



**PINELLAS PREPARATORY ACADEMY**

**Administrative Policy Manual**

*Amended on June 24, 2010*

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## Section A:

# EMPLOYEE POLICIES

### (A.1) **Staff Teams**

- (A.1.1) The Principal shall designate specific teams of staff members to accomplish various tasks throughout the year. The following are required staff teams that will be set each year:
- (A.1.1.1) School Advisory Team – The advisory team will consist of representatives from various teams of staff members throughout the school. The advisory team will advise the Principal as part of a decision making process to ensure staff participation in decision making.
- (A.1.1.2) Staff Behavior Team – The behavior team will review the school’s behavior policy, matrix, and consequences annually and advise the Principal on necessary changes to these documents. The behavior committee shall also serve as an appeal board when a parent wishes to appeal a referral or decision made by administration, as outlined in policy B.5.5. The team shall be comprised of at least five members in addition to the Principal and Dean of Students. A staff member shall be appointed as chair, who shall not be the Principal or Dean of Students.
- (A.1.1.3) School Based Leadership Team– The School Based Leadership Team shall be a group of experienced educators who come together to brainstorm researched based interventions to assist specific students and student groups who are struggling. The school based leadership team is further defined in policy C.4, and may also be referred to as “Student Success Team.”.
- (A.1.1.4) Master Schedule Team – The master scheduling team shall annually meet with the Principal to provide advice on the development or modification to the school’s master schedule.
- (A.2) **Student Led Conferences:** Pinellas Preparatory Academy hosts two Student Led Conferences during the school year, which are scheduled by the Principal at the start of the year. Teachers are required to attend the conferences. If a teacher fails to attend the conference, they will be considered absent, and will lose one-half day of Paid Time Off.

## Section B:

# STUDENT POLICIES

### (B.1) Attendance:

**(B.1.1) Legal Foundation:** Florida Statutes 1003.21 mandates that all students are required to attend school, and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy. In order to manage the attendance of our students Pinellas Preparatory Academy will follow the following procedures:

**(B.1.2) Parental Reporting:** Within 48 hours of a student's absence, the parent will send a note or call the school explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. Under some circumstances, more than parental notification may be required by the Principal.

**(B.1.3) Excused Absences:** The following absences will be considered excused:

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

**(B.1.4) Tardiness:** Pinellas Preparatory Academy believes it is extremely important that students arrive at school on time and ready to learn. We recommend parents attempt to arrive at school by 7:55am. We have created strict guidelines in regards to students who are tardy to school in the morning:

- a) Students who are not in class by 8:00am will be considered tardy.
- b) A child who accumulates three tardies in a quarter will be issued a consequence of action with a silent lunch assigned. This consequence becomes part of and is subject to the Behavioral Guidelines and Matrix for subsequent general behavioral management.
- c) For the legal purposes of truancy, as provided by Pinellas County School Board's policies, numerous tardies can be equated to absences. If a student is excessively tardy (defined as an hour or more late to school), three (3) such events will equate a single absence. Six (6)

occurrences of tardiness less than one hour will equate to a single absence. The Principal can disallow individual instances of being tardy from this rule if a written explanation is provided to the school upon the return of the student.

- (B.1.5) **Early Removal:** Students are expected to attend the entire day of school. Students who are removed early from school are missing valuable instruction time, and this will be treated in the same manner as tardiness. A student who is removed an hour or more early from school three (3) times will be equated to one (1) absence. Six (6) occurrences of being removed from school less than an hour will equate to a single absence.
- (B.1.6) **Make Up Work:** Students who miss school for any reason (excused or not) will be expected to make up all work missed during their absence, tardiness, early removal from school, or suspensions. Parents may contact the school to request work, but should provide at least a 24-hour turn around to prepare such materials.
- (B.1.7) **Truancy Consequences:** If a student has at least five (5) unexcused absences within a thirty (30) day period, or ten (10) days out of ninety (90), the student's homeroom teacher shall report to the Principal that there may be a pattern of absence existing. After this referral the Principal will consider referring the student to the Student Success Team. The team will identify potential remedies to the absence behavior. The Principal will also notify a representative of the Pinellas County School District's superintendent of the pattern of absence, as well as legal authorities if appropriate. If the remedies do not resolve the problem, additional consequences, such as alternative placement, changes to the learning environment, etc. may be considered. Additionally, legal authorities will be notified if the problem is not corrected.
- (B.1.8) **Excessive Absences:** Students who miss more than twenty-five (25) days of school during a given school year (regardless of whether they are excused or unexcused absences), may be retained based solely on excessive absences. If a student reaches 20 absences, the student shall be referred to the Student Success Team to determine why the absences are occurring, and to work with the parents to improve school attendance. If the student then reaches 25 absences, the Student Success Team shall again meet to determine whether or not the student will be retained.

(B.2) **Enrollment**

- (B.2.1) **Late Entries:** Students who enroll into Pinellas Preparatory Academy after the start of a term will need to work with each teacher to determine what back work, if any, needs to be completed. Some assignments or testing which are essential to the completion of the Sunshine State Standards may be required. Teachers will give students until the end of the current term to complete assignments.
- (B.2.2) **Withdrawals:** Students who choose to leave Pinellas Preparatory Academy will be assisted in their transition to their new school by having the School create a report indicating the student's performance and current grade in each class. These reports can be provided twenty-four (24) hours after the parent provides notification of the withdrawal. Pinellas Preparatory Academy reserves the right to follow up with the student's future placement to ensure compliance with compulsory attendance laws.

(B.3) **Academic**

- (B.3.1) **Grading Policy:** Teachers will grade assignments within a reasonable time and provide feedback to students on their progress in class. The following grade scale will be used by Pinellas Preparatory Academy teachers:

A	90% - 100%	Superior
B	80% - 89%	Above Average
C	70% - 79%	Average
D	60% - 69%	Below Average

F 0% - 59%      Unsatisfactory  
I                      Incomplete

In addition to the feedback teachers provide to the students, grades are posted online for parents, and progress reports will be sent home regularly.

- (B.3.2) **Honor Roll:** Any student who receives all As & Bs on their report card will be considered to be on the Honor Roll for Pinellas Preparatory Academy. Any student who receives all As will be added to the “Principal’s List.”
- (B.3.3) **Homework Policy:** Pinellas Preparatory Academy believes that homework provides students the opportunity to learn important lessons in responsibility and accountability. Therefore, homework is assigned to reinforce the learning that is taking place within the classroom. Homework is an integral part of the students’ education.
- (B.3.3.1) **Approximate Time Guidelines:** In general, the staff of Pinellas Preparatory Academy attempts to assign approximately ten minutes of homework per grade level to students. Therefore, the following chart is an approximate estimation of the daily homework load students should expect:

Approximate Homework Expectations	
Grade	Approx. Daily Time
4 <sup>th</sup> Grade	40 minutes
5 <sup>th</sup> Grade	50 minutes
6 <sup>th</sup> Grade	60 minutes
7 <sup>th</sup> Grade	70 minutes
8 <sup>th</sup> Grade	80 minutes

While we strive to use these guidelines, we like to make clear that it is impossible to gauge perfectly how long an assignment will take a given child, as some students take longer to complete tasks than others.

- (B.3.3.2) **Late Homework:** One of the primary responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. If homework is completed late the grade the student receives will be impacted as follows:

**Elementary Students:**

- 1 Day Late – Loss of 10% – Graded no higher than a B
- 2 Days Late – Loss of 20% – Graded no higher than a C
- 3 Days Late – Loss of 30% – Graded no higher than a D
- 4 Days Late – Loss of 40% – Graded no higher than an F

**Middle School Students**

- 1 Day Late – Loss of 20% – Graded no higher than a C
  - 2 Days Late – Loss of 40% – Graded no higher than a F
- Work more than three days late will not be accepted unless there was an excused absence.

Students who have an *excused* absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days. Any assignment not turned into a teacher will receive a 0.



- (B.3.3.3) **Posting of Homework:** All students will be required to use a daily agenda book to write their homework in, reinforcing the idea of teaching our students responsibility. Additionally, teachers will post their homework assignments to the online grading system utilized by the School.
- (B.3.4) **Dual Enrollment:** Pinellas Preparatory Academy understands that the services of one school may not be able to completely address the needs of every student, and recognizes the value of Dual Enrollment. Given the academic structure of our school and the scheduling concerns, we do not permit students to be enrolled at PPA part-time as the result of a dual enrollment agreement, except for as allowed below.
- (B.3.4.1) **Florida Virtual School:** Students whose academic needs are more advanced than the course selections available at Pinellas Preparatory Academy will be allowed to enroll in courses through the Florida Virtual School. For example, in the rare situation that a student needs to be accelerated an additional year in mathematics, they will be allowed to partake in dual-enrollment with the Florida Virtual School in their eighth grade year to complete the Geometry course offered by FVS.
- (B.3.4.2) **Extracurricular Activities:** Students attending Pinellas Preparatory Academy for academic classes may be allowed to request Dual Enrollment at other schools for extracurricular activities. Additionally, former students of PPA who wish to participate in extracurricular activities at PPA with the Principal's permission, if they meet the requirements and qualifications for that activity, will be allowed to do so.
- (B.4) **Extra Curricular Activities**
- (B.4.1) **Clubs:** Pinellas Preparatory Academy offers clubs to students as extracurricular activities. These clubs cover a variety of areas and provide extra benefits to students who attend our school. Clubs will begin about a month after the start of school. A catalog of clubs that are available will be sent out prior to when they start so children can decide which clubs they wish to be in. Students with academic or behavioral concerns may be disallowed from participating in clubs.
- (B.4.2) **Field Trips, Off Campus Events:** Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the School. Every effort should be made to schedule field trips without interrupting other school functions.
- (B.4.2.1) **Approval:** All trips off campus must be approved by the Principal at least two weeks prior to the event occurring. Field trips should have an educational purpose to be approved. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary to maintain an adult to student ratio of 1:10. If the circumstances of the field trip require more supervision, the principal may require additional chaperones. The request for approval must include all locations the students will visit while on the trip, the details of transportation, and any other logistical issues the Principal requests.
- (B.4.2.2) **Behavioral Exclusion:** Field trips can be a valuable learning opportunity for students; however, behavioral expectations are even more important when students are taken off campus. As a result, if a child has demonstrated an inability to control their behavior in school, extra steps may need to be taken to ensure the student has a successful experience.
- a) The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their children. In such cases, if a parent is unable to attend, the student will be required to remain at school.
  - b) If a student has received a referral, or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.

- c) End of the year class field trips are reserved for students who show responsibility during the school year and meet school expectations. Students who have been issued a suspension during the year will be disallowed from attending the end of the year field trip.
  - a. Parents or guardians of students who have earned only one (1) suspension have the option of asking the staff behavioral team for an exception to this rule. They can present the reasons they feel their child should be allowed to attend. The staff behavioral team can decide to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, possibly including requiring the student to be accompanied by a parent.
  - b. Teachers will not be allowed to assign more stringent requirements to end of the year field trip attendance.

(B.4.2.3) **Financial Limitations:** Students cannot be excluded from a field trip based on the inability to pay the accompanying fee. If a family is facing financial difficulties and unable to pay the accompanying fee, the student's parent or guardian must contact the Principal (or designee) prior to the date the field trip permission slip is due back to school to make alternative arrangements.

(B.4.2.4) **Student Supervision:** While attending field trips students will be closely monitored and supervised. Each student shall be directly assigned to a staff person or chaperone for the duration of the trip.

(B.4.2.5) **Chaperones:** Chaperones for field trips must follow the volunteer guidelines found within the policies of Pinellas Preparatory Academy. Chaperones must be registered with the school prior to attending the field trip. All chaperones must be provided with a detailed list of the students they are responsible for, as well as emergency contact information to reach the teacher in charge as well as students parents if the need arises.

(B.4.2.6) **Teacher Check Ins:** While attending field trips where groups are separated from one another, the teacher in charge of the trip will coordinate times and locations where all staff and chaperones shall rendezvous periodically throughout the day.

(B.4.2.7) **Student Counts:** Before transporting students to or from any field trip the teacher and at least one other adult will do a complete head count to ensure all students are accounted for. At any given time each staff member and chaperone should know the number of students they are currently responsible for.

## (B.5) **Behavioral**

(B.5.1) **Foundation** Pinellas Preparatory Academy believes that children learn in a variety of ways, and that our teachers provide an environment that meets the multi-intelligences needs of our students. By using this unique approach to education, we believe we reduce the number of behavioral concerns within the classroom. However, we realize that when dealing with children issues may arise which may require the school to address student behavior. In doing so, the school believes behavioral correction should be a learning opportunity, where students are given the opportunity to learn and demonstrate appropriate behavior, and cooperatively accept responsibility and be accountable for their actions. PPA believes we have a unique partnership with like-minded parents who share this philosophy of behavioral management and positive parental role modeling.

(B.5.2) **Removal of Students from Class:** On occasion, a student's behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Due to the small nature of our school, teachers do not have the option of requesting permanent removal from class. If a teacher removes a student from a class due to behavioral concerns, the student may use a 10-15 minute cooling-off period in the office to reflect and regroup, regain both self-control and a cooperative attitude and return to class, or may meet with the Principal, Dean of Students (or designee) to discuss the concern and ways of remedying the situation. If necessary, the Principal, Dean of Students (or designee) may meet with the student,

other involved or uninvolved students, and/or the teacher(s) to identify ways to rectify the situation, towards allowing the student to return to class. Parents will receive notification by either a telephone call and/or something in writing (e.g.email) if a child is removed from class for serious or repetitive behavioral concerns.

- (B.5.3) **Referral Matrix:** Students are expected to behave in a respectful manner while under the responsibility of school staff (this includes during the school hours, after school activities or any activity in which school staff members are responsible for the students). Pinellas Preparatory Academy uses a matrix to assist in classifying and addressing inappropriate behaviors of students. When a student misbehaves beyond the scope of a teacher's classroom management program, and the misconduct requires administrative attention or an office referral, the teacher will send the student to report to the Principal (or designee) to discuss the behavior. The Principal (or designee) will decide at which level the behavior shall be considered (Levels 1-3, 1 being for lesser offenses, such as insubordination, and level 3 being for the more serious violations, such as physical assault or possession of illegal materials). For each level the continuum of consequences is different. Each year, the school staff shall review the matrix and may make appropriate revisions. The matrix along with an explanation will be sent home at the start of each school year to inform and obtain both parent and student signatures.
- (B.5.4) **Behavioral Consequences:** The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.
1. **Verbal Warning:** If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, should give the child several verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference.
  2. **Written Warning:** If the behavior was a minor infraction and/or was the first or second occurrence, the student may receive a written warning, called a "Consequence of Action" [COA]. COAs let the student know that if similar inappropriate behavior continues there will be similar and more significant consequences in the future. On occasion, staff members may also assign an additional consequence such as an after-school detention to a COA. Parents will receive email and hard copy notification of the issuance of a COA and will be required to acknowledge (preferably by email) that they are aware of the situation. COAs are designed as warnings and as a communication tool to parents, and are not kept as part of the student's permanent file.
  3. **Referral To Permanent File:** A referral to a permanent file will be a paper that is completed by the Principal, Dean of Students, or administrative designee after an internal investigation, including the student's comments regarding the misbehavior. This hard copy must be taken home, signed by the parent, and returned to school the next school day. Indication of the incident will be recorded within the student's permanent school records, and appropriate sanctions levied according to existing behavioral matrix guidelines. If the student does not return the referral with a parent signature, they may receive additional detentions or other sanctions, and the parent will be called.
  4. **Detention:** A detention is an extension of the school day where the students will be expected to stay after school. The student must report immediately after school and stay until 3:30 p.m. If the student does not report immediately on the assigned school day, and is absent for any reason (except having an official doctor's note on physician stationery), that detention will be rescheduled and an additional penalty detention added. Detentions will typically be scheduled on a regular common day once per week. Alternate detention requests can not be entertained due to established supervising staff schedules and other responsibilities. Students

attending detention may be assigned a Learning Packet designed to address the specific type of misbehavior and encourage positive alternative behaviors to accomplish the same goal.

5. **In School Suspension:** An in school suspension is a consequence which secludes a student from his or her peers and allows the student time to reflect on his or her misbehavior. If a child is assigned an in school suspension the student will also be given a task to complete (such as writing an essay related to the infraction which caused the suspension). Once this task is satisfactorily completed to the expectations of the Principal or designee (typically the child's homeroom teacher, the child may return to their normal school routine. If the student does not complete and hand in the assignment within 1.5 school days within school, the child will receive an out of school suspension for a length of time to be determined by the Principal (or designee). Students will be located and must remain in an area outside of the common areas where students are typically present. While suspended, students are not allowed to participate in any school related activities, including common lunch room. In school suspensions shall not be considered an absence from school. Students are required however to complete on their own time all make up work from the time missed. Computers may not be used by students in ISS unless a teacher gives specific permission. When returning to normal class schedules, the student will not be allowed to participate in extra curricular activities or non-educational field trips for thirty (30) days following the suspension.
6. **Out of School Suspension:** An out-of-school suspension will be time away from school to consider misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students will not be allowed to participate in extra curricular activities or non-educational field trips for thirty (30) days following the suspension.
7. **Parent Shadowing:** If a student is issued an out of school suspension more than once, the school may require that the child's parent(s) report to school to shadow their child to ensure they are behaving appropriately in school. PPA sees this shadowing as a positive experience for both parent and child. Although PPA attempts to work with parents in scheduling parental shadowing, fulfilling this consequence in a timely manner naturally creates the expectation that the parent make any needed arrangements and return with their child on the first day back after the suspension to both shadow, monitor, and assess their child's behavior. If a parent is reluctant or unable to schedule and experience this shadowing opportunity, the child shall return to an in-school suspension, as described in sub-paragraph 5 above. Additionally, the student will be unable to participate in any extracurricular activities or field trips for the remainder of the year until the parent fulfils this obligation.
8. **Recommend Reassignment:** Under rare, serious circumstances, the School may consider recommending the student be reassigned to another school by Pinellas County Schools. The procedure for doing so is as follows:
  - a. Any recommendations for reassignment will align with the requirements identified by the Pinellas County School's Code of Student Conduct.
  - b. Once a student has reached a point on the behavioral matrix that warrants a possible reassignment, the School Principal will meet with various staff members to discuss the student's behavior, attitude and motivation, examine parental compliance with PPA school policies, prior educational and other related remedial suggestions, review

how the school has been or could support this child's behavior, and consider whether a reassignment is indicated.

- c. If the Principal, in conjunction with the staff behavioral team, decides to recommend reassignment, all documentation of previous behavioral concerns along with anecdotal notes from involved staff members will be compiled along with the district's form for reassignments. This packet will be submitted to the school district through the appropriate channels. A copy of this packet will also be given to the parents/guardians of the student.
- d. Parents may not appeal a reassignment; however, they may appeal the suspension that led to the recommendation for reassignment through the procedures identified within the policies of Pinellas Preparatory Academy. If the suspension is withdrawn through the appeal process, the recommendation for reassignment will also be retracted.

#### (B.5.5) **Appeal Process**

- (B.5.5.1) **Foundation** – Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and issuing referrals. However, should a parent/guardian feel that such issuance is unwarranted; they may use the following procedure to appeal the referral.
- (B.5.5.2) **Requesting An Appeal:** If a parent/guardian wishes to request an appeal to a referral, the parent/guardian must submit such a request in writing to the Principal within four (4) calendar days of the issuance of the referral. Failure to make a written appeal will forfeit the parent/guardians right to any further appeal hearing. Upon receipt of the request, the Principal shall decide if the request is warranted. If the Principal decides to overturn the referral he or she may do so. If not, the appeal will be referred to the staff behavior team.
- (B.5.5.3) **Student Consequences:** During the appeal process, the consequences the student was issued will stand and must be met by the student while any final decision is pending. If the student was suspended, he or she must also honor the terms of the suspension including accompanying consequences until the behavior team makes its decision. If the referral is appealed successfully all record of the consequence will be expunged and the students will be excused from any missed work during that time.
- (B.5.5.4) **Behavior Team Meeting:** After receiving a request and deciding not to overturn the referral personally, the Principal shall notify the chair of the staff behavior team, and work to schedule a team meeting, making an effort to schedule the meeting at a time that is convenient for all involved, including the parent/guardian who requested the appeal. The meeting shall be scheduled within four (4) business days of receiving the request. At the meeting the parent/guardian will be allowed the opportunity to present their case as to why the referral is being contested. The Principal (or designee) shall provide information regarding the investigation and justifications for why the referral was earned by the student. The behavior team can ask questions of either the parent, Principal or Dean of Students in clarifying the issue. At the appeal meeting the Principal and Dean of Students will serve as non-voting members of the committee, and will leave with the parents during the committee's deliberation of the appeal and decision-making process. After gathering information, the team's deliberation shall be limited to the following:
  - 1. Deciding whether the student's behavior or act was in clear violation of the Pinellas County School's and PPA's code of conduct, the PPA Policies & Procedures Manual, PPA's Pride, Principles & Accountability Character Education program, and/or the mission of the school and the parameters indicated in the Behavior Program & Expectations of the school;
  - 2. Deciding whether the student(s) is/are known to have committed the violation;

3. Deciding whether to uphold the initial findings and decision, or whether an appropriate alternate sanction should be issued based on established parameters of the Behavior Program for the school.

(B.5.5.5) **Reporting of Decision:** Under most circumstances, the behavior team will make a decision at the initial meeting, however, the team reserves the right to meet within four (4) business days to review and make a final decision. The final decision will be determined by a simple majority vote and will be presented to the Principal. The decision of the committee will be documented and a copy of the decision will be mailed to the parent/guardian within four (4) business days of the completion of the appeal committee's hearing. The decision of the behavior team is considered a final decision. In all cases, members' individual votes remain confidential.

(B.5.5.6) **Further Appeals:** Should a parent/guardian be dissatisfied with the decision of the behavior team, they may further appeal the decision only on the grounds that the school violated a procedural safeguard. The parent/guardian may submit a written request to the Principal requesting an appeal to the Board of Directors. The Board of Directors will only consider whether procedures were followed, and will not address questions or concerns regarding the appropriateness of a consequence.

(B.6) General

(B.6.1) **Dress Code:** Pinellas Preparatory Academy adheres to the Pinellas County School District dress code, although we have amended it slightly for clarity and specification:

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

- n) Special dress requirements may be imposed by the Principal for special events such as field trips.
- o) No jewelry shall utilize body piercing other than ear piercing. No more than two earrings per ear are permitted. The Principal will have the final say in whether any piece of jewelry is permitted.
- p) No chains of any type are allowed on or off clothing.
- q) In compliance with state and federal law, the School will make a reasonable effort to accommodate the religious beliefs of its students and recognizes that there may be times when a student may request an accommodation to wear certain types of clothing due to religious beliefs.

- (B.6.2) **Cell Phone Policy:** Students of Pinellas Preparatory Academy are allowed to have cellular phones at school only if parental permission is given to have the telephone at school, and with the Principal's approval, and if updated cell phone numbers are provided to the school office. Once approved, students must keep their phones turned off and in their lockers or cubbies, unless they receive permission from their current teacher to use the phone for educational purposes. Without teacher permission, cell phones are not permitted in backpacks, book bags or on the student's person. If a phone is seen or heard while under school supervision without teacher permission, they will be taken away and existing behavioral sanctions will apply. All confiscated cell phones or other electronic devices will be made available only to the parent/legal guardian for direct pick-up at their convenience to allow parents. When a student needs to make a call during the school day, they may use a school telephone, provided they obtain permission from a staff member prior to use. Parents who need to contact their children during the school day for valid emergencies should contact the school office to relay a message, and that message will be relayed to your child in a timely fashion.
- (B.6.3) **Games and Electronic Devices:** Toys, games, playing cards, electronic devices and other non-academic items or games are not allowed on school property without specific permission from a staff member (for example, clubs or special events). Any approved items (e.g., show and tell, skit props, etc.) by a staff member must be brought and left with the staff member giving permission for the item during the day. The student may retrieve the item from the staff member for the event and must return it immediately after the event, for pick-up again at the end of the school day. Any items found without permission will be confiscated and made available to parents for direct pick up. Items not picked up within five (5) school days may be discarded or given to charity.
- (B.6.4) **Text Book Policy:** Students will be issued books in most of their classes, which remain the property of the school. Text books include either the physical copy of the book itself, or the digital version (i.e. CD-Rom). Any lost, stolen, or damaged books are the sole responsibility of the student whom the book has been checked out to. If something occurs to this property, the incident must be reported immediately. Students not returning books or returning severely damaged books or digital media will be required to make payment for the replacement or repair costs to the school.
- (B.6.5) **Computers and Internet Acceptable Use Policy:** Pinellas Preparatory Academy requires that every child, in order to gain access to computers and the Internet, must obtain parental permission as verified by the signatures on the Acceptable Use Policy form (see policy D.8.3) being sent home at the beginning of the school year. Students will not be permitted to use computers until that form is completed and returned.
- (B.6.6) **Dances:** Pinellas Preparatory Academy periodically sponsors dances for students. Attendance is limited to those students who are achieving academically and following the rules of conduct set forth by the School and Pinellas County School District. Dances may be held separately for different age levels. Students are required to follow the rules and regulations of Pinellas Preparatory Academy while attending any dance. All Dress Code restrictions and intent for modest and acceptable fashion wear would apply. Parents are encouraged to attend as chaperones.

- (B.6.7) **Movies in the Classroom:** Pinellas Preparatory Academy emphasizes the use of engaging the multiple intelligences of students, and as such will use various media to educate students. Teachers are welcome to occasionally use videos in the classroom and at school sponsored events, providing that the following policies are adhered to:
- (B.6.7.1) **Copyright:** Teachers are required to follow the legal copyright requirements of videos and media within the classroom.
- (B.6.7.2) **Elementary Students:** Elementary students may be shown “G” rated movies without parental permission. Movies which are “PG” require that the teacher notify parents at least one week in advance using the school’s online communication system, giving parents the option to opt- their students out of watching the video.
- (B.6.7.3) **Middle School Students:** Students in grades six through eight may be shown “G” or “PG” rated movies without parental permission. Movies with are rated “PG-13” require that the teacher notify parents at least one week in advance using the school’s online communication system, giving parents the option to opt- their students out of watching the video.
- (B.6.7.4) **“R” Rated Movies:** No “R” rated movies may be shown during school events to students Pinellas Preparatory Academy.
- (B.7) **Safety**
- (B.7.1) **Car Circle:** Most students who attend Pinellas Preparatory Academy are transported by private vehicles, which makes drop off and pick up difficult. Students are allowed to be dropped off 20 minutes prior to the start of school, and should be picked up within 15 minutes of the ending of the school day. The school’s administrator will develop procedures for the safe and orderly drop off and pick up of students, and disseminate this information to parents periodically throughout the year. Arrival and dismissal times during inclement weather frequently require a change from established procedures. Greater flexibility and patience in dropping off and picking up your child is respectfully requested during these difficult times, especially during lightning storms, as safety for all students and staff alike is paramount. Parking and again exiting the lot as quickly as possible may be necessary and is greatly appreciated. On normal days, all parents are required to follow all safety and traffic guidelines without exception for the safety of all students, parents and staff, and the neighboring commercial and residential community in general.



## Section C:

# TEACHING AND LEARNING

(C.1) **Teacher's Lesson Plans:** Teachers will be expected to hand in lesson plans that correlate with both the Pinellas Preparatory Academy Curriculum Guide and the Florida Sunshine State Standards to the Principal. Lesson plans will be reviewed to ensure compliance with school and state requirements. Plans will be kept on file for five years before being destroyed.

(C.2) **Reporting Student Progress:** Pinellas Preparatory Academy believes parents are an integral part in their child's education. To keep parents informed, students' progress will be formally reported eight times per year. Midway through each marking period a progress report will be sent home with students. At the end of each quarter report cards will be distributed documenting student progress.

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

(C.3) **Section 504 Plans**

(C.3.1) **When a 504 Plan will be considered:** Pinellas Preparatory Academy will consider a 504 plan for accommodations if a Student Success Team feels that the child may have a disability which would meet the criteria for such a plan. This can occur when a teacher identifies a student who is having difficulties, a parent requests a team to consider the needs of a student, or if a medical report has been submitted identifying a student as having a disability.

(C.3.2) **Meeting to consider 504 Plan:** If a Student Success Team recommends a student be considered for a 504 plan, the student's homeroom teacher will coordinate a meeting among the student's teachers and school specialist. The teacher will also ensure the parents have been notified and invited to the meeting. While at the meeting, the team members will consider whether the student's disabilities qualify them for accommodations under Section 504 of the Rehabilitation Act. If so, the team will identify the accommodations necessary to allow the student to be successful within the school environment. Pinellas County School Board forms will be used for both determination and the actual 504 Plan.

(C.3.3) **Eligibility:** To determine if a child has a disability that qualifies them for a 504 Plan, the team will utilize the policies of Pinellas County School Board in regards to eligibility. (PCS Policies: 5.504(5)-(7)).

(C.4) **Student Success Team**

(C.4.1) **Purpose:** The purpose of the Student Success Team is to have a diverse group of professionals sit down to discuss issues that may have arisen in regards to specific students. The team will brain storm strategies and research based interventions to use with students who may be having academic, behavioral or other concerns within school.

(C.4.2) **Membership:** The Principal shall, at the start of each school year, assign members to the Student Success Team. Membership will consist of the Principal, ESE Coordinator(s), and a careful selection of other staff members who represent a variety of backgrounds and expertise. Members shall serve for the entire school year. Additionally, the specific team of teachers who work with an individual student will be requested to attend when that specific student is being discussed.

(C.4.3) **Procedure:** If a staff member wishes to seek the advice of the Student Success Team, they shall complete a request form and forward to the Principal. The Principal shall then schedule a team meeting and distribute the relevant information to the team members. When the staff member requesting the meeting completes the form, they shall indicate whether or not they feel it would be beneficial to invite the parents to the meeting. The Principal shall make the determination whether parents will be invited and will coordinate their attendance if requested.

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

## Section D:

# MANAGEMENT POLICIES

### (D.1) **Emergency Procedures**

(D.1.1) **Fire Drill Procedures:** Pinellas Preparatory Academy will maintain an evacuation plan to be used in the case of fire or other emergency situations. This plan will be reviewed annually by the school administration for effectiveness. All students and staff members will be made aware of the plan, and maps highlighting the escape routes will be posted in all school rooms. Fire drills will be conducted at least once per month. Drills will be held at various times throughout the day and will test various types of fire emergencies. Documentation of the drills will be maintained in the school office.

(D.1.2) **Tornado Drill Procedures:** The school will maintain an emergency plan for use during tornado and inclement weather. This plan will be reviewed annually. All staff and students will be made aware of this plan. The plan will be practiced at least twice per year as is required by Florida law. Documentation of the drills will be maintained in the school office.

(D.1.3) **Hurricane Closures:** Pinellas Preparatory Academy will follow the same emergency closures as the Pinellas County School District. Parents should monitor local news outlets during inclement weather. If the public Pinellas County Schools are closed, Pinellas Preparatory Academy will also be closed. In the event that too many closures occur, and time must be made up, the Pinellas County School District's schedule will continue to be followed by Pinellas Preparatory Academy.

(D.1.4) **Intruder / Lock Down Procedures:** Pinellas Preparatory Academy will maintain an emergency Intruder / Lock Down Procedure. This plan will be reviewed annually for effectiveness and to ensure compliance by school personnel. All staff and students will be made aware of the procedures. The procedures will be practiced at least twice per year, and documentation of such will be maintained in the school office.

(D.2) **Fund Raising:** Pinellas Preparatory Academy is a nonprofit organization which relies on governmental funds and contributions to effectively educate our students. As a result, fundraising is necessary to help support the educational programs offered. The principal shall approve all fund raising activities and ensure that families are not being asked to contribute excessively at any given time. Efforts will be made to ensure only one fund raiser occurs at a time. All fundraisers will identify the purpose for the money raised.

### (D.3) **Photographs of Students:**

(D.3.1) **Portraits:** Pinellas Preparatory Academy will sponsor one or two formal portrait days for students. PPA will utilize a company which best meets the needs of the families for a reasonable cost. These photos will be utilized for the creation of the yearbook in addition to being sold to the families.

(D.3.2) **Snapshots:** Frequently throughout the school year school staff take pictures of events that happen during the school day. Should a parent not want their child photographed in such a way, they must submit written notification of their request to the Principal. This request will then be passed along to school staff. Snapshots may periodically be used for promotional materials for the school. Every attempt will be made to receive parental permission prior to the publishing of promotional materials which include the photograph of students. Additionally the school reserves the right to utilize such snapshots through electronic media which do not individually identify any specific student. If a parent or guardian requests the removal of such a photograph, the school staff will comply with the request within 72 hours.

- (D.4) **Gifts:** Collections of funds from students by students for the purpose of giving gifts to a staff member of Pinellas Preparatory Academy will be discouraged.
- (D.5) **Volunteers:**
- (D.5.1) **Background Checks:** All individuals who are not employed by Pinellas Preparatory Academy must enter through the main office. Should they wish to go beyond the main office, their identification must be scanned by the background check system, and printed a badge to wear, identifying that they have properly checked in through the office. It is the responsibility of all staff members to help police the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to ensure they are signed in properly.
- (D.5.2) **Background Check Concern:** If, during the background check, an individual is identified as having a background as a sexual predator, the Principal will immediately be notified by the system. The person running the check should call the Principal or designee to decide what to do about the situation. The following guidelines are in place:
- If the person trying to gain entry has a relative who is a student attending the school, and there are no outstanding court orders barring that person from having contact with the child, the person may enter the school only with a staff member escort. The individual may not be left alone with any student on school property.
  - If the person trying to gain entry has a relative who is a student attending the school, and there are restrictions on the visitation, the appropriate action will be taken as identified by the court documents. In most situations, the Largo Police Department will be notified.
  - If the person trying to gain entry does not have any relatives attending this school, they will not be permitted access to the building, and the Largo Police Department will be notified.
  - If the person trying to gain access is a volunteer, the person will not be granted entry until after their information has been entered into PCSB's volunteer background check system, and a clearance is given from the offices of Professional Conduct through the PCSB.
- (D.5.3) **Student Supervision Background Checks:** If an adult will be alone with students (such as field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. This information will be shared with Pinellas County Schools. The district will run a complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.
- (D.6) **Policy Against Bullying And Harassment**
- (D.6.1) **Statement prohibiting bullying and harassment:** It is the policy of Pinellas Preparatory Academy that all of its students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- (D.6.2) **Definition of bullying and definition of harassment:** Bullying means intentionally and repetitively inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to:
- a) Teasing
  - b) Social Exclusion
  - c) Threat
  - d) Intimidation
  - e) Stalking, including cyber stalking as defined herein

- f) Physical violence
- g) Theft
- h) Sexual, religious, racial or gender orientation harassment
- i) Public humiliation
- j) Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

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

Bullying and harassment also encompasses:

- a) Retaliation against a student or employee by another student or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- b) Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - Incitement or coercion
  - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school
  - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment
- c) Cyber stalking, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. See s. 784.048(1)(d), F.S.

(D.6.3) **Expected Behavior:** The School expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

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

The School upholds that bullying of any student or employee is prohibited:

- a) During any education program or activity conducted by the school;
- b) During any school-related or school-sponsored program or activity;
- c) On a school bus; or

- d) Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the district school system.

- (D.6.4) **Consequences for an act of bullying or harassment:** Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or reassignment, as outlined in school's policies. Consequences and appropriate remedial action for an employee found to have committed an act of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC, The Principles of Professional Conduct of the Education Profession in Florida.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials. Accusations made in good faith, even though subsequently determined to be false, shall not be subject to discipline consequences or remedial action as called for by this section.
- (D.6.5) **Consequences for intentional misreporting:** Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or reassignment, as outlined in school's policies. Consequences and appropriate remedial action for an employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- (D.6.6) **Reporting an act of bullying or harassment:** The Principal, or the Principal's designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal or the Principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Principal or Principal's designee.

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

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

- (D.6.7) **Investigation of whether a reported act is within the scope of the school:** A Principal or designee will investigate procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the school.

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

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

- (D.6.8) **Prompt investigation of a report of bullying or harassment:** The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act.

The Procedures for Investigating Bullying and/or Harassment include:

- a) The principal or a designee employed by the school will be assigned to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
- b) Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately.
- c) The investigator shall collect and evaluate the facts including, but not limited to:
  - Description of incident including nature of the behavior; context in which the alleged incident occurred, etc.;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The relationship between the parties involved;
  - The characteristics of parties involved (i.e., grade, age, etc.);
  - The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying or harassment;
  - The number of alleged bullies/harassers;
  - The age(s) of the alleged bullies/harassers;
  - Where the bullying and/or harassment occurred; and
  - Whether the conduct adversely affected the student's education or educational environment.
- d) Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
  - Recommended remedial steps necessary to stop the bullying and/or harassing behavior
  - A written final report to the Principal.

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

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

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

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

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

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

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

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

- (D.6.11) Referral of victims and perpetrators of bullying or harassment for counseling:** After an investigation has determined that an act of bullying has occurred, as defined herein, the school shall discuss with both the victim's and perpetrator's parents/legal guardians options available for counseling. This may include referrals to community agencies or partner agencies the school has relationships with. Parents/legal guardians will be notified that the school does not have a counselor or mental health specialists on staff.

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



(D.6.12) **Providing instruction regarding bullying and/or harassment:** The school seeks to ensure that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment including all school staff, parents/legal guardians, students and school volunteers.

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

(D.6.13) **Regularly reporting of actions taken to protect the victim:** The Principal (or designee) shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has determined an act of bullying has occurred. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

(D.6.14) **Publication of the policy:** At the beginning of each school year, the Principal shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of this policy. The Principal shall also make all contractors working with students aware of this policy.

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

(D.7) **Returned Checks :** Occasionally payments must be made to the school for such things as before and after care, field trips etc. If a check is written to the school care should be taken to ensure that there are sufficient funds in your account to cover the check. If a check is returned to the school as unable to be cashed, the family may be charged a fee of \$25 to cover the cost of the returned check. If an individual writes more than four such checks to the school, the school reserves the right to request cash for all transactions.

(D.8) **Computer, E-Mail and Cell Phone Usage :** Computers, computer files, the E-mail system, and software furnished to students and employees remain the property of Pinellas Preparatory Academy, and are intended for school use only. Students and employees should not use a password, access a file, or retrieve and stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored, and therefore users should not expect privacy in their use of school provided equipment or services. Individuals who have personal computing or internet enabled devices who connect their device to Pinellas Preparatory Academy's network are subject to the same rules as school owned equipment.

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

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

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

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

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

- D.8.1. **School Telephones :** Telephones are provided for business use only. Personal use of telephone systems should be for emergency use only. Staff members shall refrain from making or receiving outside calls while they are responsible for the supervision or education of students.
- D.8.2 **Personal Cell Phone Use :** Student use of cell phones are not allowed within the school building without the expressed permission of the teacher in charge. Teachers are allowed to permit cell phone usage for educational purposes. Staff members use of personal cell phones are prohibited while responsible for the supervision or education of students. Staff may use personal cell phones during scheduled breaks, planning time, etc.
- (D.8.3) **Acceptable Use Policy :** Pinellas Preparatory Academy offers Internet access for student use at school and various online tools for parent and student use. This document is the Acceptable Use Policy for your use of our online tools and internet use at the school. The Internet system and online tools have been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities as well as research. It has not been established as a public access or public forum and Pinellas Preparatory Academy has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Florida. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee and your parents. This policy applies to the use on school equipment at school, or the use of services established or maintained by the school which may also be used off property.

The following uses of the PPA Internet are unacceptable:

1. Personal Safety
  - a. You will not post contact information (e.g., address, phone number) about yourself or any other person.
  - b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.
2. Illegal Activities
  - a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
  - b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- c. You will not use our system to engage in any other disruptive or illegal act, such as cyberbullying, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. System security
    - a. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use your accounts. Under no condition should you give your password to another person.
    - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
    - c. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.
  4. Inappropriate Language
    - a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
  5. Respect for Privacy
    - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
    - b. You will not post private information about yourself or another person.
  6. Respecting Resource Limits
    - a. You will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
    - b. You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
  7. Plagiarism and Copyright Infringement
    - a. You will not plagiarize materials that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
    - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright to a teacher.
  8. Inappropriate Access to Material
    - a. You will not use the PPA computer system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
    - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
    - c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents’ instruction in this matter.
  9. Your Rights
    - a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict

- your right to free speech for valid educational reasons. The school will not restrict your right to free speech on the basis of its disagreement with the opinions you express.
- b. Search and Seizure. You should expect no privacy of the contents of your personal files on the school system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law.
  - c. Due Process. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the PPA Internet system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of our system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of your Internet account.

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

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

## Section E:

# FACILITIES POLICIES

### (E.1) **Animals In School:**

- (E.1.1) **Special Events:** Special events involving animals must be approved by the Principal at least two weeks prior to the event. If such an event is approved, a list of all animals to be present must be sent home to parents so as to ensure that no students will have allergies to the animals. If a student has allergies to an animal, the teacher is responsible for finding another environment for that student and providing opportunities to gain from the learning experience as other students who do not have allergies.
- (E.1.2) **Classroom Pets:** Teachers will be allowed to have classroom pets if such pets pertain to the curriculum the teacher is offering. The teacher will be responsible for the care, clean up and well being of classroom pets. Prior to bringing the pet into the classroom, the Principal must approve of the proposed animal, then signed consent forms must be obtained from the parent/guardian of each student who would access the classroom. These forms must be submitted to the Principal prior to bringing the animal into the school. The Principal has the right to ask that the animal be removed at any time.
- (E.2) **Classroom Decore: :**
- (E.2.1) **Custom Paintings/Murals::** Prior to any staff member permanently affixing any design or color to a classroom wall (i.e. painting, permanent markers, etc.), a plan for the design must be submitted to the Principal for approval. The Staff member should also be prepared to paint over any designs should the Principal deem they are a distraction or no longer appropriate for the classroom.
- (E.2.2) **Affixing Items To Walls::** Methods for affixing any items to common school areas, such as hallway walls, etc., shall be prior approved by the principal. Methods of affixing typically approved would be sticky materials or tape which can be removed without leaving any holes of any kind or defacing walls by paint removal, etc. Methods of affixing requiring approval include, but are not limited to, staples, nails, tacks, or any objects requiring repairing, patching, or rebuilding surface areas to restore ready for painting.

## Section F:

# BEFORE AND AFTER CARE

### (F.1) General

- (F.1.1) **Hours of Operation:** Before-care begins accepting students at 6:30am, and will release students for school when it begins. After-care accepts students at the end of the school day and will supervise students until 6:00pm. Students will be accepted 15 minutes after school is let out. Before- and after-care will only be provided on days when school is in session.
- (F.1.2) **Emergency closings / delays:** If school is delayed due to emergency or severe weather conditions, before-care will be delayed for the same amount of time as the school opening. If school is released or canceled due to severe weather or emergencies, after-care will also be canceled. If severe weather develops after after-care has begun, parents will be expected to make arrangements to pick up children as soon as possible.
- (F.1.3) **Registration:** Students wishing to enroll in before- or after-care must complete a registration form which documents important information which may be needed by before- and after-care staff. These forms should be completed prior to the student started the program.
- (F.1.4) **Consistent Use:** When a family signs up for Before- and After-care, they are expected to have consistent use of the service. Each child will have fifteen (15) days throughout the year, taken in one-week increments, where they are able to not use the service and not be charged. However, should they utilize more days than this they will either lose their spot or must pay for the service even if not used.
- (F.2) **Fees:** The following fees are in affect for before- and after-care program.
- (F.2.1) **Before Care:** Before-care is provided for \$10 per week. Weeks with days where there is no school, and therefore no before-care, parents will receive a \$2 per day off discount for the week. (\$8 for four day weeks, \$6 for three day weeks, etc.)
- (F.2.2) **After Care:** After-care is provided for \$50 per week. Weeks with days where there is no school, and therefore no after-care, parents will receive a \$10 per day off discount for the week. (\$40 for four day weeks, \$30 for three day weeks, etc.). Students who regularly use after-care will not be charged extra for weeks with early release days.
- (F.2.3) **Both Before and After Care:** Children choosing to utilize both before- and after-care will be charged \$60 per week for service. Weeks with days where there is no school, and therefore no before- and after-care will receive a \$12 per day off discount for the week (\$48 for four day weeks, \$36 for three day weeks, etc.).
- (F.2.4) **Drop In:** Students who wish to utilize before- or after-care services on a drop-in basis will be charged \$5 per morning or \$15 per afternoon for this service. This service is subject to availability and the completion of paperwork. If a child is using after-care on an early release day, and does not regularly use the service, but is utilizing the drop-in service, they will be charged \$25 for the day.
- (F.2.5) **Late Pick Up:** Students who are picked up from after-care after 6:00pm will receive additional charges.

6:00pm – 6:14pm – Additional \$10

6:15pm – 6:29pm – Additional \$20

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

- (F.2.6) **Due Date:** Fees should be paid weekly using either cash or check made out to Pinellas Preparatory Academy. All fees are due the Friday preceding the week of service. Payments not received by 6:00pm on Monday may be subject to a \$10 late fee.
- (F.2.7) **Discounts:** Families enrolling more than one student in before- and after-care will receive a 20% discount for the second and third child. If a family wishes to enroll more than three (3) students in before- and after-care, the additional children will be enrolled at no charge. Discounts are not available for students utilizing the drop-in service.
- (F.2.8) **Returned / NSF Checks:** Returned checks will be subject to an additional \$25 fee due immediately upon the return of the check. Multiple returned checks may require cash payments as decided by the Principal.
- (F.2.9) **Free and Reduced Services:** Students who are eligible for the free and reduced lunch program will be provided a discount on the before / after care services. Students who are eligible for reduced lunch will receive a 50% discount on before and after care services. Students who receive a free lunch will receive a 75% discount on before and after care services.
- (F.3) **Student Expectations**
- (F.3.1) **Student Rules:** Students are required to follow the rules of the before- and after-care program that will be distributed at the commencement of the school year and signed by the student and the parent(s).
- (F.3.2) **Consequences for Misbehavior:** Students who disregard the rules shall receive consequences within the program that will be identified on the rules that are distributed. Should the student's behavior not improve, the parents shall be given written warning advising them that the student is at risk of no longer being allowed to utilize the before- and after-care services should their behavior not improve. If a student exhibits a behavior that would fall within Level 2 or Level 3 of the Pinellas Preparatory Academy's behavior matrix, the Principal (or designee) may consider a school referral and/or related consequences.
- (F.4) **Staffing:** Before- and after-care shall always have two (2) staff persons on duty while children are present. The staff will ensure that all children are supervised at all times. Procedures in effect during the normal school day regarding the supervision, safety, and accountability of staff and students remain in effect for before- and after-care.