



SCHOOL POLICY MANUAL

Approved by the Board of Directors
on March 11, 2014

In addition to the enclosed mentioned policies and procedures as adopted by Boulware Springs Charter School, Inc. Board of Directors, the Board shall adhere to rules, policies, and procedures as outlined in the charter school contract, Board adopted By Laws, and all local, state, and federal laws with regards to public charter schools.

Boulware Springs Charter School

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Corporate Policy & Procedure Manual

(1) Foundation

(1.1) Mission Statement

Boulware Springs Charter offers a high quality education that focuses on “4 R’s”- Respect, Responsibility, being a Role model, and Reaching for the stars. At Boulware, students are expected to respect their peers and adults, be responsible for their actions and words, set a good example for others at school and outside of school, and to respond to challenging learning with perseverance and enthusiasm.

(1.2) Organizational Structure

Boulware Springs Charter School (hereinafter, The School) is a not-for-profit corporation incorporated within the state of Florida. Boulware Springs Charter School, Inc. is directed by the Board of Directors who set the policies and guidelines for the organization and delegate to staff day-to-day responsibilities for operational matters. The Director of the school consults with staff members in order to allow for the greatest possible staff participation in the decision making of the organization.

(1.3) Non Discrimination

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.

The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

(2) Board of Directors

(2.1) General Powers

All affairs of Boulware Springs Charter School, Inc. 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 Director(s) of the school, setting of Policies and Procedures, strategic planning and assessment of the organization in accomplishing the missions of the organization as well as the oversight of the public trust.

(2.2) Board Membership

(2.2.1) Election Process

New Board members shall be elected annually by a majority vote at the June meeting of the Board. 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.

(2.2.2) Board Member Resignations

Any Board member who wishes to resign from office shall inform the Board Chairman in writing. The resignation shall become effective upon receipt of the letter unless an alternative date is suggested within the resignation letter.

(2.2.3) Operational Procedures

All Board Members must complete the state required governance training within 90 days of their appointment to the Board. This four hour training includes instruction on the Sunshine Law, conflict of interest, ethics, and financial responsibility.

(2.3) Meetings

All meetings of the Board of Directors shall be held in accordance with Florida Government in the Sunshine laws. In compliance with the Florida Law the Board publishes the schedule of its meetings and holds them in open session.

Board meetings shall be held at the School's principal office or at any other reasonably convenient place as the Board may designate. An annual meeting is held in June of each year for the purpose of electing Members, making and receiving reports on corporate affairs, and transacting other business.

The Chair of the Board shall establish the agenda for the meetings with input from the other members and the Director of the school. The agenda for each Board meeting shall be prepared in a timely manner and be made available to the public a minimum of 24 hours prior to the meeting. The order in which the agenda items are addressed at meetings may be changed by the Board at any time during a Board meeting.

(2.3.1) Special Meetings

A special meeting may be held at any time when called by the Chair or by any five members.

(2.3.2) Audience Participation

The Board recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Participants must be recognized by the Board chair and will be requested to preface their comments by an announcement of their name, and group affiliation, if and when appropriate. No Board action shall be taken on requests made during public discussion unless the Board declares the matter to be an emergency. All other requests that the Board chooses to take action on shall be placed on an agenda for a subsequent meeting.

Each statement made by a participant shall be limited to three minutes duration, unless extended by a majority of the Board chair. All statements shall be directed to the Board chair. No person may address or question Board members individually.

The Board chair may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant. The Board chair may request any individual to leave the meeting when the person does not observe reasonable decorum.

(2.3.3)

Records of Proceedings

Minutes of all Board meetings shall be promptly recorded by the Board Secretary or the Secretary’s designee. All motions, resolutions, and necessary information related thereto shall be recorded. The minutes shall also reflect the name of the person making a motion or submitting a resolution, the name of the person who seconds the motion, and the vote or action taken. All minutes shall be posted on the school website. A copy of the minutes will also be submitted to the Alachua County School District.

(2.4)

Conflict of Interest Policy

The purpose of the conflict of interest policy is to protect the interest of the organization when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations generally and public charter schools specifically, nor is it meant to replace any contractual requirements of the school within its Charter Agreement with the Sponsor.

(2.4.1)

Definitions

Interested Person: Any director, principal officer, owner, president, chairperson, governing board member, or member of a committee with governing board delegated powers and any superintendent, principal, other administrator, or any other person employed by the organization who has equivalent decision-making authority who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
- A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Family: A “family” member means: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Compensation: Compensation includes direct and indirect remuneration as well as loans, gifts, in-kind services, favors or anything of value. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Other Interest: “Other Interest,” for purposes of this Policy, is any circumstance in which an Interested Person may be influenced, or may appear to be influenced, either in whole or in part by any purpose or motive other than the success and well-being of the Organization as a whole and the achievement of its tax exempt purposes. An example of such an “Other Interest” would include,

without limitation of the foregoing, if an Interested Person is a parent or grandparent of a student impacted by a decision by the Board, and the Interested Person does not believe that he/she could vote or participate in a discussion by the Board giving precedence of the well-being of the Organization as a whole over his/her personal interests or the interests of his/her child or grandchild.

Conflict: A situation in which regard for a private interest may lead to disregard of a public duty or interest. With respect to a matter for discussion or action by the Board, any circumstance under which an Interested Person, by virtue of a Financial Interest or Other Interest, may be influenced, or may appear to be influenced, either in whole or in part by any purpose or motive other than the success and well-being of the Organization and the achievement of its tax exempt purposes.

(2.4.2)

Prohibited Transactions and Relationships

A board member may not purchase, rent or lease any realty, goods or services for the School from a business of which of board member (or the board member's relative) is an officer, partner, director, proprietor or owner of a financial interest.

No board member may hold any employment or contractual relationship (written or unwritten) with the School. No board member may hold any employment or contractual relationship with any business entity, which is doing business with the School. No board member may hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties.

No board member shall be the spouse, parent, child, stepchild, sibling or employee of any other board member.

No school employee or spouse of employee may serve on the governing board.

A board member shall not vote on any measure which would inure to the board member's special private gain or loss or to the special private gain of (1) an organization by which the board member is retained or (2) a relative or (3) a business associate.

Voting conflicts must be disclosed in a written memorandum and filed with the person responsible for recording the minutes prior to the meeting. Such memorandum shall be read publicly at the board meeting, incorporated into the minutes and shall be considered a public record.

If a voting conflict arises at a board meeting, the disclosure shall be oral followed up by a written memorandum within fifteen days.

Any Board member with a real or perceived conflict of interest will not vote and will recuse himself/herself from the meeting during discussion.

(2.4.3)

Procedures

(2.4.3.1)

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(2.4.3.2) *Determining Whether a Conflict of Interest Exists*

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(2.4.3.3) *Procedures for Addressing the Conflict of Interest*

- The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable.
- In conformity with the above determination, the organization shall make its decision as to whether to enter into the transaction or arrangement, EXCEPT if the interested person or his/her spouse or child (i.e., immediate family) has a direct material interest in a transaction involving the purchase, rent or leasing of any realty, goods or services, the organization is prohibited from entering into such transaction without subjecting the decision to competitive bidding.

(2.4.3.4) *Violations of the Conflicts of Interest Policy*

- If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

(2.4.4) *Compensation*

- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- No governing board member or his/her spouse or minor child may either solicit or accept anything of value (including a gift, loan, reward, promise of future employment, favor, or service) that is based on any understanding that the vote, official action, or judgment of the governing board member would be influenced by such gift
- Board members may receive compensation for expenses spent on behalf of the Organization if such expenditures are approved within the Budget or by the Board of Directors. This

includes travel to conferences, meetings, seminars and conventions related to charter schools or the Organization. The Director shall follow the reimbursement processes described elsewhere within these policies.

(2.4.5)

Annual Statements

Each board member shall annually sign a statement, which affirms such person:

- Has received a copy of the conflict of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands the organization is (i) charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes and is (ii) a public charter school subject to applicable state and federal laws and regulations.

(2.4.6)

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

(2.6)

Financial Interest

Members of the Board shall not receive any monetary compensation for their services nor shall they have any financial interest in the organization other than their own monetary donations to the organization.

(3) Employment Manual

(3.1) Equal Opportunity Employment

Boulware Springs Charter School is an equal opportunity employer. The organization is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

(3.2) Employment Non-Discrimination and Non-Harassment

Boulware Springs Charter School 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, the organization expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Thus the organization 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.

(3.2.1) Retaliation is Prohibited

Boulware Springs Charter School 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.

(3.2.2) Reporting Procedures and Investigation

Boulware Springs Charter School 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 the organization's policy or who have concerns about such matters should file their complaints with the School Director or any Member of the Board of Directors or the Board's designee, whereupon the matter will be discreetly and thoroughly investigated. The organization 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).

(3.2.3) 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 the organization believes appropriate under all of the circumstances.

(3.3) 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 evaluations
- d Signed contract
- e Withholding allowance certificate (W-4)
- f Copy of Social Security Card
- g Background verification (results of School District fingerprint test)
- h Letters of reprimand and information regarding any disciplinary action taken

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

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.

(3.4) Compensation and Benefits

(3.4.1) Compensation

Instructional and administrative staff shall be salaried employees. Salaries shall be in accordance with schedules adopted by the Board of Directors of the school, and in accordance with state and federal law. Compensation includes \$3600 per year to provide teachers with an overall salary that is consistent with traditional public schools that provide benefits. Non-instructional and non-administrative staff shall be offered a specific hourly rate. All employees will be paid twice monthly.

(3.4.1.1) Overtime Pay

Hourly employees may be required to work beyond the regularly scheduled workday or workweek as necessary. In determining whether hourly employees are entitled to overtime pay, only actual hours worked in a given workday or workweek will be considered. All overtime work must be previously authorized by the School Director or Assistant Director.

For employees subject to overtime, all hours worked in excess of forty (40) hours in one work week shall be treated as overtime. Compensation for hours in excess of forty (40) for the work week shall be paid at a rate of one and one-half times the employee's regular rate of pay.

(3.4.1.2) Payroll Withholdings

The organization shall withhold taxes from each employee’s pay according to the law. Every deduction from your paycheck is explained on your check voucher. You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the School Director or designee. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee’s W-4 form. The W-4 form should be completed upon hire and it is the employee’s responsibility to report any changes in filing status to the School Director or designee and to fill out a new W-4 form.

(3.4.2) Benefits

Eligible employees shall be entitled to participate in any Employee benefit plan, which may be established by BSCS, such participation to be in accordance with the terms of any such plans, and BSCS may discontinue any benefits to all Employees at any time at the discretion of the BSCS Board of Directors.

(3.4.2.1) Paid Time Off

All full time employees will receive 40 hours of Paid Time Off (PTO) each year. This time may be used for sick leave or personal use. Employees receive 10 hours at the beginning of each year and an additional 10 at the start date of the 3 following 10-week terms. Unused hours may be “cashed out” at the end of the year. No more than 10 hours may be “carried over” for use in the following year, with a total maximum of 10 accrued hours being carried over at the start of each new school year. PTO requests must be approved by the School Director or Assistant Director.

(3.4.2.2) Paid Holidays Time

All full time hourly employees will be provided holiday pay for the following days:

- Labor Day
- Thanksgiving (Wednesday thru Friday) 3 days
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day

(3.4.2.3) Benefits

The organization has no health insurance policy. Salary compensation includes \$3600 per year to provide teachers with an overall salary that is consistent with traditional public schools that provide benefits. .

The organization also contributes an amount that equals 2% of the eligible employee’s base salary to a Simple IRA plan. The employee may also elect to make contributions to the IRA in addition to the organizational contribution.

(3.4.2.4) Worker’s Compensation

The organization provides Workers’ Compensation benefits pursuant to Florida law.

(3.5)

Substitutes

Instructional staff requiring a substitute should fill out the Substitute Request Form. This form should be turned in to the Director or Assistant Director for approval. After approval, the request will be given to the Administrative Assistant. The Administrative Assistant will be responsible for keeping an up to date list of qualified subs who have completed all necessary paper work and have the required background search and clearance. The Administrative Assistant will be responsible for contacting subs, placing them in the needed classroom, and making sure that all paperwork is completed. Instructional staff are required to contact the Administrative Assistant by 6:45 AM on school days when a sub is needed because of sickness or emergency.

(3.6)

Leaves

(3.6.1)

Family and Medical Leave (FMLA)

Boulware Springs Charter School makes available various types of unpaid, job protected leave in accordance with the requirements of the Family and Medical Leave Act of 1993 (FMLA).

(3.6.1.1)

Eligibility

Employees are eligible for unpaid FMLA leave if they:

- 1 have a cumulative (not necessarily continuous) 12 months of prior service;
- 2 have worked at least 1250 hours during the 12 months immediately preceding the date on which the FMLA leave would commence; and
- 3 work at a location where at least 50 employees are employed within a 75 mile radius

(3.6.1.2)

Basic Leave

For eligible employees, up to 12 weeks of unpaid leave, in a 12-month period, is available for one or more of the following purposes:

- For the birth and care of a newborn child of the employee;
- For the care and/or placement of a child for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition; a child, for purposes of this policy, includes an individual who is either (1) under the age of 18 or (2) older than 18 but incapable of self-care because of a physical or mental disability;
- For your own serious health condition.

The 12-month period is measured on a “rolling backward” basis. Leave measured on a rolling backward basis is measured backward from the date any FMLA leave would commence.

(3.6.1.3)

Qualifying Exigency Leave

For eligible employees, up to 12 weeks of unpaid leave, in a 12-month period, is available for an eligible employee where the employee’s spouse, son, daughter or parent is on “covered active duty” and leave is needed for a “qualifying exigency.” Covered Active Duty includes: (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty. A “qualifying exigency” is:

- Short notice deployment;
- Military events and related activities;
- Childcare and school activities;
- For the purpose of making financial and legal arrangements;
- Rest and recuperation;
- Post-deployment activities; and/or,
- Additional qualifying activities.

The “rolling backward” method used for measuring “Basic Leave” is also used to measure the 12-month period for “Qualifying Exigency Leave.”

(3.6.1.4) Covered Service Member Care Leave

Leave is available for an eligible employee to care for a spouse, child, parent or next-of-kin who:

- is a current member of the Armed Forces or a member of the Armed Forces who is on the temporary disability list, and who has a “serious injury or illness” for which he or she is undergoing medical treatment, recuperation, or therapy; or, otherwise in outpatient status; or, otherwise on the temporary disability retired list, or
- is a veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, for a “serious injury or illness” and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoing the medical treatment, recuperation, or therapy.

For purposes of this section the following definitions apply:

- the term “Armed Forces” includes Armed Forces, National Guard, and Reserves.
- the term “serious injury or illness” means:
 - For current members of Armed Forces – an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.
 - For veteran’s of the Armed Forces – an injury or illness that was incurred by the member in line of duty on active duty on the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty on the Armed Forces) and that manifested itself before or after the member became a veteran.
- Next-of-kin of a covered service member is the nearest blood relative other than the covered service member’s spouse, son, or daughter, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes military caregiver leave under the FMLA.

For Covered Service member Care leave only, an employee is entitled to 26 work weeks of leave during any single 12-month period measured on a “rolling forward” basis. Service member Care leave measured on a rolling forward basis will be measured using the 12-month period forward from the date of the employee’s first instance of Service member Care leave.

(3.6.1.5) Intermittent Leave

Eligible employees may take leave intermittently, as blocks of time off or in the form of reducing the employee’s normal weekly or daily schedule. If the employee needs leave intermittently or on a reduced-leave schedule for planned medical treatment, it is the employee’s obligation to schedule the treatment so as not to unduly disrupt the organization’s operations. Further, intermittent leave or leave on a reduced-leave schedule must be medically necessary due to a serious health condition or a serious injury or illness, except in the case of intermittent leave for a Qualifying Exigency. In addition, employees are permitted to take intermittent leave for the birth of a child or placement of a child for adoption or foster care; however, intermittent leave for these reasons is only permitted upon the approval of the Superintendent.

(3.6.1.6) Giving Notice of the Need for Leave

Absent extenuating circumstances, an employee must provide the organization with at least 30 days advance written notice before FMLA leave is to begin. Failure to do so may cause delay or denial of leave.

If the need for leave is unforeseeable, then the employee must provide notice to the organization as soon as practicable under the facts and circumstances of your particular situation. For unforeseen leave, you must follow the normal procedure for contacting your supervisor to report an absence.

(3.6.1.7) Approval

The organization will generally notify you within 5 business days of receipt of your request for FMLA leave of your eligibility to take Family and Medical Leave. If you are not eligible, the organization will tell you why.

(3.6.1.8) Providing Evidence of Need for Leave

In most cases, the organization will request that the employee provide additional information regarding certification of the leave by providing the employee with a Certification form, specific to the type of leave the employee is requesting, to be completed and returned to the School Director or Assistant Director. Certification forms and any other requested documentation must be returned to the Director or Assistant Director within fifteen (15) days of the organization request for Certification (absent extenuating circumstances).

(3.6.1.9) Designation of Leave

Within five (5) business days after the employee has submitted the appropriate Certification form and/or the organization has sufficient information to determine whether the leave requested is FMLA covered, the School Director or Assistant Director will complete and provide the employee with a written response to the employee’s request for FMLA leave.

(3.6.1.10) Intent to Return to Work from FMLA Leave

Consistent with the manner in which the organization addresses other types of medical and personal leave, the organization may require an employee on FMLA leave to report periodically on the employee’s status and intent to return to work.

(3.6.1.11) Pay During Leave

If the employee has available Paid Time Off (PTO), the organization requires the employee to use the remaining PTO at the start of FMLA leave. Once PTO is exhausted, the employee will go on unpaid leave. Both paid and unpaid leave count towards the 12 or 26-week (in the case of Covered Service Member Care Leave) limit.

(3.6.1.12) *Benefits During Leave*

The \$300 monthly stipend (organization's contribution toward health insurance) will be paid during leave. Should the employee fail to return to work at the expiration of the approved leave, under certain conditions, the organization is entitled to recover any stipends it paid in order for the employee to maintain the coverage.

(3.6.1.13) *Return from Leave*

Upon the employee's release to return to work, the employee will be restored to the same or equivalent position, unless the employee would not otherwise have been employed at the time of reinstatement (e.g., due to an intervening reduction in force or discharge for misconduct or poor performance). The organization reserves the right not to rehire a "key" employee if rehire would cause substantial economic harm to the organization's operation. For the purpose of this policy, key employees are generally those in the top 10% of compensation.

(3.6.1.14) *Return From Leave*

Fitness-For-Duty Certification: Any employee who takes leave for the employee's own serious health condition will be required, as a condition of restoration, to obtain and provide certification that the employee is able to resume work and is able to perform the essential functions of his or her job. The cost of the Fitness-for-Duty Certification is paid by the employee. The organization may delay or deny restoration to employment if a Fitness-for-Duty Certification is not provided. The organization will request a Fitness-for-Duty Certification for leave taken on an intermittent or reduced-leave schedule basis, if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the serious health condition for which the employee took leave.

(3.6.1.15) *Taking More than the Allowed Leave*

The organization is unable to keep jobs open indefinitely. If an employee fails to return to work at the end of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

(3.6.1.16) *Employee Rights and Responsibilities*

The Department of Labor has prepared a summary of an Employee's Rights and Responsibilities under the FMLA. This summary has been is available to any employee upon request to the Superintendent or by visiting <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.

(3.6.2) *Military*

If you enter military service while working for the organization, 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. 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.

(3.6.3) Personal 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 School's Director. 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 affect 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.

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.

Due to the nature of our business, the organization 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 organization will attempt to reinstate the employee to his/her former position or to one with similar responsibilities.

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 Director that he or she is not returning, whichever is earlier..

(3.6.4) 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.

(3.6.5) Bereavement

When a death occurs in any 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 organization 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 School Director or Assistant Director for additional PTO or unpaid days off.

(3.7) Employee Behavior

(3.7.1) Hours of Duty

Full time instructional staff hours are from 7:45 AM – 4:15 PM Monday through Friday. Part time instructional hours vary and are in outlined in individual contracts. Hourly employee hours may vary.

(3.7.2) Professional Conduct

Boulware Springs Charter School, Inc. is committed to promoting the highest standards of ethics and professional conduct by its employees. Any violation of this policy may subject the individual to

disciplinary action including termination or revocation or suspension of the individual educator's certificate or other penalties as provided by law.

(3.7.2.1)

Ethical Standards

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.

The following obligations constitute the Principles of Professional Conduct of Boulware Springs Charter School. Employees of the school are expected to:

- Make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Not intentionally expose a student to unnecessary embarrassment or disparagement.
- Not intentionally violate or deny a student's legal rights.
- Not harass or discriminate against any student on the basis of race, color, religion, sex, age, national origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that students are protected from harassment or discrimination
- Not exploit a relationship with a student for personal gain or advantage.
- Keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
- Not accept a gratuity, gift, or favor that might influence professional judgment.
- Maintain honesty in all professional dealings.
- Not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly process of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure each individual is protected from such harassment or discrimination.
- Not make malicious or intentionally false statements about a colleague.
- Not misrepresent one's own professional qualifications.
- Not submit fraudulent information on any document in connection with professional activities.
- Not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- Self-report within forty-eight (48) hours to the school Director any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, individuals shall self-report any arrest, conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty- eight (48) hours after the final judgment or arrest.
- Report to the school Director any known allegation of a violation of the Florida School 25 Code or State Board of Education Rules.
- Seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules.

(3.7.2.2)

Reporting Requirements

It is the duty of all employees to promptly report to the School Director or Assistant Director any alleged misconduct by any employee that affects the health, safety or welfare of a student. Failure of

an employee to report such misconduct shall result in disciplinary action. The report may be made verbally, however, the School Director or Assistant Director may request a written explanation, which the employee shall be required to provide. If an employee becomes aware of or suspects that the school Director is engaging in misconduct, the employee should immediately report the misconduct to the Governing Board. Employees are urged to document the activities or details of the event.

(3.7.2.3) *Investigation*

The School Director shall investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student. Upon receiving a complaint of misconduct, a prompt preliminary investigation will be undertaken to determine if a reasonable basis exists. If the allegation warrants further investigation, the employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students, or shall be placed on administrative leave with pay pending the outcome of the investigation. Information related to the alleged misconduct shall be confidential during the investigation.

(3.7.2.4) *Legally Sufficient Complaint*

The School Director shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the school became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

(3.7.2.5) *Resignation or Retirement in Lieu of Termination*

The organization, or any of its employees, shall not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel or administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide instructional personnel with employment references or discuss the personnel's performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct.

(3.7.2.6) *Training*

All employees shall be offered the opportunity to go through training on the Code of Ethics and Principles of Professional Conduct. Annually employees will be reminded of the reporting requirements of this policy, and participate in a refresher discussion regarding the Code of Ethics and Principles of Professional Conduct.

(3.7.2.7) *Confidentiality*

Employees, volunteers, and board members are bound by ethical and legal codes to protect the confidentiality and privacy of our students and their families and to protect and maintain the confidentiality of all information related to them. Confidential communications include conversations, grades, progress, reports, forms, correspondence, and computer generated communications with, about or involving in any way any students or their families.

(3.7.3) *Professional Standards*

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct do not meet organizational standards, the school 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 the school's other employees, students or parents may also result in disciplinary action.

(3.7.3.1)

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.

(3.7.3.2)

Misconduct

Employees may be disciplined for misconduct, including but not limited to the following:

- Dishonesty;
- Theft;
- Discourtesy;
- Misusing or destroying school's 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;
- Sleeping on the job or leaving the job without authorization;

- Possessing a firearm or other dangerous weapon on organization property or while conducting organization business; [or]
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of organization, its employees, students, parents or property; or
- Refusing to submit to testing for drugs and/or alcohol.

(3.7.4) Discipline Procedure

Except as set forth elsewhere in the organization’s policies, discharge for poor performance ordinarily will be preceded by an oral warning and a written warning.

The organization 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 the organization deems such action appropriate.

(3.7.4.1) *Suspension and/or Dismissal of Instructional and Administrative Support Personnel During Contract Period*

Suspension of instructional and administrative personnel during the contractual period shall be by the School Director. Whether such suspension will be with or without pay will be at the discretion of the School Director. The School Director shall promptly notify each employee in writing who has been suspended or dismissed and set forth the basis for suspension or dismissal.

(3.7.5) Financial Obligations

Employees are expected to handle their personal financial obligations in such manner as to prevent the involvement of the organization.

(3.7.6) 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 organization 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 School Director.

It is recognized that the application of this principle in a K-5 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.

(3.7.7) Reporting Legal Infractions

All employees are required to promptly notify the School Director if they are arrested or given a Notice to Appear for any criminal offense, including driving under the influence (DUI) and other criminal traffic offenses and local ordinance violations punishable by any period of incarceration, or charged in any way with such offenses. In the event that the employee in question is the School Director, he or she shall report said legal infraction(s) to the Chairman of the Board. Once a report has been made, the School Director or Chairman of the Board shall determine whether this offense

could make the employee ineligible for employment under § 1012.315, F.S., and take such actions as are deemed necessary.

(3.7.8) Whistleblower Policy

The organization requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the organization

No employee of Boulware Springs Charter School or person acting on behalf of Boulware Springs Charter School in attempting to comply with any policy established by Boulware Springs Charter School (including ethics, conflicts, or anti-fraud) shall:

- Be dismissed or threatened to be dismissed;
 - Be disciplined or suspended or threatened to be disciplined or suspended;
 - Be penalized or any other retribution imposed, or
 - Be intimidated or coerced, Based to any extent upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy.
- Violation of this section of the Policy will result in disciplinary action, up to and including dismissal.

(3.7.9) Occupational Safety

The organization is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every employee. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the organization that accident prevention shall be considered of primary importance in all phases of operation and administration. The organization's administration is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce the organization's safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

(3.7.9.1) Accident/Incident Reporting

It is the duty of every employee to immediately, or as soon as is practical, report any accident or injury occurring during work or on the school's premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

(3.8) School Rights

(3.8.1) Employment of Relatives

The School's hiring practices shall at all times be in compliance with the requirements of §1002.33 (12) and (24), F.S. Charter school personnel may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the charter school in which the personnel exercises jurisdiction or control any individual who is a relative. For the purposes of this section, the following definitions shall be used:

•“Charter School Personnel” means a chairperson of the Governing Board, Governing Board member, director, or any other person employed by the school who has equivalent decision making authority.

•“Relative” means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother- in-law, son-in-law, daughter-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

(3.8.2) Background Screening

All employees will be required to be fingerprinted and cleared by the Alachua County School Board and undergo a background check as outlined in F.S. 1022.33(g)1.

(3.8.3) Employee Evaluations

(3.8.3.1) Director/Leadership

Evaluation of the Director, and all following leaders, will consist of a combination of standardized and in-house designed evaluations. Initial evaluation instruments will be completed during the implementation phase, but will be modified each year as seen fit by the Board of Directors. Each year the Board of Directors will evaluate the leaders of the school and will present its ultimate evaluation at the annual meeting of the Board. The Director evaluation will follow these principles:

1. The Director reports directly to the Board and will know before the school year begins how they will be evaluated and will be given a preview of the evaluation instruments.
2. Evaluations will be composed of both qualitative and quantitative data (observations, reports, surveys, portfolios, etc.)
3. Evaluation forms will use straightforward language and contain simple and clear levels of competency (single rating scale).
4. Evaluation results will be communicated with the Director in a timely manner; in an honest and direct manner; and in person.
5. Evaluations will address any areas of strength to be continued and valued, and any areas of weakness to be improved upon.

The following areas will be addressed in the evaluation instruments:

- a. Student achievement and learning
- b. Parent Involvement and Community Partnerships
- c. Professional Development and Human Resource Management
- d. Instructional Leadership, Improving Teaching and Learning
- e. School Management and Daily Operations
- f. Financial Management
- g. Communication and Interpersonal Skills

Leadership evaluations will be methods to improve communication and improve daily operations of the school so that it is operating at its maximum efficiency and producing the best results. As such, the evaluation process is a year-round activity and suggestions for improvement will not be limited to a formal evaluation once a year.

(3.8.3.2) Instructional Staff

Teachers will also be regularly evaluated using a rigorous, transparent, and fair evaluation system that includes data on student growth, and timely and constructive feedback. Teacher evaluation will inform administration of teacher effectiveness and will be used as part of Boulware Springs Charter’s compensation plan. Teacher evaluation will include the following three measurements:

- i) Observations

- One formal and one informal each 10-week term using a modified version of the Alachua County observation form based on Marzano’s model of teacher effectiveness
- ii) Student learning
 - Average percentage of goals in Student Learning Profile (SLP) achieved at year-end by all students taught in all subjects
- iii) Portfolio Assessment
 - Teachers will keep a portfolio of their work throughout the year according to specifications outlined in a rubric given to them at the beginning of the year. The portfolio will include, but will not be limited to, sample lesson plans, professional development participation, personal goal reflections, and school projects (character development, community service).

To calculate teacher effectiveness ratings, the following scoring will be applied:

- Observation score - 30 points of total score
 - Average of scores of all formal and informal observations
- Student learning - 40 points of total score
 - % of SLP goals met
- Teacher portfolio scores - 30 points total score
 - An average score of a panel of administrators and Board members based on the rubric

Teachers will go through training at the beginning of the year that explains the evaluation system, expectations for personnel, scoring methods, definitions of effectiveness, and the scheduling of observations/formal feedback.

(3.8.3.3) Other Staff

Administrative assistants, paraprofessionals, and after school personnel will receive an annual written evaluation. These evaluations will be completed by May 15 of each year.

(3.8.3.4) Unsatisfactory Evaluations

If an employee has received an unsatisfactory performance assessment or concerns exist throughout the year such as following a formal observation, the Director/Assistant Director shall confer with the employee and shall make specific recommendations for actions the Director/Assistant Director believes should result in improvement. The Director/Assistant Director and employee shall develop a plan. The plan shall include a prescribed period of time in which the corrective actions must be completed. If the employee has received an unsatisfactory evaluation, the employee shall be placed on a 90-day probationary period in which the employee shall receive assistance and training to correct the deficiencies noted in the evaluation.

(3.9) Employee Rights and Responsibilities

(3.9.1) Professional Education

Boulware Springs Charter School conducts various types of professional development opportunities 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.

(3.9.2) Reproduction of Copyrighted Materials

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 employee responsible for reproduction may be liable for breach of copyright under existing laws.

(3.9.3) Transporting Students

Boulware Springs Charter School does not expect employees to transport students except when such transportation is provided during an emergency or an officially approved trip. Approval from the School Director or Assistant Director must be obtained under any circumstances. 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 organization prior to transporting any student for any reason.

(3.9.4) 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 the school’s property, or within 100 feet of any building or area used by the school.

(3.9.5) Drug-Free and Alcohol-Free Workplace

Boulware Springs Charter School is committed to protecting the safety, health and well being of all employees and individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants while on school property. Any employee who violates this policy or is convicted of a criminal drug violation are subject to immediate dismissal.

(3.9.6) Teacher Certification Standards

(3.9.6.1) Certification Renewals

Professional staff members are required to maintain their state educator certification in accordance to Florida regulations. Staff members are responsible for the completion and submission of all applicable forms and fees for the certification renewals. Once a professional staff member has renewed their certification, they must provide a copy of the certification to their supervisor.

(3.9.7) Familiarity with Policies

All employees are expected to be familiar with the policies & procedures of Boulware Springs Charter School.

(3.9.8) Tutoring

No teacher shall receive compensation for tutoring a student who is enrolled in the teacher’s class during the regular school day.

(3.9.9) Key Distribution and Control

Keys will be issued to employees at the beginning of the school year and will be collected at the termination of the school year. Employees are responsible for their keys, and if they lose their keys they may be responsible for the cost of rekeying the locks on the building as well as the cost of

additional keys. When utilizing keys to enter the building during non-business hours, the employee is responsible for ensuring the building is properly secured.

(3.10) Resignations

(3.10.1) Instructional Staff

Instructional employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the School Director or Assistant Director as early as possible, but no later than April 1. The letter should state reasons and an effective date for the resignation.

(3.10.2) Support Staff

Support staff who wish to resign should address a letter of resignation to the School Director. The letter should state reasons and an effective date for the resignation. The school requests employees provide fourteen (14) days written notice prior to resignation whenever possible.

(3.11) Reduction in Force

(3.11.1) Instructional Staff

If it becomes necessary to reduce the number of teachers due to a decrease in enrollment, school reorganization or the financial condition of the School, the organization will act to retain the most qualified teachers best able to serve the needs of the School's students. Seniority will not be the primary consideration for which staff members will be retained.

(3.11.2) Support Staff

If it becomes necessary to reduce the number of support staff due to a decrease in enrollment, school reorganization or the financial condition of the School, the organization will act to retain the support staff best able to serve the needs of the School's students. Seniority will not be the primary consideration for which staff members will be retained.

(3.12) Travel Expenses

(3.12.1) Prior Approval

Prior to any travel being conducted on the school's behalf the employee must first obtain the prior approval of the School Director. If the person making the request is the School Director, permission should be obtained from the Board Chairperson.

(3.12.2) Travel Arrangements

All arrangements required for business travel are to be made by the administrative staff. Airfare and lodging will be paid for in advance by the school. All other expenses will be reimbursed by the school afterwards. Receipts must be submitted for reimbursement.

(3.12.3) Expense Guidelines

(3.12.3.1) Meals

For out of county travel, employees shall be allowed reimbursement for subsistence. Subsistence allowances for meals shall be paid at the following current rates:

- **BREAKFAST:** The traveler is entitled to an allowance for breakfast of \$6.00.
- **LUNCH:** The traveler is entitled to an allowance for lunch of \$8.00
- **DINNER:** The traveler is entitled to an allowance for dinner of \$15.00.

(3.12.3.2) *Personal Vehicles*

An employee required to use their personal vehicle for business will be reimbursed at the prevailing rate per tax guidelines for per-mile deductions. The employee must provide on the expense report, documentation including dates, miles traveled and purpose of each trip. The school assumes no responsibility for personal automobiles used for business. Further, any parking or speeding violation is the sole responsibility of the employee.

(3.12.4) *Expense Report Preparation and Reimbursement*

All business travel expenditures incurred by employees are reimbursed through the use of a standard Expense Report attached to the Travel Arrangements form which shall be made available by the School Director. Expense reports should be completed and turned in within two weeks of return or incurrence of expenses. Required receipts for items charged must be attached to the report.

Upon completion, the expense report along with all attachments should be turned into the School Director or Assistant Director for approval. In order to expedite reimbursements, the employee should ensure that the report is completed properly, required documentation is attached, proper authorization has been obtained, and any unusual items are properly explained and documented. Authorized expense reports will be reimbursed by check, normally within two weeks after receipt by the Director or Assistant Director.

(4) Student Policies

(4.1) Admission of Students

Any student eligible to attend a public school in Alachua County is eligible for enrollment at Boulware Springs Charter School. Students must be eligible for Grades K-5. The School is committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act, Section 1000.05(2)(a), and Florida Statutes that forbid discrimination on the basis of race, religion, sexual orientation national origin, gender, marital status, ethnicity, or disability.

Enrollment will also follow 1002.33(15)c, which includes enrolling students according to racial/ethnic balance provisions in 1002.33(7)(a)8. In accordance with 1022.33 (10)(d), a charter school may give enrollment preference to populations denoted in its rules and procedures.

Enrollment Preference

Florida Statute provides that the School may give enrollment preference to certain student populations. Students will be offered admission without going through the lottery process provided their applications are received and accepted by the deadline and space is available for the appropriate grade level. If there is no available space, siblings will then receive priority placement on the waitlist. Students who may receive enrollment preference include students who:

- are siblings of a student enrolled in the school;
- are children of a member of the Founding Governing Board;
- are children of an employee of the school;

(4.1.1) Lottery Procedures

Applications may be obtained at the office or on the school’s website. Applications will not request information related to academic history, race, ethnicity, socioeconomic status, disability status, or English language learner status. Applications may be submitted to the front office of the school, via mail, or through the website. Upon submission, all applications will be screened for completeness. Kindergarten parents must provide proof of child’s age during application process. The child must be 5 years of age by September 1st of the school year in which the student is applying to attend Kindergarten.

All applications will be date/time stamped as they are received and filed by grade level and maintained at the school. Student applications for each upcoming school year will be accepted beginning December 1st through March 5th. After priority admission, if the number of applicants remaining is less than the number of seats available for any grade level, all applicants will be admitted. Subsequent registration periods will be publicly noticed with a clear beginning/ending date for remaining seats. At the end of each registration period, the school will determine if a lottery is necessary and will follow the procedures below.

If the number of applicants exceeds the number of seats available during the registration period, the remaining applicants will be placed in a lottery per grade level, and students will be admitted as they are drawn from the lottery until each class is filled. The lottery will be conducted on March 6th either in public or witnessed by an independent third party. This is in compliance with 1002.33(10)(b). The remaining applicants that were not admitted through the lottery process will be placed on a waiting list in the order drawn from the lottery. Parents will be notified in writing of their acceptance by March 10th, and must respond to the school of their decision to attend by March 25th. Parents who enroll their children will be required to attend a school orientation and sign a parent involvement contract. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.

(4.1.2) Parent Contact Information

If parent/guardian contact information changes on the application, the school should be notified immediately. If the parent/guardian cannot be reached, the student application will be withdrawn from the waiting list.

(4.1.3) Waiting List

A waiting list will be maintained for each grade level if applications exceed available space. Parents will be notified in writing if their student has been placed on the waiting list. All vacancies for the current school year will be filled from the waiting list.

(4.1.4) School Orientation and Registration

Each accepted student and their parent/guardian are required to attend a School Orientation and parents must sign a parental involvement contract. Parents/guardians must attend registration. Parents must also provide a copy of the child's birth certificate, immunization records, physical exam and proof of promotion at the time of registration.

(4.2) 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.

(4.2.1) Parental Reporting

Within 48 hours of a student's absence, the parent will send a note or call the school explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. In the case that an unexcused absence is recorded, the school will attempt to contact the student's parent or legal guardian regarding the absence to prevent a pattern of nonattendance

(4.2.2) Excused Absences

The following absences will be considered excused:

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

(4.2.3) Tardiness

Boulware Springs Charter School believes it is extremely important that students arrive at school on time and ready to learn. School hours are from 8AM to 4PM Mondays through Thursdays and from 8AM to 2PM on Fridays. The school will be open at 7:30 each morning. Students may not arrive to school earlier than 7:30 AM as there is no child care provided prior to this time. We have created strict guidelines in regards to students who are tardy to school in the morning:

- a Students who are not in class at the time class begins will be considered tardy.

- b For the legal purposes of truancy 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 Director or Assistant Director can disallow individual instances of being tardy from this rule if a written explanation is provided to the school upon the return of the student.
- c Students who arrive at school after 8:05 AM must be signed in at the front office by a parent/guardian.

(4.2.4) Early Removal / Dismissal

Students are expected to attend the entire day of school. The early release of students causes disruption to academic performance of all students and may create safety and security concerns. 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.

(4.2.5) 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.

(4.2.6) Truancy Consequences

If a student has at least five (5) unexcused absences within a calendar month, or fifteen (15) days out of ninety (90), the student's homeroom teacher shall report to the Director or Assistant Director that there may be a pattern of absence existing. The Director may file a truancy petition or child-in-need-of-services petition for students who have five (5) or more unexcused absences in a calendar month or fifteen (15) or more unexcused absences in a period of ninety (90) calendar days. F.S. 1003.27

(4.3) Behavioral

(4.3.1) Code of Student Conduct

The Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and Boulware Springs Charter School regarding student behavior. It is the policy of this school that misbehavior of any kind will not be tolerated. In order for effective instruction to occur in a safe environment, there must be a cooperative relationship among students, parents/guardians, and the school.

(4.3.1.1) Student Responsibilities

As a **STUDENT** you are expected to:

- assume responsibility for your own behavior
- be in school and on time every day
- put forth your best effort

- respect individuals and property
- use responsible, appropriate behavior at all times
- to respect other people's property by not damaging it or taking it
- help maintain a safe, alcohol, drug, and weapon-free environment.

(4.3.1.2) Parent/Guardian Responsibilities

As a **PARENT/GUARDIAN** you are expected to:

- encourage your child to be successful in school
- assure that your child is in school and on time every day
- support the school by requiring your child to follow all school rules and to accept responsibility for their behavior
- send your child to school clean, in the school uniform, and in good health
- volunteer within the school for 10 hours each school year
- read all communications from the school, sign, and return documents in a timely manner
- attend school conferences once every ten weeks
- be responsible for your child's safety and supervision to and from school

(4.3.1.3) School Responsibilities

As a **SCHOOL** we are expected to:

- provide and maintain a safe atmosphere which will encourage positive behavior
- show respect for all individuals by treating them fairly and impartially and with courtesy, respect, and civility
- provide an education to meet the needs of all students

(4.3.2) Foundation

Boulware Springs Charter School believes that children learn in a variety of ways, and that our teachers provide an environment that meets the needs of our students. Utilizing our approach to education we believe that through student engagement 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, cooperatively accept responsibility, and be accountable for their actions. The school believes we have a unique partnership with like-minded parents who share this philosophy of behavioral management and positive parental role modeling.

(4.3.3) 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.. Should a situation arise that a student requires removal from class, the student may be issued a 15 minute cooling-off period to reflect and regroup. The student will be placed in the office until they regain both self-control and a cooperative attitude before returning to class. If necessary, the student may meet with the Director or Assistant Director to discuss the concern and ways of remedying the situation. Parents will receive notification by either a telephone call and/or in writing (e.g. email) if a child is removed from class for serious or repetitive behavioral concerns.

(4.3.4) Behavioral Expectations

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). The Director shall ensure that a document explaining student expectations are developed which clearly describe behavioral expectations and consequences for misbehavior. This document shall be shared with families at the start of each school year and as often as needed thereafter.

Misconducts include, but are not limited to:

- alcohol/drugs
- bullying/harassment
- cheating
- defiance
- fighting
- theft
- vandalism
- cursing/foul language
- assault/threat
- leaving the classroom/school grounds without permission
- classroom disruptions
- disorderly conduct
- skipping school
- unacceptable physical contact
- unsafe actions
- weapons

(4.3.5) Behavioral Consequences

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious behavior and consequence..

(4.3.5.1) Level 4

A Level 4 offense is a minor act of misconduct which interferes with orderly classroom or school functions, or with learning. These offenses may be handled first by the teacher or other staff members. The student may also be referred to the Director/Assistant Director.

The following actions may be taken in response to Level 4 misconduct:

- verbal reprimand
- time out
- withdrawal of privileges

- parent notification
- teacher/student conference
- teacher/student/parent conference

(4.3.5.2)

Level 3

A Level 3 offense is a serious act of misconduct which requires administrative action. Such offenses include repeated minor misconduct and acts directed against property or persons. These offenses do not endanger the health or safety of others.

The parent will be notified, and the following actions may be taken in response to Level 3 misconduct:

- administrator/student/parent conference
- time out
- withdrawal of privileges
- restitution
- behavior contract

(4.3.5.3)

Level 2

A level 2 offense is a more serious act of misconduct, included repeated misbehavior of the same type, serious disruptions of school and threats to health, safety, or property. These offenses are handled by the Director or Assistant Director and may result in suspension from school or extracurricular activities.

The parent will be notified and the following actions may be taken in response to Level 2 misconduct:

- administrator/student/parent conference
- behavior contract
- out-of-school suspension
- recommend alternative placement

(4.3.5.4)

Level 1

A Level 1 offense is the most serious breach of misconduct; it must be reported immediately to the Director or Assistant Director. Such breach of conduct includes, but is not limited to: willful disobedience, open defiance of authority to school staff, violence against persons or property, and any other act which substantially disrupts the orderly conduct of the school. If you commit a Level 1 offense, you will be suspended from the regular education program, and the director or assistant director may recommend alternative placement or expulsion. These violations may require a report to law enforcement agencies, which may also result in criminal penalties.

The parent will be notified and the following actions may be taken in response to Level 1 misconduct:

- administrator/parent/student conference

- out-of-school suspension
- alternative placement
- expulsion
- report to law enforcement

(4.3.6) Procedures

(4.3.6.1) Out of School Suspension

The director or assistant director has the right to suspend a student from school for a serious act of misconduct. An out-of-school suspension will be time away from school to consider and reflect their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed.

The procedure below will be followed for suspension from school:

1. **Notice.** The administration will make a good faith effort to immediately contact the parent/guardian by telephone and will also send written notice to the parent/guardian. The notice will state the length of the suspension and the reasons for it.
2. **School Work.** If suspended, the student will be released to his or her parent/guardian with specific assignments for the first day of suspension. It is the responsibility of the parent/guardian to contact the classroom teacher for assignments for the remainder of the suspension.

(4.3.6.3) *Recommend Reassignment/Expulsion*

Under rare, serious circumstances (Level 1 offense), the school may consider recommending the student be reassigned to another school within the Alachua County School District. Should this become necessary the Director or assistant director shall work with Alachua County School District personnel to ensure proper protocol and expectations are adhered to.

(4.3.6.4) *Behavior Contracts*

A behavior contract is an agreement between a student, their parent and the teacher. It spells out the expected behavior, the unacceptable behavior, the benefits (or rewards) for improving behavior and the consequence for failing to improve behavior.

(4.3.6.5) *Discipline of Students with Disabilities*

All students are expected to follow the Code and Board Policies. The Board will comply with state and federal laws for the discipline of students who have disabilities.

(4.3.6) Appeal Process

(4.3.6.1) *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.

(4.3.6.2) 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 Director or assistant director within five (5) 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 Director or Assistant Director will schedule a meeting with the parent/guardian to discuss the issue. The Director or assistant director will have five (5) days after receipt of the appeal in which to hold the conference and provide a written response.

(4.3.6.3) 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 Director or assistant director makes a 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.

(4.3.7) Violence Against School Personnel

Battery or assault against any school employee by a student is a Level 1 violation. If you deliberately and knowingly use force or violence against school personnel, you will be suspended from school and could be expelled.

Subject to federal and state law, if you are formally charged with a violation of F.S.784.081, assault, aggravated assault, battery, or aggravated battery upon a school employee, you will be removed from the classroom immediately and placed in an alternative school setting pending the disposition of your case.

(4.3.8) Weapons

Weapons and the use of weapons are prohibited on school property. You may not possess common pocket knives, plastic knives, or blunt headed table knives.

1. Firearms/Explosives

If you bring or in possession of a firearm or explosive at school, whether operable or inoperable, you will be expelled and referred for criminal prosecution.

2. Other Weapons

If you use a weapon of any type, including pointed or sharp instruments, such as ice picks, penknives, or razor blades, you will be suspended from school for ten (10) days with the recommendation of expulsion.

3. Non Weapons Used As Weapons

If you **use as a weapon** any article or substance not normally considered a weapon (like rocks, pens, pencils) you will be suspended for ten (10) days with the recommendation of expulsion..

(4.3.9) Drugs and Alcohol

You may not possess, sell, transfer, distribute, or use any alcoholic beverage or controlled or illegal substance on school grounds except for medications specifically prescribed by license physician. Violation of this is a serious breach of conduct. The school will notify parent/guardian and law

enforcement. If you have doctor's orders to take medicine at school or are taking over the counter medication, it must be kept in the school office and administered to student by school personnel.

(4.3.10) Bullying/Harassment

Boulware Springs Charter School will not tolerate bullying or any type of harassment. If a parent/guardian believes their child is being bullied or harassed at school, it should be immediately reported to the Director or Assistant Director. If a student is found to have committed an act of bullying or harassment, or are found to have falsely accused another as a means of bullying or harassment, the student may be disciplined up to suspension, alternative placement, or expulsion.

(4.3.11) Dress Code

Students are required to wear a school uniform while attending school. It is the responsibility of the parent/guardian to make sure that their child is in uniform each school day.

Girls: Navy blue pants, shorts, skirt, or jumper with a navy/baby blue collared shirt with Boulware Springs Charter school logo.

Boys: Navy blue shorts with a navy/baby blue collared shirt with Boulware Springs Charter school logo.

Navy pants, shorts, skirts, and jumpers may be purchased from Target, Walmart, or JC Penney. The shirts for both boys and girls must be purchased from the school. Clothing should fit appropriately, being neither undersized or oversized. No baggy, saggy pants will be allowed. There should be no cleavage or undergarments showing. Shorts, jumpers, and skirts must reach mid-thigh.

Shoes: All students must wear closed toes athletic shoes with socks (no boots, sandals, or heels).

Any student who comes to school out of uniform will be sent to the school office, and the parent will be called to bring the missing piece of the uniform. A conference will be scheduled for the parent/guardian to meet with the Director or assistant director if a student is out of uniform more than 4 times in one month.

(4.3.12) Cell Phones

Boulware Springs Charter School strongly encourages parents not to allow their children to bring cell phones to school.

If a student brings a cell phone to school, the phone must be turned off and stay in his/her backpack during school hours. If a cell phone rings during class or the student takes the phone out of the backpack during school hours, the phone will be taken away. A parent/guardian must come to school to collect the phone. The school is not responsible for any phones that are lost or misplaced.

(4.4) Academic

(4.4.1) Promotion Requirements

(4.4.1.1) Elementary Students

Each student's progression from one grade to another is based, in part, upon proficiency in reading, writing, science, and mathematics (s. 1008.25F.S.). All students must participate in the statewide assessments. The basis for making promotion decisions includes objective data and teacher judgment based on classroom performance, daily observation, formal and informal assessments, and parental

input. The primary responsibility for recommending grade placement for the next year is that of professional staff members, subject to review and approval of the Director/Assistant Director.

Any student failing to attain the specified district or state levels of performance for pupil progression on designated district or state assessments in reading, writing, mathematics, or science must receive remediation or be retained.

(4.4.1.2) *Grade Level Retention*

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade.

A student who is not meeting proficiency in reading and/or mathematics shall be covered by one of the following plans to target instruction and identify ways to improve his/her academic achievement:

- a federally required plan such as an IEP
- a School-wide system of progress monitoring for all students
- an individualized progress monitoring plan

Indicators of the student's proficiency include teacher assessment, norm-referenced tests, criterion referenced tests, diagnostic assessments, statewide tests, and the student's instructional level in reading, mathematics, writing, and/or science.

Any student who exhibits a substantial deficiency in reading, based upon locally determined or statewide assessments conducted in kindergarten or grade 1, grade 2, or grade 3, or through teacher observations, must be given intensive reading instruction immediately following the identification of the reading deficiency. The student's reading proficiency must be reassessed by locally determined assessments or through teacher observation at the beginning of the grade following the intensive reading instruction. The student must continue to be provided with intensive reading instruction until the reading deficiency is remedied.

If the student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring a proficiency score on the state assessment, the student must be retained, unless the student meets specific guidelines for good cause promotion. The parent of any student who exhibits a substantial deficiency in reading (grades K-3) must be notified in writing of the following:

- a. Notice that his/her child has been identified as having a substantial deficiency in reading.
- b. A description of the current services that are being provided to the child.
- c. A description of the proposed supplemental instructional services and supports, designed to remediate the identified area of reading deficiency that will be provided to the child
- d. Notice that if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he/she is exempt from mandatory retention for good cause.
- e. Strategies for parents to use in helping their child succeed in reading proficiency.

The school must provide written notification to the parent of any third grade retained student

explaining that the child has not met the proficiency levels required for promotion and the reasons that the child is not eligible for a good cause promotion. The notification must comply with the provisions of s. 1002.20(14) and include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency.

Promotion/retention decisions are made at the end of the school year. The options for each K-5 student are as follows:

- a. Promote to next grade level.
- b. Remediate before the next school year and promote.
- c. Promote for good cause as specified by law and remediate during the following year with more intensive intervention and remediation strategies (Good cause promotions apply to third grade students only.)
- d. Retain and remediate in a different program.

(4.4.1.3) Promotion for Good Cause

The school may only exempt students from mandatory retentions, as provided in s. 1008.25 (5)(b) F.S. for good cause. Good Cause exemptions shall be limited to the following:

- a. English language learners who have been enrolled in a U.S. school less than 2 years.
- b. A student with disabilities whose individual education plan (IEP) indicates that participation in the Florida Alternate Assessment is more appropriate, consistent with the requirements of State Board of Education rule.
- c. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education.
- d. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards in reading equal to a proficiency level on state test.
- e. Students with disabilities who have an individual education plan (IEP) or a Section 504 plan that reflects that, although the student still demonstrates a deficiency in reading, he/she has received intensive remediation as required in reading for more than 2 years and was previously retained in grades K-3.
- f. Students who have received the intensive remediation in reading as required but still demonstrate a deficiency in reading and who were previously retained in grades K-3 for a total of 2 years. Intensive reading instruction for students so promoted must include an altered instructional day based upon a progress monitoring plan that includes specialized diagnostic information and specific reading strategies for each student. [s. 1008.25 (6) (b) F.S.]

(4.4.1.4) Reporting to Parents

Parents or guardians will be notified annually regarding the student's progress toward achieving state and school expectations for proficiency in reading, mathematics, science, and writing. The school must report to the parent the student's result on each statewide assessment test. Report Cards will be issued at ten-week intervals. Interval grades shall be based upon assignments and tests, class participation, research, and other activities. The final report card for a school year shall indicate end of -year status regarding performance or nonperformance at grade level, and attendance, and promotion or non -promotion. [s.1003.33 (F.S.)]

(4.4.2)

Homework Policy

Because of the extended school day, there is a “no homework” policy at Boulware Springs Charter School. If a student is unable to complete his/her assignments during school hours, the teacher may choose at the end of the school day to send the work home to be completed. All students should be reading a minimum of 20 minutes at home each evening.

(4.5)

Field Trips

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

(4.5.1)

Approval

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

(4.5.2)

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, he/she may not be eligible to participate in field trips.

(4.5.3)

Financial Limitations

There are fees for most field trips. If a family is facing financial difficulties and unable to pay the fee, the student’s parent or guardian must contact the Director/Assistant Director prior to the date the field trip permission slip is due back to school to make alternative arrangements.

(4.5.4)

Chaperones

All chaperones for field trips must be registered as a school volunteer undergoing the appropriate background checks. Volunteering to chaperone a field trip counts toward parental volunteer hours.

(4.5.5)

Student Counts

Before transporting students to or from any field trip the teacher and at least one other adult will do a complete a roll call of all students to ensure all students are accounted for. At any given time each staff member and chaperone should know the number of students they are currently responsible for.

(4.6)

Medical Policies

(4.6.1)

Inoculations of Students

All students are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with the state requirements will result in the students being unable to attend classes, and receiving unexcused absences, until proof of compliance is provided.

The following immunizations are required under Florida law:

Kindergarten - Third Grade:

- Diphtheria-Tetanus-Pertussis Series
- Hepatitis B Series
- Measles-Mumps-Rubella (two doses of Measles vaccine, preferably as MMR)
- Polio Series
- 2 Varicella vaccines or Chickenpox (documentation of disease or vaccine)

Grade 3-5 Entry:

- Diphtheria-Tetanus-Pertussis Series
- Hepatitis B Series
- Measles-Mumps-Rubella (two doses of Measles vaccine, preferably as MMR)
- One Polio Series
- Varicella or Chickenpox (documentation of disease or vaccine)

(4.6.2)

Administering Medications

The school recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

For those students who require medications (both prescribed and over the counter), the parents must complete a medication form, and all medication must be kept in the school office and administered by the office staff. All medications must be in the original container.

(4.6.3)

Students With Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Director/Assistant Director has determined, based upon medical evidence, that the student:

- 1 No longer has the disease.
- 2 Is not in the contagious or infectious stage of an acute disease.
- 3 Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

The organization will implement reporting and disease outbreak control measures as necessary if a communicable disease seems to be spreading amongst the student body.

(4.6.4)

Student Physical Examination

The organization may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The organization may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

(4.7) General

(4.7.1) Releasing a Student from School

The school is concerned about the safety of our students. Students will only be released to people who are listed on the student's emergency card, 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.

(4.7.2) Child Abuse, Molestation, Neglect

The school considers the welfare of students to be of paramount concern in its responsibilities. Therefore, all organization 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 employee of the school 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 director or assistant director) shall notify the school director or assistant director 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 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.

(4.7.3) Reporting Violent Behavior

It is the responsibility of the school administrators to report acts of school violence to teachers and other employees who are directly responsible for the student's education or who interact with the

student in the performance of the employee's duties. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the school administration will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses which are committed on school property or while involved in school activities.

(4.7.4) School Calendar

The school calendar is posted on the school's website.

(4.7.5) Games and Electronic Devices

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

(4.7.6) Computers and Internet Acceptable Use Policy

By virtue of using a school computer, network or online tool the students and parents of the organization agree to abide by the school's acceptable use policy.

(4.7.6.1) *Acceptable Use Policy*

The school offers Internet access for student and staff use at school and various online tools for staff, student and parent use. This policy is the Acceptable Use Policy for your use of our online tools and Internet use at school. The Internet system and online tools have been established for a limited educational purpose to include classroom activities, testing, and limited high quality, self-discovery activities as well as research. It has not been established as a public access or public forum and the organization 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. This policy applies to the use on school equipment at school, or the use of services established or maintained by the school.

(4.7.7) Movies in the Classroom

The school 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:

(4.7.7.1) *Copyright*

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

(4.7.7.2) *Elementary Students*

Elementary students may be shown "G" rated movies without parental permission.

(4.7.8) Searches by School Personnel

In accordance with the state and federal law, should a school staff member have reasonable suspicion that a crime or violation of school rules has occurred; the school staff member has the authority to conduct an appropriate search.

Reasonable suspicion is defined to mean that the person initiating the search has a well-founded suspicion -- based on objective facts that can be articulated -- of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

If reasonable suspicion exists, and if the school staff can justify the search at its inception a reasonable search can be conducted to prove or disapprove the stated suspicion prior to starting the search.

Student lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material that violate school rules, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy.

Students or student property may be searched based on reasonable suspicion of a violation of School rules, policy or state law. Students may be asked to empty pockets, remove jackets, coats, and shoes for examination if reasonable under the circumstances.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents will also be contacted.

(5) Teaching and Learning

(5.1) Reporting Student Progress

The school believes parents are an integral part in their child's education. To keep parents informed, students' progress will be formally reported four times per year (at the end of each ten week period). Teachers will communicate student progress with parents in more informal ways throughout each grading period. These communications could include weekly reporting, conferences, etc.

(5.2) Exceptional Student Education

(5.2.1) Acceptance of Students

The school 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 classroom services and contract with providers for therapeutic needs. If additional services are required that we are unable to provide or contract out, we encourage the parent to obtain services at another school within the School District.

(5.2.2) Limitation of Services

The school strives to meet the needs of all of our students. We attempt to provide individualized instruction to all of our students. The school does not, however, provide the full-range of ESE services that are available from other public schools in the county. When a child with special needs is considering enrolling with the organization the family will be informed of the services provided by the school and the current staffing levels.

(5.3) **Section 504**

(5.3.1) Section 504 Plans

The organization provides a free and public education to each student who is disabled within the definition of Section 504 of the Rehabilitation Act of 1973.

(5.3.2) When a 504 Plan will be considered

The school will consider a 504 plan for accommodations if a school leadership 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.

(5.3.3) Meeting to consider 504 Plan

If the school leadership team recommends a student be considered for a 504 plan, the team will coordinate a meeting among the student's teachers and parents of the student. 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. A 504 plan will be written listing the necessary accommodations.

(5.4) **English as a Second Language**

The organization is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the school will provide appropriate programs to address the needs of these students.

(6) Management

(6.1) Students

(6.1.1) **Supervision of Students**

Students are to be supervised at all times while under the control of the school. This includes the time students are attending school, while away from the school on school-sponsored events, or while participating in extracurricular activities. Supervision will be provided for 30-minutes prior to the start of school. There is no supervision after the 4PM dismissal (Monday – Thursday) or after the 2PM dismissal (Friday) unless the student has been enrolled in the after school program. Students may not be left alone without supervision.

(6.2) Civility Policy

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

(6.2.1) **Civility of Staff**

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

Any uncivil behavior should be reported to the immediate supervisor or the Superintendent. A record shall be made of the alleged incident and the action taken, which may include disciplinary action as defined in within this policy manual. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending person. Students and employees may be subject to additional action under other state statute or school policies. Retaliation against a person

who reports a claim of uncivil behavior shall be prohibited. Nothing in this policy should be construed to limit open and frank discussions of issues.

(6.2.3) Civility of Parents and Patrons

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

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

(6.3) Prohibition Against Firearms and Weapons

The presence of firearms or weapons poses a substantial risk of serious harm to organization students, staff and community members. Therefore, possession of firearms or weapons is prohibited on school premises at all times except for law enforcement officials, and may constitute a criminal act under Florida law. As used in this policy, the phrase "school premises" includes all organization buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on organizational property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including reassignment as provided elsewhere within this policy manual. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from organizational properties and activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through organizational property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

(6.4) Research Requests

Requests for research studies involving students and/or staff of the Organization must be submitted to Director for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of the Director.

The organization will provide the university with the necessary information and data to conduct research and make decisions to support and improve Charter Schools. Student privacy will be respected in all such matters.

(6.5) Complaint Process

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

- 1 Teachers
- 2 Director
- 3 Board of Directors (file complaint through administrative assistant)

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board of Directors.

(6.6) School Records

(6.6.1) Security of Student Records

All student information is considered confidential and will be maintained as such in compliance with all applicable laws and regulations. Copies of such contents shall also be made available to parents/students at cost, within the limitations of copying facilities.

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

- a Under compulsion of law: courts, law enforcement agencies, agencies subpoenaing such records.
- b When data for outside purposes is released in such form that no individual student is identifiable.

(6.6.2) 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.

(6.7) Public Records Request

It is the policy of the organization that all public records made or received in connection with the official business of the agency be made available upon request of any person for inspection, examination, and copying in accordance with applicable law and the following policy guidelines:

- All public records shall be available for inspection or copying under the supervision of the custodian (or designee) of the public records at reasonable times during normal office hour. All public records that are presently provided by law to be confidential or prohibited from being inspected by the public, whether by general or special law, are exempt from production.
- No automatic waiting period shall be imposed. The only delay permitted is that which is reasonably necessary to allow the custodian to compile the requested records and protect against disclosure of those records or portions of records that are confidential and exempt.
- The maximum cost of duplication prescribed by law, shall be charged and collected before and as a condition to production. The requesting party shall be advised of these costs in advance of the duplication of the requested records.
- In the absence of a statutory exemption, all public records requested shall be produced regardless of the number of records involved or the time and inconvenience associated with the production. However, in addition to the actual cost of duplication, a special service charge shall be imposed for the cost of the extensive use of information technology resources or of clerical or supervisory personnel, where such extensive use is required because of the nature or volume of public records to be inspected, examined or copied. The requesting party shall be given an estimate of the cost before the services are undertaken. Such estimated cost shall be collected from the requestor before duplication of the public records. In the event that the actual cost exceeds the estimate, the difference shall be collected from the requestor before production of the public records. If the actual cost is less than the estimate, the requestor shall be reimbursed the difference at the time the public records are produced. For purposes of this rule, "extensive" means that it will take more than fifteen (15) minutes to identify, locate, compile, review, copy, and re-file the requested records. This service charge shall be computed to the nearest quarter hour exceeding fifteen (15) minutes based on the current rate of pay of the organization employee(s) and/or supervisors who perform these services.

(6.8) Emergency Procedures

(6.8.1) Fire Drill Procedures

The school shall maintain an evacuation plan to be used in the case of fire or other emergency situations. 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. There will be two fire drills within the first 30 days of school and one every month after that. Documentation of the drills will be maintained by the school for review.

(6.8.2) Severe Weather Procedures

The school will maintain an emergency plan for use during inclement weather. 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. There will be a severe weather drill within the first two months of school and a minimum of two additional drills during the school year. Documentation of the drills will be maintained by the school for review.

(6.8.3) Intruder / Lock Down Procedures

The organization will maintain an emergency 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. There will be a lockdown drill within the first 30 days of school and a minimum of two additional drills during the school year. The emergency procedures described within this policy are confidential documents which pursuant to Florida State Statute 1006.07(4) is not subject to open record laws.

(6.9) Volunteers

(6.9.1) Background Checks

All individuals who are not employed by the organization 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. Any individual who does not have an appropriate name badge must be walked back to the office to ensure they are signed in properly.

(6.9.2) Student Supervision Background Checks

If an adult plans to volunteer with students (such as field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. The school district conducts the complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.

(6.10) Policy Against Bullying And Harassment

(6.10.1) Statement prohibiting bullying and harassment

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

(6.10.2) 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 Physical violence
- f Theft
- g Sexual, religious, racial or gender orientation harassment
- h Public humiliation
- i 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:

- 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.
- 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

(6.10.3)

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. 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. 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.

(6.11)

Computer, E-Mail and Cell Phone Usage

(6.11.1)

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.

(6.11.2) Personal Cell Phone Use

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.

(6.12) Prohibition Against Firearms and Weapons

The presence of firearms or weapons poses a substantial risk of serious harm to organization students, staff and community members. Therefore, possession of firearms or weapons is prohibited on school premises at all times except for law enforcement officials, and may constitute a criminal act under Florida law. As used in this policy, the phrase “school premises” includes all organization buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on organizational property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including reassignment as provided elsewhere within this policy manual. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises.

(7) Fiscal and Operational Management

(7.1) General Office Procedures

(7.1.1) **Handling of Mail**

The administrative assistant, or designee, will be responsible for checking the mailbox on a daily basis and receiving all incoming mail.

(7.1.2) **Property and Supplies**

Office equipment and supplies are to be used for official business only. All property and supplies should be stored in a secure location.

The clerical support staff will maintain an inventory of basic office supplies used. Request for supplies should be submitted to the office manager for approval through the Director.

(7.1.3) **Purchasing**

All office supplies must be ordered through the Director or designee.

Purchase orders will include

- Date
- Purchase order numbers
- Vendor Name
- Vendor Telephone Number
- General Description
- Amount (Estimated)
- Preparer's Signature and Date

(7.2) Accounting Processes

(7.2.1)

Banking Policy and Relations

The Director or designee in conjunction with the Board Chair and/or Treasurer can arrange with several financial institutions to provide for the operational requirements of the organization and can invest excess capital funds in certificates of deposit, money market funds, Treasury Notes, Bonds and bills, equities, mutual funds and professionally managed accounts. Further, the organization will maintain positive relations with all sources of capital and banking service providers.

(7.2.1.1)

Banking Relations

The Director or designee will be the charter school's primary representative in dealing with financial institutions. The Director or designee will be responsible for promoting a positive working relationship between the financial institutions. The Director or designee will also provide the institution officials with the charter school's anticipated capital needs or financial service requirements to provide institution officials adequate time to understand, approve and prepare for the charter school's needs.

The Board Treasurer or designee will also perform an ongoing evaluation of the institution's abilities to satisfy the needs of the organization and will make appropriate changes whenever necessary.

Criteria to be used in the evaluating institutions can include:

- Institution Size (appropriate size to meet charter school needs while being small enough to be responsive)
- Financial safety and capital structure
- Reputation
- Location
- Flexibility and lending philosophy/attitudes
- Operating efficiency and accuracy (computerization, employee training, etc.)

(7.2.1.2)

Banking Policy and Arrangements

The charter school shall establish one bank account and track all deposits and disbursements related each fund and/or account group (internal funds, FTE funds, etc.) through QuickBooks or the accounting system used.

(7.2.2)

Accounts Payable, Cash Disbursements and Accrued Expenses

Proper internal control will be followed to ensure that only valid and authorized payables are recorded and paid. Accounting procedures will be implemented to ensure the accuracy of amounts, coding of general ledger accounts and appropriate timing of payments.

(7.2.2.1)

Documenting Accounts Payable

All Purchase Orders for items over \$3,000 with purchase requisition will be placed in a secure file.

(7.2.2.2)

Recording of Invoices and Check Requests

- The invoices will be matched to the purchase order request.
- All invoices will identify the bank account and other special instructions for payment, if applicable.
- The Director will approve all invoices before being paid.

- Approved invoices and check request will be entered into the accounting system for proper coding and payment

(7.2.2.3) Payment of Accounts Payable

Weekly, accounts payable invoices will be selected for payment according to their payment terms unless otherwise determined by the Director or designee. Any credit balances (amounts owed to the organization) should be applied to the invoice amount when determining payment.

The original checks and all backup will be sent to the Director for final approval and signature.

Original checks will be mailed as assigned by the Director, while the attached backup will be returned to the administration office for filing.

(7.2.2.4) Accrued Expenses

The Director will ensure that at the end of each month records are prepared for accrued expenses. Accrued expenses represent amounts due for services or benefits that the charter school has received but are not yet payable. Once all amounts have been determined, the accrued expenses will be recorded in the accounting system.

(7.2.3) Bad/NSF Checks

Checks returned by the bank and designated uncollectible are to be processed in a method to avoid confronting or embarrassing clients/donors while ensuring that the funds will be collected. The client/donor will be required to bring cash to replace the NSF check.

(7.2.3.1) Returned Checks

A returned check for less than \$500 or stamped "uncollected funds," should be re-deposited the following day, or when the next deposit is made.

For returned checks in amounts greater than \$500, the bank that the check is drawn against should be telephoned and requested to provide if the check amount will clear the client/donor's account. If sufficient funds exist the check should be re-deposited.

(7.2.3.2) Redeposited Checks

In the event a re-deposited check is returned or if sufficient funds do not exist to cover the check, the check should be turned over to the Director or treasurer immediately.

Further, when more than one bad check is issued by the same party within any three-month period, notify the Director. Do not redeposit the check unless instructed to do so.

The Director or designee should contact the issuer by phone to report the problem and discuss how the matter will be resolved. At the Director's discretion, a check may be re-deposited. Whenever a check is returned for insufficient funds, a handling fee of \$25.00 should be charged to the issuer.

(7.2.4) Bank Account Reconciliations

Errors or omissions can be made to the cash records due to the many transactions that occur. Therefore, it is necessary to prove periodically the balance shown in the general ledger. Cash on deposit with a bank or other financial institution is not available for count and is therefore proved through the preparation of a reconciliation of the organization's record of cash in the bank/financial institution and the bank/financial institution's record of the organization's cash that is on deposit.

(7.2.4.1) Format

The organization's format for monthly bank/financial institution reconciliations is completed through Quick Books reconciliation program.

(7.2.4.2) *Preparation and Reconciling Items*

Upon receipt of the monthly bank/financial institution statement including cleared checks, deposit slips and any other transaction notifications, the monthly bank/financial institution reconciliation will be prepared by the bookkeeper or designee utilizing Quick Book's reconciliation program.

- Any discrepancies between the Quick Book's balance and the bank statement's balance will require research by the bookkeeper or designee to determine the cause, such as recording errors, omissions, mispostings, etc. This can also include recalculation of the bank/financial institution statement for any possible errors made by the bank/financial institution.

(7.2.4.3) *Adjustments and Journal Entries*

Any book reconciling items such as interest, bank/financial institution charges and any recording errors will be summarized and drafted in journal entry form for recording in the general ledger. Further, any outstanding checks over six months old will be reviewed for disposition including write-off by journal entry.

(7.2.4.4) *Review and Approval*

The monthly bank/financial institution reconciliation for each account should be reviewed and approved by the Director or designee (an individual who did not prepare it), via signature and date on the completed forms.

(7.2.5) *Bank Loan Applications*

The financial management function is responsible for developing the organization's financing plan for capital needs. To expedite loan approval processes, prepare for loan officer questions and as an aid in negotiating loan rates and other terms with multiple lenders, the treasurer or designee will prepare loan proposals according to established procedures.

(7.2.5.1) *Assessment of Capital Requirements*

The Chair of the Board of Directors will be responsible for directing the Treasurer in developing borrowing and financial plans to meet the needs of the organization's operations. These plans shall take into account current and projected business conditions and can include the following criteria:

- Capital requirements to satisfy the organization's growth in relation to risk.
- Ability of the organization to meet present obligations as well as new debt under worse case conditions.
- Appropriateness of capital or debt structure.
- Level or type of debt does not preclude future borrowing or funding capacity.
- Cost of capital in relation to return on investment from use of funds obtained.

The Board Chairman will designate which institutions are to be contacted for borrowing purposes and will prepare loan applications with all required supporting analyses and documentation.

(7.2.5.2) *Preparation of Loan Applications*

Loan proposals will be drafted and presented to the Board of Directors with the following information, if applicable:

- **Date:** The proposal for each bank should be dated with the current date the proposal will be given to the bank.
- **Borrower:** The specific legal name of the intended borrowing entity should be listed. This will avoid confusion with other organization subsidiaries and personal loans to officers.
- **Type of Loan:** The specific type of loan requested should be listed (i.e. equipment loan, line of credit, etc.) This eliminates any guessing or assumptions by the loan officer.
- **Amount:** The amount of the loan requested should be determined and listed. It is very important to establish credibility with the loan officer and committees. All numbers should be carefully forecasted and supported with documentation. Asking for too much or too little money can convey uncertainty or doubt about the organization's ability to implement successfully the plans for the loan proceeds.
- **Use of Proceeds:** As above, the use of proceeds should be listed and well supported by documentation in the organization's business plan and forecasts.
- **Term:** The desired term of the loan should be listed. If deemed possible, longer terms should be requested to avoid the process of having to renew the loan frequently.
- **Closing Date:** Set a closing date. For renewals, approximately 30 days after application; for new bank or loan applications, approximately 60 days after application. This communicates a bit of negotiating edge for the organization by conveying the message that the matter is to be resolved or the organization will use other banks willing to work within this schedule.
- **Takedown at Closing:** The amount of funds to be drawn immediately at closing of the loan should be listed. As above, this should reflect the business plan and conveys that the organization understands its business and financial requirements.
- **Collateral:** Any assets (i.e., equipment, inventory, accounts receivable, etc.) to be used as collateral for the loan should be listed and appropriately reflect the type of loan.
- **Guarantees:** This should normally be completed with "none." The organization should always propose loans based upon the organization's credit worthiness. However, in certain situations, personal guarantees by the officers may be necessary in which case they must be indemnified by the school.
- **Rate:** For negotiating purposes, rather than have the bank "suggest" the interest rate, it is better to state a reasonable but fair rate for the charter school. The rate should reflect the type of loan and the level of risk we think the charter school represents to the bank.
- **Repayment Schedule:** A realistic repayment schedule should be determined and should correspond to the charter school's business plan and financial forecasts.
- **Source of Funds for Repayment:** The specific source of cash flow to be used for repayment should be identified.

- **Alternate Source of Funds for Repayment:** To satisfy concerns by banks that in the event the organization does not meet financial projections, the plans on how the organization would meet the repayment schedule should be listed. For example, liquidating assets, etc., could be used to repay the loan.

(7.2.6) Capitalization & Depreciation of Fixed Assets

Assets acquisitions with a useful life expectancy of greater than one year and with a material unit cost of over \$1000.00 will be capitalized by the organization and depreciated.

(7.2.6.1) Capitalization

Capitalization is the process of recording the purchase of a fixed asset that is generally recorded individually on an asset schedule. Examples of capital expenditures are purchases of land, buildings, machinery, office equipment, leasehold improvements, computer software and vehicles.

All assets with a useful life of greater than one year and a material unit cost of over \$500 will be capitalized and (except for land) will be recorded in the depreciation records. Any asset that does not meet the above criteria will be expensed such as small tools and equipment or repairs and maintenance.

The cost basis of furniture and equipment assets will include all charges relating to the purchase of the asset including the purchase price, freight charges and installation if applicable.

Leasehold improvements are to be capitalized if they relate to the occupancy of a new location or a major renovation of an existing location. Expenditures incurred in connection with maintaining an existing facility in good working order should be expensed as a repair.

The cost of buildings should include all expenditures related directly to their acquisition or construction. These cost include materials, labor and overhead incurred during construction and fees, such as attorneys and architects and building permits.

(7.2.6.2) Depreciation

Depreciation represents the write-down or write-off of the cost of the asset over its estimated useful life.

In general, the depreciation methods/lives for assets should be selected for consistent financial reporting and tax purposes. The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

(7.2.7) Check Requests

To ensure efficient processing and record keeping. All manual check requests will be prepared on a written check request form.

(7.2.7.1) Origination

Whenever an employee requires a manual check to be issued, such as picking up items or for cash on delivery items, a Check Request form should be completed with all pertinent information and receive appropriate approval.

(7.2.7.2) Processing

The completed Check Request Form should then be forwarded to the bookkeeper for check preparation and signature by the authorized check signers. If a check is to be mailed directly to the vendor, any applicable documentation, such as order forms, etc., should be attached to the form.

(7.2.8) Check Signing Authority

A limited number of employees and board officers will be authorized to sign checks, and there shall be no fewer than three individuals at all times.

(7.2.8.1) Authorized Check Signers

Authorized check signers must be approved in writing and require Board of Directors authorization. The Director will have check signing authority. Additional individuals with or without dollar limitations may be authorized as necessary.

The Chairman may revoke check-signing authority. Any person who is no longer entitled to sign charter school checks will be notified in writing. The Treasurer will oversee the proper notification of the charter school's financial institutions whenever authorized signature changes are made.

(7.2.8.2) Signature Levels Required

The following signature levels will be required according to the dollar amount of the check:

Less than \$3,000 - A check issued for an amount less than \$3,000 requires only one signature, typically by the Director.

Greater than \$3,000 - A check issued for greater than \$3,000 requires two signatures, one of which must be that of the Chair or Vice Chair or designated Board member. The second signature can be that of the School's Director or Administrator.

(7.2.9) Petty Cash

To facilitate minor business expenses, a petty cash fund will be available to select employees as described below.

(7.2.9.1) Fund Control

The administrative assistant will maintain control of the cash box, petty cash journal and all petty cash transactions. The petty cash fund will be set up in the amount of \$100 for authorized out-of-pocket expenses and advances for minor business expenses.

(7.2.9.2) Draws

When an employee requests a petty cash draw, the cashier will record the amount disbursed, date of disbursement, reason for the disbursement and the name of the employee receiving the disbursement.

The employee should, by the next business day, return the receipt(s) and any change to the cashier. A petty cash voucher will then be completed with the receipt(s) attached.

(7.2.9.3) Replenishment

At the end of each month or whenever the petty cash fund drops below a balance of \$25.00, the cashier will complete the reimbursement paperwork from the journal with itemized descriptions of expenses and attach all vouchers. The cashier will then be issued a check in the amount of the reimbursement and will be responsible for obtaining cash from the bank to replenish the cash box.

(7.2.10) Recording Transactions in the General Ledger

The business manager or designee is responsible for the proper posting of journals and entries to the general ledger and for the maintenance of the accounts to ensure accuracy, validity and reliability of financial records.

(7.2.10.1)

Posting Transactions and Journals

Quick Books aids in the maintenance of journals and posting of transactions to general ledger accounts. The following functions should be performed on a monthly basis to update the general ledger for the month's activities:

- All activities recorded in journals will be posted to the general ledger using the computerized posting feature. These journals include:
 - General Journal
 - Purchases Journal
 - Cash Receipts Journal
 - Cash Disbursements Journal - Payroll Journal
- The recurring adjusting journal entries will be posted via the general journal. Recurring journal entries will be established for adjustments that occur equally each monthly accounting period. Recurring journal entries can include the following:
 - Accruals of interest expense not paid during the accounting period. Amortization of prepaid expenses Depreciation of fixed assets
 - Recurring journal entries will be reviewed monthly and adjusted accordingly.
- Adjusting journal entries will be prepared for transactions that have not been recorded in other journals or to correctly restate account balances to accurate amounts. The need to make adjusting journal entries may be due to the following:
 - Accrual of income and expense items
 - Correction of errors
 - Recording non-cash transactions

All journal entries will be reviewed and authorized by the Director or designee before being posted. Adequate supporting documentation will be prepared for each journal entry.

(7.2.10.2)

Trial Balance

After posting all journals and adjusting entries, a trial balance will be printed. The trial balance will be reviewed to ensure that the general ledger is in balance. Next, all control accounts in the general ledger will be reconciled to subsidiary ledgers. Any differences will be investigated and appropriate adjustments will be made.

The Director or designee will make final review of the trial balance for accuracy and proper reflection of account balances before printing financial statements.

(7.3)

Fixed Asset Control

Proper control procedures will be followed for all capital asset acquisitions, transfers and dispositions in order to provide internal control of capital equipment and to assist in reporting. The Director is responsible and accountable for furniture, equipment, machinery and any other capital assets and will maintain some type of control over capital assets. The Director or designee will assist and evaluate the capital asset control procedures.

(7.3.1)

Acquisitions

All purchases of assets costing more than \$3,000 and authorized within the annual operating budget must be approved by the Director. Assets that are not included within the annual budget must be approved by the Board of Directors.

A Capital Asset Requisition form (Exhibit 1) must be completed and approved for all purchases. This form is to be attached to all purchase orders or check authorization forms submitted to the bookkeeper. Management may source the vendor for the purchase of the capital asset or can submit the request to solicit bids to the board of directors for assets costing \$1000 or more.

All purchases for items over \$3,000 must include a completed purchase order, with the form indicating that the item is a capital purchase. When the bookkeeper is entering the records into the accounting system, the item will be recorded in the official school inventory documentation as well.

Any internally constructed or donated equipment will be reported to the bookkeeper if the item cost or has a FMV of \$100 or more. A complete description of the property, date manufactured or received, number of items, cost or estimated value and a statement that it was internally constructed or donated will be included on the organization's in-kind contributions log/records.

(7.3.2)

Dispositions

Capital assets may be sold or traded-in on new equipment. An Asset Disposition form is to be completed and approved by the Director. Any assets with an original value greater than \$3,000 will also require the Board of Director's approval.

Upon approval, the charter school may advertise the property for sale or submit a list to the bookkeeper for sale and disposition. After completion of the sale, the Asset Disposition form will be submitted to the accountant, and the item will be transferred out of the inventory records. The accountant will delete the item from the asset records and record any gain or loss on the disposition.

Worn-out or obsolete property with no cash value will be reported to the bookkeeper on the Asset Disposition form with description, serial number and condition. The bookkeeper will inspect all worn-out or obsolete property before it is removed from the charter school and discarded. The asset will then be removed from the asset records.

Any asset that is missing or has been stolen will be reported in writing as soon as possible. The description, serial number, and other information about the lost item should be included in the report. The Director will determine the proper course of action and will notify the charter school's insurance carrier and any outside authorities if deemed appropriate. If not recovered, the asset will then be removed from the asset records.

(7.3.3)

Asset Records

Upon any asset acquisition, the bookkeeper or designee is responsible for assigning and attaching asset number labels to the property where it can be readily located. The bookkeeper will then maintain a detailed Tangible Asset Log. Each asset that receives an asset label will be recorded on the log. This log will display the asset label number assigned to the asset, the date the asset was

purchased, the date the asset was labeled, the cost or FMV of the asset, the location of the asset, the description of the asset and the date the asset was disposed of, if applicable.

On an annual basis, the Tangible Asset Log should be reviewed to verify the accuracy of the log. Any discrepancies noted should be reported to the bookkeeper to be resolved.

(7.4) Payroll Processes

(7.4.1) Payroll Records and Procedures

Payroll will be processed to ensure accuracy, validity of transactions and proper internal control procedures will be maintained to assure that all disbursements are for valid services performed.

(7.4.2) Personnel Records, Management and Changes

Personnel records for hiring, classification, rate changes and termination are explained in the section 3 of this policy manual. Payroll processing will be performed in conjunction with the following related personnel procedures.

- Employee Hiring and New Employee Orientation
- Paid and Unpaid Time Off - Pay and Payroll matters
- Performance Appraisals and Salary/Wage Adjustments - Resignations and Terminations

(7.4.3) Payroll Processing

The bookkeeper will receive completed and approved timesheets from the Director or designee(s) according to the procedures outlined elsewhere within this policy manual.

Once timesheets have been received, the bookkeeper or designee will review for completeness and then perform calculations for payroll, payroll deductions and other accruals. The bookkeeper or designee will then prepare summary worksheets of payroll information and present along with supporting documentation to the Director for review and approval.

Once the summary has been approved, the bookkeeper or designee will enter the information into Quick Books processing. Payroll checks will then be presented for signing and distribution.

Payroll tax deposits will be determined and timely submitted to the Department of Treasury (IRS), as required, using Form 8109 "Federal Tax Deposit Coupon" or the Electronic Tax Payment System.

All payroll related returns will be prepared by the accountant or designee, and approved/signed by the Director or any board officer.

(7.4.4) Payroll Returns

Quarterly prepare Form 941 - Employers Quarterly Federal Tax Return and file with the Internal Revenue Service, which is due on the last day of the month following the end of the quarter being filed (i.e. the first report Form 941 is for the period January 1 through March 31 and is due April 30).

Form UCT-6, Employer's Quarterly Tax Report is required to be filed with the Florida Department of Labor, and is due on the last day of the month following the end of the quarter being filed.

At the end of the calendar year, Forms W-3, Transmittal of Wage and Tax Statement and Form W-2, Wage and Tax Statement are to be completed for all employees and submitted to the Social Security Administration.

(7.5) **Property Tax Assessments**

All non-exempt property tax assessments will be reviewed for accuracy and proper assessed valuations to ensure minimum property tax costs to the organization.

(7.5.1) **Review of Assessments**

All assessments are to be promptly reviewed. Any qualified properties used by the organization for its exempt purpose should apply for exemption annually.

When reviewing an assessment, the first step is to find out how the property was assessed. Ask for a full explanation of how the assessed value was derived. Assessors are usually cooperative in providing this information.

(7.5.2) **Appealing of Assessments**

If upon review of the assessment and all other factors, the organization believes a downward adjustment to the property assessment is appropriate, an appeal should be prepared.

(7.6) **Release of Financial Information**

The release of financial, personnel, statistical or other information that may be of a confidential nature will be controlled and every request will be referred to the Director.

(7.6.1) **Written Request**

Typical requests are for additional information concerning details of the published financial statements, litigation progress, insurance coverage, personnel, students, etc. If the request is by letter or written correspondence, the materials shall be forwarded to the Director or treasurer who will review the information to be released and who will be authorized to reply. All legal requirements regarding public records, and the policy regarding public records requests elsewhere in this policy manual will be adhered to.

(7.6.2) **Telephone / Personal Request**

If the request is by telephone or a personal visit to our office, the requester will be referred to the Director or designee. If either one is unavailable, the requester should be asked to provide their name, organization, telephone number and address, if possible. Also they should be asked the reason for the request and a brief description of the information desired. This information should be written down and forwarded to the Director or designee for follow-up.

(7.7) **Year-End Closing**

An orderly, timely and comprehensive closing of all accounts will be performed by the accountant or designee to assure an accurate representation of the organization's financial statements and to provide the necessary documentation for the organization's independent auditors.

(7.7.1) **Assets**

Assets should be fairly stated, generally at realizable amounts. Work papers should show the basis and when required, how the amounts were calculated.

- **Cash** - Prepare bank reconciliations for year-end of balance per bank to the balance per books for each account. Show original dates and descriptions of each reconciling item.

Prepare necessary journal entries and adjust the reconciliations. Prepare a summary of all petty cash and change funds. Totals must agree with the general ledger.

- **Investments** - Prepare a list of all securities on hand at year-end by location held such as broker or bank. Use full names and show the face amount or number of shares and date of acquisition. Determine cost and market values. Calculate accrued interest.
- **Accounts Receivable** - Obtain aged trial balances and reconcile to general ledger. Calculate possible allowance for uncollectible accounts and obtain approval of treasurer. Adjust allowance to calculated amount. Write off any unallocated differences.
- **Other Receivables** - Prepare schedule of grants and other miscellaneous receivables and reconcile to general ledger. Comment on collectibility, if material.
- **Inventories** - Prepare a summary of all properties held in inventory. Reconcile inventories from physical inventory to year-end balances. Explain significant variations from prior year.
- **Fixed Assets** - Prepare a schedule of assets and related allowances for depreciation. Reconcile allowance additions to total depreciation expense. Trace disposals to capital gain and loss schedule or to expense if items were scrapped or discarded.

(7.7.2)

Liabilities and Net Assets

Liabilities are shown as the amount to be paid in the subsequent period. Overstatement rather than understatement is the rule for liabilities. If in doubt, record the liability.

- **Accounts Payable** - Determine that all items paid through year-end are not shown on the accounts payable list. Accounts payable shall be kept open for 45 days after year-end in order to receive invoices and record in the accounts payable list. After this 45 day period, maintain a list of any items over \$1,000 that are received or paid that are not included in accounts payable but relate to that year-end period.
- **Accrued Payroll** - Calculate accrued payroll and vacation pay due by the number of days outstanding at year-end. Include any incentive bonuses or other special payroll payments.
- **Other Accrued Expenses** - Review accruals for payroll taxes, payroll deductions payable, interest expense on short term borrowings and long term debt. Determine cost of audit and legal services through year-end and record.
- **Income Taxes Payable** - The Federal tax payable schedule will be prepared with the assistance of the auditors. (This is applicable only if the organization has unrelated trade or business income, which does not relate to its exempt purpose).
- **Current Liabilities** - Prepare a schedule of debt and calculate and record the current portion due within one year and accrued interest.
- **Contingent Liabilities and Commitments** - Prepare a schedule of any outstanding litigation and possible loss. Prepare a schedule of all long-term rental agreements.
- **Net Assets** - Bring permanent file of all net asset accounts up to date.

(7.7.3)

Revenues

Prepare a schedule of all revenues and compare amounts to prior year. Evaluate and comment on any significant differences. Prepare a memorandum on new revenue accounts. Also prepare a schedule of revenues by program for inclusion in the annual report.

(7.7.4)

Expenses

Each expense total should be compared to the prior year and unusual variances reviewed and explained. Several expense items are directly related to asset or liability accounts and the worksheets for the related accounts should be prepared at the same time and shown on one schedule.

- **Payroll** - Prepare a schedule of all payroll and employer taxes and reconcile to payroll expense. Prepare a schedule of annual payroll and benefit levels for each organization employee for the auditors and annual report.
- **Legal and Professional Fees** - Prepare a schedule of all legal invoices with the amount and brief description of services rendered. Reconcile total to Legal expense.
- **Bad Debt Expense** - Prepare a list of all accounts written off during the year. Note specifically any additions to the allowance for uncollectible accounts.
- **Interest Expense** - Prepare a schedule of interest expense by source. Reconcile amounts to short term borrowing and long-term debt.

(7.8)

Files and Record Management

The organization will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

(7.8.1)

Current Filing System

To ensure efficient access, filing centers will be established. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided unless they are used in daily operations. All other records should be filed in central filing areas. Unless necessary, records should usually only be kept by the originator or sender and not by the receiver to avoid duplicate filing systems. The following guidelines should be adhered to optimize filing efficiency and records access:

- All file cabinets and files will follow recognized rules of order.
- File markers and label headings will always be placed at the beginning or front of a file or group of files.
- Alphabetical files should always be filed under broad topical categories. Files should never be filed under individual employee names (except personnel) to avoid confusion and refilling in the event of turnover. Files should always be filed under the "proper" or charter school's name whenever appropriate. In the case of individuals, files should be maintained according to the persons "Last name", then "First name and Middle initial".

(7.8.2)

Record Retention and Long Term Storage

Storage of archived records will be maintained in the locked storage area of the organization or designated public storage facility. Access to this area will be limited to the Director, treasurer, officers of the charter school and the Office Manager.

Non-permanent files will be stored in cardboard file boxes. Each file box will be labeled on the front with the contents, dates covered, and destruction date if applicable. Permanent records will be maintained in metal fire-resistant file cabinets.

Files should be stored in boxes with similar items, dates and retention periods. This will allow for easier access and purging of records. A general rule to keep in mind is that it is better to only half fill a file box than to file dissimilar types of files in the same box. The file manager will be responsible for categorizing and maintaining a listing of records maintained and the location (i.e. by wall unit and shelf row number).

(7.8.3) Record Destruction

Three to six months after each year-end, the office manager will proceed with the destruction of all files that have exceeded their recognized holding period.

(7.9) Charter of Accounts

To facilitate the record keeping process for accounting, all ledger accounts will be assigned a descriptive account title and account number consistent with the Financial and Program Cost Accounting and Reporting for Florida Schools manual (The Red Book).

(8) Before and After Care

(8.1) General

(8.1.1) Hours of Operation

Afterschool is from 4PM to 5:30 PM Monday through Thursday and 2PM to 5:30 PM on Friday. There are late fees imposed for students picked up after 5:30 PM. There is no afterschool on the last day before a two week break or the last three days of the school year.

(8.1.2) Fees

Because the afterschool program is self-supporting, the sliding fee scheduled may be adjusted throughout the year. Fees are due in advance. A pattern of late payments may jeopardize the student's enrollment in afterschool.

(8.1.3) Registration

Students wishing to enroll in afterschool must complete a registration form and pay a \$25 application fee. The application and fee must be completed prior to the student started the program.

(8.1.4) Consistent Use

When a family signs up for afterschool, 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.

(8.1.5) Consequences for Misbehavior

Because afterschool is a program outside of the school day, students with behavior issues may not be allowed to attend. Students in the program are expected to follow the rules and guidelines of afterschool. If there are behavior problems, the parents shall be given written warning advising them that the student is at risk of no longer being allowed to attend afterschool if their behavior does not improve.

(8.1.6) Staffing

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