the hiring and

evaluation of the Principal, setting of Policies and Procedures, strategic planning and assessment of the school in accomplishing the mission of the School and oversight of the public trust.

- (2.3) **General Responsibilities:** In exchange for direct and indirect financial assistance from state and federal governments, state charter school legislation, as well as non profit corporate law requires the Board of Directors to serve as guardians of the “public trust”. This structure makes the schools management accountable to the Board of Directors, who due to their voluntary nature, can effectively provide financial oversight since no personal gain is involved.

Election to the Board of Directors carries with it a responsibility of stewardship. The directors are the custodians of the integrity of the school; they hold in trust the school’s reputation as created by its founders, and as developed by those who have shaped the school in the past. Current directors accept the obligation to not only preserve, but also add to this organization. In this way board members help form not only the present, but also the future composition of the school.

- (2.4) **Governance Meetings:** The Board of Directors shall fulfill these duties by meeting no less than every other month. In compliance with the Florida Law the Board publishes the schedule of its meetings and holds them in open session. The Board will meet in accordance with the Florida Sunshine Law, Section 286.011 and shall meet in executive session only when and to the extent permitted by Florida law.

(2.5) **Board of Director’s Officer Duties**

- (2.5.1) **Chairman:** The Chairman as the chief officer of the non profit School shall preside at all meetings of the Board. He or she will sign, along with the Principal of the school all teacher contracts. He or she will sign, along with the Principal and Secretary of the Board of Directors, or any other proper agent of the School authorized by the Board, any deeds, mortgages, leases or other instruments which the Board authorizes to be executed. The Chairman, at the conclusion of his or her term, will serve as immediate Past Chair until the office is filled and the successor trained.

- (2.5.2) **Vice Chairman:** The Vice Chairman fills in for the Chairman and performs all duties as assigned by the Chairman.

- (2.5.3) **Treasurer:** The Treasurer shall be responsible for overseeing all funds and securities of the School and perform all duties incident to the office of Treasurer and other duties assigned to him or her by the Chair or Board of Directors. The Treasurer is responsible, with the Principal for ensuring the monthly financial reports and the end of the year audit are completed and filed with the county in a timely manner.

- (2.5.4) **Secretary:** The Secretary shall keep minutes of the meetings of the Board of Directors in a book provided for that purpose and maintained at the school, be custodian of the School’s records and such duties as assigned by the Chairman or Board of Directors, and other duties incident to the office of Secretary.

(2.5.5) **Role of the Principal:** The Principal shall be chief administrator of the school and shall in general direct the day-to-day operational and educational affairs of the School, including but not limited to, upholding the schools mission, recruitment and supervision of teachers, school curriculum, admission standards, supervision of students, financial matters within the budget as set forth by the Board of Directors. The Principal will ensure the Board of Directors is informed on a report of revenue and expenses compared to the budget, a cash flow projection update from the accountant, a balance sheet showing the financial position of the organization at the time, a report on the number of students currently enrolled compared with the number projected and compared with the number in the same time period last year, a report on fund raising activities and results, and a list of critical issues that might affect the financial stability of the charter school.

(2.6) **Board Membership**

(2.6.1) **Membership Criteria:** The Board of Directors shall consist of no less than three (3) and no more than nine (9) voting members. Potential members for the Board shall be nominated and selected by the Board from a pool of parents, past parents, grandparents, alumni, patrons, and community members.

(2.6.2) **Membership Terms:** All newly elected Board members shall serve for an initial term of twelve (12) to twenty-four (24) months beginning on the first day of the month following their fingerprinting and background check and ending on the July 31 following the anniversary of the beginning of the term, unless filling a vacancy. Following the first term of service, directors may be re-elected to serve a second term.

(2.6.3) **Board Powers:** The Board of Directors affirms that the directors, officers, administrators, faculty and other employees of the school have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the school. Directors must avoid conflicts of interest. A Board Member must avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the school.

(2.6.4) **Conflict of Interest:** Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Directors of the circumstances resulting in the potential conflict. The Board of Directors can provide such guidance and take action as it shall deem appropriate. Each Board member will sign the Conflict of Interest Statement.

(2.6.5) **Confidentiality:** Each Board member will sign the Confidentiality Policy ensuring all private employment or student matters will remain confidential and will not be used to advance personal interests.

(2.6.6) **Financial Interest:** Members of the Board shall not receive any monetary compensation for their services nor shall they have any financial interest in the school other than their own monetary donations to the School.

(2.6.7) **Application Process:** Any person wanting to apply to serve as a member of the Board of Directors shall submit a letter of intent which shall be submitted to the Board of Directors for review and consideration. The applicant will agree to follow all Board policies and to

submit to fingerprinting and a background check.

The Board of Directors may recruit members based on the identification of strategic needs of the Board and school and solicit nominees who are natural matches.

- (2.6.8) **Election Process:** The Directors of the School shall be elected annually by the Board of Directors at the annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is convenient. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. When a newly elected Board member is filling a vacancy, that member shall fill the remainder of the original member's term, and then be eligible for reelection to continue on the Board. Each officer shall hold office until his or her successor shall have been duly elected.

The Board will evaluate the needs of the Board of Directors at the annual meeting of the Board for the coming school year. After review of all nominees and applicants the Board shall vote on the acceptance or denial of present nominees.

(2.6.9) **Orientation for New Board Members:**

Upon the election or appointment of new board members, the Principal shall provide the new Board member with copies of important documents such as: Florida School Laws relating to charter schools, State Board of Education Rules relating to charter schools, Articles of Incorporation, Bylaws, Policies and Procedures, current Charter contract, current annual budget, and other documents the Principal deems essential to an understanding of the operation of the school.

The Principal shall set aside such time as is necessary to answer any questions arising from the study of these documentations and shall cooperate fully in assisting the new member to become an informed and active Board member.

The School shall provide the new Board member opportunities to attend a charter school conference or other training opportunities in regards to the responsibilities of Charter School Board Members.

- (2.6.10) **Removal Process:** Any Director or agent elected or appointed by the Board of Directors may be removed by the Board whenever, in its judgment, the best interests of the School would be served thereby, but such removal shall be without prejudice. In order to remove a director, the Board must vote on the issue and must have quorum to take the vote.

(2.7) **Operational Procedures:**

- (2.7.1) **Meetings:** The annual meeting of the Board of Directors shall be held in July of each year. Operational Board Meetings will be scheduled annually by the Board of Directors. Notice of the meeting and agenda shall be posted no less than three (3) calendar days prior to each meeting. The agenda will be prepared by the Principal with input from the

Chairman. Input into the agenda should consist only of the placement of items on it and not used as a means to circumvent the sunshine law. A working agenda will be distributed to Board members seven (7) calendars prior to the meeting for input prior to the distribution of the final agenda. These meetings will be held at 2300 S. Belcher Road #100, Largo, FL 33771 or other such place as designated by the Chair.

- (2.7.2) **Special Meetings:** Special Meetings of the Board may be called by the Chairman or any two voting members of the Board. The person(s) calling such meeting may set the location of the meeting as a conveniently accessible place for all Board members and the public. Special Meetings must be scheduled with no less than one (1) day prior notice and must be established to discuss only a single issue.
- (2.7.3) **Audience Participation:** At all Operational Board Meetings any non Board member may elect to speak on each agenda item for up to three minutes. Any audience member who becomes unruly or disruptive to the proceedings may be removed from the meeting in accordance with Pinellas County School Board Policy and Procedures.
- (2.7.4) **Voting By Proxy:** Board Members may not vote by proxy. In circumstances where attendance at the meeting is impossible, the Board member may be present by speaker phone where he/she can hear the motion and all present can hear their vote.
- (2.7.5) **Committees:**
- (2.7.5.1) **Development of Committees:** The Board of Directors by resolution adopted by a majority of voting members may designate one or more committees, each of which shall consist of at least one voting Board member, plus any non-board members as the Board sees fit to appoint.
- (2.7.5.2) **Committee Reports:** All Board Committees are subject to the direction and control of the Board and a designated Board member serving on that committee will serve as chairman or appoint a chairman who will report directly to the Board in the public Operational Board meeting, unless a Special Meeting is called and lends itself to the function of the committee.
- (2.7.5.3) **Authority:** The designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual member thereof of any responsibility imposed on it, him, or her by law. Committee recommendations are not binding until and unless adopted by a majority vote of the Board of Directors in session, provided a quorum is present.
- (2.8) **Employer Responsibilities:**
- (2.8.1) **Purview of Private Employer Matters:** Although the Principal is responsible for all faculty hiring and evaluations the Board sets general guidelines for the qualifications of staff, terms of contracts, performance evaluation expectations, administrative grievance procedures, non-renewal and termination processes.
- (2.8.2) **Private Employment Matters:** Most private employment matters will be effectively handled by the Principal of the school. On occasion, should the Principal need additional

advice or recommendations, the Principal will consult with either the employee leasing company's HR department, or an employment attorney.

Chapter 3: Employment Manual / Human Resources

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- (3.1) **Personnel Records:** Personnel records shall be maintained in accordance with State and Federal Laws. The following records for each employee shall be maintained in a secure file:
- a) Evidence of successful completion of required education
 - b) Florida Teaching Certificate, certificate of law for the position
 - c) Employee assessments
 - d) Signed contract (if required)
 - e) Signed loyalty oath if required by the State of Florida or the Federal Government.

- f) Withholding allowance certificate (W-4)
- g) Copy of Social Security Card
- h) Benefits enrollment documentation
- i) Background verification (results of School District fingerprint test)
- j) Letters of reprimand and information regarding any disciplinary action taken
- k) Personal Data Sheet
- l) Employment Eligibility Verification (I9 Form)
- m) Arrest and Conviction Record
- n) Drug-Free Workplace Policy.

It is the responsibility of the employee to obtain and submit these documents:

- a) Florida Certificate: the employee must submit the original. A copy shall be made to keep within the file, and the original shall be returned to the employee.
- b) Health Certificate: Prior to initial employment and re-employment following a termination, some employees may be required to submit a certificate of health signed by a licensed medical practitioner attesting to the employee's freedom from contagious and infectious diseases and other physical and medical impairments which would prevent the applicant from performing the duties for whom an employment contract is required.
- c) Contracts: Each employee shall sign the offered contract and submit it to the school office within the specified time.
- d) Certificate Extensions/Additions: Other official correspondence with the state Department of Education and any other documents which may be requested shall be copied in the school office. Copies shall be retained and the originals shall be returned to the employee.
- e) Criminal Records: The school shall determine if the prospective employee has an arrest/conviction record.

Personnel records shall be open for inspection and copying consistent with Florida law, Chapter 119 and Federal laws. Social Security numbers will not be disclosed to the public. Evaluations shall be confidential and not open to the public until the end of the school year immediately following the school year in which the evaluation was made. The following payroll deductions are not open to the public: credit union cards, W-4's, tax shelter information, tax levy, court records.

Compensation and Benefits

- (3.2.1.1) **Salaried Employees:** Instructional and administrative staff members shall be salaried employees. Salaries shall be made in accordance with schedules adopted by the Board of Directors of the school, and in accordance with state and federal law.
- (3.2.1.2) **Hourly Employees:** Non instruction and non administrative employees shall be paid hourly. Hourly rates will be set by the Board of Directors of the school and in accordance with state and federal law.

(3.2.2) **Dual Employment and Compensation:** An employee may provide services regarding a non-school developed curriculum or program or participate in programs sponsored by other agencies when approved in writing by the Principal or his designee. An employee who chooses to request temporary paid leave when engaged in such activities must remit to the School any remuneration (honorariums, stipends, consultant service fees, etc.) received. In addition, the employee shall remit any travel expense reimbursement provided by the sponsoring agency to the School when the School is liable for travel expenses authorized by the approved request.

An employee may not retain such compensation without utilizing personal leave chargeable to Paid Time Off (PTO), or personal leave without pay. An employee wishing such compensation must request the leave through the submittal and approval of the prescribed forms. The School will not be responsible for workers' compensation or liability protection or any benefits for employees on personal leave.

A School employee providing consultation concerning a school developed curriculum or program must remit to the School any remuneration received.

(3.2.3) **Vacations / Paid Time Off**

(3.2.3.1) **Salaried Employees:** Salaried employees will be granted Paid Time Off (PTO) within the contract/agreement with the School.

(3.2.3.2) **Hourly Employees PTO:** All full-time employees are eligible. Temporary, part-time and PRN employees are not eligible. PTO accumulates in relationship to all regular hours you actually work. PTO does not accumulate on overtime hours or on hours not worked, such as when you are using PTO or are on a leave of absence. You may begin using your PTO at any time after it accumulates, however you may not use PTO in advance of any accumulation of it.

Years of Experience	Accumulation Multiplier	Approximate Weeks Off for Full Time Employees
Year 1	0.042017	(2 Weeks)
Years 2 - 5	0.064378	(3 Weeks)
Years 6 -	0.087719	(4 Weeks)

(3.2.3.3) **Hourly Employees Paid Holidays:** Hourly employees who normally work during the following times will be provided holiday pay for the following days. The amount to be paid will be based on the annual average hours worked per day, which is calculated by finding the sum of hours in the work agreement with the employee divided by 52, divided by 5.

Paid Holidays Time

- Independence Day
- Labor Day
- Thanksgiving (total of 3 days)
- Winter Break (total of 5 days - Schedule to be determined by the Principal)

- Martin Luther King, Jr. Day
- Memorial Day

(3.2.3.4) **Approval:** PTO requests must be approved by the Principal prior to the absence, unless the absence is a sick-day and prior notification is not possible.

(3.2.3.5) **Substitutes:** Staff members who require substitutes are responsible for making arrangements for substitutes themselves. A list of potential substitutes will be supplied to staff members annually.

(3.2.3.6) **Overuse of PTO:** If a staff member uses all PTO allotted to them, any additional sick days will be without pay. PTO time will be awarded at the beginning of the school year, should an employee leave before the end of the school, PTO will be prorated and the employee will be expected to pay back over-used PTO.

(3.2.3.7.1) **Unused PTO for Salaried Employees:** PTO remaining at the end of the year will be paid back to salaried employees at the end of the fiscal year (July 1 – June 30). For salaried employees, the amount to be paid back will be calculated by taking the employee’s salary, divided by the number of days to be worked during the year, times the number of PTO days remaining.

(3.2.3.7.2) **Unused PTO for Hourly Employees:** Hourly employees are encouraged to use their PTO time during the fiscal year in which it accrues (July 1 – June 30), however, up to fourth (40) hours of accrued PTO time may be carried forward to the following fiscal year. No more than forty (40) hours may be carried forward into the next year.

(3.2.4) **Leaves (General):**

(3.2.4.1) **Military Leave:** If you enter military service while working for Pinellas Preparatory Academy, you will not lose your status as a regular employee. You will be given an unpaid leave of absence for the duration of your initial tour of duty and your time in the service will count toward your length of service with the School. If you are a member of a reserve component of the armed forces, you will be granted unpaid leaves necessary to fulfill the requirements of this affiliation. You may use your vacation time instead of leave time for this purpose if you prefer, but you are not required to do so.

IF YOU APPLY FOR REEMPLOYMENT WITHIN THE TIME SPECIFIED BY FEDERAL LAW FOLLOWING AN HONORABLE DISCHARGE FROM THE SERVICE, YOU WILL BE GIVEN EMPLOYMENT COMPARABLE TO THE POSITION YOU PREVIOUSLY HELD.

(3.2.4.2) **Personal Leave:**

(3.2.4.2.1) **Leave of Absence without Pay:** Should a situation arise that temporarily prevents an employee from working, he/she may be eligible for a Personal Leave of Absence without pay not to exceed 12 continuous weeks. However, employees must be employed for at least 12 months prior to the requested leave. Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and it will be reviewed on a case-by-case basis by the Principal. The decision to approve or

disapprove is based on the educational requirements of the students, the business needs of the school, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires. Leaves of absence will be considered only after all PTO leave has been exhausted.

(3.2.4.2.1.1) Salary Action; Any planned salary increase for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave.

(3.2.4.2.1.2) Returning/Not Returning From a Leave: Due to the nature of our business, the School cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a leave of absence without pay, the School will attempt to reinstate the employee to his/her former position or to one with similar responsibilities. If the position or a similar position is not available, the School will search for a suitable position for 30 days from the date the unpaid leave was to officially end. The employee will not be paid for this time. If the employee has not been placed by the end of this period, he/she will be administratively terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence without pay, the termination date is the last day of the authorized leave period or the date the employee notifies the Principal that he or she is not returning, whichever is earlier. Employees who have been administratively terminated pursuant to this paragraph may be considered for reemployment.

(3.2.4.3) General Medical Leave (Including Pregnancy And Illnesses)

(3.2.4.3.1) Eligibility: General Medical Leave is separate from PTO or other leave pursuant to the School's paid time-off policy. Full-time employees who have completed their initial introductory (probationary) period are eligible for unpaid General Medical Leave not to exceed 12 continuous weeks.

Exceptions to this full-time employment requirement may be made where required by law to accommodate pregnancy related disabilities, on-the-job injuries or illness, or to accommodate an employee with a disability under the Americans with Disabilities Act.

You may request a General Medical Leave of Absence when you are unable to work due to a medical condition and you have exhausted (or are expected to exhaust) all available PTO, yet you are still unable to return to work.

(3.2.4.3.2) Duration: General Medical Leave, if granted, is granted only for the period of inability to work due to a medical condition, not to exceed 90 days during any "rolling" 12-month period (measured backward from the date the General Medical Leave sought by the employee would begin).

- (3.2.4.3.3) **Request and Approval:** Requests for General Medical Leave should be submitted to the Principal.

Requests for General Medical Leave must be accompanied by a *Certification of Health Care Provider* form (available from the Principal) whenever such leave is foreseeable. In cases where the leave is not foreseeable, a *Certification of Health Care Provider* must be provided within fifteen (15) calendar days of the request or as soon as reasonably practicable.

Properly supported and timely requests for General Medical Leave from eligible employees will be considered on a case by case basis subject to the educational requirements of the students, the business needs of the school and the durational limits stated above.

- (3.2.4.3.4) **Reports on the Employee's Status and Intent to Return to Work:** If you are on approved General Medical Leave, you are required to keep the School advised of your status and intent to return to work. While on leave, you must contact the Principal every 2 weeks and inform him/her of your status and intent to return, unless other reporting arrangements have been expressly made. Your failure to keep the School advised of your status and intent to return to work may be considered a resignation from employment.

- (3.2.4.3.5) **Continuing Medical Coverage:** While on a personal or medical unpaid leave of absence, the employee's medical coverage will continue during the length of the leave not to exceed 12 continuous weeks.

- (3.2.4.3.6) **Other Benefits:** While on a personal or medical unpaid leave of absence, Pinellas Preparatory Academy will continue the employee's medical coverage to the extent normally paid on a monthly basis by the school. However, during the unpaid leave of absence, Pinellas Preparatory Academy will not continue to make payments towards the employee's other benefits, such as, but not limited to, retirement, dental coverage, vision, or disability benefits.

- (3.2.4.3.7) **Appeal:** If an employee's request for personal or medical unpaid leave is denied by the Principal, an employee may appeal the decision to the Personnel Committee by submitting a written request to the Principal within five (5) business days.

The Personnel Committee will endeavor to schedule a meeting with the employee within 5 business days. A decision to overturn the Principal's decision must be made by a majority of the Personnel Committee present.

- (3.2.4.4) **Leave for Jury Duty:** If an employee is called for jury duty during a period you are regularly scheduled to work, you are not required to use PTO to cover your absence. When you are not impaneled for actual service and only on call, you shall report back to work unless authorized by your supervisor to be absent from your work assignment.

(3.2.4.5) **Bereavement Leave:** When a death occurs in a regular full-time employee's immediate family, that employee may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. The school reserves the right to require verification of the need for the leave. For the purposes of this policy, immediate family is defined as employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Should additional time off be needed, the employee may make arrangements with the Principal for additional PTO or unpaid days off.

(3.2.5) **Employee Benefits:** The School provides a comprehensive Benefit Plan which may vary from year to year as determined by the Board of Directors.

(3.2.5.1) **Eligibility:** Regular employees who work at least thirty (30) hours per week including job-share employees are eligible for benefits, per individual contracts.

Initial Enrollment: Enrollment and change forms are due in the office within thirty (30) calendar days of hire or change of eligibility status. Coverage becomes effective the first day of the month following thirty (30) days of employment in an eligible benefit status.

Open Enrollment: The Board provides an annual open enrollment period during which an employee may add, cancel, or change coverage. If no action is taken by the employee to change coverage, previous coverages will continue for the next calendar year.

(3.2.5.2) **School Contribution:** The School contributes toward the cost of certain employee benefits each pay period during the school year in which a paycheck is earned. In any period during which a paycheck is not earned, the employee will owe both the School contribution amount and the normal insurance deductions. School contribution amounts vary and are determined by the Board annual.

(3.2.5.3) **Termination of Coverage:** Insurance coverage ends the last day of the month in which an employee no longer meets eligibility requirements or terminates employment.

(3.2.5.4) **Leaves of Absence:** While on an approved, unpaid leave of absence, employees are required to pay the entire cost of all insurance plans, including the School paid portion in order for coverage's to continue. The appropriate person(s), agencies, School, and/or organizations must receive payment by the first of each month. Insurance coverage will be canceled for nonpayment if full payment is not received by the due date. When an employee is on an approved leave, the employee is responsible only for payment of the portion of premium(s) the employee normally pays. Nonpayment of premiums will result in cancellation of coverage.

Suspension Without Pay: While on suspension without pay, an employee is considered to be on unpaid leave of absence. As such, the employee is entitled to maintain insurance coverage by paying the total cost of insurance. If the employee elects to

continue insurance and is reinstated, the employee will be refunded the School contribution paid during the period of suspension. If the employee elects to continue insurance and is not reinstated, the insurance will terminate the last day of the month in which the employee is dismissed. If the employee chooses not to continue insurance and is reinstated, insurance will be reinstated the first of the month following the date of the final order and the employee will be responsible for any regular employee contributions.

- (3.2.5.5) **Worker's Compensation:** The School provides Workers' Compensation benefits pursuant to Florida law.
- (3.2.5.6) **Benefits Payback Option:** If an employee decides not to participate in the benefit options provided, the school agrees to provide the amount allowed as an addition to the employee's paycheck. The employee must acknowledge that his amount would then become a taxable amount on their paycheck. If an employee elects this option, the school shall provide a form during the open enrollment period for the employee to make this election. The school will also deduct employer costs from the amount it adds to the employees pay check (federal employment taxes, insurance costs, administrative fees, etc.).

Employee Behavior

- (3.3.1) **Personal Financial Obligations:** Employees are expected to handle their personal financial obligations in such manner as to prevent the involvement of the school.
- (3.3.2) **Conflicts of Interest:** No employee or directors of the School shall solicit students, employees, or the School for the selling of goods and services, other than as part of a school or PTEG activity.

No employee shall accept any gift, favor, or service of value from companies or organizations that now are engaged in, or are being considered for, doing business with the school, with the exception of the Parent Teacher Enrichment Group.

Expenses for trips to evaluate products or equipment shall be paid by the School if previously approved by the Principal or his designee. However, once equipment is purchased or leased, personnel may attend training sessions at the expense of the School if training is included as a service within the purchase or lease price, and is approved by the Principal.

When a seminar, training, or educational meeting or session is provided by an industry representing more than one company and offered at no cost, or at reduced or partial costs, to staff, and the resulting knowledge or training is judged by the Principal (or designee) to be in the School's interest with no advantage or obligation given to an individual company, and to be no conflict of interest, the Principal (or designee) may authorize attendance.

No employee shall accept other employment which might impair the employee's

independence of judgment in the performance of duties for the School.

Violation of this policy may constitute grounds for dismissal from employment.

- (3.3.3) **Political Activities:** *Leaves of absence:* The School recognizes the right of its employees to campaign for and to hold elective public office, except as prohibited under 112.313(10) F.S. and any other provisions under the statutes and laws of Florida. Accordingly, the School authorizes both short term and long term personal leaves of absence, without pay, for its employees in order that such employees abstain from conflicts which may arise between the employees' performance of their official duties in this School and their political activities.

Protection against conflicts: The Principal (or designee) is directed to provide procedures that will guarantee such employee rights, while at the same time protecting the school system against any conflicts that might arise, such as interferences with the normal discharge of one's duty, as the result of an employee's engaging in political activities and/or while holding public office.

General Regulations:

- a) School employees engaging in political activities shall make it clear that their utterances and actions are theirs as individuals and that they in no manner represent the views of the School.
- b) Employees are prohibited from engaging in political activities on School premises.
- c) Employees requesting personal leaves of absence for political activities shall apply in writing to the Principal, giving full particulars for such requests for leave. The Principal (or designee), shall, within a reasonable period of time, advise the employee of the decision concerning the employee's request for leave.
- d) Employees engaging in political activities or in the holding of public office shall not use time, facilities, or personnel of the School to engage in such activities. Specifically, the use of copy reproduction equipment or other machinery or supplies, the use of secretarial help, or any other school facilities or personnel is strictly prohibited. Telephone use for such political activities during duty hours shall be confined to emergencies only, and then only in such a manner as shall not conflict with the employee's school related duties. Such office holder, or other politically active employees, are expected to discourage constituents, or other persons with whom they are associated in their political capacities, from making telephone calls to them, during duty hours.
- e) Any employee who has been suspended or removed from public office, the grounds for which have been as those provided within 1012.795 F.S., shall not return to duty with the School until such charges against the employee have been dismissed or otherwise legally terminated in the employee's favor.

Campaigning:

- a) Employees who confine campaign activities to off-duty hours, as provided above shall not be required to take personal leave.

- b) Employees who desire to take personal leave for campaign activities shall make a request to the Principal for personal leave for a definite period of time, not to exceed ninety (90) calendar days.
- c) Upon expiration of their personal leaves, employees shall be returned to their same positions.
- d) Employees desiring to return to their positions earlier than specified, as provided above, may be returned to their positions, upon written request to do so, provide that it is convenient for the School; otherwise, they shall be returned to their positions when the leave expires or as soon as it is convenient for the school.

Employees Holding Part Time Public Office

- a) Employees who have been elected to public office for duties which do not require full time responsibilities may be permitted to make personal arrangement for intermittent leave(s), without pay, with the Principal's (or designee) approval, provided such leave(s) does not conflict with the employee's School-related duties, and provided especially that the interests of students are not impaired.
- b) The School reserves the right to deny or to terminate such personal arrangements, as are provided above, when, in the judgment of the Principal (or designee), such arrangements are in conflict with, or are not in the best interests of, the School or its students.
- c) Any employee whose personal leave arrangements have been denied or terminated, as provided above, shall be permitted to take an extended personal leave, as provided below.

Employees Holding Full Time Public Office

- a) Employees who have been elected to public office which requires full time responsibilities shall, upon written request to the Principal, as provided above, be granted a personal leave of absence when such leave does not create an undue hardship for the School.
- b) Employees whose terms of elected office extend beyond one (1) year shall be required to request a leave of absence each year during their terms of office.
- c) Upon termination of the personal leave for the holding of public office, the employee shall be assigned to the same or similar position held prior to the personal leave, if possible. Reemployment shall be dependent upon the needs of the School at the time.

(3.3.4) **Academic Freedom:** It is the rightful duty of a qualified teacher to encourage within students a never-ending search for truth in its many forms. Such a search may inevitably lead to areas of controversy. It is the belief of the School that discussion of such issues, dealing with local, state, national and international affairs, shall be encouraged. Free, logical, and intelligent dialogue within the classroom is a necessity in the search for truth. Such freedom of expression should be viewed, not simply as a constitutional guarantee, but as a fundamental necessity for the successful practice of scholarship in a free society. All sides of such controversial issues shall be presented where reasonable and feasible in the judgment of the teacher and principal.

It is recognized that the application of this principle in a K-12 program differs somewhat from its application at higher educational levels. Teachers shall consider the relative level of maturity of their students and their need for guidance in the study of such issues to arrive at objective and balanced views.

Teacher use of potentially controversial materials: It is the responsibility of the teacher (or other instructional staff member) that intends to use materials that may be considered offensive to reasonable persons within the community, to notify the principal of the potentially controversial materials. It is the Principal's responsibility to insure that the materials used are at grade level or below, and appropriate and consistent with the Sunshine State Standards. If the materials are potentially controversial, a notice will be sent home to the parents giving them the opportunity to allow their student to do an alternative project.

- (3.3.5) **Hours Of Duty:** Each teacher shall be on duty not less than eight (8) hours per day. Teachers shall not leave school during duty hours for any reason without permission of the principal except during lunch period provided regular classes are not interfered with, provided further that the office is notified, and provided further that the teacher does not have any duties that are expected to be performed during such lunch period(s). If it is absolutely necessary that a teacher leave during duty hours, the teacher must first submit such a request to the Principal in writing identifying how coverage of that time will be conducted. The Principal will decide if the request will be approved.
- (3.3.6) **Professional Conduct:** Employees shall not use the classroom, nor any other part of school facilities, as a platform for making disparaging remarks against students, parents, teachers or administrators. Conduct contrary to this policy may constitute grounds for disciplinary action up to and including dismissal.

All employees are required to comply with SBE Rule 6B-1.001, Code of Ethics of the Education Profession in Florida and SBE Rule 6B-1.006, Principles of Professional Conduct for the Educational Profession in Florida.

Employees agrees that at all times, they will perform all duties with, and communicate with, the Pinellas County School Board, Florida Department of Education, and any and all other county, state or charter school officials in a courteous and professional manner.

- (3.3.6.1) **Policy:** Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct do not meet School standards, Pinellas Preparatory Academy will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, up to and including termination.

The rules set forth below are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that

conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Pinellas Preparatory Academy, other employees, students or parents may also result in disciplinary action.

(3.3.6.1.1) **Job Performance:** Employees may be disciplined for poor job performance, including but not limited to the following:

- Below-average work quality or quantity;
- Poor attitude (for example, rudeness or lack of cooperation);
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges;
- Failure to follow instructions or School procedures; or
- Failure to follow established safety regulations.

(3.3.6.1.2) **Misconduct:** Employees may be disciplined for misconduct, including but not limited to the following:

- Insubordination;
- Dishonesty;
- Theft;
- Discourtesy;
- Misusing or destroying School property or the property of another on School premises;
- Violating conflict of interest rules;
- Disclosing or using confidential or proprietary information without authorization;
- Falsifying or altering School records, including the application for employment;
- Interfering with the work performance of others;
- Altercations;
- Harassing, including sexually harassing, employees, students or parents;
- Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on School property or while conducting School business;
- Gambling on School premises or while conducting School business;
- Sleeping on the job or leaving the job without authorization;
- Possessing a firearm or other dangerous weapon on School property or while conducting School business; [or]
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of School, its employees, students, parents or property; or
- Refusing to submit to testing for drugs and/or alcohol.

(3.3.6.1.3) **Attendance:** In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early; and
- Notifying the Principal in advance of anticipated tardiness or absence.

(3.3.6.2) **Discipline Procedure:** Except as set forth below, discharge for poor performance ordinarily will be preceded by an oral warning and a written warning.

Pinellas Preparatory Academy reserves the right to proceed directly to a written warning for either misconduct or performance deficiency, or to terminate for misconduct without resort to prior disciplinary steps, when Pinellas Preparatory Academy deems such action appropriate.

- (3.3.6.3) **Employment At Will:** Nothing in this Guideline is intended to alter the at-will status of employment with Pinellas Preparatory Academy.

School Rights

- (3.4.1) **Employment Of Relatives:** No prospective employee shall be hired in which a close relative holds an administrative or supervisory position that directs an employee directly or indirectly.

No prospective employee shall be hired without disclosure of a close relative holding any position within the school or as a member of the board of directors.

If a close relative is employed by Pinellas Preparatory Academy both parties shall agree in writing to maintaining professional conduct while on duty or at school related activities.

If the close relative is a member of the board of directors, the board member shall abstain from any motions that directly involve employment matters or financial gain for the specific relative employee.

Close relative shall be defined as the first degree of kindred: Husband, wife, father, mother, brother, sister, son, daughter, and in-laws of the same degree.

- (3.4.2) **Pre-Work Physical Examinations:** Pre-work physical examinations are required of some employees, as mandated by Florida Law, and as prescribed by the School.

- (3.4.3) **Requirements And Procedures For Initial Appointment:** Except as otherwise provided for in Florida Statute, applicants for teaching positions must be eligible for a Florida Certificate and qualified for the positions for which they are recommended.

Appointments shall be made only by the Principal (or designee). The School may offer contracts to outstanding applicants as early as November in anticipation of openings for the following school year. Priority shall be given to the employment of elementary teachers who are competent to teach reading and/or mathematics skills and concepts. Teachers who profess such competencies but do not or cannot demonstrate them, whether deliberately or not, may be terminated at the discretion of the Principal. The School may require newly appointed teachers to participate in staff development activities up to 40 hours in reading, language arts, mathematics, science and social studies. Such training shall be given outside regular school hours at no cost to the teacher.

An adjunct instructor may be employed on an annual, daily, or part-time hourly basis,

and shall not be eligible for a professional services contract.

Employment decisions shall be made by the Principal, subject to guidelines and requirements set forth by the Board of Directors and to the annual budget.

(3.4.4) **Assessment Of Instructional, Administrative And Supervisory Personnel:**

(3.4.4.1) **Intent:** It is the intent of the School that assessments of personnel be used for two reasons:

- 1) Determining the suitability for retention of the continuing and professional service of contract personnel.
- 2) Method of assisting staff in their professional development to best impact the education of students and operation of the school.

(3.4.4.2) **Frequency:** An assessment of the performance of duties and responsibilities of all instructional, administrative, and supervisory personnel shall be made each year. Supervisors shall be frank and honest with the persons they supervise. Employees have the right to be treated fairly by their supervisor. Such a relationship between and among the supervisor and the persons being supervised should bring about an atmosphere of pleasant working conditions, good employee morale, and the kind of atmosphere that is best for the students of the School.

(3.4.4.3) **Unsatisfactory:** Any employee failing to meet standards expected by the School and thus receiving an unsatisfactory assessment will receive assistance from the administration in an attempt to improve the areas of weakness. If, with these supports, the performance does not improve, the employee may not be retained as a member of the staff.

(3.4.4.4) **Miscellaneous:** The following policies are also in place in respect to assessment of employees:

- a) A written record of the assessment of each employee may be made at least once a year and maintained in the personnel file.
- b) Such assessment shall be made by the Principal or person directly responsible for the supervision of the employee. The Principal (or designee) shall make at least two (2) formal observations of each employee during the fiscal year.
- c) The evaluation of the Principal will be conducted by the Board led by the Chairman. To complete the Principal's evaluation, surveys will be collected from Board and staff members as well as observations conducted by the Chairman (or designee).
- d) During the pre-school period each year the Principal (or designee) shall explain to the entire staff the criteria, purpose and procedure for assessment.
- e) At least one personnel conference shall be held with each employee during the school year prior to submitting the written assessment.
- f) The written report of the assessment for each employee shall be shown to, and discussed with, the employee by the person responsible for preparing the report.

Each report shall be signed by the Principal and any other person who has prepared the assessment.

- g) The signature of the employee on the written report of the assessment shall indicate only that the person who has been assessed has read the report. It does not indicate that the employee agrees with the content of the report. Refusal to sign shall be documented by the supervisor and shall not invalidate the assessment.
- h) Employees have the opportunity to respond in writing to each evaluation, provided that such a response is submitted within one week of the receipt of the evaluation. If additional time is needed due to extenuating circumstances, the employee must request additional time from the principal.
- i) The assessment of each employee shall include discussion of the employee's strengths and weaknesses in application and knowledge of school policy.

(3.4.5) **Initial Probationary Period:** Employees shall be subject to an initial probationary period of ninety (90) calendar days. Should the employee be discharged for unsatisfactory performance during such initial probationary period, as provided in Section 443.131, Florida Statutes, the School will not be liable for any unemployment compensation benefits.

(3.4.6) **Reappointment Or Non-Reappointment Of Certificated Personnel Not Under Continuing Contract:**

If an employee has received an unsatisfactory performance assessment, the Principal or supervisor shall confer with the employee and shall make specific recommendations for actions the Principal or supervisor believes should result in improvement.

Teachers under contracts will receive notification by April 15 if they are being asked to return the following school year.

(3.4.7) **Suspension And/Or Dismissal Of Instructional And Administrative Support Personnel During Contractual Period:** Suspension of instructional and administrative personnel during the contractual period shall be by the Principal. Whether such suspension will be with or without pay will be at the discretion of the Principal. The Principal (or designee) shall promptly notify each employee in writing who has been suspended or dismissed and set forth the basis for suspension or dismissal.

Employee Rights And Responsibilities

(3.5.1) **Professional Education:** The School and the Pinellas County School Board conduct various types of professional education which shall serve to increase the efficiency of all staff members, instructional, administrative and supportive. Staff members are expected to participate in such professional education activities. Days and times designated as pro-ed or training must be used as such unless Principal agrees to another use of the time in writing.

- (3.5.2) **Copyrights and Patents:** In those instances in which a product is clearly outside the job description of an employee, the results of those employee's work are the employee's private property. School employees have the privilege to do research, write articles, pamphlets and books, and to present papers before learned societies, to enter into contracts for the publication of their works, to procure copyrights and patents for their products, and to receive royalties that may accrue to them as a result of the sale of such works. Such work may not interfere with the performance of the employee's regular or assigned duties.

When such a product is connected with the employee's work assignment, and the employee desires to obtain a copyright or patent, a written outline of the project and a statement of the employee's intent to acquire a copyright or patent shall be presented to the Principal (or designee) who shall have sixty (60) days to determine whether the school shall have an interest in such a product. If, at the end of such a sixty (60) day period, the employee has received no such statement from the Principal (or designee), the employee shall be free to consider such a product as personal property. In the event the Principal informs the employee that the School has an interest in such product, the employee and the School may enter into whatever contractual agreement(s) may be in their mutual interests.

- (3.5.3) **Reproduction of Copyrighted Materials:** School employees are expected to be familiar with and adhere to the provisions of the copyright laws currently in force under Title XVII of the United States Code. Any reproduction of copyrighted materials shall be done either with permission of the copyright holder or within the bounds of the "fair use" doctrine of the copyright law; otherwise, the individual responsible for reproduction may be liable for breach of copyright under existing laws.

- (3.5.4) **Transporting Students:** Unless an employee is transporting a student at the direction of the Principal during an emergency or during an officially approved trip in accordance with School procedures, such transportation shall be furnished at the employee's own risk or liability. The school does not expect employees to transport students except when such transportation is provided during an emergency or an officially approved trip. An employee who provides such transportation except for an emergency or during an officially approved trip shall be acting outside the scope of that employee's employment.

Each employee must provide a copy of a valid driver's license and proof insurance to the school prior to transporting any student for any reason.

- (3.5.5) **Smoking Of Tobacco Products On School Property:** The purpose of this policy is to comply with the "Florida Clean Indoor Air Act" in protecting the public health, comfort and environment by creating areas in all school facilities that are free from tobacco smoke. No person may be in possession of a lighted cigarette, lighted pipe, lighted cigar, or any other lighted tobacco product, in any school facility, including the outside grounds, or within 100 feet of any building or area used by the School. No areas for smoking shall be designated on school property, or within 100 feet of any building or area used by the School.

(3.5.6) **Drug-Free and Alcohol-Free Workplace:** This policy is derived from, and complies with, the Drug-Free Workplace Act of 1988. Additionally, the purpose of this policy is to comply with the Federal Highway Administration (FHWA) regulations for the establishment and implementation of anti-drug programs in the motor carrier industry as set forth in Title 49 of the Code of Federal Regulations (CFR) Parts 391 “Qualifications of Drivers” and 394 (Notification and Reporting of Accidents.” These parts of the CFR include, by reference, the requirements of 49 CFR Part 40 “Procedures for Transportation Workplace Drug Testing Programs” which apply to all Department of Transportation regulated industries and set forth the procedural requirements for testing, from urine sample collection through analysis and verification of test results.

(3.5.6.1) **Prohibition:** Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, being under the influence of, or use of alcohol and/or a controlled substance (as defined in Chapter 893 of the Florida Statutes): in the workplace; or during the workday; or when on duty; or in the presence of students or students’ families as part of any school or work-related activities. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution.

(3.5.6.2) **Drug-Free and Alcohol-Free Workplace:** A drug-free and alcohol-free workplace shall be maintained. Each employee shall be given a copy of this policy as part of this Policy Manual. Additionally, each employee shall be notified that, as a condition of employment, the employee will abide by the terms of this policy and notify the employer of any criminal drug and/or alcohol statute conviction for a violation occurring in the workplace no later than five days after such conviction. The employer will initiate certification/revocation proceedings pursuant to Section 1012.795 F.S. for certificated employees convicted of criminal charges. Within thirty (30) days of notification, appropriate personnel action against such an employee shall be taken, up to and including termination. Employees can also be required to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(3.5.6.3) **Drug and Alcohol Testing:** The School retains the right to perform testing for Drugs and Alcohol at the following times:

Pre-employment testing: All individuals whom the School intends to hire on a permanent or temporary basis may be tested at the discretion of the School.

Reasonable Suspicion Testing: When a covered employee’s conduct or appearance is directly observed as indicative of being under the influence of a drug or alcohol during on-duty time.

Post-Accident Testing: As soon as practicable following an accident, a driver (unless deceased) shall be tested for alcohol and controlled substances when any person involved in the accident has been fatally injured or the covered employee received a citation for a moving traffic violation arising from the accident. Testing will be

conducted not later than thirty-two (32) hours after the accident for drugs and not later than eight (8) hours after the accident for alcohol. For the purpose of this rule an accident is defined as an incident involving a commercial motor vehicle in which there is either a fatality, an injury treated away from the scene, or a vehicle is required to be towed from the scene.

Follow-Up Testing: As part of or as a follow-up to counseling or rehabilitation the covered employee is subject to unannounced follow-up drug or alcohol testing. The covered employee shall be subject to a minimum of six (6) follow-up drug or alcohol tests in the first twelve (12) months.

Random Testing: Random testing can be performed at any point in time at the discretion of the Principal.

Return to Duty Testing: Before a covered employee returns to duty requiring the performance of a safety-sensitive function after engaging in a prohibited conduct the covered employee shall undergo a return-to-duty test. In the event a return-to-duty test is required, a substance abuse professional (SAP) must also evaluate the covered employee and the employee must participate in any assistance program prescribed.

(3.5.6.4) **Testable Substances:** Individuals shall be tested for the following drugs: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), alcohol, and all other illegal or controlled substances. Covered employees who engage in prohibited drug and/or alcohol related conduct must be immediately removed from duties. Such removal shall be affected for the following, in addition to other actions deemed dangerous or improper by the Principal.

- a) Using alcohol while performing safety-sensitive functions.
- b) When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- c) Refusing to submit to a drug or alcohol test required by post-accident, reasonable suspicion or follow-up test requirements.
- d) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the covered employee uses any drug, except when instructed by a physician who has advised the covered employee that the drug does not adversely affect the covered employee's ability to safely operate a CMV.
- e) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the covered employee tests positive for drugs.

(3.5.6.5) **Disciplinary Consequences If Positive Results:** Disciplinary action up to and including termination may be instituted against covered employees who have violated the standards of conduct cited in this policy. Nothing will preclude the School from seeking prosecution for violation of this policy where the Board deems appropriate. An

employee who receives a positive drug test result or an alcohol test result (.04 or greater concentration) from a required test during on-duty time will be immediately suspended without pay and recommended for dismissal. An employee who refuses to submit to a required alcohol or controlled substances test will be immediately suspended and recommended for dismissal. Refusal to submit to an alcohol or controlled substances test is defined as: (1) failing to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing; (2) failing to provide adequate urine for controlled substances testing without a valid medical explanation after the employee has received notice of the requirement for urine testing; or (3) the employee engaging in conduct that clearly obstructs the testing process. The employee will be provided with the name(s) of a qualified substance Abuse Professional (2) (SAP) and resources available from which the employee may choose to seek assistance.

An offer of employment will be withdrawn for any individual who receives a positive drug test result or who receives a result showing an alcohol concentration of .02 or greater on a required pre-employment test.

An employee who receives a result showing an alcohol concentration of .02-.039 from a required test shall be removed from performing any safety-sensitive function for a minimum of twenty-four (24) hours. Duty time missed shall be charged to unpaid leave or may be charged to PTO time if available. Disciplinary action will be taken in accordance with the School's policies.

An employee who receives a result showing an alcohol concentration of .02-.039 from a required post-accident test shall be removed from performing any safety-sensitive function for a minimum of twenty-four (24) hours. Duty time missed shall be charged to unpaid leave or may be charged to PTO time if available. Any covered employee who is cited and found guilty of a violation as a result of involvement in an accident will also receive a letter of reprimand. Disciplinary action for subsequent incidents will be taken in accordance with the school's policy.

An employee who is convicted of felony driving under the influence (DUI) or any drug related offense will be recommended for dismissal. As used in this policy, conviction is defined as a finding of guilt, a plea of guilt, a plea of Nolo Contendere, or entering a Pre-Trial Intervention (PTI) program, whether or not there is a formal adjudication of guilt.

- (3.5.6.6) **Confidentiality:** The laboratory may disclose test results only to the Principal (or designee). Any positive results which the School justifies by acceptable and appropriate medical or scientific documentation to account for the result as other than the intentional ingestion of an illegal drug will be treated as a negative test result and may not be released for the purpose of identifying illegal drug use. Test results will be protected under the provision of the Privacy Act, U.S.C. Section 552 a et seq., and Section 503(e) of the Act, and may not be released in violation of either Act. The School may maintain only those records necessary for compliance with this order. Any records of the School, including drug test results, may be released to any management official for purposes of auditing the activities the School, except that the disclosure of

the results of any audit may not include personal identifying information on an employee.

The results of a drug test of a School employee may not be disclosed without the prior consent of such employee, unless the disclosure would be:

- a) To the Principal (or designee), who has authority to take adverse personnel action against such employee; To any supervisory or management official within the School having authority to take adverse personnel action against such employee.
- b) Pursuant to the order of a court of competent jurisdiction or where required by the School to defend against any challenge against any adverse personnel action.

Any covered employee who is the subject of a drug or alcohol test shall, upon written request, have access to any records relating to the employees drug test, the results of any relevant certification, review or revocation of certification proceedings as referred to in 49 CFR Part 40 of this Act. Except as authorized by law, an applicant who is the subject of pre-employment drug testing, however, shall not be entitled to this information.

All drug testing information specifically relating to individuals is confidential and should be treated as such by anyone authorized to review or compile program records. In order to efficiently implement this order and to make information readily retrievable, the Principal shall maintain all records relating to reasonable suspicion testing, suspicion of tampering with evidence, and any other authorized documentation necessary to implement this order. Such shall remain confidential and maintained in a secure location with limited access. Only authorized individuals who have a “need to know” shall have access to them.

- (3.5.7) **Teacher Certification Standards:** In the absence of Florida Statutes or State Board of Education Rules mandating teacher certification requirements, the Principal is directed to establish and keep in force procedures for appropriate certification guidelines. The provision of the Standards shall apply to all teaching certificates issued for grades K-12. When state-mandated certificates are available, all such certificates issued by the School shall become null and void.
- (3.5.8) **Familiarity Of Instructional Personnel With Statutes, Rules And Policy:** All instructional personnel are expected to be familiar with Florida Statutes, State Board of Education Rules, and Policies of the School, which have particular reference to their responsibilities as educators. When in doubt about the existence or applicability of any such statute, rule or policy, personnel should check with the School Principal. Copies of Florida Statutes and State Board of Education Rules can be obtained from county law libraries, courthouses in St. Petersburg and Clearwater and the Internet.
- (3.5.9) **Tutoring:** No teacher shall receive compensation for tutoring a student who is enrolled in the teacher’s class during the regular school term. No tutoring by teachers for

compensation is allowed on School property. Tutoring is defined as reviewing curriculum that is taught within the classroom.

- (3.5.10) **Membership In Organizations:** Membership in any organization shall not be a condition for employment in the School.
- (3.5.11) **Extra-Curricular Activities:** Every administrative and instructional staff member is expected to assume a reasonable share of the activities assigned by the Principal. Failure to assume these duties may be cause for disciplinary action.
- (3.5.12) **Professional Development Trade Days:** In an attempt to encourage instructional and administrative staff members to participate in outside professional development activities, the school agrees to offer Professional Development Trade Days [PDTD] to employees. Periodically throughout the year professional development days are scheduled, staff members may utilize accumulated PDTD so that they may not report to work on some professional development days, or be allowed to leave early on early release days. If a staff member wants to participate in a professional development activity outside of their normal work hours, and count the training as a PDTD, the employee will ask the Principal for permission to attend the training as a PDTD. The Principal has the discretion to allow or disallow the training to be used as PDTD. The Principal also has the option to disallow specific professional development days to be missed by staff members if the offering on that day is important to the mission of the school.

Chapter 4: Student Manual

- 4 Student Manual
 - 4.1 Administrative Policy Manual
 - 4.2 Admission of Students
 - 4.2.1 Lottery Procedures
 - 4.3 Attendance
 - 4.4 Releasing A Student From School
 - 4.5 Code of Student Conduct
 - 4.6 Child Abuse, Molestation, Neglect
 - 4.7 School Calendar
 - 4.8 Security of Student Records
 - 4.9 Up-To-Date Records
-

Admissions and Attendance

- (4.1) **Administrative Policy Manual:** The School Administration shall develop and make available an Administrative Policy Manual which shall include (but not be limited to) the following topics:

- Student conduct and behavior
- Student and parent expectations
- Acceptable use of computers and the Internet
- Grading guidelines
- Emergency procedures (i.e. fire, tornado, hurricane, intruder)
- Fund Raising
- Religious Holiday Exemptions
- Photographing of students
- Gift collection

Any changes to the Administrative Policy Manual shall be reported to the Board of Directors at the regularly schedule Board meetings, but not require Board approval prior to implementation.

- (4.2) **Admission of Students:** Pinellas Preparatory Academy is a public charter school that receives its Charter from the Pinellas County School Board, and as such, complies with all applicable requirements of state law and the public school system as well as its Charter. As such, we must admit all students based on space availability. Prior to enrollment, parents shall meet with the Principal to discuss the student and how they would fit within our school. The parent will receive a tour, information about the school, and share information regarding the student that would assist us in meeting the student's needs. Provided that we are able to meet the child's needs, and that we have seats available, the children will be admitted based on availability for the current year. If they are applying for the following year, they will follow the lottery procedure as described in section 4.2.1.

(4.2.1) **Lottery Procedures:** In the event that more students have enrolled to the school than there are spots available by the deadline established by the School, a lottery will be held to determine which students will be accepted. The following students will be allowed to bypass the lottery and will be automatically accepted:

- a) Students who were enrolled at Pinellas Preparatory Academy the year before.
- b) Students who have siblings enrolled at Pinellas Preparatory Academy.
- c) Students whose parents are on the Board of Directors of Pinellas Preparatory Academy.
- d) Students whose parents are staff members at Pinellas Preparatory Academy.

In the event that there are more students that are to be automatically accepted than there are spots available, two separate lotteries will be held as described below. The first lottery will create a primary list of students and the initial waiting list from the students who are to be automatically accepted. The second lottery will be for all other students, to be added to the waiting list in rank order.

Once the deadline has past, all students will be assigned a number. Numbers will be randomly chosen to decide which students will be accepted into the school. All students will be ranked based on these random numbers. All students who are granted acceptance will be notified, and asked to respond whether they will be attending. If not, the next student on the list will be granted that position until the entire list has been accepted. If there are still openings, they will be awarded on a first come first serve basis.

(4.3) **Attendance:** Florida Statutes 1003.21 mandates that all students are required to attend school, and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy.

(4.4) **Releasing A Student From School:** Pinellas Preparatory Academy is concerned about the safety of our students. Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult. In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

(4.5) **Code of Student Conduct:** Unless otherwise spelled out within these policies or the Administrative Policy manual of Pinellas Preparatory Academy, the School will adhere to the Pinellas County Schools Code of Student Conduct. Copies of the Code of Conduct will be distributed to all parents and students at the beginning of the year.

(4.6) **Child Abuse, Molestation, Neglect:** Pinellas Preparatory Academy considers the welfare of students to be of paramount concern in its responsibilities. Therefore, all district employees and volunteers are directed to take whatever action may be necessary as required by Chapter 39, and 827 F.S. and all statutes and laws of the State of Florida as regards to all instances of suspected child abuse, molestation and child neglect.

Any district employee or volunteer who has reasonable cause to suspect child abuse

shall immediately make an oral report to the Department of Children and Families Abuse and Neglect Hotline. A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Further, a person who does make a report of suspected abuse in good faith has immunity from civil and criminal liability pursuant to § 39.203, F.S. The person making the call (if other than the building administrator) shall notify the building administrator immediately. Any person who reports should keep a record of the date and time they made the report, whom they spoke to and the general information they provided to the Abuse Hotline. The building administrator should maintain records of the report but these should not be placed in a student cum folder.

The report shall be made under the following circumstances: When there is reasonable cause to suspect that child abuse or maltreatment has been inflicted through willful or negligent acts which result in neglect, malnutrition, sexual abuse, physical injury, or mental injury. Neglect is a failure to provide sustenance, clothing, shelter or medical condition. Abuse of maltreatment may also include aiding, abetting, counseling, hiring or procuring a child to perform or participate in any photographic motion picture, exhibition show, representation or other presentation which, in whole or in part, depicts sexual conduct, sexual excitement or masochistic abuse involving a child as defined by law.

- (4.7) **School Calendar:** Pinellas Preparatory Academy follows the Pinellas County School District annual school calendar. The School will, however, set its own start and stop times.
- (4.8) **Security of Student Records:** All student information is considered confidential and will be maintained as such in compliance with all applicable laws and regulations. Such information shall be available to the parent or guardian or to the student himself who has attained the age of eighteen (18) years. Professionally competent personnel shall be available for interpreting any data with the student's cumulative folder. Copies of such contents shall also be made available to parents/students at cost, within the limitations of copying facilities.

The school may, without the consent of the student or his parents, release student records contained within the cumulative folder or any supplementary classifications to school officials who have a proper educational purpose in examining such information.

No other person may have access to or copies of a student's records, except under the following circumstances:

- a) The consent must be given by the student's parent or guardian except when a student reaches the age of eighteen (18) or is married, at which time his consent and not that of his parents shall be obtained in order to release the

information; and a student who meets the foregoing requirements shall consent to parental access to his records.

- b) The consent shall be written and shall specify the records to be released and to whom they are to be released. Each request for consent shall be handled separately; blanket permission for the release of information shall not be acceptable.
- c) Under compulsion of law: courts, law enforcement agencies, agencies subpoenaing such records.
- d) When data for outside purposes is released in such form that no individual student is identifiable.
- e) When the principal determines the release of specific information as described by the Family Education Rights and Privacy Act of 1974 is in the best interests of the student, provided such information has not been disallowed by the parents.

The parent or guardian, or an eighteen (18) year old or older student, shall have the right to challenge the accuracy and authenticity of data recorded within the student's cumulative folder. Any such data that is determined by the principal to be inaccurate shall be expunged from the record; and an appeal from the decision of the Principal shall be made to the Board of Directors.

In each instance in which a student's record is transferred out of the school, the school shall retain a complete copy of the student's academic record, together with all other confidential information and reports. After three (3) years this material will be sent to Central Files with Pinellas County Schools.

- (4.9) **Up-To-Date Records:** It is the parent/legal guardian's responsibility to keep the school office informed and up to date regarding any changes of names, addresses, telephone numbers, email addresses, etc. so that important student information may be received from or provided to the parent/legal guardian in a timely manner for the benefit and well-being of the student.

Chapter 5: Teaching And Learning

- 5 Teaching and Learning
 - 5.1 Teaching and Learning
 - 5.2 Curriculum
 - 5.3 Exceptional Student Education
 - 5.3.1 Acceptance of Students
 - 5.3.2 Limitation of Services
 - 5.3.3 Dual Enrollment
 - 5.4 Section 504 Policy
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- (5.1) **Teaching and Learning:** At Pinellas Preparatory Academy we believe that high quality teaching results in a positive learning environment for our students. We believe that an interdisciplinary approach to education is more productive for students. An approach that intertwines subject areas in a cohesive way for students allows them to build connections which helps them learn content more effectively and prepares them for their future lives. We also believe non-academic values such as creativity, leadership, and emotional growth are essential to the development of our students.

We believe teaching is only effective if students are learning. Teachers must not only teach in an integrated, multi-disciplinary way, but also regularly assess the achievement of students to ensure understanding and that effective learning is occurring. Without learning, teaching cannot be considered effective.

Pinellas Preparatory Academy encourages teachers to use authentic assessment regularly in their lesson plans. Additionally, teachers are expected to include the use of portfolios in their instruction. Formal assessments are also conducted three times a year. The Stanford-9 is administered at the start and end of the academic year to provide a baseline and a clear demonstration of the growth of each individual student. Additionally, the Florida Comprehensive Assessment Test (FCAT) is administered to assess student achievement and demonstrate the success of the school.

- (5.2) **Curriculum:** The curriculum of Pinellas Preparatory Academy strives to prepare students for a successful high school curriculum and a successful life. The curriculum will follow the Sunshine State Standards and will strive to exceed the standards of the Pinellas County School Board. All teachers will be expected to follow the schools curriculum guide so as to ensure all standards are met and to reduce repetition among grade levels.

Exceptional Student Education

- (5.3.1) **Acceptance of Students:** Pinellas Preparatory Academy is a public school that is required to admit all students, based on space availability. The school does not however serve the broad array of all exceptional educational needs. We provide SLD services, and contract with providers for SL and OT. If additional services are required that we

are unable to provide, we will consider the option of dual enrollment at another Pinellas County Public School.

- (5.3.2) **Limitation of Services:** Pinellas Preparatory Academy strives to meet the needs of all of our students. We attempt to provide individualized instruction to all of our students. The school hires an ESE teacher to assist with working with children who have special needs. Pinellas Preparatory Academy does not, however, provide the full-range of ESE services that are available from other counties school. When a child with special needs is considering enrolling at PPA, the family will be informed of the services provided by the school and our current staffing levels.
- (5.3.3) **Dual Enrollment:** If a child has special needs that are not able to be met by the staff at Pinellas Preparatory Academy, prior to enrollment, or during the staffing process for new referrals, PPA staff will work with the Pinellas County School District's area ESE staffing specialist to find a nearby school which provides the required services. Should the parents choose to do so, the child could be dual enrolled between PPA and the PCS school providing ESE services. The student would receive regular education services from PPA and would be transported by PPA to the PCS school.
- (5.4) **Section 504 Policy:** Pinellas Preparatory Academy provides a free and public education to each student who is disabled within the definition of Section 504 of the Rehabilitation Act of 1973 regardless of the nature of severity of the disability.

Chapter 6: Management

- 6 Management
- 6.1 Supervision of Students
- 6.2 Monetary
- 6.3 Capitalization Policy
- 6.4 Video Surveillance

Emergency Procedures

- (6.1) **Supervision of Students:** Students are to be supervised at all times while under the control of Pinellas Preparatory Academy. This includes the time students are attending school, while away from the school on school-sponsored events, or while participating in extracurricular activities, such as clubs. Supervision will be provided for 15-minutes prior and 15-minutes after the start and end of school. Parents will be notified of supervision times at least twice per year in writing through the school's newsletter. Students may not be left alone without supervision.
- (6.2) **MONETARY:** In order to ensure the responsible handling of school resources, the following points will be considered policies of Pinellas Preparatory Academy:
 - Purchases exceeding \$500 require two signatures on any checks applied towards that purchase.
 - Purchases above and beyond what has been approved in the budget by the Board of Directors must be taken to the Board before they can be made.
 - The following individuals (by position) will have authority to sign financial documents: School Principal, Chairman of the Board, Treasurer of the Board, and Secretary of the Board.
 - In order to maintain a consistent accounting system the Principal must see all expenditures prior to be made.
 - The Principal and/or the Treasurer shall make reports on the fiscal status of the school to the Board of Directors at each regularly scheduled Board meeting.
 - The Principal and any other individual authorize by the Board of Directors will have access to the school's credit card.
 - Any individual wishing to utilize the School's credit card must sign an agreement that they will do the following:
 - Not utilize the credit card for personal purchases. If an error is made, and the card is used for personal purchases, the individuals must reimburse the school for the purchase within three (3) business days.
 - The individual must submit all receipts for purchases within three (3) business days of the purchase being made. If the individual does not submit this receipt, the individual will be required to pay for the entire purchase.
 - E-payments are allowed to be made with the parameters identified within the budget.

(6.3) **CAPITALIZATION POLICY:** The general capitalization policy is that all equipment and other fixed assets costing in excess of \$500 will be recorded as an asset. All capital assets will be depreciated over their estimated useful lives, based on the table below. The straight line basis will be used with depreciation charged beginning in the month that the asset is placed in service. All capital assets over will be cataloged.

Computers	3-5 Years
Equipment	7 Years
Furniture	7 Years
Leasehold Improvements	39 Years
Phone System	7 Years
Software	3 Years

(6.4) **Video Surveillance:** The safety and wellbeing of the students at Pinellas Preparatory Academy is a top priority, and as such, the school utilizes video surveillance on school grounds. The following guidelines shall govern the use of video cameras for surveillance:

- The school shall notify students, parents/guardians, and staff that video surveillance occurs on school property. The school shall incorporate notice in the student materials given to students at the start of every year, and to new families joining the school.
- The use of video recordings from surveillance equipment shall be subject to other Board policies, including policies concerning the confidentiality of student and staff records.
- The use of video surveillance equipment on school grounds shall be supervised and controlled by the school Principal or designee.
- Video surveillance shall only be used to promote the order, safety and security of students, staff and property.
- Parents/Guardians have a right to receive, or be informed of, only that portion of the videotape that pertains to his or her child. Third parties, including law enforcement, have no right to see or receive videotapes, or any portion thereof, in absence of a lawfully issued subpoena or order of the court with jurisdiction. In the case of a court order or subpoena, the parent/guardian shall be given reasonable written notice prior to the compliance date of the court order/subpoena.
- Exceptions to advance parental notification: an emergency where the health and safety of the students, staff and other individuals are at risk.
- The Principal or designee of Pinellas Preparatory Academy will maintain custody of any video that has been requested by parents/guardians, law enforcement, other governmental agency, court order, subpoena or may be the subject of litigation until such time that all decisions or legal avenues have been exhausted.

- All recorded footage is the property of Pinellas Preparatory Academy.

Chapter 7: Facilities

Chapter 8: Before / After Care

- 8 Before / After Care
- 8.1 General Operation
- 8.2 Administrative Policies

(8.1) **General Operation:** Pinellas Preparatory Academy provides before- and after-care service for families to assist with transportation and timing issues to make the School more accessible to families.

(8.2) **Administrative Policies:** If the school runs a before and after care service the administration shall develop and maintain policies relating to the program within the Administrative Policy Manual, said policies shall include (but not be limited to):

- Hours of operation
- Fee structure
- Behavioral expectations
- Staff structure

ACKNOWLEDGMENT FORM

The employee handbook describes important information about this organization, and I understand that I should consult the with either the Principal, the Board of Directors or their designee, regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors has the ability to adopt any revisions to the policies in this handbook.

I acknowledge that his handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME
(TYPED OR PRINTED)

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