



SCHOOL POLICY MANUAL

Reviewed by the Board of Directors
on June 17, 2024

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

The mission of Boulware Charter is to foster the academic, character, and physical growth of all of our students so that they are prepared for the intellectual and character demands of life beyond our school. The program at Boulware Springs Charter reflects our belief that an education should awaken and inspire students. Students at Boulware are encouraged to take chances, foster their curiosity, and challenge themselves to improve on a daily basis. Parents, community partners, and our school family will support these endeavors by providing the skills and support necessary for students to improve in intellect and character. Ultimately, our program will prepare students to be successful in their continued schooling, active members within their community, critical thinkers, and cooperative problem solvers in real world situations.

(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 last meeting of the Board for the current fiscal year. 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. The last board meeting of the fiscal year is for the purpose of electing Members, making and receiving reports on corporate affairs, and transacting other business.

The Chair of the Board or the school's director shall establish the agenda for the meetings with input from the other members. The agenda for each Board meeting shall be prepared in a timely manner and be made available to the public 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 act 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.

(2.4.3.4) 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.

(2.4.3.5) 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.

(2.4.3.6) 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.

(2.5) 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) Progressive Discipline Policy

Adopted and Effective: 6/17/24

1. **Purpose.** Boulware Springs Charter School's (the "School") progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. Additionally, this progressive discipline policy is intended to provide a progressive discipline model as required by certain Florida laws and administrative rules as they may be amended from time to time.

Outlined below are the steps of the Schools's progressive discipline policy and procedures. The School reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the School and its employees.

2. **Procedure.**

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and the Principal or his or her designee will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Administration will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (“PIP”) requiring the employee’s immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension and final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the Principal may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from the Principal or his or her designee.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws.

Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (“FLSA”), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, the School will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, the School reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

3. **Appeals Process.** Employees will have the opportunity to present information to dispute information that has been used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee’s performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information. However, the School reserves the right to implement disciplinary or corrective measures immediately and prior to the employee providing such additional information.

4. **Performance and Conduct Issues Not Subject to Progressive Discipline.** Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, sexual harassment, fighting and other acts at the School’s discretion are also not subject to progressive discipline and may be grounds for immediate termination.

5. **Documentation.** The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee’s official personnel file.

(3.4) 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 Completed Boulware Employment Application
- b Copy of Driver's License or other authorized identification verification
- c Evidence of successful completion of required education
- d Florida Teaching Certificate, certificate of law for the position
- e Employee evaluations
- f Signed contract
- g Withholding allowance certificate (W-4 or I-9)
- h Copy of Social Security Card
- i Background verification (results of School District fingerprint test)
- j 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: W-4's, tax shelter information, tax levy, court records.

(3.5) Compensation and Benefits

(3.5.1) Compensation

Employee compensation shall be approved by the Board of Directors of the school through the annual budget, and in accordance with state and federal law. All employees will be paid twice monthly.

(3.5.2) 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.

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.

(3.5.3) 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.

(3.5.4) 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.

(3.5.5) Paid Time Off

All full-time employees will receive 80 hours of Paid Time Off (PTO) each year. This time may be used for sick leave or personal use. PTO requests must be approved by the School Director or Assistant Director.

New Employees receive 20 hours at the beginning of each year and an additional 60 at the start of the second 10-week terms. 5 hours may be rolled over into the next school year at the employees discretion and all remaining hours will be "cashed out" at the end of the year. Five hours may be carried over. Cashed out hours will be paid at the employee's current rate of pay.

(3.5.5.1) 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

(3.5.6) Stipend and IRA

The organization has no health insurance policy. Salary compensation includes \$4000 year to provide full time employees with an overall salary that is consistent with traditional public schools that provide benefits.

The organization also contributes an amount to the Florida Retirement System (FRS) for employees that are employed in permanent positions. Employer contributions of 3% (or the rate determined by the state legislature). All eligible employees must participate in FRS.

(3.5.7) Worker's Compensation

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

(3.6) 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 Assistant Director or Administrative Assistant. The Assistant Director 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 Assistant Director by 6:45 AM on school days when a sub is needed because of sickness or emergency, regardless of the employee's start time.

(3.7) Leaves

(3.7.1) Family and Medical Leave Act

At Boulware Springs Charter School, employees are not eligible for the federal Family and Medical Leave Act due to the small size of the organization. Additionally, there are no state mandates in Florida regarding mandatory family and medical leave. Therefore, we have designed our own leave policies at Boulware, using federal and state policy as a guide.

(3.7.2) Boulware Short Term Disability

This is an additional benefit for full time employees. In order to qualify, employee must have been employed at BSCS for at least a year. Employee must use all of PTO before disability kicks in.

Employee is eligible to receive 6 weeks of short term disability for maternity leave or for illness/injury that requires hospitalization or inability to work for an extended period of time. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work. The employee must provide medical certification of the disability that includes the start and expected end date of the disability (maternity leave is the exception). This certification must be submitted to the Director and Board of Directors who will review the certification and make a determination on benefit qualification. If the employee does not return to BSCS for the duration of his/her contract after the short term disability ends, the employee must repay the distributed short term liability.

Disability is paid out at 80% for the 1st 2 weeks, 60% for the next 2 weeks, and 40% for the final 2 weeks.

(3.7.3) Boulware Family and Medical Leave

Boulware Springs Charter School recognizes the need for employees to balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons.

(3.7.4) Eligibility

Employees are eligible for unpaid leave if they:

- 1 have a cumulative (not necessarily continuous) 12 months of prior service;
- 2 have worked, on average, at least 24 hours per week during the 12 months immediately preceding the date on which the leave would commence; and

(3.7.5) 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 leave would commence.

(3.7.6) 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.”

(3.7.7) 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 veterans 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.

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.

(3.7.8) 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 with approval of the Director. 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 Director.

(3.7.9) 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 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.

Approval

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

(3.7.10) 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. Certification forms and any other requested documentation must be returned to the Director within fifteen (15) days of the organization request for Certification (absent extenuating circumstances).

(3.7.11) 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 covered, the School Director will complete and provide the employee with a written response to the employee's request for leave.

(3.7.12) Intent to Return to Work from Leave

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

(3.7.13) 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 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.

(3.7.14) 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.

(3.7.15) 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.

(3.7.16) 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.

(3.7.17) 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.

(3.7.18) 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.

(3.7.19) 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.

(3.7.20) 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.

(3.7.21) 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 for additional PTO or unpaid days off.

(3.8) Employee Behavior

(3.8.1) Hours of Duty

Full time instructional staff hours are from 7:25 AM – 3:15 PM Monday, Tuesday, Thursday, Friday; and 7:25-4:15 on Wednesdays. Part time instructional hours vary and are in outlined in individual contracts. Hourly employee hours may vary.

(3.8.2) 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 educators' certificate or other penalties as provided by law.

(3.8.3) 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 of 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.

(3.8.4) Reporting Requirements

It is the duty of all employees to promptly report to the School 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.

(3.8.5) 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.

(3.8.6) 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.

(3.8.7) 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.

(3.8.8) 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.

(3.8.9) 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.

(3.8.10) 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.

(3.8.11) 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.

(3.8.12) 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.

(3.8.13)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.

(3.8.14)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.

(3.8.15)Financial Obligations

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

(3.8.16) 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.

(3.8.17) 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.

(3.8.18) 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.

(3.8.19) 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.

(3.8.20) 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.

(3.9) School Rights

(3.9.1) 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.

(3.9.2) 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.

(3.9.3) Employee Evaluations

(3.9.2.1) 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.

(3.9.2.12)Instructional Staff

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

- i) Observations
 - Formal observations three times a year
- ii) Student Learning
 - Percentage of students taught by the teacher who meet or exceed their projected RIT in reading and/or math using MAP testing
- iii) Portfolio Components
 - Teachers will keep a portfolio of various aspects of their work and professional development throughout the year according to specifications outlined in a rubric given to them at the beginning of the year. The portfolio may include 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 – 40 points of total score
 - Average of scores of all formal and informal observations
- Student learning - 40 points of total score
 - % of students who meet or exceed projected RIT
- Teacher portfolio scores - 20 points total score
 - An average score 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.

(3.9.2.13)Other Staff

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

(3.9.2.14)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 shall confer with the employee and shall make specific recommendations for actions the Director believes should result in

improvement. The 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.

(3.10) Employee Rights and Responsibilities

(3.10.1) 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.

(3.10.2) 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.

(3.10.3) 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 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.

(3.10.4) 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, vape or vaping paraphernalia, e-cigarettes of any kind, or any other lighted tobacco product or paraphernalia 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.

(3.10.5) 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.

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his/her job performance. Reasonable suspicion is:

- A. aberrant or unusual behavior observed by the employee's worksite supervisor;
- B. observed alcohol/drug use during working hours;
- C. observation of physical symptoms commonly associated with substance abuse such as: 1. impairment of motor functions; 2. slurred speech; 3. incoherent or irrational mental state; 4. drowsiness; 5. smell of alcohol or marijuana; 6. extreme weight loss; 7. red eyes; 8. running nose or sniffing; 9. frequent or extreme mood changes; 10. lack of physical coordination; 11. frequent absences or lateness; 12. unexplained absence from assigned work; 13. deterioration in dress and/or grooming; 14. deterioration in work performance; 15. other marked, unexplained changes in personal behavior.
- D. Any employee involved in an accident on the job must submit to a drug test (at the cost of the school) no more than 24 hours after a Worker's Compensation claim is made.

(3.10.6) Teacher Certification Standards

(3.10.7) *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.

(3.10.8) Familiarity with Policies

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

(3.10.9) 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.

(3.11) Resignations

(3.11.1) 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 as early as possible, but no later than April 1. The letter should state reasons and an effective date for the resignation.

(3.11.2) 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.

(3.12) Reduction in Force

(3.12.1) 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.

(3.12.2) 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.

(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 must be completed 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. 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 Meeting and parents must sign a parental involvement contract. 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.

(4.1.5) 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.

(4.1.6) 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

(4.1.7) 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. 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.

(4.1.8) 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, Tuesdays, Thursdays and Fridays and from 8AM to 2PM on Wednesdays. The school will be open at 7:15 each morning. Students may not arrive to school earlier than 7:15 AM as there is no child care provided prior to this time. We have created strict guidelines in regard to students who are tardy to school in the morning:

- a Students who are not in class by 8:00 AM 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 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.

(4.1.9) 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.

(4.1.10) Make Up Work

Students must be at school every day to receive the most out of their Boulware education. Not all assignments at Boulware are easily made up. For example, some assessments of student proficiency come from interactive notebooks where students write responses to classrooms discussions of texts. These situations are not able to be re-created for the purposes of make-up work, yet they are extremely valuable to the child's learning. As such, it is extremely important that students are here on a daily basis. However, Boulware understands that sometimes it is necessary for students to miss school. Make-up work policies at Boulware are outlined as follows for excused and unexcused absences from school:

- Excused absences/tardies/early check-outs:
 - Students who have been excused from school absences can make-up work for full credit, in school, when appropriate. For example, if the makeup assignments are readily available and students are expected to be able to complete them independently, students will use PE or recess time in the day or days following their return to make up the work, as necessary. If an assignment is unable to be made up due to the nature of the assignment, as determined by the teacher, students will not have it count for nor against them. The assignment will be marked "n/a" on their report card. Please understand, though, that this may result in students not being taught/assessed in certain standards, which may cause gaps in their learning.

- Unexcused absences/tardies/checkouts
 - Students who are absent for unexcused reasons may be able to make up work if the teacher determines it is appropriate. The ability to make up work will be determined by how much work is missed, the burden of the teacher to replicate assignments, and the nature of the missed work. Teachers and administration will make decisions regarding make up work for unexcused absences. Teachers may choose to allow students to make up certain assignments, either at school during non-instructional time such as PE and recess, or at home for partial credit. There is no guarantee that work will be able to be made up for full credit, if at all. Parents must understand that the decision to keep children out of school for unexcused reasons may result in grades of zero or partial credit, which may affect student's overall grades as reflected on report cards.

(4.1.11) 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 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

(4.2) Behavioral

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.

(4.2.1) 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 to learn
- 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.

(4.2.2) 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
- provide 10 service hours to the school each year (and 5 for each additional child)
- 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

(4.2.3) 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

(4.2.4) 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.

(4.2.5) 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 cooling-off period to reflect and regroup in another classroom. Upon further instances or more serious instances, 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 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, text, phone apps) if a child is removed from class for serious or repetitive behavioral concerns.

(4.2.6) 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). 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

(4.2.7) Behavioral Consequences

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

(4.2.8) Level 4- Classroom Level

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.

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

- verbal reprimand
- time out (in classroom or in another, supervised area of the school)

- withdrawal of privileges
- loss of “points” or recess time
- parent notification
- teacher/student conference
- teacher/student/parent conference
- other sanctions as determined appropriate by the classroom teacher and administration

(4.2.9) Level 3- Administration Level

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

(4.2.10) Level 2- Administration and Home Level

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
- student sent home
- behavior contract
- in school suspension
- out-of-school suspension
- recommend alternative placement

(4.2.11) Level 1- Suspension

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 and harms others. If you commit a Level 1 offense, you will be suspended from the regular education program, and the 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

(4.2.12) Procedures

(4.2.13) 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 on their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences.

The procedure below will be followed for suspension from school:

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.

(4.2.14) 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 shall work with Alachua County School District personnel to ensure proper protocol and expectations are adhered to.

(4.2.15) 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.

(4.2.16) Discipline of Students with Disabilities

In matters relating to the discipline of students with disabilities, the Board shall abide by applicable Federal and State laws.

All students are expected to follow the Code of Student Conduct. Students with disabilities are provided behavioral supports and strategies that are designed to promote the acquisition of positive social skills and success at school. This may include such supports as classroom management plans, contracts, point systems, counseling, social/personal skills curriculum, and individual behavior plans.

The Section 504 Accommodation Plan or the Individualized Education Program (IEP) is a written support plan that addresses the educational needs and accommodations for a student with an identified disability. If a student's behavior impedes learning or the learning of others, strategies for positive behavioral interventions and supports are considered in the development of the student's support plan.

The Functional Behavioral Assessment (FBA) is a process for developing a useful understanding of how a student's behavior relates to the environment and includes a review of records, interviews, observations, and collection of data to determine the patterns of a student's behavior.

The Positive Behavior Intervention Plan (PBIP) is an individualized behavioral intervention plan that is developed by the 504 Committee or IEP Team and includes supportive strategies based on the FBA and an understanding of the relationships between a student's behavior and the environment.

A short-term removal is a disciplinary removal from the current educational setting for a total of ten (10) days or less in a school year. Removal may include out-of-school suspension, in-school suspension, or detention.

(4.2.17) Manifestation Determination

A manifestation determination is a decision made by the members of the 504 Committee or IEP Team as to whether a specific behavior that may result in disciplinary action was caused by, or had a direct and substantial relationship to, a student's disability. In making this determination, the Committee/Team must consider whether the accommodations and/or services in the support plan have been provided.

- A. When a student with a disability is considered for long-term bus suspension or expulsion from school, the 504 Committee or IEP Team shall meet to determine whether the student's misconduct is a manifestation of the disability and to determine if the accommodations and/or services for the student have been appropriately provided. The parent or guardian will be invited to attend the manifestation determination meeting. Misconduct which is determined to be a manifestation of the student's disability shall not be the basis for long-term bus suspension or for expulsion from school. The 504 Committee or IEP Team will consider all aspects of the student's disability prior to making a recommendation for

discipline.

B. If a student with a disability under IDEA is removed for more than a total of ten (10) days in a school year, an IEP meeting is held as soon as possible but no later than ten (10) school days after the removal decision in order to conduct a manifestation determination. In making a manifestation determination, the IEP Team shall determine:

1. if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or
2. if the conduct in question was the direct result of the school's failure to implement the IEP.

If the IEP Team determines that either of these conditions was met, then the conduct must be determined to be a manifestation of the disability.

- C. If the IEP Team determines that the student's behavior was not a manifestation of the disability, then further removals may be appropriate and educational services may be offered in a different setting. The IEP Team must decide what services are necessary to allow for appropriate progression in the general curriculum and appropriate advancement toward achieving IEP goals.
- D. If the IEP Team determines that the student's behavior was a manifestation of the disability, then the student's placement cannot be changed as a disciplinary intervention, but the IEP Team could determine that a change in placement is necessary to provide services in the least restrictive environment.
- E. Whether the behavior was caused by the disability or not, within ten (10) school days after removal of a student with a disability under IDEA for more than ten (10) school days in the school year, the IEP Team will plan for a FBA and develop a PBIP to address the behavior which resulted in removal or will review and modify a PBIP that already exists.

Appeal Process

(4.2.18) 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.

(4.2.19) 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 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 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.

(4.2.20) 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 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.

(4.2.21) 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.

(4.2.22) 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.

(4.2.22) 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.

(4.2.23) 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. 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.

(4.2.24) 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: Khaki pants, shorts, skirt, or jumper with a navy blue collared shirt with Boulware Springs Charter school logo.

Boys: Khaki shorts or pants with a navy blue collared shirt with Boulware Springs Charter school logo.

All uniform items 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 either white or black closed toes athletic shoes with white or black 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. Parents may excuse missing or incorrect or pieces of uniform up to four times a year with a note. A conference will be scheduled for the parent/guardian to meet with the Director if a student is out of uniform more than 4 excused times or any unexcused time throughout the year.

(4.2.25) Cell Phones

Cell phones are not allowed at Boulware Springs Charter School. At no point should a student be in possession of a cell phone or device capable of transmitting text or voice data. Furthermore, items such as smart watches or tablets are not allowed at Boulware Springs Charter School. The school is not responsible if a child brings these items to schools and they are lost or stolen.

(4.4) Academic

(4.4.1) Promotion Requirements

Elementary Students

Each student's progression from one grade to another is based, in part, upon proficiency in reading, writing, science, and mathematics (s. 1008.25FS.). 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.

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.

(4.4.2) 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.

(4.4.3) *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.]

(4.4.4) *Reporting to Parents*

Parents or guardians will be notified 3 times a year (PM1, PM2, and PM3) 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.) Parents and guardians are expected to check Skyward and their students' graded work folder each week for classroom grades and weekly progress.

(4.4.5) *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 and will have access to digital resources for practice if a family requests access from their child's classroom teacher. .

(4.4.6) *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. Students may not attend field trips if there are financial obligations to the school.

(4.4.7) Approval

All trips off campus must be approved by the 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 requests. Students will follow the specific itinerary provided to the administration on the field trip request.

(4.4.8) 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. Similarly, when students misbehave on field trips, more severe disciplinary action may be taken.

(4.4.9) 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 prior to the date the field trip permission slip is due back to school to make alternative arrangements.

(4.4.10) 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. Parent volunteers may not use cell phones while managing students on field trips.

(4.4.11) 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.

(4.5) Medical Policies

(4.5.1) 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 Entry:

- 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)

(4.5.2) 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, doctor's signature/prescription, and all medication must be kept in the school office and administered by the office staff. All medications must be in the original container.

(4.5.3) 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.

(4.5.3) 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.

(4.6) General

(4.6.1) 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 contact list, 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.

(4.6.2) 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 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.

(4.6.3) 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 are 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.

(4.6.4) School Calendar

The school calendar is posted on the school's website and through the school online communication system for Boulware families.

(4.6.5) 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.

(4.6.6) 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.

(4.6.7) *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. In using technology in the school, all users will:

- a) Access the Internet through the school's approved network only.
- b) Use only the username and password assigned to you.
- c) Use online tools for limited educational purposes to include classroom activities, testing, and limited high quality, self-discovery activities as well as research. Inappropriate websites and use are prohibited.
- d) Comply with all training required before you are allowed to use the system.
- e) Follow all other rules set forth in the Alachua County Student Code of Conduct and the laws of the state of Florida.

This policy applies to the use on school equipment at school, personal equipment using the school's network, or the use of services established or maintained by the school.

(4.6.8) 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:

(4.6.9) *Copyright*

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

(4.6.10) *Elementary Students*

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

(4.6.11) 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 disprove the stated suspicion prior to starting the search.

Student cubbies, backpacks (or personal items such as purses), and desks may be searched by school administrators or staff who have a reasonable suspicion that the backpacks 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 or a recommendation has been made by a physician. Specific occurrences of when a 504 will be written is when a teacher identifies a student who is having difficulties and has collected data to indicate the student would benefit from classroom and/assessment accommodations, 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 3PM dismissal (Monday, Tuesdays, Thursday, Friday) or after the 2PM dismissal (Wednesday) 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, social media, or in written communication.

Any uncivil behavior should be reported to school administration. 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.

(6.2.2) 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, social media 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) Surveillance Cameras

Permissible Locations:

The Board authorizes video surveillance cameras to be used or placed in the following locations on school property:

- a) Outdoor facilities: such as parking lots, walkways, picnic areas, athletic fields and stadiums, and points of ingress and egress.
- b) Indoor facilities: foyers, lobbies, hallways, and other common areas
- c) Offices, classrooms, laboratories, or any location where students are receiving instruction, as required for safety and/or behavior reasons.

Impermissible Locations:

- a) Video surveillance cameras shall not be used or placed in locker rooms, restrooms, or any other location in a school where students or staff could be in a state of undress.

Confidentiality of Recordings:

Any recording made by a surveillance camera, on tape or digitally, is considered a "public record" as defined in the Florida Public Records Act; however, because it is part of the school's security system, it is confidential and exempt from disclosure as a public record, pursuant to F.S. 119.071 and 281.301. Video recordings are subject to the following:

1. As a general rule, the video record shall be maintained for a period not to exceed thirty (30) calendar days and then destroyed. Copying over a previous recording on videotape or in a digital file is a permissible method of destroying an out-of-date video recording.
2. If a surveillance camera records unlawful conduct or conduct in violation of the Board's policies on employee or student conduct, the record shall be admissible as evidence in any proceeding regarding the discipline of any student or staff member.
 - a. In the event a video recording is used or intended for use as evidence in a student disciplinary proceeding or is otherwise maintained for one (1) or more students, that recording, from that point forward, is and shall be considered a confidential student record as provided by the Family Educational Rights and Privacy Act (FERPA), F.S. 1002.22. Parents will be allowed to view any recording maintained in their child's educational file, but no copies may be provided without a subpoena.
 - b. In the event a video recording is used or intended for use as evidence in an employee disciplinary proceeding, that recording shall remain confidential and exempt from public disclosure as part of the District's security system. In addition, the recording will be confidential and exempt under FERPA if any students were involved in or witnessed the employee disciplinary matter.

(6.8) Photos and Video Recordings

(6.8.1) School Events:

The Board encourages and authorizes parents, students, the public, and the media to photograph and/or video or audio record any school activities to which the public is invited as spectators, including but not limited to: intramural and interscholastic athletic events, school plays, performances of the band or chorus, or any other similar public event.

Neither students, staff members, nor guests have any reasonable expectation of privacy at such events. Any student or student's parent/guardian who objects to this policy may be excused from participation in the activity.

(6.8.2) Meetings:

Parents may make an audio recording of Individual Education Program (IEP) team meetings, but parents may not record other conversations or conferences with a school official unless they first obtain the permission of the school official.

(6.8.3) Instructional Activities:

Students, parents, the public, and the media may not video or audio-record classroom instruction or any other instructional activities that occur in school, including extra-curricular activities that are not open to the public (such as athletic, drama, or band practices). This includes the use of listening devices activated by the student or remotely, even if no recording is made.

It is the opinion and belief of the Board that students and staff have a reasonable expectation of privacy regarding their performance in class and while receiving instruction from teachers and coaches. Students must feel free to respond to a teacher's questions, to participate in class discussions, and to develop their vocational, artistic, or other educational skills in an environment conducive to learning.

Teachers, principals, and other school administrators may use audio and/or videotape for legitimate educational or administrative purposes, including but not necessarily limited to:

1. Evaluating student and/or teacher performance
2. developing student or staff skills through self-assessment;
3. accommodating the needs of students or staff with disabilities.

Video or audiotape recordings of students' instructional programs or activities are confidential student records under FERPA.

(6.9) 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.

(6.10) Emergency Procedures

(6.10.1) 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. Fire drills must be completed monthly or as often as otherwise required under Florida's Fire Prevention Code. Documentation of the drills will be maintained by the school for review and submitted to the district.

(6.10.2) 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.

Parents should monitor local news outlets during inclement weather. In the event that multiple closures occur, and time must be made up, school days will be added according to the adopted amended school calendar by the school's governing board.

(6.10.3) Intruder / Lock Down Procedures

The organization will maintain an Active Assailant Plan.. This plan will be reviewed annually for effectiveness and to ensure compliance by school personnel. All staff and students will be made aware of the procedures. The school will conduct six (6) emergency drills every school year that are nonconcurrent with fire drills. One (1) emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. Law enforcement officers must be physically present on each school campus and directly involved in the execution of active assailant emergency drills, unless their presence is determined to be unnecessary by the sheriff.

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.

(6.11) Volunteers

(6.11.1) 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.

(6.11.1) 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.

(6.12) Policy Against Bullying and Harassment

(6.12.1) 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.

(6.12.2) 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

(6.12.3) 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.

(6.13) Computer, E-Mail and Cell Phone Usage

(6.13.1) 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.

(6.13.2) 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. When monitoring students, cell phones should not be used for calling, texting, or social media.

(6.14) 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.

(7.1.3) Purchasing

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

Purchase orders will include

- Date
- 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.

(7.2.2) *Banking Policy and Arrangements*

The charter school shall track all deposits and disbursements related to each fund and/or account group (internal funds, FTE funds, etc.) through QuickBooks.

(7.2.3) 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.

(7.2.4) Documenting Accounts Payable

All non-budgeted items over \$3,000 will need Board approval.

(7.2.5) 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

(7.2.6) 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.

(7.2.7) Accrued Expenses

The Accountant 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.

(7.2.8) 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 plus pay the service charge.

(7.2.9) 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. The accountant reconciles the bank statement as part of quarterly reporting. The admin assistant reviews the bank statements monthly to look for unusual purchases.

(7.2.10) *Format*

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

(7.2.11) *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 accountant 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.

(7.2.12) *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.

(7.2.13) *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.

(7.2.14) *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.

(7.2.15) *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.

(7.2.16) 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.

(7.2.17) 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.

(7.2.18) *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.

(7.2.19) Signature Levels Required

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

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

(7.2.21) 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.

(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.

(7.3.2) Dispositions

Worn-out or obsolete property with no cash value will be reported to the Assistant Director with description, serial number and condition. The assistant director 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 inventory 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 inventory records.

(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) Payroll Processing

Payroll is processed by the Director. The director will review timesheets for accuracy and for completeness. The director will put all pay info for employees in a spreadsheet that is sent to accountant who produces the payroll through Quickbooks.

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 will be completed by the accountant.

(7.5) 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.

(7.5.1) 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.

(7.5.2) 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.

(7.6) 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) 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) Chart 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).

(7.9) Investment Policy

BOULWARE SPRINGS CHARTER SCHOOL INVESTMENT POLICY This statement of investment policy was adopted by the Board of Directors of Boulware Springs Charter School (BSCS) on 5/16/23, to provide investment guidelines for the management of funds held by BSCS. These policies supersede any and all prior actions regarding investment policies.

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the following separate investment pools will be created:

(7.9.1) a) day to day “working capital pool” to meet the ongoing operational needs of BCSC

as well as a reserve for any unexpected short-term expenses. Funds in this investment pool may be invested only in FDIC insured and/or NCUA insured checking, savings and money market accounts.

(7.9.2) b) long-term “reserve pool” to optimize investment returns with extremely conservative risk parameters. Funds in this investment pool may be invested only in FDIC insured Certificates of Deposit with maturities no greater than 18 months, United States Treasury obligations with maturities no greater than 18 months, FDIC insured savings and money market accounts, and/or NCUA insured savings and money market accounts.

(7.9.3) Investments in FDIC or NCUA insured accounts must always be less than the insurance limit (currently \$250,000 per financial institution).

(7.9.4) The BSCS Investment Committee will work with the BSCS Director to recommend the initial funding of the day to day “working capital pool” and adjust this funding level as needed in the future. The Board must approve both the initial funding level and any changes in the future.

(7.9.5) Portfolio managers will be interviewed by the BSCS investment committee and a recommended portfolio manager will be brought to the board for approval.

(7.9.6) The board’s appointment of the investment committee members, as well as the selection of the portfolio manager, must be in accordance with the BSCS current Conflict of Interest Policy.

(7.9.7) All funds in excess of the day to day “working capital pool” will be invested in the long-term “reserve pool.” The BSCS Investment Committee must get Board approval for all purchases and sales of assets in the long-term “reserve pool.” All statements will be shared with the BSCS investment committee each month for their review. Statements will be emailed as password protected files, with the account numbers redacted. The BSCS investment committee will provide a brief update at each board meeting regarding the status of the current investments.

(8) Before and After Care

(8.1) Hours of Operation

After school care is from 3:00 PM to 5:30 PM Monday, Tuesday, Thursday, and Fridays and 2 PM to 5:30 PM on Wednesday. There are late fees imposed for students picked up after 5:30 PM. There will not be after school care on the last day before a two-week break, the last day before Thanksgiving break, and the first and/or last three days of the school year.

(8.2) 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.

(8.3) Registration

Students wishing to enroll in afterschool must complete a registration form and pay an application fee. The application and fee must be completed prior to the student starting the program. This is an annual fee.

(8.4) Consistent Use

When a family signs up for afterschool, they are expected to have consistent use of the service. Payment of afterschool counselors is based on paid enrollment in the program.

(8.5) 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 a written warning advising them that the student is at risk of no longer being allowed to attend afterschool if their behavior does not improve.

(8.6) 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.

(9) School Safety

This policy is intended to comply with the requirements of the Marjory Stoneman Douglas High School Public Safety Act (as amended), Rule 6A-1.0018, Florida Administrative Code, Rule 6A-1.0017 Florida Administrative Code, and other relevant laws. This policy shall be considered confidential and exempt from disclosure under the Public Records Act, pursuant to Section 119.071(3), Florida Statutes.

By August 1 of each year, the school will submit the District's School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at SafeSchools@fldoe.org. The school will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist.

The Principal shall either serve as or designate a staff member to serve as the School Safety Specialist for the school. The identity of this person should be reported annually to the Governing Board. The School Safety Specialist is required to attend trainings regarding school safety procedures from the district and state. The individual shall also serve as a

member of the Threat Assessment Team and shall be the point of contact for the Alachua County School Safety Specialist.

Staff members who knowingly violate this the school's safety policy, or any other law, rule, or policy regarding school safety, including section one of this Policy, shall be subject to the progressive discipline policy.

(9.1) Monitoring

The school will be monitored by the District School Safety Specialist. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. Monitoring by the District School Safety Specialist falls under the District policy. All District policies regarding the District School Safety Specialist are adopted by the school.

(9.2) Alyssa's Alert/Mobile Panic Alert System

In accordance with the requirements of F.S. 1006.07, the school under the guidance of the District shall implement a mobile panic alert system. The school will select a system under contract with FL DOE or procure a different system. The school will notify the District as to which system is selected and the District will maintain a current listing of the mobile panic alert systems implemented by the school. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The list will be provided by the District to the Office of Safe Schools via email by August 1, 2022, and will be updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

The school's mobile panic alert system will include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, the school will consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

The school's policies under the guidance of the District's policies and procedures related to Alyssa's Alert/Mobile Panic Alert Systems will be developed in consultation with the County 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations.

(9.3) FortifyFL

The school will adequately promote the use of FortifyFL, the mobile suspicious activity reporting tool operated by the State of Florida. The Principal or designee will ensure that there is a link on the school's website, at least two newsletters per year will make reference to the service, and posters will be made available on the community bulletin board. In addition, the application will be installed on all mobile devices issued to students, and the site will be

bookmarked on all computer devices issued to students. The Board will designate one or more persons who are authorized to receive tips through FortifyFL and ensure that accurate and up-to-date contact information is timely maintained in the FortifyFL database.

(9.4) Reports of Suspicious Activity and Potential Threats to Schools

It is vitally important that local public safety agencies and school officials be made aware of potential threats to schools as quickly as possible. All employees shall, and students and members of the community are strongly encouraged, to promptly make reports concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to local public safety agencies and/or school officials. The following is a non-exhaustive list of mechanisms to disclose such information by:

- A. dialing 9-1-1; or
- B. utilizing the Florida Department of Education's mobile suspicious reporting tool ("FortifyFL").

In addition, employees must also report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities to the Director.

The identity of the reporting party and any other information received by school officials through the Florida Department of Education's mobile suspicious reporting tool is confidential and exempt under Florida's Public Records Act.

(9.5) Safe School Officers

For the protection and safety of students, school personnel, visitors, and property, the school will assign a minimum of one Safe-School officer. A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar.

“Safe-School officer” means a school resource officer, a school-safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12.

Safe-School officers must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

An individual must satisfy background screening, psychological evaluation, and drug test requirements and be approved by the Alachua County Sheriff before participating in any training required by F.S. 30.15(1)(k) which may be conducted only by a sheriff.

School safety officers have the authority to carry weapons when performing their official duties.

The school is responsible for appointing School Guardians. The school must obtain evidence from the Alachua County Sheriff demonstrating that potential school guardians have met all the requirements set forth in Section 30.15, Florida Statutes.

School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident. In support of school-sanctioned activities for purposes of F.S. 790.115, the following individuals may serve as a school guardian:

- a Charter School employee as defined under F.S. 1012.01 who volunteers to serve as a school guardian in addition to his/her official job duties; or
- a Charter School employee who is hired for the specific purpose of serving as a school guardian.

(9.6) Threat Assessment Teams

Boulware Springs Charter will utilize the Florida Harm Prevention and Threat Management Manual for the School Threat Management Team (STMT). This policy should be referenced for all questions related to composition of the STMT, training for STMT members, recordkeeping, and procedures for conducting threat assessments and providing ongoing monitoring for identified threats.

The purpose of the threat assessment team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. This process is also known as a care assessment. Threat assessment teams are responsible for the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies and procedures developed by the Office of Safe Schools which addresses early identification, evaluation, early intervention, and student support.

Each school-based threat assessment team must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. Threat assessment teams shall maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.

A. Location and Membership

1. Threat assessment teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law

enforcement. All members of the threat assessment team must be involved in the threat assessment process and final decision-making.

- a. The counseling team member must be a school-based mental health services provider who is able to access student mental health records.

The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Office, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat assessment team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat assessment teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.

B. Responsibilities and Activities of Threat Assessment Teams

The responsibilities and activities of threat assessment teams include but are not limited to, the following:

1. identification of individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
2. utilizing the Department's behavior threat assessment instrument developed pursuant to F.S. 1001.212 and attend trainings provided or authorized by the Department regarding the use of the instrument;
3. consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;
4. consult with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement;
5. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence or physical harm to himself/herself or others, the threat assessment team will immediately report its determination to the Superintendent or designee;

The Superintendent or his/her designee shall immediately attempt to notify the student's parent or legal guardian. However, nothing in this paragraph shall preclude District personnel from acting immediately to address an

imminent threat.

6. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence to himself/herself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the threat assessment team may obtain criminal history record information pursuant to F.S. 985.04(1);

Members of the threat assessment team may not disclose any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

7. create procedures related to engaging behavior health crisis resources.

All reported threats, even those determined not to be a threat, must be documented by the threat assessment team. Documentation must include the evaluation process and any resultant action.

C. Sharing of Information

The school and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119 and F.S. 281.301 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

D. Immediate Mental Health or Substance Abuse Crisis

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the threat assessment team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions.

Upon the student's transfer to a different school, the threat assessment team shall verify that any intervention services provided to the student remain in place until the threat assessment

team of the receiving school independently determines the need for intervention services.

E. Behavior Threat Assessment Instrument Training

All threat assessment team members must be trained on the Department's behavior threat assessment instrument in accordance with Florida law.

F. Office of Safe Schools Reporting

Each threat assessment team shall report quantitative data on its activities to the Office of Safe Schools, including all activities during the previous school year, and shall utilize the threat assessment database developed pursuant to F.S. 1001.212. The School Safety Specialist will report this information to the Office of Safe Schools. Additionally, the School Safety Specialist must report the following information utilizing the Florida Safe Schools Assessment Tool by October 1 of each year:

1. For the 2021-2022 school year, the total number of threat assessments conducted, the number of transient threats, and the number of substantive threats; and,
2. Beginning in the 2022-2023 school year, the number of threat assessments conducted, the number of transient threats, and the number of substantive threats as well as the gender, race, and grade level of all students assessed by the threat assessment team.

(9.7) School Environmental Safety Incident Reporting (SESIR)

School Environmental Safety Incident Reporting (SESIR) will be implemented with fidelity throughout the school year in accordance with Rule 6A-1.0017, Florida Administrative Code. SESIR incidents that require a SESIR report pursuant to the rule will immediately be reported to the School Resource Officer or to another Law Enforcement Officer. The Principal or designee will be responsible for reporting each SESIR incident and will undergo the required SESIR reporting training. Pursuant to Section 1002.33(9)(r)2., Florida Statutes, parents of charter school students have a right to access school safety and discipline incidents as reported through SESIR.

(9.8) Zero-Tolerance for School-Related Crimes

The school has zero-tolerance for conduct that poses a threat to school safety. Zero-tolerance policies must apply equally to all students, regardless of their economic status, race or disability, but are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. Students are expected to help maintain a safe, alcohol, drug and weapon-free environment, which may include reporting to the front office or other

responsible adult any information or concerns they may have about safety. The school believes and expects that if you see something, you should say something.

The Director and/or Assistant Director shall notify all school personnel as to their responsibilities regarding incident reporting, that appropriate acts which pose a threat to school safety and crimes are properly reported to the Director, and that the disposition of the incident is properly documented.

(9.9) Reporting to Law Enforcement

School discipline is primarily the responsibility of the school administrators, not law enforcement. The school seeks to avoid the unnecessary criminalization of students. Police involvement should be limited to situations when it is necessary to protect the physical safety of students and staff or to address criminal behavior. Police involvement should not be requested for infractions that can be safely and appropriately handled by the school's internal disciplinary procedures.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the school and shall be referred to mental health services and to the criminal justice or juvenile justice system.

Pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any teacher, administrator, or other school personnel, shall be expelled from the school.

The school shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

In the event of an imminent threat or actual occurrence of harm to any persons in the school community, the Principal or their designee, will immediately contact law enforcement and notify them of the incident. The administration will also consult with law enforcement for all Level I and Level II SESIR offenses, as identified in Rule 6A-1.0017, Florida Administrative Code. This is not intended to limit the authority of school personnel to involve law enforcement in any matter relating to a suspected or actual violation of the law or in any other circumstance warranting the involvement of law enforcement.

(9.10) Acts that Pose a Threat to School Safety

Student conduct that presents a real and immediate threat to student, teacher or school safety should be reported to law enforcement. Such acts include, but are not limited to:

- A. homicide (murder, manslaughter);
- B. sexual battery;
- C. armed robbery;
- D. aggravated assault or battery;
- E. battery on school personnel;
- F. kidnapping or abduction;
- G. arson;
- H. possession, use or sale of illegal drugs;
- I. possession of a firearm or other weapons;
- J. possession, use or sale of any explosive device;
- K. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so; or
- L. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities.

(9.9) Petty Acts of Misconduct

This zero-tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency. The following are typically considered petty acts of misconduct, although each act must be examined on a case-by-case basis to determine whether or not the act constitutes a threat to school safety requiring consultation with law enforcement:

- A. disorderly conduct,
- B. disrupting a school function,
- C. simple assault or battery,
- D. affray,

- E. minor fights,
- F. verbal abuse or use of profanity,
- G. cheating,
- H. theft of less than \$300, and vandalism of less than \$1,000,
- I. trespassing, and
- J. possession or use of tobacco.

(9.10) Victims of Violent Crime

If an offense involves a victim, the Director shall notify the victim of such offense, and of the victim's right to press charges against the offender. The Director will take steps necessary to protect the victim of a violent crime from any further victimization. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

If the school receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the school has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation as set forth in F.S. 1006.13(6)(a), the school shall, pursuant state law and to the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense or a sibling of the victim.

The school through the District policies will adopt a cooperative agreement with the Department of Juvenile Justice which establishes guidelines to report and enforce any adjudication, withholding of adjudication, plea or no-contact order entered by a court.

(9.11) School Security Risk Assessments and the FSSAT

In order for the Alachua County School Safety Specialist to complete the school security risk assessment at the school, school personnel will cooperate with the School Safety Specialist's requests for information and access. The Board and administration must ensure that any information needed for required reporting of safety information within FSSAT is timely provided to Alachua County School District] according to their policies, as necessary.

The school will conduct annually on or before October 1, in collaboration with the appropriate public safety agencies, a school security risk assessment using the Florida Safe Schools Assessment Tool (FSSAT) developed by the Office of Safe Schools;

The District will report to FLDOE by October 15th of each year that the school has completed the assessment using the Florida Safe Schools Assessment Tool (FSSAT).

The District will ensure the accuracy of current school listings within the Florida Safe Schools Assessment Tool application, including school name, address, and MSID number. The District will report to the Office of Safe Schools via e-mail when any change occurs that impacts the accuracy of the District-provided information in the Florida Safe Schools Assessment Tool.

The school will coordinate with the District and with appropriate public safety agencies, as defined in F.S. 365.161, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool.

(9.12) Emergency Drills

The school recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe in consultation with appropriate public safety agencies emergency management and emergency preparedness procedures including emergency notification procedures for life-threatening emergencies, including, but not limited to: fires; natural disasters; bomb threats; weapon use, hostage, and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency, and that such emergencies are best met by preparedness and planning. Such procedures shall meet the requirements of the State Board of Education rules.

All persons on the campus during an emergency or fire drill must participate in the drill. During emergency drills, fire drills, and during actual emergencies, school staff will use plain language to communicate the nature of the emergency and instructions to students and staff. Plain language means communication that can be understood by the intended audience, which is free of coded language, jargon, and acronyms, and meets the purpose of the communicator. The school will vary the conditions of emergency drills and fire drills. Drills must be held at both expected and unexpected times and under varying conditions that require school staff, students, and building occupants to take protective actions based on the specific circumstances of the simulated incident. The time of day in which emergency drills and fire drills are held must be varied. In setting the drill schedule, the school administration must consider drills beginning at nonstandard times, such as within an hour of the start of the school day, during lunch, when students are between classes, or within an hour of the end of the school day. Emergency drills and fire drills must test all applicable functions included in the threat scenario, such as panic buttons, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, notification

to parents, and appropriate protective actions, such as turning off lights, and covering windows. Emergency drills and fire drills must be conducted in accordance with developmentally appropriate and age-appropriate procedures.

The active assailant situation training for the school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to each school's campus.

The School Safety Plan will clearly document the procedures and details for drills and emergency evacuations. All students and staff members shall be made aware of the plan. Maps highlighting the escape routes for fire drills will be posted in all school rooms and provided to students and staff if requested.

The school (in conjunction with the District School Safety Specialist) shall develop and revise as necessary a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:

- A. listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law, State Board of Education rules, and fire protection codes;
- B. the health and safety of students and staff are safeguarded;
- C. embraces a collaboration effort with community emergency responders;
- D. the time necessary for instructional purposes is not unduly diverted;
- E. minimal disruption to the educational program occurs;
- F. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;
- G. the system is supported by ongoing training that will include practical application and appropriate "drills" as required by F.S. 1001.42;
- H. evacuation drills represent actual emergencies, including, but not limited to firearm, natural disasters, and bomb threats;
- I. emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101);
- J. drills for active assailant and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures as specified in State Board of Education rules; and

Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant drills. The District's School Safety Specialist must notify law enforcement officers at least twenty-four (24) hours before conducting an active assailant emergency drill at which such law enforcement officers are expected to attend.

- K. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

(9.12.1) After Action Reports: An after-action report must be completed following each emergency drill and fire drill. After-action reports must identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies. In addition, the after-action report must describe actions taken by participants, must analyze areas of success and areas where improvement is needed, and include input from public safety agencies and a plan for corrective action. After-action reports must be submitted to the District School Safety Specialist for review fifteen (15) calendar days following drill completion, or as otherwise required by the District.

(9.13) Active Assailant Response Plan

The school with guidance from the District shall develop administrative procedures for the prevention of violence on school grounds, including the assessment and interventions with individuals whose behavior poses a threat to the safety of the school community. The active assailant response plan will include at minimum, plans and expectations for responding to an active assailant situation using the following three strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back.

All school personnel shall be trained annually on the procedures of the active assailant response plan. Completion of the annual training by school personnel shall be documented in the FSSAT by October 1 of each year.

(9.14) Safe School Plan

Boulware Springs Charter currently submits a Safe School Plan annually to the District.

(9.15) Family Reunification Plan

The school with guidance from the District shall adopt, in coordination with local law enforcement agencies and local governments, a family reunification plan to reunite students

and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or man-made disaster. The reunification plan must be reviewed annually and updated, as applicable.

(9.16) School Hardening

The School shall comply with the school safety requirements set forth in Section 1006.07 F.S. including, but not limited to locking all gates and doors when not being used for ingress or egress. If a gate or door is left unlocked, it must be actively supervised. Further, the School will comply with all inspection and reporting requirements. All classrooms will have shelter in place areas clearly marked, and all students will be notified of such spaces within the first 10 days of school.

(9.17) Parent Notification and Access to Information

Parents of charter school students have a right to the timely notification of threats, unlawful acts, and significant emergencies. If there is a threat to the health and safety of students and faculty on school grounds, during school transportation, or during school-sponsored activities, the Principal, or a designee, will provide parents with timely notification of the incident. In the case of an imminent threat of harm to students, including an active assailant incident or hostage situation, notification to parents must be made as soon as practicable. Such notification should be made in consultation with local law enforcement and first responders in order to avoid compromising the safety of students and the efficacy of the emergency response and investigation.

The extent of the information provided in the notice will depend on the individual circumstances of the event. In determining the content of notifications to parents, school personnel must consider including specific information about the threat or incident necessary to inform parents and safeguard the community as determined by the threat assessment team or the Principal. Such information may include the date and time of the incident, the location and nature of the threat or incident, how and whether the threat or incident was resolved, a description of the suspect (where applicable), crime prevention and safety tips, and crime and threat reporting information. Notifications must be made in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g, 34 C.F.R. Part 99, and Section 1002.22, F.S.

Examples of unlawful acts and significant emergencies requiring notification to parents, include, but are not limited to:

- Fires
- Natural emergencies, including hurricanes, tornadoes, and severe storms
- Active assailant and hostage situations

- Bomb threats
- Weapons possession or use when there is intended harm toward another person
- Murder, homicide, or manslaughter
- Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel
- Exposure as a result of a manmade emergency
- Specific and articulable threats of harm against an individual or individuals
- Other significant events

(9.18) Youth Mental Health and Assistance Training

The District School Safety Specialist will ensure that all school personnel receives youth mental health awareness and assistance training as set forth in F.S. 1012.584.

(9.19) Notification of Incidents Involving Safe-School Officer Discipline, Dismissal o

(9.19.1) Discharge of a Firearm

A. Discharge of a Weapon

“Discharge“ means to fire a gun or firearm.

The school will notify the Board Chair, the District, the Office of Safe Schools when a Safe-School officer assigned to the school discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Director is also responsible for notifying the Alachua County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes.

B. Dismissal or Discipline

“Dismissal“ means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. “Discipline“ means a Safe-School officer received a behavior-related official reprimand.

The school will work in partnership with the District's School Safety Specialist to notify the Office of Safe Schools when a Safe-School officer assigned to the school has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

- C. The Director will work in partnership with the District's School Safety Specialist to notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Director, working in partnership with the District's School Safety Specialist, is also responsible for notifying the Alachua County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.

- D. The school, working in partnership with the District, shall adopt and implement procedures to verify that Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.