

South Tech Academy

Employee Handbook

2010 – 2011

Employee Name _____

South Tech Charter Academy, Inc. prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status, or disability in all employment practices, programs, services or activities.

For questions contact 561-369-7003

Revision date: 07/29/2010

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SOUTH TECH ACADEMY

MISSION STATEMENT

South Tech Academy's core mission is to graduate students prepared for work, higher education, and productive citizenship.

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CHIEF ADMINISTRATIVE OFFICER LETTER OF WELCOME

July 20, 2010

Dear Staff Members,


Welcome! For some of you, this “Welcome” is your initiation into the South Tech Academy family. For many of you, a “back” should follow the welcome, so “Welcome back”! For all, the greeting is heart-felt and sincere. South Tech’s climate and culture is unique for schools today and I genuinely appreciate what each member of our group contributes to that uniqueness.

This is the seventh year of South Tech’s operation as a conversion charter school. The “nay-sayers” predictions of our failure and closure have not been fulfilled and we continue to distance ourselves from those possibilities each year. Last year held a variety of challenges, but we learned that challenges are only opportunities in disguise. Opportunities came in many forms, beginning with financial shortfalls. From those opportunities, we learned that all of us could do more with less, and learned that we could do so without sacrificing quality of instruction or diminished learning gains. Changes in administrative leadership and structure required some adaptation by all parties, but those opportunities produced positive results in test scores and operational efficiency. While the District struggled with administrative changes related to organizational structure and the instructional process, our fore-warned and prepared staff continued to march forward, following our leadership’s cadence count. As the economy “tanked” and unemployment grew, our payroll remained stable. Day and evening programs grew, both in numbers and services. In summation, every opportunity only made us stronger and more determined to continue the legacy of community service that we have built over time.

This year will also hold a plethora of “opportunities”. School improvement pressure continues to mount. The employment and economic forecast is dismal. Again, and probably for several years to come, we will continue to be faced with working under greater stress and pressure with reduced financial resources. Regardless of the circumstances, **we will** continue to produce work-ready and college-ready students that are prepared for productive citizenship. **We will** continue to create success stories, one student at a time! **We will** continue our march towards being a national model and a high graded school. **We will not** recognize challenges as such, but **we will** welcome them as opportunities and, thereby, capitalize upon them in our quest for school improvement.

Welcome to South Tech Academy’s 2011 school year! I hope that you are as excited as I about that which lies ahead.

Sincerely,



James R. “Jim” Kidd

CHIEF ADMINISTRATIVE OFFICER VISION

South Tech Academy has a legacy of service and a history of success. As an Area Vocational/Technical Center a reputation was established. The local economy was strengthened as adults and high school students cycled through programs and entered the workforce. Local politics diverted those programs away from South Tech in 1998, and the school began a three-year transformation into a Career Academy Center that provided academics and career training for high school students during the day and career enhancement training for adults after the high school day ended. During FY03 the District decided to close South Tech at the end of FY04.

In late FY03, the School Advisory Council, Principal, Staff, Students, and Parents decided that the school's value to students and the community at large more than justified whatever investment was needed for redemption. Florida Statutes provide a process for converting a District school to a charter school. The process required several months of time and a great deal of work, but allows a conversion charter school to operate under a local governing board under the control of State statutes, but free of District policy. A Founding Board of dedicated individuals was formed, community and business support was recruited, and South Technical Community High School was effectively converted to South Tech Charter High School on July 1st 2004. South Tech Academy became our new name effective July 1, 2005.

As a charter school, South Tech is unique in several ways. The Career Academy concept has been retained and will be expanded into additional high wage/high demand areas in the future. Continual emphasis will be placed on increasing academic excellence while providing state-of-the-art career education. Adult programs have also been retained and will be expanded into additional community services, distance learning, and other creative methodology directed toward enhancing services while supporting the workforce and, in turn, the economy.

I sincerely believe that South Tech is postured to become a national model within five years. A part of this posturing may be attributed to the unique nature of programs, but the level of dedication that exists among members of the Board and staff, the level of support from parents, students, and the community, and the huge demand for our product makes me confident that significance as a national model is both realistic and attainable. My goal is to convert the possibility of national educational significance into reality. The key to achievement of the goal is excellence. My vision focuses on production of educational excellence that justifies and deserves national acclaim. My role is to provide leadership that enables the existing dedication and high levels of available support to attain optimum results. At the high school level, optimum results may be described as developing students prepared for work, college, and productive citizenship.

South Tech's core purpose is the production of graduates
prepared for work, college, and citizenship.

Work-ready students are those who are reading at or above grade level, with emphasis on industrial reading skills such as processing, quantitative analysis, and the ability to produce an executive summary from the materials read. Work ready students also possess a work-ready Certificate of Completion and an awareness of the need for, and an appreciation for, life-long learning. Critical thinking skills, work ethics, employability skills, and awareness of changing workplace dynamics are also instilled in South Tech students.

College-ready students possess a desire to pursue life-long learning and have completed required college preparatory course work, appropriate testing, and other college entrance requirements. They have obtained the necessary research and other technology skills necessary to perform proficiently at high academic levels. My vision also encompasses challenging each and every student to the extent of their individual achievement capabilities, with eligible students completing some college credits in high school through dual enrollment or participation in advanced placement courses.

Citizenship may simply be defined as the possession of those characteristics required for productive participation in our democratic society. An effective school must provide course work that teaches an understanding of, and develops an appreciation for, democracy and ethics. Character Education, mandated by the No Child Left Behind Act, includes ethics such as justice, respect, responsibility, trustworthiness, and giving. Neither character nor ethics are produced by education alone. The school's responsibility extends into creating a school culture conducive to ethical practice and where the ethical conduct of all members of the school society, both students and staff, is an expected norm.

The President realizes that well-prepared, highly qualified students cannot be produced without a laser-like focus on instruction that minimally includes four key elements.

- High quality leadership with a clear focus, high expectations for all participants, a genuine personal interest in all involved individuals, the ability to communicate and create confidence in that interest, the capability to provide and maintain a school atmosphere conducive to teaching and learning, a commitment to the development of a single school culture, and the wisdom to relentlessly pursue goals through constant and enduring strategies, yet possessing willingness to leave those strategies when data-driven evaluation proves them ineffectual.
- High quality teachers who are procured through effective recruiting and hiring techniques; whose skills are further honed through appropriate professional development and instructional support; who are housed in course-appropriate facilities containing the necessary technology, media, materials, tools, and other resources required for efficient instruction; and who have fair and equitable progressive discipline applied to produce acceptable levels of performance.
- High Quality Curriculum that is coordinated with needs, and is evaluated and maintained as necessary to remain abreast of those needs; that incorporates "Rigor and Relevance" as a standard of excellence, while defining rigorous as challenging and difficult, but attainable, and relevant as necessary and appropriate; that integrates academics into career academy education through the creation of a hybrid curriculum that incorporates appropriate Sunshine State Standards and Vocational Student Performance Standards; that addresses the demand for students entering the workplace to possess higher reading skills than for students flowing into college, and that addresses those demands through additional emphasis on reading instruction incorporating strategies that are proven to provide optimum student achievement; that reflects collegial planning within and across course disciplines; and that correlates instructional emphasis with levels of demand placed on each standard by need and testing frequency.
- Shared ownership of the educational responsibility between school staff, students, and parents, with the primary responsibility transferring to the student as the student matures over time. Enabling strategies would include joint development of Personalized Education Plans (PEP's) for all students, parental involvement in the student's educational program, intensive counseling by counselors and teachers, life preparatory senior projects for all students, and the creation of pride in, and ownership of, school property through volunteer and mandatory improvement projects.

While primarily directed toward the regular high school program, this vision encompasses all programs to the degree appropriate by program design and student potential.

Current programs include: Career Academies for grades 9-12, Supported Employment for entitled ESE students, Continuing Workforce Education, Adult Basic Education, GED remediation and testing, ESOL, and Vocational Education for Adults with Disabilities. Also, C.O.R.E. which is an acronym for Careers, Opportunities, Resources and Education is a pilot program designed to assist special needs students looking to improve their employability prospects. Transforming this vision into reality will command the highest priority for allocation of available resources and will be incorporated into all school improvement efforts.

INTRODUCTION

South Tech Charter Academy, Inc. (hereafter referred to in this document as the employer) is the parent not-for-profit corporation for operational components consisting of South Tech Academy, South Tech Continuing Workforce and Adult Education Programs, and South Tech Community Services Operations. This Staff Handbook contains information regarding the Employer's employment policies, procedures, and practices. Employees are expected to read this handbook carefully as it is a valuable reference for understanding job-expectations and provides instructions for performing many job-related tasks. Some policies included in this document have been summarized for easy access. Complete versions of included references, as well as additional policies that may not have been included, are located on the school's website and must also be reviewed by employees. Identification citations for included policies have been included for simplification.

The information contained in this handbook is not, nor is intended to be, an employment contract but should be regarded as management guidelines. Management guidelines are, by necessity, a "work in progress", and, as such, the Employer reserves the rights to change, delete, or amend any statement made in the handbook unilaterally and without notice. Board action will be the vehicle used by the Employer to revise policy in response to identified needs deemed more beneficial to students, staff, or other operational components. Revisions to the handbook will be promulgated to staff through written or electronic media. However, the employee is responsible for maintaining a current knowledge of such policy through periodic review. The sole purpose of this handbook is to provide a knowledge base for single school culture, to enable performance consistency, and to clearly delineate the Employer's expectations to a professional staff that desires to perform in a manner meeting or exceeding such expectations.

The goal for a highly functional school attaining to national model status requires clear, functional policies that may be practiced efficiently and effectively. As you review this handbook or other policies, feel free to note errors or omissions and discuss them with the Principal.

STAFF DIRECTORY

ADMINISTRATION

<i>Chief Administrative Officer</i>	James R. "Jim" Kidd	369-7011	PX-47011
<i>Secondary Principal</i>	Dr. Jeanette L. Jiménez	369-7072	PX-47072
<i>Vice-Principal</i>	Lisa Chirikjian	364-7982	PX-47982
<i>Director of Academies and Operations</i>	Myron Cost	364-7973	PX-47973
<i>Dean of Students</i>	Maria Rosado	369-7039	PX-47039

MANAGERS

<i>Front Office Manager</i>	Debra Buchholz	369-7007	PX-47007
<i>Compliance Manager</i>	Mary Jane Ceresa	369-7003	PX-47003
<i>School Food Service Manager</i>	Michele Ehlers	369-7000	PX-47034
<i>Business Manager</i>	Kathryn McInerney	364-7926	PX-47926
<i>Personnel Manager</i>	Jennifer Melillo	369-7042	PX-47042
<i>Technology Manager</i>	Marilyn Ruiz	369-7000	PX-47016

GUIDANCE COUNSELORS/COORDINATORS/SPECIALISTS

<i>Guidance Coordinator</i>	Annette Gilbert	364-7933	PX-47933
<i>Guidance Counselor</i>	Lauren Mabry	369-7059	PX-47059
<i>Guidance Counselor</i>	Erin Kurtz	369-7035	PX-47035
<i>Guidance Counselor/Career Specialist</i>	JoAnne Hill	369-7108	PX-47108
<i>Career Specialist/Language Facilitator</i>	Claudia Escobar	364-7946	PX-47946
<i>Coordinator of Evening Programs</i>	Ken Hall	369-7018	PX-47018
<i>ESE Coordinator</i>	Karen Musser	364-7935	PX-47935
<i>Technology Specialist</i>	Diana Jimenez	369-7000	PX-47202
<i>Instructional Technology Specialist</i>	Marilyn Ruiz	369-7000	PX-47016
<i>Media Center</i>	TBA	364-7921	PX-47921
<i>Testing & Program Coordinator</i>	Shana A. Wendrow	369-7017	PX-47017

SCHOOL SECRETARIES/CLERKS/DATA PROCESSOR

<i>Front Office Secretarial/Substitute Clerk</i>	Cathleen Baker	369-7001	PX-47001
<i>Community School Secretary</i>	Bernice Bridgett	364-7922	PX-47922
<i>Principal's Secretary</i>	Gail Dolson	369-7977	PX-47977
<i>Guidance Office Secretarial Clerk</i>	Deborah Gilmore	369-7006	PX-47006
<i>Accounting Clerk</i>	Maria Fernandez	364-7927	PX-47927
<i>Executive Secretary/Board Clerk</i>	Barbara Fraga	369-7002	PX-47002
<i>Dean Secretarial/Attendance Clerk</i>	Mynosh Elan	369-7064	PX-47064
<i>ESE Secretarial Clerk</i>	Ann McInnis	369-7000	PX-47118
<i>Data Processor</i>	Carol Gubana	364-7941	PX-47941

STUDENT BEHAVIORIAL ASSISTANTS/CUSTODIANS

<i>Student Behavioral Assistant</i>	Curtis Daley	369-7000	PX-47064
<i>Student Behavioral Assistant</i>	Rick Ross	369-7000	PX-47064
<i>Custodial Foreperson</i>	Ana Lopez	364-7951	PX-47951
<i>Custodian</i>	Domingo Cortes	369-7000	PX-47168
<i>Custodian</i>	Gerard Sauveur	369-7000	PX-47168

FOOD SERVICE/SCHOOL RESOURCE OFFICER/SCHOOL NURSE/AIDES

<i>Food Service Worker</i>	Sherry Colbrook-Sands	369-7000	PX-47034
<i>Food Service Worker</i>	Aimee Neill	369-7000	PX-47034
<i>Food Service Worker</i>	Yu Ping Zhen	369-7000	PX-47034
<i>School Resource Officer</i>	Tony Principe	369-7022	PX-47022
<i>School Resource Officer Aide</i>	Ben Venezia	369-7022	PX-47022
<i>School Nurse</i>	Pamela Goldberg	364-7919	PX-47919

SECTION I: PERSONNEL

ASSAULT ON BOARD PERSONNEL:

The Governing Board shall give full support, including legal assistance, to any employee for any assault on said employee while acting within the scope of employment.

The Governing Board shall reimburse employees for reasonable cost of clothing or personal property, damaged or destroyed as a result of an assault upon an employee in a sum of up to \$150 for each occurrence, if such damage occurs while the employee is acting within the scope of employment. Employees shall report immediately to their supervisor any case of assault suffered by them in connection with their employment. (Summarized, see Policy 2.02)

CONDITIONS OF EMPLOYMENT:

All applicants who are recommended for employment shall be required to comply with all procedures and policies adopted by the South Tech Charter Academy, Inc. Governing Board. (Summarized, see Policy 3.10)

DRUG FREE WORKPLACE:

It is unlawful to manufacture, distribute, dispose, possess, or use a controlled substance in the workplace. Disciplinary action will occur according to policy as mandated by the Drug Free Workplace Act of 1988 34 CFR par. 85 Subpart F. All employees will be required to participate in the drug-free awareness program. (Summarized, see Policy 3.96 and the Drug Free Workplace Policy Handbook).

DISCRIMINATION, STATEMENT OF NON-DISCRIMINATION:

Discrimination on the basis of religion, race, national origin, color, sex, marital status, parental status, disability, sexual preference, or any other characteristic protected by federal and state law is prohibited. This includes, but is not limited to admission, selection, scheduling, or other treatment of any student in any activity or educational program conducted by South Tech Academy, except as may be operationally required through Title IX of the Education Amendments of 1972.

EMPLOYEE USE OF TECHNOLOGY:

Employees shall not conduct a private enterprise on school time. District technology resources, including, but not limited to, the use of computers, copiers, and other communication devices, such as phones, personal digital assistance, and facsimile machines may not be used for a private business or financial gain. All employees shall abide by the **CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA**. When using the District technology resources, applications, data bases, and supplies, employees shall adhere to the standards established by all applicable laws and regulations. All employees are required to read, sign, and adhere to, an **EMPLOYEE AGREEMENT FOR USE OF TECHNOLOGY RESOURCES** form. Employees shall follow the guidelines outlined in Policy 3.29 for the use of technology. (Summarized, see Policy 3.29)

EQUAL OPPORTUNITY EMPLOYMENT:

South Tech Academy is committed to equal employment opportunity for all. Discrimination against employees or applicants for employment on any legally recognized basis is prohibited, including, but not limited to: religion, race, ethnicity, national origin, color, sex, marital status, age, parental status, sexual preference, disability and/or any other protected class under federal, state or local statute.

It is the policy of the South Tech Charter Academy, Inc. Board that it shall not discriminate against a qualified individual with a disability because of the disability of such individual, in regard to job application procedures, hiring, advancement, discharge, compensation, job training, or other terms, conditions, or privilege of employment in accordance with the American's with Disabilities Act of 1990 (ADA). The Board shall provide reasonable accommodation to a qualified individual when necessary to enable the individual to perform the essential functions of the position unless such reasonable accommodations would pose an undo hardship on the operation of business. (Summarized, see Policy 3.06)

Equal employment opportunity related questions may be discussed with administration. (Summarized, see Policy 3.05)

EVALUATIONS:

Employees of South Tech Academy will be formally evaluated at least once annually. Each employee will be given a copy of the written evaluation prepared by the principal/designee and will have the right to discuss the contents. Included in the evaluation will be an assessment of an employee's compliance with all policies and expectations of South Tech Academy. Prior to preparing the written evaluation, each employee will be informed of the criteria and assessment to be used. (Summarized, see Policy 3.30)

FAMILY AND MEDICAL LEAVE:

The South Tech Governing Board will provide, to qualified employees, family and medical leave pursuant to the provisions of the 1993 Family Medical Leave act ("FMLA"). FMLA leave allows an employee to balance work and family life by taking reasonable paid and/or unpaid leave for a personal, serious health condition, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition. See forms STCAI 1666, Request for Leave of Absence Without Pay, and STCAI 1650, Certification of Health Medical Conditions. During the period of FMLA leave entitlement, the board will continue to provide health insurance for the employee. (Summarized, see Policy 3.76)

GRIEVANCE PROCEDURE:

The South Tech Charter Academy, Inc. Board desires to resolve grievances at the lowest administrative level. Equitable solutions to claims arising from a violation, misapplication, or misinterpretation of Governing Board policies or administrative directives, which may include discrimination or harassment prohibited by Policies 3.05 and 3.906 and to establish an orderly succession of procedures wherein these solutions may be pursued. Employees who believe they have not been treated fairly are encouraged to utilize the grievance procedure outlined in Policy 3.31. (Summarized, see Policy 3.31)

JURY DUTY:

If an employee is under subpoena for jury duty during the time normally engaged in regular professional duties, the employee shall make application for temporary duty elsewhere (TDE) form STCAI 0032, Leaves/TDE Application. The employee shall receive regular pay while on jury duty and shall remit to the school in check or money order (no cash) the amount of fees, less travel allowance received for jury duty. If upon reporting for jury duty, the employee is dismissed, prior to serving one-half day, the employee is to report back to the regular duty assignment. A reasonable amount of time will be allowed for travel. (Summarized, see Policy 3.70)

LEAVES OF ABSENCE:

A leave of absence is permission granted by South Tech Academy, or allowed under its adopted policies, for an employee to be absent from duty for specified periods of time with the right of returning to employment on the expiration of the leave. The approved leaves of absence fall into two categories: paid and unpaid.

Paid leaves would include **sick leave** and **annual leave**.

Sick leave is earned at the rate of one day per month. South Tech Academy employees shall be credited with four (4) days of sick leave as of the last day of the 1st month of regular employment of each appointive year, and shall thereafter earn one (1) day of sick leave at the end of each calendar month provided that the employee has been on duty or compensable leave a minimum of eleven (11) days within the month; and provided further, that the employee shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment.

12-month personnel may earn an annual leave. Employees are encouraged to refer to Board Policy 3.80 for specifics. (Summarized, see Policy 3.80)

NON-HARASSMENT:

Employees and applicants for employment at the South Tech Academy have the right to work in an environment free from discrimination and conduct that can be considered harassing or coercive. Therefore, harassment based on race, color, religion, sex, national origin, age, disability, sexual preference, or any other characteristic protected by federal and state law will not be sanctioned or tolerated.

Any employee who feel(s) they are a victim of such harassment should report the matter to administration for investigation. (Summarized, see Policy 3.19 and 5.002)

NOTICE OF INJURY:

All accidents, both students and staff, without exception, require a completed accident report. All such accidents are to be reported to the Personnel Manager, and the report completed compliant with insurance requirements. See forms STCAI 0335, Student Accident Report; CCO 256, First Report of Injury or Illness.

PERSONAL BUSINESS ON SCHOOL TIME:

No employee of South Tech Academy may conduct personal business on school time except for emergencies approved by the President, Principal, or Department Head. School equipment or supplies shall not be used to conduct personal business or any other activity not connected with the school. (Summarized, see Policy 2.11)

PERSONNEL INVESTIGATIONS:

The President may authorize and conduct personnel investigations as may be necessary. Any complaint and any material relating to a personnel investigation will be kept confidential until the conclusion of the investigation. The President shall determine if there is probable cause to proceed and recommend to the Governing Board that disciplinary action shall be taken based on the findings of the investigation. District personnel, on leave to work for the South Tech Academy, who are found guilty of ethical, moral or criminal infractions, shall be reported to the Professional Standards Department of the Palm Beach County School District and to the appropriate regulatory authorities. (Summarized, see Policy 3.25)

POLITICAL ACTIVITY ON SCHOOL PROPERTY:

The Governing Board is committed to ensuring each citizen's rights as provided in the Constitution and laws of the state of Florida and the Constitution of the United States. However, school employees shall be prohibited from the following:

- a. Participating in any political activity while on duty.
- b. Attempting, either directly or indirectly, to coerce political activity or support from any school employee.
- c. Soliciting or attempting to solicit funds from a school employee on behalf of any candidate or part or issue while on duty. Review the guidelines listed in Policy 2.19 for further information. (Summarized, see Policy 2.19)

POSSESSION OF FIREARMS:

South Tech Academy is located on Palm Beach County School District property. As such, the school is subject to Florida statutes and school District policy relating to possession of firearms on school district property. No person may possess or bring a firearm on school District property. Employees who possess or bring a firearm on school District property shall be terminated. No person who has a firearm in their vehicle may park their vehicle on school District property. Employees who park on school District property with a firearm in their vehicle will be subject to disciplinary action up to and including termination. (Summarized, see Policy 3.26)

PROBATIONARY PERIOD:

All newly hired or rehired employees shall be subject to a probationary period of seventy-five workdays. Employees who have not completed this period of employment may be discharged without recourse or resign without breach of contract. (Summarized, see Policy 3.27 and Policy 3.55)

PUBLIC INFORMATION:

Refer all media, interviews, and requests for information to the President. (Summarized, see Policy 2.03)

PUBLIC RECORDS:

Staff is encouraged to remember all written correspondence, including those electronically transmitted, is a public record and is subject to disclosure. "Never put anything in writing you wouldn't associate with your name in a media expose". (Summarized, see Policy 2.031)

REAPPOINTMENT:

All employees shall be appointed to annual employment contracts. The Chief Administrative Officer shall annually identify current employees suitable for continued employment. Reappointments will be based upon satisfactory performance and the future needs of the school. The Chief Administrative Officer shall notify those employees no later than the first of March that they will be nominated to the Governing Board for reappointment for the next school year. (Summarized, see Policy 3.15)

RECORDING TIME:

All employees, excluding staff with administrative or off-campus assignments, will adhere to the following policies to verify attendance and hours worked. Every day, immediately upon arriving for duty at the school site, staff members **MUST** report to the main office and complete the manual daily sign-in log located at the entrance to the teacher lounge. Although there is no requirement to sign-out at the end of the work day, any employee leaving campus during their assigned work day is required to sign-out and obtain administrative approval via the off-campus sign-out sheet also located at the entrance to the teacher lounge. If the employee is returning during the normal assigned work day, they must sign back-in via the off-campus sign-out sheet.

RECORDS AND REPORTS:

All employees shall faithfully and accurately keep such records as may be required by law, State Law regulations, Governing Board policy, South Tech Academy, or their supervisor. Such records shall include pupil attendance, property inventory, funds and other types of information. Reports of such records shall be submitted on forms prescribed for such purposes and designated intervals and times. (Summarized, see Policy 2.12)

RELIGIOUS FREEDOM:

The Governing Board recognizes that employees and students have the right to freely practice their religion and engage in religious activities on their own time outside of school activities and functions. In order to assure the religious freedom of all, the Board cannot sponsor, financially support, or be actively involved in religious activities. It must not be hostile to or supportive of any religion, although it must, if possible, accommodate the religious practices and beliefs of all employees and students. In keeping with this policy of neutrality, Board employees cannot, in their official Board capacities encourage or discourage student participation in religious activities, clubs, education, or services, advance or disparage any religion or religious belief, or grant or deny any grade, honor, or other recognition based upon a student's religious preference or lack of it. Because of their special relationship to their students, school administrators and teachers must at all times be mindful of their roles and not use their position to advance or disparage any religion or religious belief. School facilities and property may not be used in any manner which would be perceived as endorsement or disapproval by the Board of any religion or religious belief. (Summarized, see Policy 2.051)

RESIGNATIONS:

During the appointment period, an employee shall initiate termination of employment by filing a resignation with the principal. Each such resignation shall be subject to the approval of the South Tech Charter, Inc. Governing Board. Resignations must be filed with the President ten working days prior to the effective date of the resignation. Failure to give the prescribed notice may be a cause for disapproval of the resignation. (Summarized, see Policy 3.20)

SELF REPORTING:

South Tech Academy employees are required to self report in writing with the appropriate documentation any arrests and/or criminal charges, including criminal traffic violations, to the President or designee within forty-eight hours of said arrest and/or criminal charges. In addition, all employees shall self-report in writing any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty, guilty in employees' best interest, or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight hours after the final judgment has been entered. (Summarized, see Policy 3.13)

SUSPENSION AND DISMISSAL OF EMPLOYEES:

All appointments will be on an annual basis. If it is necessary to discipline, suspend, or dismiss an employee during the term of an annual appointment, for either competency or misconduct issues, the procedures outlined in Policy 3.27 will be followed. The two processes are briefly described below:

Competency Process: An employee who does not know how to effectively perform assigned duties will be given assistance for a period of thirty calendar days. If their performance fails to improve, the President may recommend termination of their employment to the chairman of the Governing Board.

Misconduct Process: An employee who knows how to perform the functions of assigned duties, but fails to complete responsibilities in a satisfactory manner, will be subject to the progressive discipline process. Such an employee shall be reprimanded verbally, reprimanded in writing, suspended with pay, suspended without pay or dismissed upon the recommendation of the president to the chairman of the Governing Board. (Summarized, see Policy 3.27)

WHISTLE BLOWERS' PROTECTION:

Reporting of any violation or suspected violation of federal, state, or local laws, Governing Board policy, or administrative directive by a Governing Board member, employee, or independent contractor, which represents a substantial and specific danger to interests of the Governing Board, must be reported. Additionally, information disclosed which indicates acts or suspected acts of malfeasance, or misfeasance, gross waste of funds, or neglect of duty committed by an agency, shall be reported. Any employee who is subject to adverse personnel action, due to the reporting has a right to file a grievance pursuant to Policy 3.31. (Summarized, see Policy 3.28)

WITNESS DUTY:

When employees are under subpoena as witnesses in connection with their official duties or as witness in a court proceeding in which they are not party to the litigation, shall receive their regular compensation while on witness duty, and shall remit to the Governing Board in check or money order (no cash) the amount of fees, less travel allowance, received for witness duty. An employee who is party to litigation may request personal leave or annual leave as provided for in Governing Board policies. (Summarized, see Policy 3.75)

APPENDIX A – FORMS

CCO 256	First Report of Injury or Illness
PBSD 0279	Student Discipline Referral
STCAI 0004a	Monies Collected Report
STCAI 0030	Leaves/TDE Application
STCAI 0335	Student Accident Report
STCAI 0753	Admission To Class
STCAI 0755	Field Trip Permission
STCAI 0797	Grade and/or Course Change Documentation

STCAI 2011 Progress Report Reception Sheet

STCAI 1571	Student TLE Form
STCAI 1571f	Student Driving-Riding Permission

**STCAI 1571h Volunteer Parent Field Trip Drivers
Confirmation of Automobile Liability Insurance**

**STCAI 1571i School Employee Field Trip Drivers
Confirmation of Automobile Liability Insurance**

STCAI 1577 Daily Announcement Request

STCAI 1650	Certification of Health Medical Condition
STCAI 1666	Request for Leave of Absence Without Pay
STCAI 1850	PBC Net Consent & Waiver
STCAI 1850a	Recreation Activities Consent & Waiver
STCAI 1894	Field Trip Request
STCAI 1894a	Student Activity/Fundraiser Request

NOTE: All forms listed above can be obtained from the main frame, public drive under STCAI South Tech Forms, with the exception of the CCO256, PBSD 0279 & PBSD 1832. These forms have been created for exclusive use with the Omniform software.

South Tech Charter Academy, Inc. prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, martial status, age, parental status, or disability in all employment practices, programs, services or activities.

For questions contact 561-369-7003

HANDBOOK RECEIPT ACKNOWLEDGEMENT

I, understand that by my signature below, I acknowledge that I have received the South Tech Charter Academy, Inc. **EMPLOYEE HANDBOOK**, and upon reading it, I will abide by the policies and procedures therein, requesting clarification when needed.

(Signature)

(Print Name)

Date

South Tech Charter Academy, Inc. prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status, or disability in all employment practices, programs, services or activities.

For questions contact 561-369-7003

SECTION II: EMPLOYEE COMPENSATION

ACCESS TO PAYROLL RECORDS:

Employees may request to review payroll records at any time that a mistake is suspected. An appointment must be made with the Personnel Manager to review the records. If errors are detected, they will be corrected and adjustments made on the subsequent paycheck.

DIRECT DEPOSIT REQUIREMENT:

All employees will receive payment by direct deposit into their bank account. At time of employment, the employee is required to complete the Payroll Director Deposit Authorization form. The employee must attach a voided check or provide the routing/transit number(s) to this form.

OPEN HOUSE/LTM MEETING ATTENDANCE:

Instructional staff and counselors will be required to attend orientations, open house or other assigned school events. Approximately seven (7) events per school year are planned and scheduled for two (2) hours during the evening hours. Instructional staff, guidance counselors, along with instructional support personnel will be required to attend School Improvement related activities for one (1) hour per week. There are thirty-six (36) weeks per school year and one (1) hour per week is scheduled at the end of the regular duty day.

OVERTIME/COMPENSATORY TIME:

Eligible employees covered under the Fair Labor Standards Act "FLSA" shall refer to board policy 6Gx50-6.203 for guidelines pertaining to overtime/compensatory time off. The Personnel Manager shall keep detailed, accurate records of the overtime and/or compensatory time granted and taken by an eligible employee. These records shall include a copy of the advance written agreement between the Chief Administrative Officer and the eligible employee along with proof of time worked and documentation of hours completed in excess of a complete contractual workweek. All overtime/compensatory time accrued must be used by the eligible employee no later than the end of the school year in which it was earned. (Summarized, see Policy 6Gx50-6.203)

PART-TIME EMPLOYMENT:

INNOVATIVE OPTIONS

CREDIT LAB

WORKFORCE EDUCATION

ACADEMIC TUTORING

PAYROLL:

PAYCHECK ERRORS

Please review your payroll statement for errors. If you find a mistake, report it to the Personnel Manager immediately. The Personnel Manager will take the proper steps necessary to correct the error.

PAY DATES

Pay dates are scheduled on the 15th and last day of each month. If these days fall on a holiday or a weekend, payday will be the preceding scheduled workday. Payment will be made to the employee by the Personnel Manager.

PERSONNEL FILE REVIEW:

Personnel records pertaining to an employee's performance and discipline are confidential and may only be reviewed by Administration or the subject employee except under cases of court subpoena. Any employee may schedule an appointment with the Personnel Manager at any time. Examination of the file may only occur under the supervision of the Personnel Manager and/or an Administrator, and the contents of the file may not be altered. If the employee requires copies of documents, a request may be made of the Personnel Manager who will arrange for copies to be prepared and provided, normally within two business days.

REPORTING SICK, PERSONAL OR ANNUAL LEAVE:

Employees will make application for the granting of leave. The Leaves/TDE Application, STCAI 0032, form can be obtained from the personnel office or the mainframe, public drive. Employees taking sick or emergency personal leave will complete the form upon return to work. Employees planning leave in advance should complete the leave form as early as possible prior to taking the leave. Administration will usually grant leave as requested, but reserves the right to deny leave if the individual's absence would abnormally disrupt school operation or the learning process.

REPORTING TIME :

VERIFICATION OF ATTENDANCE

All employees, excluding administrative staff, will adhere to the following policies to verify attendance and hours worked. Immediately upon arriving for duty at the school site, each staff member **MUST** report to the main office and complete the appropriate daily sign-in log located on the table at the entrance to the teacher lounge. Although there is no requirement to sign-out at the end of the assigned work day, any employee leaving campus during their assigned work day is required to sign-out and obtain administrative approval via the off-campus sign-out sheet also located on the table at the entrance to the teacher lounge. If the employee is returning during the normal assigned work day, they should sign back-in via the same off-campus sign-out sheet.

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REPORTING TO WORK LATE

Employees are expected to be punctual and on time. Administration realizes that emergencies and traffic problems occasionally cause employees to arrive late, and will attempt to make arrangements for the late employee's responsibilities until they arrive. Employees are expected to notify administration of the anticipated lateness by calling 369-7001 as early as possible. Those who are late reporting to work will check in the Personnel Manager. Habitual tardiness will be cause for discipline up to, and including, termination.

SECTION III: SCHOOL OPERATIONS

ANNOUNCEMENTS:

The Director of Academies and Operations must approve any and all daily announcements. Any staff member requiring an appropriate daily announcement must complete the STCAI 1577 Daily Announcement Request Form at minimum, 24 hours in advance, and submit this form to the Director of Academies for pre-approval. All announcements must be concise and limited to a maximum of 5 days run time. All announcements will be conducted daily during second period unless mitigating circumstances precludes this normal routine.

Additional announcements or informational services may be transmitted during pre school, lunch periods, post school and on special occasions via large screen TV's located in the related classroom, the student lounge, and the main office lobby entrance.

APPROVAL OF VIDEOS AND INSTRUCTIONAL FILMS:

Films constitute passive learning experiences and, generally, should not be used for instruction. However, printed classroom materials provide an excellent opportunity to provide reading practice. The opportunity is lost when filmed materials are used to replace materials that must be read and understood. If films are used, they should be edited and only excerpts of short duration used for emphasis.

- The Vice Principal for Curriculum, prior to showing, must approve all media material to be viewed by students in writing.
- You may show instructional films or television tapes which are educational and rated PG or lower.
- You may NOT show films, which are for entertainment or recreation. (e.g.: rented videos).

ASSEMBLIES:

Assemblies are scheduled periodically during the school year. All students and teachers must attend general assemblies. Teacher responsibilities include, but are not limited to, maintaining orderly student conduct during passage to and from, and during assemblies.

ATTENDANCE:

School attendance is the direct responsibility of parent(s)/guardian(s) and students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self discipline, and responsibility. (Refer to Board Policy 5.09 and 5.092)

Definitions

- i. "Regularly" or "regular attendance" means attending school *every school day*, including *every class period*, for the *entire class period*, of *each course or class* in which a student is enrolled (or the equivalent of such class periods in schools with block scheduling).
- ii. A "school day" for a given student, is that portion of the day in which school is actually in session for the group of pupils of which the student is a part. Students may not be counted in attendance while away school on a school day unless they are engaged in an educational activity which constitutes a part of the school-approved instructional program.
- iii. "Subject to compulsory attendance" refers to minors who are required by law to attend school regularly unless an exemption or exception is applicable under Fla. Stat. Chapter 1003.

Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery.

Attendance is crucial to earning credit for courses taken. Florida Statutes mandate a minimum of 120 hours of attendance for one credit to be awarded. On the Block schedule used by South Tech, perfect attendance provides 123.0 hours available to students. Three absences place the student below the required hours of attendance. The alternative to meeting hours-of-attendance requirements is to demonstrate mastery of the course content. Mastery is defined as: (1) passing at least one of the two nine-week marking periods and, (2) passing the semester examination. Students with poor attendance are less likely to demonstrate mastery. The Principal shall establish a written appeals process to review the facts of any case in which a student fails to demonstrate mastery and appeals for credit.

ATTENDANCE AND GRADEBOOK® PROCEDURES:

ATTENDANCE

Teachers must take attendance at the beginning of each class period. Attendance must be kept in the instructor's Class Record Book (Grade Book) and recorded in GradeQuick®.

Use the following GRADEBOOK® procedure:

- 1) List the beginning and ending dates for each term. Beginning and ending dates of each term are listed in this handbook. (School Calendar)
- 2) At the top of the grading columns, label the school days of the term with the month and dates.
- 3) Draw a vertical line through holidays.
- 4) List students' names alphabetically, last name first, one name per numbered line.
- 5) Indicate students' grade level.
- 6) Each student's attendance is to be noted on GRADEQUICK® and marked in the grade book using the following:

ATTENDANCE CODES:

(blank)	Present
A	Unexcused Unverified Absence
E	Entry into class
I	In school suspension
O	Out of school suspension
G	Guidance or Testing
S	School related activity (TLE)
C	Clinic
W	Withdrawn from class
T	Tardy

DEFINITION OF EXCUSED AND UNEXCUSED ABSENCES

A) EXCUSED ABSENCES (AUTOMATICALLY ENTITLED TO RECEIVE MAKE-UP WORK) INCLUDE:

1. Illness/documentated medical appointments
2. Death in the family
3. Religious holidays
4. Legal reasons
5. In-school suspension (ISS)

B) EXCUSING AN ABSENCE

To verify an excused absence, the parent or guardian must provide written confirmation on the day the student returns to school. Prior to attending any class, the student will present this note to the Attendance Clerk and receive an Admission To Class form, STCAI 0753, which must be signed by each teacher throughout the day. The LAST teacher for the day will sign, retain this note and RETURN it to the student services department. If the parent or guardian fails to verify an excused absence, the absence will be classified as unexcused.

C) UNEXCUSED ABSENCES (make-up work at the teacher's discretion) include:

1. Failure of the parent/guardian to verify an excused absence.
2. Out of School Suspension.
3. Truancy or "skipping class".
4. It is the student's responsibility to communicate with his/her teacher for make-up work.
5. Any discrepancies in attendance, excused or unexcused, must be clarified within two weeks with the Dean of Student Services in charge of attendance.

D) TARDINESS TO CLASS

1. Students who are tardy to school or class must obtain a tardy pass from the Attendance Clerk, located in Student Services.
2. Tardiness of thirty (30) minutes or more to a class will be considered as an absence.
3. Recurring incidents of students' tardiness to class may result in the notification of their parent(s)/ guardian(s) by the Dean of Student Services to arrange a parent/student conference.
4. Five (5) or more tardies per semester are considered excessive.
5. Promptness is the responsibility of the student and parent. Late students are considered tardy.

E) RETURNING STUDENTS

Students returning to school during the day must check in through the Dean's Office. Partial day absences related to medical or professional appointments must be properly documented with appointment cards or verification slips.

F) FIELD TRIPS TEMPORARY LEARNING ELSEWHERE (TLE)

Students who are involved in school-sponsored events or small group activities away from school will be granted Temporary Learning Elsewhere (TLE) approval if a STCAI 1571 Student TLE Form is completed and submitted by the supervising sponsor to request permission from the participating student's parent/guardian and assigned teachers. These activities can be co-curricular or extracurricular and the approval form must be submitted and approved by administration a minimum of 10 days prior to the event. Should a parent/guardian or assigned teacher fail to grant permission for an individual student to participate in this activity, pre arrangements must be made to accommodate this student on campus.

1. TLE Forms are available through the Main Office or on the Public drive under STCAI 1571 South Tech Forms.
2. Forms must be completed, signed by parent/guardian and each assigned teacher and returned a minimum of ten (10) days before the activity. The Principal/designee has the prerogative to waive the ten (10) day advance notice in emergency situations.
1. Individual teachers have the authority NOT to sign a TLE if the student can ill-afford to miss that class. Further, administrators and/or individual teachers are authorized NOT to sign a TLE if the student has incurred excessive absences in that class.
2. Students with approved Temporary Learning Elsewhere (TLE) should NOT be marked absent. Use the initials "TLE" in the record book. Work may be made up as the student is considered to be legally in attendance.
3. Co-Curricular: Students who are involved in school-sponsored field trips with an approved TLE will not be marked absent on Gradequick or in the classroom roll books. They are considered to be in school and not absent.
4. Extra-Curricular: Students who are involved in extra-curricular field trips will be marked excused.
5. UNDER EXTENUATING CIRCUMSTANCES and with the proper completion of STCAI 1571f, students **MAY BE** allowed to drive to or from school-sponsored field trips. This request **MUST** be approved by the Director of Academies and Operations and the Chief Administrative Officer.

H) ABSENCES FOR RELIGIOUS REASONS

1. Students shall be afforded an opportunity to make-up work without adverse or prejudicial effects when absent due to the observance of religious holidays.
2. Students' parents or guardians must notify the Principal in writing and request that the student be excused from attendance within five days prior to an expected absence for religious reasons. A written excuse shall not be required upon return to school and no adverse or prejudicial effects shall result to any student availing themselves of this provision.
3. Students shall be permitted to make up missed work according to school center procedures.

I) COLLEGE/POST SECONDARY INSTITUTE VISITS

Any student desiring to visit a college must submit a written request from the parent/guardian to the Director of Academies and Operations for approval at least two weeks prior to the trip. All absences incurred during an approved college visit are considered excused; however, the absences will count toward the compulsory attendance limitations per semester. If the attendance limitations per semester are violated, the student must demonstrate mastery of the performance standards for each course in order to receive credit. (Limited to 3 college visits per semester).

J) RELEASING STUDENTS TO GO TO ANOTHER CLASS

Students may not be released from their assigned class by a faculty member, without prior written permission by the Director of Academies and Operations.

K) OUT -OF-SCHOOL SUSPENSIONS ARE UNEXCUSED ABSENCES

SPECIAL NOTE

1. Students shall be permitted to make-up nine-weeks and semester exams.
2. Florida Statutes mandate that students must be in regular school attendance. STA'S Board Policy 5.092 is that any absence from any class, for any reason, negatively impacts student learning, progress, and achievement. Students are required to make-up all work missed for all absences, whether excused or unexcused. ALL make-up work will be graded and included in student grades. A student must complete all work within one day for each day he/she is absent from class, not counting the day of return. Students who fail to make-up work will be assigned a zero on a daily grading schedule for missed days which could result in failure of the class and loss of credit. Repeated failure or refusal to make-up work will result in disciplinary action and placement upon a student performance contract.

M) HOMEBOUND INSTRUCTION

Homebound instruction is advised when predicted absences exceed fifteen (15) consecutive days. (Information may be obtained from the ESE Coordinator.)

N) PARENTAL NOTIFICATION OF ABSENCES

One or more of the following communications between the school and the parent(s)/guardian(s)

1. Notification to parent(s)/guardian(s) by automated phone calls each day a student is absent.
2. Notification to parent(s)/guardian(s) by mail when a student has acquired ~~minimum of~~ three (3) absence from a class within a semester (an absence in one [1] block class is equivalent to two (2) absences). An attendance contract signed by the parent/guardian and student may be required for the student to maintain an active status.
3. Report Cards, which are generated each marking period, as well as Mid Term Progress Reports, should reflect the academic status and must reflect the attendance for each student. Report Cards for the first seven marking periods will be given to the students to be delivered to the parent(s)/guardian(s). Report Cards for the eighth marking period will be mailed to the students' homes. Issuance of Progress Reports will be documented via STACI-2011 and given to ALL students to be delivered to the parent(s)/guardian(s) during each marking period.

ATTENDANCE PROCEDURES:

Attendance will be recorded each period in your blue attendance book. Student attendance should be transferred daily to GRADEQUICK®. Students who have accumulated three (3) days of absences in a course will receive an "Attendance Alert" sent home via the U.S. mail. An attendance contract signed by the parent/guardian and student may be required for the student to maintain an active status.

Students are obligated to punctual and regular attendance (FS230.22,232.09)

BELL SCHEDULE:

All students will follow either the A or B schedule, based upon their assigned lunch period. Assigned periods are found on their printed class schedule. Specialized bell schedules will be published prior to any altered schedule.

<u>Lunch A Schedule</u>	
1 st Period	7:00 – 8:22
2 nd Period	8:27 – 9:49
A Lunch	9:50 – 10:18
3 rd Period	10:23 – 11.45
4 th Period	11:50 – 1:12

<u>Lunch B Schedule</u>	
1 st Period	7:00 – 8:22
2 nd Period	8:27 – 9:49
3 rd Period	9:54 – 11.16
B Lunch	11:17 – 11:45
4 th Period	11:50 – 1:12

CHEATING OR PLAGIARISM:

Cheating is defined as: Any action intended to defraud, swindle, obtain by deception, or deliberately pervert the truth.

Cheating is divided into three categories:

1. Academic Cheating - This entails any form of dishonesty in academic endeavors including, but not limited to, taking tests and quizzes; preparing reports and homework; term paper and thesis writing; generally passing off another person's work as one's own or knowingly allowing such misrepresentation. In addition to any disciplinary action taken, the teacher shall record a zero for each such act of cheating.
2. Falsifying Records or Documents - This includes any form of tampering with records or documents either for one's own purpose or to alter records of others for any purpose. It also includes, but is not limited to, the writing and signing of notes and papers by any person not authorized to do so.
3. Unauthorized Access to or Use of Computers - This includes, but is not limited to, unauthorized access, modification, use, creation or destruction of computer-stored data and programs.

The following penalties are recommended:

FIRST OFFENSE OF CHEATING

1. The student will receive a zero on the test or assignment.
2. The teacher must notify the student's parents.
3. The incident will be held in abeyance pending no reoccurrence of this violation.

SECOND OFFENSE OF CHEATING

1. The student will receive a zero on the assignment.
2. The incident will be documented in the student's discipline file.
3. The parents will be required to come in for a conference.
4. The student will be placed on a Discipline Contract with a condition of Probationary Withdrawal.

THIRD OFFENSE OF CHEATING

1. The student will receive a zero on the assignment.
2. The incident will be documented in the student's discipline file.
3. The parents will be required to come in for a conference.
 - a) The student may be withdrawn or the Discipline Contract may be continued, at the discretion of school administration.

NOTE:

1. The Director of Academies and Operations will be involved in assigning discipline for all cheating incidents.
2. Students and Parents may follow the Grievance Policy to aggrieve assigned discipline.
3. Membership or offices held in other organizations or clubs will not be affected as a result of the above measures for student cheating unless indicated in club organization by-laws. However, this shall not be construed to eliminate, in any manner, the grade-point average requirements (e.g. 2.0 GPA for extra-curricular or club activities), which are required for participation, in the event a student drops below this requirement as a result of grade reduction due to cheating.

CODE OF CONDUCT:

All students at South Tech Academy are expected to reflect high standards of appearance and behavior. Students are charged with conducting themselves in a manner consistent with a safe, nurturing learning environment. Students should be in class attendance during class hours and pass from class to class in a systematic and orderly fashion. Disruptive behavior must be avoided at all times. Staff and students are expected to "Invest in Respect". Every member of the South Tech family is expected to show respect for peers, students, and for those in authority. This respect should also extend to all school property. Exemplary student conduct supports learning through mature behavior on and off campus, and includes assisting students and staff, avoiding situations which might lead to disruption of the learning process.

COMMUNICATION:

All students and staff using school computers will sign the appropriate computer use forms, STCAI 1850, Net Consent and Waiver; STCAI 1850a, Recreation Activities Consent and Waiver, and abide by regulatory statutes and policies. Improper use of computer equipment by staff may result in discipline, up to, and including termination. Email will be used for the bulk of all interschool communication for which signatures are not required. Staff is encouraged to use email for correspondence as well, but within the boundaries established by law, policy, and good common sense.

CO-OP STUDENTS ON CAMPUS:

Students whose current schedule shows one or more periods of Cooperative Education (OJT) are expected to leave campus promptly upon dismissal from their last scheduled class, even if the student is not scheduled to report to work at that time. Co-op students and clinical students should be in their scheduled classes, in the lunch areas during their lunch, or off campus.

DETENTIONS:

Detentions will be served as assigned or additional penalties will be invoked. If a student is late to class, send the student immediately to the Dean of Students' office where an Admission to Class slip will be given. The Dean of Students will assign detention after three tardies have accumulated. Do not admit late students to class without an Admission To Class, STCAI 0753, from the Dean of Students. Detentions days and times will be announced. Any rescheduling of detentions must be cleared by administration before the scheduled detention. Failure to serve an administrative detention by the student will result in further disciplinary action.

DIPLOMAS:

The following awards can be made to graduating seniors:

1. Certificate of Completion
2. Regular Diploma*
3. Academic Honors Diploma*#
4. Vocational Honors Diploma*
5. Exceptional Student Education Diploma

* Successful completion of FCAT & 2.0 GPA

Make application and successfully pass the academic honors program

DISCIPLINE:

TEACHER'S DISCIPLINE RESPONSIBILITY

Teachers are expected to maintain classroom decorum that creates and maintains a safe, nurturing, and productive learning environment. Classroom management is the key to providing the required learning environment. No matter how much administrative support is provided, teachers who are unable to manage a classroom will continually have discipline issues and classes out of control.

If assistance is needed to develop or implement classroom management strategies, request such assistance from an administrator, your department head, or another teacher. Our staff will provide the support that you need to resolve problems and to develop a model classroom.

Teachers who feel that a student has violated their classroom rules or a school policy may complete a student discipline referral. However, it is expected that referrals would not be utilized for minor infractions. Classroom management requires that teachers handle class problems by using student conferencing and parent contact, prior to referring students to administration for detention/other discipline. Corporal punishment is strictly forbidden by Board Policy and should never be administered.

ADMINISTRATIVE DISCIPLINE

Extreme situations of student behavior and/or persistent disruption or other rule violations require a referral to the Dean of Students for discipline. A Student Discipline Referral form, PBSB 0279, must be completed and must indicate the specific Student Conduct Code(s) violated and other required information. Documentation of witnesses' names and other pertinent information is always a good practice. NOTE: Other STUDENT'S names should not be listed on the discipline referral

In verbal or physical altercations, the Discipline Referral may be completed after the situation has been alleviated. The primary concern in altercations is to separate the participants and to keep them apart. The main office should be notified that assistance is needed and that students need to be removed from the classroom. The more aggressive student should remain with the teacher and the less aggressive student told to wait for the Dean just outside the classroom. If the student is unruly or the teacher suspects that the student will not report directly to the Dean's office, the office may be notified by intercom and a request made to remove the student. Take every precaution to assure that students are not wandering campus unsupervised. The Dean of Students will assign appropriate discipline. The pink copy of the discipline referral will be returned via your mailbox to be filed by you.

EMERGENCY LESSON PLANS:

Emergency lesson plans must be submitted to the appropriate department head and approved by the Vice Principal for Curriculum and Instruction. These approved emergency lesson plans will be forwarded to, maintained by and distributed to substitute teachers by the school secretary/clerk in charge of substitute teachers.

A minimum of five (5) days emergency lesson plans will be prepared and maintained by all instructional staff. When a plan is used, it will be replaced with another. These plans must meet the same criteria as regular lesson plans: activities correlated to Sunshine State Standards/Student Performance Standards and FCAT objectives, and enough instruction for more than 80 minutes. Shop activities should not be included in any emergency lesson plans.

Seatwork assignments from the textbook or other classroom instructional materials are highly recommended for Emergency Lesson Plans as these types of assignments use materials that are readily at hand in the classroom, easily located by the substitute and students, and don't require excessive copier duplication. Assignments could include some combination of a reading passage, end-of-chapter study questions, short-answer and/or extended-response writing assignments (summarizing, analyzing, reviewing, etc.), and vocabulary (definitions, sentences, etc). Plans should include helpful instructions for the substitute for your specific class. All copies should be prepared prior to the needed substitute, stored and labeled in the teacher's classroom.

EMPLOYEE RESPONSIBILITY:

Employees assume the responsibility for taking a positive approach to maintaining classroom control. An employee may impose prudent classroom discipline consistent with the school's Student Code of Conduct and disciplinary procedures. Other prudent actions may be taken as necessary to protect oneself from attack and/or to prevent injury to another student. Any discipline imposed by an employee must be consistent with Governing Board Policy and State and Federal Laws. Employees found negligent or guilty of a criminal charge related to a disciplinary incident shall bear the liability thereof, while the Governing Board and the Charter school shall be immediately released from further responsibilities to the employee.

EXAMS:

1. Students in grade 9-12 who leave school prior to the last two weeks of the term will not be granted credit unless they enroll in another school and complete the course requirements, including examinations.
2. Students who are required to leave school during the last two weeks of the term must show evidence that their withdrawal is mandatory and must successfully complete final examinations in order to receive course credit. Principals are authorized to make appropriate arrangements for examinations.
3. Any student who failed to meet the minimum attendance requirement or failed one term during the semester, must take and successfully complete the final exam to receive credit for the course.
4. In the Block schedule used by South Tech, perfect attendance provides 123.0 hours of instruction available to students. Three absences place the student below the required hours of attendance.
5. All final exams and answer keys must be submitted and approved by the Vice Principal for Curriculum and Instruction prior to administering said exam.
6. A WRITTEN EXAM MUST BE GIVEN IN EVERY COURSE. ALL EXAMS ARE TO BE ADMINISTERED DURING THE SCHEDULED EXAM TIME. NOTE **NO** early exams will be permitted.

If it is absolutely necessary that a student miss an exam, approval must be given by the administration, and the student will have to make up the exam upon his/her return to school.

FEES:

No fee or charge may be required of any student as a condition of attendance and full participation in any class. Principals are permitted to request that students voluntarily purchase prescribed consumable items, which might aid their learning. No penalty may be imposed upon any student who fails to purchase a requested item. Provision for equal learning opportunity must be made for any student who fails to purchase a requested item. Students will normally pay for materials used in the production of a major project, which is to be kept by the student. If the school furnished materials that are consumed or used in the learning process, the student is not necessarily entitled to the finished project. The cost of materials may vary by program.

FIELD TRIPS:

FIELD TRIP REQUESTS

Anytime (day or night, weekday or weekend) that a student leaves campus for an activity or trip chaperoned by school staff and sponsored by the school, the following must be submitted and the proper forms submitted: NOTE: All forms are available in the personnel department located in the main office or can be obtained from the main frame public drive.

1. Field Trip Request, STCAI 1894, must be submitted to the Director of Academies and Operations and approved, thirty (30) days prior to the event on campus. Requests for transportation should be noted and arranged through the Director of Academies and Operations.
2. A Field Trip Permission form, STCAI 0755, must be completed with the parent/legal guardian's signature for each student planning to participate in the designated field trip. These forms should remain with the trip sponsor throughout the field trip event.
3. A Temporary Learning Elsewhere (TLE) form, STCAI 1571, must be completed with approval signatures from all of the student's assigned teachers, the Director of Academies and Operations and the student's parent/guardian. After completion, these forms should be attached to the Field Trip Request form and retained by the field trip sponsor.
4. A Leaves/Temporary Duty Elsewhere (TDE) Application, STCAI 0032, must be completed by each employee planning to sponsor and participate in the field trip activity. This request must be approved by the appropriate administrative personnel, two (2) weeks prior to the event.
5. A copy of the approved Field Trip Request, the signed Field Trip Permission and copies of the Student TLE forms must be kept in the roll/grade book and submitted with the roll/grade book at the end of the school year.

TRANSPORTATION

Transportation for field trips or other school sponsored events is somewhat limited as to the utilization of a school bus from the Palm Beach County School District Department of Transportation. This is accomplished on a unit available rental basis and is very limited as to the times these buses are not transporting students to and from their assigned school centers. Another mode of transporting students is the utilization of commercial buses. This format is very expensive and must be limited to the availability of funds to sponsor such an endeavor. Another means of student transportation is the use of rental vans. This requires a driver for each van and limits each van to 6 students. Financial constraints must be considered as the cost of rental vans may be prohibitive. Finally, if only a limited number of students are being transported and if the staff member(s) or parent volunteer(s) has a valid State of Florida Drivers License, the proper types of automobile insurance coverage and a seat belt for each passenger, private vehicles may be utilized.

NOTE: South Tech Charter Academy Inc. vehicle insurance coverage does not provide coverage for employee's or volunteer's vehicles. Any staff or volunteer that utilizes personal vehicles to transport students does so at their own risk.

Form STCAI 1571H, volunteer or STACI 1571I, staff member, must be completed by each driver(s) and approved by administration for each driver to transport students.

STUDENTS ARE NOT ALLOWED TO DRIVE TO OR FROM SCHOOL SPONSORED FIELD TRIPS UNDER ANY CIRCUMSTANCES.

ADDITIONAL PROCEDURES

- The sponsoring teacher shall carry a listing of the names and emergency phone numbers of the pupils being transported in the event of an emergency.
- Submit non-attendance list of those students who do not attend the field trip, but who are approved to attend (one day after field trip) to the Attendance Clerk.
- The chaperone ratio on field trips shall be 1:15.
- Returning to school from field trips: Students should be detained on the bus or in the Related Classroom until the end of the period. Under no condition should students be permitted to go back to class in the middle of a period or released to wander the campus.
- Follow-up report: All out of state field trips will be followed by a summary of the trip submitted to the Director of Academies and Operations.
- A First Aid Kit is to be taken on the field trip by the sponsor.
- **No field trips will be scheduled during the FCAT testing window, neither the last week of any grading period or the last two weeks of school.**

FUND-RAISING POLICY:

1. Each activity involving students and conducted outside the boundaries of the regular classroom instruction for all students requires a completed Student Activity/Fundraiser Request, STCAI 1894a. Forms are available in the personnel office or can be obtained on the mainframe, public drive.
2. Each instructor or staff member who desires to conduct a student activity assumes responsibility for that activity and will complete the student activity form, submitting it directly to the Director of Academies and Operations' mailbox.
3. The instructor/staff member will be held responsible for both the activity and all subsequent reporting resulting from the activity and also for the behavior and conduct of the student participants.
4. Upon review of the Student Activity/Fundraiser Request, the Director of Academies and Operations will submit the form to his administrative team for review, discussion, administrative planning and approval.
5. Instructors/staff members need to be prepared to answer clarifying questions or present additional information upon short notice. Therefore, attachments that further explain, demonstrate or show the event are encouraged.
6. Upon administrative approval, the Student Activity/Fundraiser Request will be shared with the Fund-Raising Committee, Marketing Committee, and other school organizations for communication purposes. An approved copy of the form will be returned to the sponsoring instructor/staff member.
7. Instructors/staff members are encouraged to hold off making any firm commitments for upcoming events until formal approval is received for each event/activity.

GRADE CHANGE PROCEDURE:

All grade changes require the completion of a Grade and/or Course Change Documentation Form SCTAI 0797 which can be obtained from the Data Processor or public drive. Teachers must complete this form in complete detail and justify the reason for the grade change before submitting it to the Principal for approval. Incompletes "I" should be utilized on a limited basis as they automatically roll into an "F" at the end of each term and become part of the student's cumulative record. Should a student have missing assignments, projects, quizzes, or tests, assign a grade of "F" until said items are satisfactorily completed. Only then should you complete the end of term Grade Change and/or Course Change Documentation Form.

GRADE CLASSIFICATION:

Credits required for students to be classified in designated grades:

<u>GRADE LEVEL</u>	<u>CREDITS</u>
Sophomore (10th)	5
Junior (11th)	11
Senior (12th)	17
FOR GRADUATION	24

GRADEBOOKS:

ALL teachers will maintain grade and attendance (Class Record) books in addition to using Gradequick®. and Edline. The grade and attendance book constitutes a permanent hand written attendance document while GradeQuick® and Edline provide electronic functions for the recording of grades.

1. All marking periods require recording the course title, periods taught and class meeting dates along with daily attendance, daily grades, and exam grades in the class record book..Please keep in mind that your record book is an official document and that all attendance notations in your record book are to be hand written in INK..
2. The recording of grades can be accomplished by inserting GradeQuick® printouts into the class record book along with a complete grading period report for each class taught by the "grades due" deadline.
3. Any special procedures for record book maintenance should be noted via a "Legend" located in the the front cover of the record book.

GRADES:

Each teacher will record a minimum of one (1) daily grade each grading period to determine student achievement. These grades must be substantiated by classroom/laboratory assignments, participation, quizzes, homework assignments, and/or special projects.

NOTE: Conduct must not be utilized for daily grades and attendance should only be utilized if continuous absences or truancy is demonstrated. These grades must be recorded in Gradequick® and Edline on a weekly basis and compiled and updated no later than each Friday as a permanent grade.

1. Report card grades will be issued each 4 1/2-weeks. Advise students to retain report cards throughout their high school years for reference purposes and occasional cross-checking with permanent transcript records.
2. Progress reports via Gradequick® will be issued at the middle of each 4 1/2 weeks grading period or whenever a student's grade drops to failure or a level of concern. Progress reports will reflect strengths, areas requiring improvement, and current mark averages. Teachers must notify parents when a student's grade drops to an "F" and/or a drop of two letter grades.
3. Students' marks shall be based on a combination of test grades, homework assignments, laboratory assignments, classroom assignments, and not on a single project. There shall be sufficient marks (1) one daily grade for each student) in each teacher's roll book to justify the grade received for the 4 1/2-week progress report and end of the term final grade..

GRADES FOR CONDUCT AND EVALUATION OF STUDENT BEHAVIOR:

Students are to be assigned a numerical conduct grade by each teacher, based on the following:

- 4 – Student's behavior very constructive to learning
- 3 – Student's behavior generally supportive to learning
- 2 – Student's behavior detrimental to own learning
- 1 – Student's behavior detrimental to own learning and learning of others

GRADUATION REQUIREMENTS:

2011 GRADUATES

1. 24 total credits including required courses (see below)
2. Successfully meeting minimum FCAT performance requirements
3. Cumulative GPA of 2.0 on a 4.0 scale
4. Twenty (20) hours of Community Service. (Guidance will keep track of Student Community Service hours).

REQUIRED COURSES

COURSE

English/Language Arts

Mathematics

Science

Social Studies

Physical Educations

Fine & Performing Arts

Electives

CREDITS

4 credits

4 credits (One credit from middle school can be utilized)

3 credits

3 credits

1 credit (May include ½ credit for personal fitness and ½ credit for physical education activity elective.

1 credit

8 ½ credits

HALL PASSES:

Hall passes are required at all times when students are sent out of the classroom.

1. Only one (1) student should be released at a time.
2. Passes attached to Clipboards will be assigned to each teacher and **MUST** utilized i.e., **NO** verbal authorizations.
3. NO locker passes during class.
4. NO telephone passes during class.
5. NO PARKING LOT passes any time during the school day. (EXCEPTIONS) see item six.
6. Vehicles scheduled to be serviced in the shop areas may be relocated **ONLY** by the student owner/driver of the vehicle.
7. Vehicles being serviced **MUST** remain in the compound area and removed only after the school buses have departed.

HALL SUPERVISION:

All teachers are expected to be in their classroom doorways during pre-school, during class changes and during post school to monitor and correct student behavior. Staff visibility is probably one of the greatest deterrents to student misbehavior, and staff is expected to be openly visible during student passage.

HOMEROOM:

Since there is not a homeroom period, during period 2 from 8:30 AM through 8:35 AM, we will provide students and staff with general announcements and information. Each morning the announcements will include the Pledge of Allegiance and the National Anthem. NOTE: Refer to the PLEDGE OF ALLEGIANCE section for Florida Statute §1003.44. Any information or materials for the morning announcements should be provided in clear written format and approved by the appropriate administrator prior to submission. Additional announcements or informational services may be transmitted during pre-school, lunch periods, post school or on special occasions via large screen TV'S located in the related classrooms, the student lounge, and in the Main Office lobby area.

INSTRUCTION:

School staff is charged with providing students with rigorous and relevant instruction directed towards producing graduates that are equipped for employment, post-secondary education, and productive citizenship. Teachers are charged with teaching bell-to-bell while avoiding passive learning activities. Aggressive, innovative teaching methodology will be utilized. A variety of activities will be used to offset the longer periods typical of Block schedules and the tendency to exceed students' attention span.

INSTRUCTIONAL CONTENT:

All instruction should be aligned with Sunshine State/Student Performance Standards. Use of all supplemental materials and activities should also be directly relevant to the course standards.

LESSON PLANS:

- Daily Lesson Plans for each class session must always be kept current and comprehensive enough for a substitute teacher to utilize in the classroom. Plan ahead! Teacher plans should reflect Sunshine State /Student Performance Standard benchmarks, FCAT objectives and instructional strategies, along with ESE and ESOL instructional strategies.
- Lesson plans **MUST** be developed for a minimum of two (2) weeks in advance and submitted to the Department instructional Leaders will check lesson plans and grade books on a bi-weekly basis.
- All quizzes and /or tests along with answer keys **MUST** accompany the appropriate lesson plans.
- Daily objectives should be written on the board in order for students and visiting administrators to understand the focus of the day's lesson plan.

LETTERHEAD POLICY AND PROCEDURES:

- Only official South Tech Academy correspondence will be printed on letterhead stationery.
- Staff will prepare all correspondence deemed suitable for letterhead stationery in "draft" format.
- Draft correspondence will be submitted to the Chief Administrative Officer, Principal, or vice Principal/Director for approval.
- If approval is granted, the approving administrator will label the draft copy "Approved" and initial beside the label.
- The approving administrator will provide letterhead stationery for the final copy.
- The "Approved" copy bearing the administrator's initials and a photocopy of the final correspondence on letterhead will be filed with the Principal's secretary before distribution of the final copy.
- Stationery distribution will be managed and stored by the executive secretary.

LUNCHROOM AND FOOD:

1. Students must remain in the lunchroom, the South picnic area, or under the pavilion during their respective lunch period. This applies to all students, regardless of whether or not they eat lunch.
2. Students will not be permitted to eat or visit other areas of the campus during their assigned lunch period. This includes teacher classrooms and /or labs.
3. Students will not be dismissed from the lunch areas until their respective lunch period ends.
4. Line-breaking is not permitted.
5. Food deliveries to campus from outside sources is not permitted.
6. Students may not go to their lockers during the lunch period.
7. Students bringing lunch to school must retrieve lunches left in lockers during the class change immediately prior
8. The only beverage permitted in the classroom/laboratory areas is water housed in an off-the-shelf, labeled clear container.
9. Free/reduced lunch applications are available during the 1st week of school and thereafter through the Compliance Manager who is located in the main office and the School Cafeteria Manager.
10. Students assigned to In-School-Suspension (ISS) will not be permitted to participate in the regular lunch activities. They will remain in ISS and their lunches will be delivered.

MAKE-UP WORK:

Florida Statutes mandate that students must be in regular school attendance. STA'S Board Policy 5.092 is that any absence from any class, for any reason, negatively impacts student learning, progress, and achievement. Students are required to make-up all work missed for all absences, whether excused or unexcused. ALL make-up work will be graded and included in student grades. A student must complete all work within one day for each day he/she is absent from class, not counting the day of return. Students who fail to make-up work will be assigned a zero on a daily grading schedule for missed days which could result in failure of the class and loss of credit. Repeated failure or refusal to make-up work will result in disciplinary action and placement upon a student performance contract.

PARENT CONFERENCES:

Parent conferences are an excellent tool to improve student behavior and performance. Handled poorly, they can backfire and create a larger problem. All parent conferences will be arranged and conducted by a Guidance Counselor, Dean or Administrator.

Suggestions:

- Bring all pertinent data (i.e.: grades/quizzes, attendance, etc) to the conference;
- Show genuine concern for the student's well-being;
- If you suspect the parent to be upset and argumentative, arrange for administrative participation in the conference;
- If the parent becomes abusive, maintain your composure and politely state that you want an administrator present for the balance of the conference;
- Do not allow yourself to become angry or to make statements that you will regret later;
- Listen to the parent's concerns without interruptions;
- Take notes from the comments-this shows concern and allows you to respond to all concerns;
- Be positive and helpful, not condescending or critical;
- Be specific about behavior and performance; do not generalize;

- Discuss student strengths and weaknesses;
- Summarize at the end of the conference (Teacher, parent and student responsibilities should be included);
- Arrange for follow-up if needed.

PARENT CONFLICTS:

When a teacher believes that there may be a conflict with a parent, the teacher should inform the principal so that a resolution may be sought for the problem. Do not allow the parent to be the first person to inform the principal about an incident which occurred under your supervision.

PARENT/STUDENT GRIEVANCES:

The Governing Board of South Tech Academy recognizes that misunderstandings between students, parents (or guardians), and School staff may occur. Please follow the guidelines as stated herein to provide a means for resolving these issues: (Summarized, see Policy 5.19)

1. A key ingredient in a student's educational success is parental involvement in the student's education. This includes daily parent/student discussion, parental involvement in school activities, such as Orientations, Open House and School Improvement Steering Committee (SISC) and Governing Board meetings.
2. Parents and guardians are encouraged to arrange, by appointment, via the Guidance Department, periodic conferences with their student's instructional staff to discuss student progress and needs, and resolve minor misunderstandings.

Parents or students wishing to file a formal grievance shall do the following:

1. Submit a written request to the Director of Academies and Operations outlining the nature of the grievance and desired resolution.
2. The Director of Academies and Operations shall schedule a meeting with the immediate staff member and supervisor involved at a date and time convenient to both parties. This shall occur within five (5) days of receiving the grievance.
3. If the issue is not resolved in step 2, the parent or student may appeal to the Secondary School Principal for resolution. The Principal shall schedule a hearing and deliver a response within ten (10) days of the request.
4. If the issue is not resolved in step 3, the parent or student may appeal to the Academy President for resolution. The President shall schedule a hearing and deliver a response within ten (10) days of the request.
5. The parent or student, after exhausting school center remedies, may appeal the grievance to the Governing Board. The parent or student shall make a request in writing to the Board Secretary requesting a Board hearing. The Board chairman may call the Board to an Executive Session meeting if it is determined necessary to protect confidential information. The Board shall render a final decision on the matter by majority vote within thirty (30) days.
6. The parent or guardian may have another adult of their choice attend any of the above sessions, with prior written notification, which includes the person's identity and role, to assist them in articulating their grievance and resolution.

The Board, Chief Administrative Officer, and all Academy staff shall respect the rights of students and parents to disagree on an issue, and seek redress without fear of reprisal.

PHOTOCOPIES:

ALL Teachers will do their own copying.

Must not violate copyright materials, copyright laws and software policies.

REFER TO POSTED COPYRIGHT RESTRICTIONS

PLANNING:

South Tech follows a unified curriculum based on the Sunshine State/Student Performance Standards. Collegial planning will be used both inter-departmentally and intra-departmentally to develop an integrated curricular approach to enhance student performance. Teaching staff will produce daily lesson plans which will be submitted to Department Instructional Leaders for review on a two (2) week basis. These lesson plans will be forwarded to, checked, and approved by the school's Vice Principal for Curriculum and Instruction.

PLEDGE OF ALLEGIANCE:

Florida Statutes Section 1003.44(1) provides:

"The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state." The Pledge shall be recited by "students standing with the right hand over the heart." The Statute further states that each "student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge."

- Student under the age of 18 who are not emancipated must stand and recite the Pledge, unless excused in writing by the parent
- Students 18 years old or older or emancipated high school students have personal authority and cannot be required to stand and recite the pledge.
- Students excused from reciting the pledge are also excused from standing.

PROCEDURES FOR EXPENDITURES:

COLLECTIONS OF MONEY

School Board Administrative Directive 0-6.01 and State Board of Education rules require that receipts of money generated in the name of a school, or generated by school personnel or students must be processed through the school's Internal Accounts system. As trustees of these funds, school personnel must acquaint themselves with the procedures, forms, and records required documenting Internal Accounts receipt transactions.

General Requirements

1. Money received by all persons should be remitted to the accounting clerk the same day collected, or on the first following day the accounting clerk is available for the receipt of funds.
2. No money should be held over a weekend or at month's end.
3. All money collected must be remitted to the accounting clerk in the same form as collected. Checks may not be substituted for cash collected.
4. A completed Monies Collected Report, STCAI 0004a, must accompany all collections remitted to the accounting clerk.
5. Unless a specific waiver is obtained from the Principal, no un-deposited funds in excess of \$300 shall be kept in the school overnight.
6. All funds collected during a month must be receipted and deposited in the bank by the end of that month.
7. In receipt transactions, as in all other Internal Accounts transactions, required signatures must be originals, never facsimiles.
8. All money entering a school's Internal Accounts system must be documented by the issuance of an Official Receipt.

PROCEDURES FOR RECEIVING FUNDS:

1. The accounting clerk will issue an official receipt book to all club sponsors or staff who collect monies. All completed and unused portions of the receipt book must be returned at the end of the year. As books are completed, return them to the accounting clerk.
2. The Monies Collected Report, STCAI 0004a, must accompany monies and a copy will be returned after posting. Use a separate page for each source of collection.
3. Make sure that a student's name and phone number is written on any check accepted.
4. Students are not permitted to deliver monies to the accounting clerk.
5. Coins should be rolled. Rolls and a coin counter may be obtained from the accounting clerk.

PROCEDURES FOR DEPOSITING FUNDS:

1. Each club or organization with an internal account shall only make one deposit daily. NOTE: Exceptions must be confirmed with the accounting clerk.
2. Deposits may be made daily, but NOT AFTER 2:00 PM, as there will not be adequate time for receipt of said monies.
3. All club/organization sponsors are reminded to deposit money with the accounting clerk in a timely manner.
4. DO NOT HOLD MONIES for extended periods of time.
5. NO MONEY CAN BE LEFT IN YOUR CLASSROOM OVER-NIGHT, A SAFE IS PROVIDED FOR YOU IN THE MAIN OFFICE.
6. Any employee who fails to turn in funds each day shall be held personally liable for any loss.
7. Any funds given directly to the accounting clerk MUST be proofed in the presence of remitter.

PROGRESS REPORTS/GRADEQUICK®:

All teachers will utilize GradeQuick® for reporting grades, distributing progress reports, and supplement the Grade Book with the documentation of attendance. Progress reports will be given to students who must sign a Progress Report Receipt Log STACI 2011 to acknowledge receipt. NOTE: Distribution of progress reports is mandatory for all students in every class.

All progress reports will be sent home with the student for parental review and signature. Students are required to return signed progress reports within two school days. Each teacher will attach a class roster to their returned progress reports and highlight the names of the students who have not returned the reports. The class roster and the returned reports will be submitted to the Guidance Secretary for further enforcement and follow-up.

REMAINING IN CLASSROOMS:

Teachers must not leave their students unsupervised for any reason except an emergency. In the event of an emergency, please notify the office via the emergency intercom and necessary arrangements for coverage will be made.

RESTRAINT TECHNIQUES:

Except in cases where physical contact is unavoidable, NEVER make physical contact with a student. Crisis response training is centered on contact avoidance while attempting to verbally calm and subdue the aggressive student. In the event that a student or students must be physically restrained to avoid injury to themselves or others, attempt to summon, via the main office the Code Black Response Team, who are trained and certified in crisis prevention/control method, if the situation permits. If a staff member is faced with a situation that requires immediate action to prevent injury to themselves or others, it is recommended that you "bear hug" or grasp the student's wrists, arms, or waist. IN NO EVENT, should you become agitated, aggressive, or strike the student in any manner.

RETURN OF STUDENT WORK:

Guidelines:

1. Daily class work, quizzes, homework, weekly tests, etc., should be returned to the students within 3 - 7 class days.
2. Class projects and term papers must be returned to students by the end of the grading period in which the project/paper is graded.
3. Some standardized tests may not be returned to the student for permanent possession, but should be returned for a student to determine testing performance, if permissible.

SELF-INSURANCE OF AUTOMOBILE AND PUBLIC LIABILITY:

South Tech Charter Academy, Inc. vehicle insurance coverage does not provide coverage for employee's or volunteer's vehicles. Any staff member or volunteer that uses personal vehicles to transport students does so at their own risk.

SEMESTER GRADING AND EXAMS:

- Semester exams are mandatory for all students in every class. A copy of each semester exam is required to be kept in the instructor's grade/roll book and submitted at the end of the school year.
- All students must take the semester exam (exception: graduating seniors shall, at their option, be exempt from the final semester exam if they have no failing marks on a marking period during their final semester) and have not exceeded three (3) absences per semester in any class.
- A copy of each semester exam and answer key is required to be kept in the instructor's grade/roll book and submitted at the end of the school year.
- Students are required to make-up all work missed for all absences, whether excused or unexcused and must complete each 9-week and semester exam. Students who fail to make-up missed work will be assigned a zero on a daily grading schedule for missed days which could result in failure of the class and loss of credit.
- Students in regular courses receive 1.00 times the value of the points earned in regular courses; therefore: A=4.00 points B=3.00 points C=2.00 points O=1.00 points F=0.00 points
- Teachers shall inform students in writing of the method by which 4 ½ -weeks and final grades will be determined (i.e. value of homework, class participation, notebooks, reports, etc.) Distribute method of grading with the 4 ½ -weeks syllabus.
- Students must have a majority of passing 4 ½ -weeks in two (2) marking periods and/or the exam marks to receive a passing mark for the semester. Students must pass at least two (2) of the three (3) grades to receive a passing semester grade.
- In order to receive a STANDARD high school diploma and participate in commencement exercises, a student must complete all graduation requirements and successfully pass the FCAT and/or End Of Course (EOC) test requirements.
- In order to receive a CERTIFICATE OF COMPLETION and participate in the commencement exercises, a student must complete all graduation requirements but HAS NOT successfully completed the FCAT requirements.

SEMESTER GRADE CALCULATION PROCEDURE:

- A standard grading policy will be used to calculate semester grades. The semester grade is based on the average of grades from the two marking periods and the semester exam. Each semester (nine weeks of class) is worth 1/2 credit.
- Student grades cannot be lowered as a disciplinary measure.
- The semester grade point average for each course is calculated by converting the letter grade for each marking period to a numerical grade using Table A, converting the letter grade for the semester final exam to a numerical grade using Table B, adding the point grades converted, and then dividing that sum by 5. The letter semester grade is determined by converting from the semester grade point using Table C.

TABLE A	TABLE B	TABLE C
A = 8	A = 4	A = 3.6 or above
B = 6	B = 3	B = 2.6 thru 3.59
C = 4	C = 2	C = 1.6 thru 2.59
D = 2	D = 1	D = 0.6 thru 1.59
F = 0	F = 0	F = Below 0.6

EXAMPLE:

In the example below, the first marking period grade was a "C" and the second marking period grade was a "B". The point semester grade was calculated as 2.6, and this was converted to a semester grade of "B" ($4 + 6 + 3 = 13$, $13/5 = 2.6$, 2.6 is within the "B" range, so the semester grade is "B"). (NOTE: Each 4 1/2-weeks count 40% and the final exam count 20%).

Example: Semester Average

1st Marking Period C = 4
 2nd Marking Period B = 6
 (EXAMPLE CONT'D.)
 Semester Exam B = 3

NOTE: Course Mastery Rule: Each semester contains three grades (two marking periods and an exam.) A student must pass at least two of the three grades to receive semester credit.

Standard grading scale is:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 0 - 59 = F

SICK LEAVE:

Instructional staff must confirm their absence with the Secretarial/Substitute Clerk @ 561-369-7001 and/or the Director of Academies and Operations @ 561-364-7973. They also should provide instructions pertaining to the location in the classroom of lesson plans, instructional materials needed to maintain the instructional flow, and other instructional support needed in their absence. A teacher that is on sick leave MUST validate their attendance plans for the additional upcoming sick day(s). If additional days are needed, the instructional staff member on leave will, if able, provide the additional instructional planning for the daily substitute. All sick leave notifications will be forwarded to the Personnel Manager, the appropriate Administrator and the Department Instructional Leader.

STAFF LIABILITY:

Foreseen ability is the primary test for determining teacher liability. Accidents or other incidents may be classified as foreseeable or not foreseeable. Foreseeable incidents are those that a normal person exercising reasonable prudence can predict and avoid. Teachers act in *loco parentis*, a legal term from the Latin meaning in the place of parents. In this capacity, teachers are responsible for foreseeing danger or harm for the children entrusted to their care and for exercising good judgment and reasonable care to keep those children from harm's way.

Teachers negligent in the performance of professional duties may be held accountable for the consequences of such negligence. Teachers exercising due care to avoid harmful consequences and to provide reasonable safety measures place the burden of proof for negligence on the accuser. The courts have upheld teachers who exercised reasonable care in supervising students under their supervision.

Florida Statutes do not grant teachers immunity to liability suits. The courts have, however, relieved teachers of liability where there was no indication of negligence in the discharge of professional duties. Teachers should follow known safety rules and Board Policy in the discharge of duties and assignments, and should exercise reasonable caution in the performance of professional duties at all times.

STATE UNIVERSITY SYSTEM OF FLORIDA:

Minimum High School requirements for Admission into the State University System

English	4 (Three must have included substantial writing requirements)
*Math	3 (Courses must be at the Algebra I and above levels)
Natural Science	3 (Two courses must include substantial laboratory requirements)
Social Science	3
Foreign Language	2 (Two sequential classes in one language)
Electives (academic)	4

Minimum grade point average and SAT or ACT scores are established by each university. Students should consult with guidance counselors to develop a specific and comprehensive four-year college preparatory program.

**Beginning Class of 2012 incoming 9th grade students will need four (4) Math credits.*

STUDENT DRESS ("DRESS FOR SUCCESS"):

Research indicates there is a distinct relationship between student's attire and their classroom behavior, attitudes and achievement. "Dress For Success" attire, which promotes the important business of learning and prevents distractions, shall be enforced. Students must dress in good taste out of respect for each other and their school. Students must dress in a manner that would not constitute a disruption, a safety hazard, or exhibit impropriety in the school.

STUDENT DRESS CODE: *(Check student handbook)*

1. Upon entering and when on campus, students will wear the appropriate South Tech Academy uniform. This uniform **MUST** be visible at all times during the school day.
2. No outer garments are to be worn over the uniform. On extremely cold days, zippered jackets, without hoods, will be allowed.
3. Academy tops are not to fall more than (8) inches below the waist.
4. No other shirt will be visible hanging below the academy uniform shirt or top, both male and female.
5. Uniform pants will be shoe top level and not dragging the floor or tucked into socks.
6. Students are not permitted to wear pants that fall below the waist or droop too low (no exposed underwear or other indecencies will be permitted). Belt utilization is suggested. No pajama pants of any kind will be worn on campus.
7. Female students may wear dresses or skirts that fall below the fingertips when student is standing with arms to the side in a relaxed mode. No mini-shirts, Capri pants or bare mid-riffs will be allowed.
8. Shorts may be worn only while participating in Physical Education classes.
9. No bandanas, caps, headbands, headscarves or other headwear deemed inappropriate will be allowed.
10. Uniform shoes must have backs and closed toed. No cloth or bedroom type footwear will be permitted.

Failure to comply with the dress code policy will result in the student not being allowed to attend classes and they will be assigned to In-School-Suspension until such a time that the student obtains the proper dress code requirements. Repeated violations will result in a discipline referral for insubordination which will justify further disciplinary actions.

FACULTY AND STAFF DRESS CODE

Faculty and staff attire must promote the importance of learning, prevent distractions, and not constitute a possible safety hazard. Faculty and staff must dress professionally, in good taste, and positively represent the school, both on and off campus. Closed toed shoes must be worn in all shop/lab classes, and is highly recommended in all other areas, Fridays are not an excuse to dress unprofessionally. All staff members should refrain from wearing flip-flops, slippers, torn clothing, or similar items. If you question your selection of attire, don't wear it to work.

STUDENT ERRANDS:

Do not send students on errands off campus. The faculty lounge/workrooms are for staff use only and is off-limits to students.

STUDENT EVENTS:

INSULTING INSTRUCTIONAL PERSONNEL; DISTURBING A SCHOOL FUNCTION FS231.07

Any person who upbraids, abuses, or insults any member of the instructional staff on school property or in the presence of the pupils at a school activity, or any person not otherwise subject to the rules and regulations of the school who creates a disturbance on the property or grounds of any school, who commits any act that interrupts the orderly conduct of a school or any activity thereof shall be guilty of a misdemeanor of the second degree, punishable by law. This section shall not apply to any pupil in or subject to the discipline of a school.

CONTESTS

All contests conducted by the school must be approved by the Principal/Director of Academies & Operations.

EVENTS PLANNING

All events (field trips, assemblies, club activities, school pictures, etc.) must be scheduled into the Master Calendar to avoid unnecessary conflicts. Any staff member desiring to initiate a student activity (i.e.: athletic, club, social event, etc. other than field trips) will complete a Student Activity/Fundraiser Request, STCAI 1894a, and submit the completed form to the Director of Academies and Operations thirty (30) days in advance of the activity. Notification of administrative approval or denial will be provided in a timely manner.

FACILITIES RESERVING

Scheduling special use of facilities prior to 1:00 PM must be cleared and approved through the Director of Academies and Operations. This includes (classrooms, media center, cafeteria, athletic fields, parking areas, etc.)

STUDENT RELEASE DURING THE SCHOOL DAY:

- Only parents/guardians/formal designees that are **pre-approved** and listed on the **Student Demographic Information Form STCAI 1571c** may sign out and pick up a student.
- Parents/guardians/formal designees **MUST** provide some form of picture identification i.e., drivers license to the main office personnel to sign out a student regardless of the students age.
- Parents/guardians/formal designees **MUST** complete the sign out log located in the main office.
- **ALL** releases of students will be processed through the main office
- Written notes or phone calls WILL NOT be an accepted method for the release of any student.
- School Administration will verify identity and custody issues before releasing a student to parents, guardians, or formal designees.
- **Only an Administrator can approve the release of students.**

SUBSTITUTES:

If and when you know that you will not be able to come to work, please leave a voice mail on (561) 369-7001. Our Substitute Teacher Clerk will retrieve that voice mail and proceed to contact a substitute. (Just note that the Substitute Teacher Clerk comes in at 6:00 AM, so it is imperative that the school be notified of your absence immediately). If you know that you will be out in advance, please contact the Substitute Teacher Clerk (561) 369-7001 and advise as to when, and the length of time you will be absent. Follow up by completing a Leaves/TDE form, STCAI 0032 and submit to the Personnel Manager. With regard to non-instructional personnel, please call (561) 369-7001 and advise your intentions and as a courtesy, please contact and let your immediate supervisor know of your absence.

SYLLABUS:

A course syllabus is a brief overview of course content, time lines, grading policies and all other pertinent information. **At the initial** meeting of each class, the teacher will distribute and explain the written course syllabus and have copies available for any late entry students. The syllabus should also be available to parents during the Fall and Winter Parent Night formats. The course syllabus should include:

1. Course description
2. Course outline, including Sunshine State/Student Performance Standards.
3. Educational materials/ textbooks
4. Grading policy: How student will be graded (i.e.: percentage for daily grades, quizzes, tests, notebooks, class participation (be careful of objectivity)
5. Homework policy
6. Classroom policies/procedures
7. Classroom discipline plan
8. Make-up work policy
9. Conference arrangements
10. Necessary materials
11. Telephone numbers or e-mail for parents to make contact.

TARDY:

A student is considered tardy to a class if he/she is not inside the classroom when the tardy bell rings. After the tardy bell rings, all teachers will immediately close and monitor their classroom door(s). Any student arriving late due to a late bus arrival or other acceptable situation will be provided with a hand stamp and should be admitted into class. Late students arriving without a hand stamp will be noted and sent to the Attendance Clerk who is located in the Related Classroom/Student Services Department, Building 2. The student will sign-in with the Attendance Clerk and be an "Admission to Class" Form, STACI 0753 which will allow the student to return to their assigned class. Teachers WILL NOT admit a non hand stamped tardy student to class without this completed form. Teachers should retain these "Admission to Class" forms and file them in the individual student's portfolio. Any student arriving to school one half (1/2) hour or more late, will be assigned to In-School-Suspension (ISS) for the balance of the period. Any student returning from Student Services with an approved "Admission to Class" form but are over one half (1/2) late should be accepted into class but will be recorded as absent for the period. Students with pre-approved TLE'S, should not be marked tardy or absent.

TEXTBOOK AND INSTRUCTIONAL MATERIALS SELECTION:

A written request to utilize any non-school issued text is to be given to the Vice Principal for Curriculum for processing. Changes in required text use must go to the Principal or designee for approval.

The Vice Principal or designee must accompany instructors desiring to check on-site book inventory. Books in the Main office bookstore are for the adult/evening programs and requires the written approval of the Coordinator of Evening/Adult Education before leaving the bookstore.

TEXTBOOKS:

Textbooks for daytime high school students are issued in the following manner:

- Instructors determine the number of books needed for their students.
- A request is made to the Textbook Manager for the books.
- Books are numbered and issued to the instructor.
- Instructors are assigned, and assume custodial responsibility for books issued to them.
- Instructors are responsible for storing, issuing, collecting, and returning books during the end-of-year checkout. Accurate records (i.e., check-out system) should be utilized.
- Instructors are responsible for the reporting and collection of lost textbook funds.
- Textbooks not accounted for, either in stock or by payment for lost books, will be charged to the instructional budget for that instructor, thereby reducing the funds available for instructional support materials.

USE OF TECHNOLOGY:

All staff will be required to sign and adhere to the "Employee Internet Services Request and Consent" Agreement, which indicates that each employee has read, understands and is personally responsible for actions described in Policy 3.29 "Employee Use of Technology". (Summarized, see Policy 3.29)

ZERO TOLERANCE FOR WEAPONS, DRUGS, AND GANG-RELATED ACTIVITY:

Students guilty of possessing weapons or drugs or of participating in gang-related activities in school buildings or on school grounds are subject to arrest and withdrawal from the school.

SECTION IV - SAFETY

BUILDINGS:

ACCESS TO BUILDINGS AFTER HOURS OF OPERATION

Any staff member needing access to any part of the campus after school hours of operation must make prior arrangements with an administrator. The security system is activated from 10:00 pm to 6:00 am during school days, and 24 hours a day during weekends and holidays. Only persons on the emergency Contact List will be granted security clearance to enter the school building after the security system has been activated. Cleared personnel desiring to enter secured buildings must phone School Police Dispatch at 434-8700 (PX 48700), state their intent to enter the building, and identify themselves as requested. Failure to do so will result in an embarrassing and potentially life-threatening experience with the Boynton Beach Police.

BLOODBORNE PATHOGENS:

Blood borne pathogens training will be conducted during Pre-school each year. Employees hired after the annual training has been conducted will be provided training. This orientation process and training will be the responsibility of the Personnel Manager. All employees are encouraged to closely follow "Universal Precautions" to avoid potentially life-threatening exposure.

CHILD ABUSE:

All public school employees are required by law to report incidents of child abuse. Failure to do so is punishable under the law. Please read the following carefully:

- Pursuant to Florida Statute 39.201, all South Tech Academy employees, including teachers, administrators and non-instructional staff who know or have reasonable cause to suspect, that a child is an abused, abandoned or neglected child, shall report such knowledge or suspicion **immediately** to the Department of Children and Families Central Abuse Hotline (**1-800-96-ABUSE**) twenty-four (24) hours a day. Persons making a report are required to provide their name to the hotline staff. The name of the reporter shall be entered into the record of the report, but shall remain confidential as provided in **Florida Statute 39.202**.
- All school personnel shall also report the incident, including the notification of Children and Families, to the Director of Academies and Operations immediately after reporting to the Children and Families hotline. The Director of Academies and Operations will document the incident for our records and notify the Principal and that the report has been made. In the Director of Academies and Operations' absence, reports are to be given to the Principal.
- It is **not** the responsibility of the **South Tech's employees to investigate or prove abuse** or neglect, or to determine whether the child is in need of protection. South Tech's employees shall not contact the child's family or other persons to determine the cause of the suspected abuse or neglect. Investigation and follow-up are the responsibility of the Department of Children and Families and law enforcement officials.
- The school or school staff member shall **not** maintain a separate record of the investigation of the abuse, abandonment, or neglect.
- Any employee who is required to report suspected child abuse, neglect or abandonment and who knowingly, and willingly fails to do so, shall be subject to disciplinary action, up to and including termination.
- Any employee who knowingly and willingly makes public or discloses any confidential information contained in the central abuse registry and tracking system or in the records of any child abuse, abandonment, or neglect case shall be subject to disciplinary action, up to and including termination.
- A school instructional staff member may be allowed to be present during an initial interview with a child by the Department of Children and Families staff or law enforcement personnel if:
 1. The law enforcement agency or the Department of Children and Families believes that the staff member could enhance the success of the interview by being present; and

2. The child requests or consents to the presence of the instructional staff member at the time of the interview.

DO NOT:

- 1) Attempt to investigate yourself.
- 2) Attempt to determine if the child needs protection.
- 3) Follow-up with the parents/guardians.
- 4) Maintain a record of the investigation.

CLASSROOMS AND FACILITY RESPONSIBILITIES:

Maintenance of classrooms and facilities in a manner that provides a safe, comfortable learning environment is the responsibility of all staff members. Teachers are responsible for their assigned classrooms, and other staff members are responsible for their assigned offices or other areas. Responsibility involves ownership. If the room is not properly maintained or cleaned, file a written report with the Director of Academies and Operations. Graffiti will not be tolerated, and will be removed immediately upon discovery. Make every effort to identify the perpetrator(s) and refer them to student services (Dean's Office). Report unsafe conditions immediately to the Director of Academies and Operations the via intercom or telephone, if available. Be vigilant for filth, graffiti, or dangerous conditions as you move about the campus. Report those observed immediately. If you see a student throw trash on the grounds, assure that the student picks it up. Watch for dead tree limbs and tripping obstacles or other safety issues. Report food or liquid spills immediately, and protect the area until help arrives if the situation warrants.

Remember to:

1. Lock doors anytime when you are not in the room.
2. Turn off lights when not in use.
3. **NEVER** give your keys to a student.
4. Keep rooms orderly and maintained as if the Commissioner of Education was expected in your area.
5. Shop areas **MUST** keep overhead doors closed when instructor is not in immediate area.

CLOSED CAMPUS:

South Tech Academy is a CLOSED CAMPUS in order to satisfy state board requirements for supervision of students. FS230.22, 2; FS230.12GC. A closed campus means that gates will remain closed in student parking areas except as designated by the administration. Student and staff parking will be assigned to a designated lot. No student is permitted to leave campus without prior parental permission and approval by the Main office. Students are not permitted to leave campus for lunch.

DEFIBRILLATOR:

The defibrillators are on campus and some staff members are trained in the appropriate use of the equipment. Any staff member who encounters an individual with cardiac arrest symptoms must immediately notify the main office using the classroom call button or by calling 4-7007 or 369-7007 that an emergency exists, state the nature of the emergency, and request assistance by a defibrillator-trained staff member.

DISRUPTIVE VIOLENCE:

Disruptive violence will not be tolerated. Any staff member encountering disruptive violence will notify the main office immediately, and attempt to stop the violence without putting themselves in harm's way. Staff is encouraged to learn the symptoms of potential disruptive violence, and methods to defuse the situation. Prevention of disruptive violence is far simpler than stopping an incident in progress. When possible, always request back-up when the possibility of disruptive violence exists.

EMERGENCIES:

ACCIDENTS INJURIES (student or employee)

All accidents-students or staff, without exception-require a completed accident report. Reports for injured students, STCAI 0335, are the responsibility of the supervising staff member. Reports for injured staff members, CCO 256, are the responsibility of the injured if not incapacitated. If so, the supervising staff member will complete the report.

In the event of an accident in the classroom:

- 1) Press and hold the emergency intercom button for 3-5 seconds
- 2) Identify the student by name - spelling of the name helps for emergency contact
- 3) Assess the problem and needs (life threatening or not - Is the victim conscious and breathing?)
- 4) Recommend a 911 call or wait for administrative help - **DO NOT CALL 911** - call for help from neighboring staff members if needed.

After an accident:

- 1) Notify the Personnel Manager (PX 47042).
- 2) Complete accident report form; submit to the Personnel Manager who will contact administration
- 3) Bus accidents
 - a) Contact parents of involved students immediately
 - b) Refer all news media questions to the President and/or Principal regarding student injuries.
 - I. Complete a Student Accident Report, STCAI 0335, for every student injured on school property or at school activities off campus
 - II. File the original report with the Personnel Manager.
 - III. The Personnel Manager will send a copy of the report to the insurance carrier in compliance with the carrier's policy.

EMERGENCY CODES:

Code RED

Full Lockdown

**Alert will be announced by P.A. System
= COMPLETE LOCKDOWN – No movement inside building other than by police/fire to assess the situation.**

Code YELLOW

Lockdown

**Alert will be announced by P.A. System
= LIMITED MOVEMENT –
Limited movement inside building by police, fire, and Crisis Response Team members only.**

Code BLUE

Evacuation

**Alert will be announced by P.A. System
= TOTAL EVACUATION –
All staff and students will leave the buildings and move to the nearest off-campus evacuation site.**

Code WHITE

Bomb Threat

**Runners will be utilized
= BOMB SCARE – LIMITED MOVEMENT –
Limited movement by police/fire and Crisis Response Team only.
IMMEDIATELY turn off all cell phones, walkie-talkies and pagers. DO NOT turn on or off any fans, lights, etc.**

Code GREEN

All Clear

**Long Bell and P.A. System
= RETURN TO CLASSES and resume normal operations**

NOTE: Students and staff in P.E. or other classes outside during **CODE RED** and **CODE YELLOW** alerts should immediately return to their classroom and follow lockdown procedures. During **CODE BLUE** and **CODE WHITE** alerts, these students and staff should move to the nearest off-campus evacuation site. P.E. teachers and other staff members who have normal duty assignments outside, should have school radio communications capability, but must discontinue use during a **Code White** alert.

If an emergency code should be given before, after, during lunch, or between class changes, all students and staff should move to the nearest classroom and follow the standard procedures. If the classroom door is locked, they should relocate to the nearest main entrance and follow directions of the Crisis Response Team.

NOTE: Duties for school personnel for emergency situations are based upon their role as an administrator or classroom teacher. Administrative duties include preparing for and initiating a code alert and notifying the appropriate authorities and personnel. Teachers primary responsibility is toward the safety of the students under their Supervision.

EMERGENCY EVACUATION AND FIRE DRILLS:

Fire drill emergency evacuation routes are posted in all classrooms. Ten (10) drills must be held each year. The signal to evacuate is a loud continuous sounding of the fire alarm system. Students are to evacuate quietly and walk single file quickly to the designated area. Students may return when the all-clear signal is given through the bell system. Should a fire drill occur during class change or lunch break, students should go to the nearest exit and remain fifty feet from the building until the all-clear signal is given. In the event of evacuation for other emergencies, the same procedure as for fire drills will be used.

It is the teachers responsibility to take roll and make sure all students are present and accounted for during evacuation drills.

EMERGENCY SCHOOL CLOSING:

The Chief Administrative Officer of South Tech Academy will close school due to dangerous weather conditions or emergencies. School closings will be announced on local radio and television and will coincide with Palm Beach County School District.

EVACUATION PROCEDURES:

▪ FIRE

- 1) Shut all open windows and doors in the room.
- 2) Collect class record (roll) book to take with on evacuation.
- 3) Escort all students to the nearest exit.
- 4) Follow evacuation routes posted in each room.
- 5) Group students at a safe distance from the school building and check roll.

▪ BOMB THREAT

- 1) Open all windows and doors.
- 2) Escort students to the nearest exit.
- 3) Collect class record (roll) book to take with on evacuation.
- 4) Group students at a safe distance from the school building and check roll.
- 5) Wait for information from Administration to return to class.
- 6) Under **NO** circumstances can a student or staff member re-enter the building until the all-clear is given.

EYE PROTECTION DEVICES (FS232.45):

Students, teachers, and visitors, whenever in a vocational education laboratory, engaged in or observing an activity, or using a hazardous substance which may cause injury to the eyes, shall wear eye protection devices. Safety glasses or devices for students and teachers are the responsibility of the individual. If a student states that they are financially unable to purchase safety glasses or other equipment, they may not be denied the educational experience. The school must provide safety equipment in such cases. Spare safety equipment for visitors should be maintained in the appropriate areas and issued by the instructor when visitors are in the area or students have emergency needs of a temporary nature. Shatterproof prescription safety glasses are the responsibility of the individual.

RESTRAINT STUDENT:

Physical aggression towards others or attempts to inflict injury to oneself are the only justifiable reasons to apply restraint techniques. Verbal threats are only reasons for restraint in situations where the individual is sufficiently out-of-control that a pending attack is imminent. South Tech has a trained and certified Crisis Response Team. Any emergency situation requiring restraint of any person should be immediately reported to the Administrative Office staff for dispatch of Administration, School Police, Student Behavior Assistants, and the Crisis Response Team. Untrained staff **should not** attempt to restrain another person except in situations where action must be taken immediately. In such cases, the staff member should never be the aggressor or attempt to hit or strike the other individual. If the staff member is the object of the attack, firm but non-threatening and non-aggressive language should be used in an attempt to calm the aggressive individual, while retreating and maintaining a safe distance from the aggressor. If another student is the object of the attack, the staff member should attempt to verbally calm the situation and to shield the victim from the aggressor while attempting to provide an escape route. If both students are aggressive or are fighting, the staff member should attempt to control the situation with minimal exposure to injury to themselves or others until the Crisis Response Team arrives. If successful in intervening in the altercation, the staff member should move the involved individuals to separate locations (one in classroom, one outside with staff member positioning themselves to observe both until assistance arrives). Remember that you are an authority figure, and that you are responsible for your students' well being. Also, remember that maintaining control of your emotions, especially your temper, and conducting yourself as a professional in such situations is paramount. Controlling emotions also means controlling language. Threats or cursing students **will not** be tolerated. Don't try to be a hero. Remember that placing yourself in harm's way unnecessarily only complicates the situation.

SEARCH AND SEIZURE:

A Weapons Bill (Committee Substitute for Senate Bill 228) was passed by the House and Senate and took effect on July 1, 1994.

- A person who exhibits any sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon; in the presence of one or more person in a rude, careless, angry or threatening manner and not in lawful self-defense, on the grounds or facilities of any school, school bus or school bus stop within 1,000 feet of the real property that comprises a public or private elementary school, middle school or secondary school during school hours or during the time of a sanctioned school activity, commits a felony of the third degree punishable as provided in s. 775.002, s.775.003 or s. 775.004. This subsection does not apply to the exhibition of a firearm or weapon on private real property within 1,000 feet of a school by the owner of such property or by a person whose presence on such property has been authorized, licensed or invited by the owner.
- School administration reserves the right to search any school property for contraband (i.e., for drugs, weapons, etc.). Students' clothing, persons, property and vehicles may also be searched for contraband when reasonable suspicion or evidence exists. Contraband or stolen property may be confiscated.
- STEEL COMBS ARE PROHIBITED IN SCHOOLS AS THEY MAY BE USED AS A WEAPON.
- CANINE SNIFFERS
Canine sniffers or "drug dogs" may be used to uncover illegal substances. Contraband will be seized and appropriate disciplinary action will be taken both by School Police and School Administration.

STAFF SAFETY RESPONSIBILITIES:

Providing a safe learning environment is the responsibility of every staff member. Unsafe conditions should be reported to the Director of Academics and Operations at (PX47973) immediately. Concerns that remain unresolved within a reasonable period should be reported to the Chief Administrative Officer. The observer should always exercise good and prudent judgment. Immediate hazards, such as slippery floors or trimming hazards should be attended until corrected. Hazards requiring maintenance intervention may require more.

STUDENT RIOT OR PROTEST:

Notify the Main Office immediately of any circumstances or situations which may indicate a forthcoming riot or protest. Lock your students and yourself in your classroom and wait for information from the office. This will isolate the dissenting students and allow class activities to continue. Be sure to check the roll.

STUDENT SUPERVISION AND CONTROL:

Student supervision and control is the responsibility of each staff member. At no time are students to be unsupervised during the school day or during extracurricular activities. If teachers must leave the classroom due to an emergency, arrangements must be made for student supervision during such absence from the classroom-even if the absence is momentary. Instructional staff members are responsible for the students assigned to them each period, and are expected to retain and instruct them from bell-to-bell barring emergency situations or removal of a student (s) by an administrator. Liability for students allowed leaving class remains with the teacher unless another staff member removes them from the classroom. Bathroom/hall passes should only be issued in emergency situations. Students should never be allowed to go to a parked vehicle between arrival at school and school dismissal. Teachers are expected to be visible in classroom doorways during student passage, including class changes. This allows them to monitor activities inside and outside the classroom. Teachers are responsible for attempting to correct any observed student misbehavior or dangerous activities during student passages. Non-instructional staff members are also responsible for verbally interceding in observed student misbehavior or participation in dangerous activities. Reporting such matters to the Dean of Students for discipline is at the discretion of the involved staff member. If the student(s) do not immediately cease and desist, the staff member should notify administration immediately, and continue to attempt verbal intercession until assistance arrives.

Classrooms are equipped with intercoms for reporting emergency situations. Many staff members also carry walkie-talkies to facilitate rapid response to emergency situations.

Any suspicious activity by anyone should be immediately reported to the administrative office staff. The staff member receiving the report of suspicious activity will immediately dispatch an Administrator, the School Police Officer, or both, depending on the situation. South Tech has enjoyed one of the safest campuses in the School District. With the inclusion of Student Behavior Assistants (Deans) in our Safe School Staff, we can enhance our already excellent safety record with a concerted effort by all staff.

TEACHER LIABILITY:

Liability is an inherent occupational hazard for educators. While some incidents are referred to as Acts of God, many are both foreseeable and preventable. Educators must remain alert and vigilant at all times. The following are guidelines that will assist in developing personal approaches to avoiding liability resulting from incidents and resultant litigation.

- The primary tests for determining liability of a teacher for injury to a pupil are FORESEE ABILITY, DUE CARE, and GOOD AND PRUDENT JUDGEMENT.
 1. FORESEE ABILITY: The test of foresee ability is based on what a reasonably prudent person could have foreseen under the circumstances. Teachers may suffer liability exposure and/or criminal prosecution, if disregard for a foreseeable consequence results in injury, death, or, in some circumstances, property loss or damage.
 2. DUE CARE: Any action or reaction that would equate that of any ordinary, prudent person is considered DUE CARE. Teachers are held to higher standards of personal judgment than are students, because of teachers' statutory *in loco parentis* (Latin legal - term meaning in the place of parents) relationship to students.
 3. GOOD AND PRUDENT JUDGEMENT: The exercising of judgment that equates to any ordinary, prudent person and governing actions accordingly constitutes good and prudent

judgment. GOOD AND PRUDENT JUDGEMENT should dictate all actions, reactions, or omissions of actions.

- Legal powers cannot protect a teacher from consequences of foresee ability, due care, and/or good and prudent judgment negligence. The burden of proof for negligence is placed on the accuser, and all three terms (foresee ability, due care, and good and prudent judgment) become extremely objective and debatable terms when presented in a court of law. The courts have upheld teachers who exercised reasonable care in handling students under their supervision.
- Florida Statutes do not grant teachers immunity from litigation for injuries sustained by pupils. The courts have, however, interpreted the law to mean that a teacher is not liable for injuries to a pupil unless negligent in the exercise of duties.

The best course of action for any teacher to take is to follow policies and procedures;

- Abide by safety rules
- Never leave students unattended
- Seek advice from an administrator, if the situation allows.
- In situations that require immediate action, apply the question "What would any ordinary, reasonable, and prudent person do in this situation?"

TRESPASS UPON GROUNDS OR FACILITIES OF PUBLIC SCHOOL:

Individuals, including students on suspension or expulsion, are subject to arrest in accordance with FS228.091. Any and all trespassers, or any unfamiliar individual that does not appear to belong on campus, must be immediately reported to the Administrative Office staff. Said staff will immediately dispatch the School Police Officer and an Administrator to apprehend the suspected trespasser. Trespassers are identified as:

- 1) Any person who is NOT a student, officer, guardian, employee of a public school, or an individual without legitimate business on the campus, or a student under suspension or expulsion, and who
- 2) Disrupts the orderly conduct of activities on a campus, or
- 3) Enters or remains on a campus after being directed to leave campus
- 4) Such persons are trespassing and are guilty of a misdemeanor of the second degree.
- 5) Such individuals are subject to arrest.

VISITORS:

Persons, other than students of the school, staff members, or Board of Education personnel are regarded as visitors and must report to the main office for clearance before visiting on campus.

- 1) All visitors are required to check in through the main office and be issued a visitors name tag as a pass.
- 2) No provisions are made for student visitors except as authorized by the Principal or designee.
- 3) Parents may be allowed to visit their children's classroom after written request is submitted and approved by the administration. For further information, please contact South Tech Administration.

WEATHER. SEVERE-EMERGENCY PROCEDURES:

- **TORNADO** - Tornado drills will be held - during the school year, in accordance with Florida Statutes. Assigned protected areas will be issued for each classroom, and should be posted in a highly visible area. The emergency severe weather warning system usually notifies our main office if a tornado watch or warning has been issued for our area. When a tornado watch is issued, assigned staff members are mobilized to observe the skies surrounding the campus. Observation of a funnel cloud by staff or the issuance of a tornado warning initiates movement of all students and staff to designated protected areas. Very dark clouds and a sound similar to a freight train means that the tornado is close enough to be a threat. Everyone should assume the tucked position identified in number (2) below, and remain in that position until an all-clear has been issued. Should a tornado strike while school is in session, perform the following:
 1. REFER TO THE POSTED TORNADO PREPAREDNESS PLAN
 2. Open all windows and doors, where possible, to equalize pressure.
 3. Have students get on the floor in a tucked position, protecting their heads and eyes with their arms and hands.
 4. Avoid glass windows, as much as possible.
 5. Avoid high-roofed areas for shelter.
 6. If you are in a school bus, evacuate the bus and lie flat on the ground or in a ditch.

- **HURRICANE** - The probability of school being occupied at the arrival of a hurricane is extremely unlikely. Staff, however, should maintain their areas of responsibility in a state of preparedness throughout the school year, especially the hurricane season. Loose objects that could become projectiles in high winds should be secured. Electronic equipment should be moved to inside walls and covered if arrival of a hurricane seems imminent. Other unsafe conditions, such as dead limbs, leaks in walls or roofs, or other conditions that could permit water intrusion or blow around in a hurricane should be reported to the Director of Academics and Operations immediately. Should a hurricane strike while school is in session, perform the following:
 1. Wait for notification from the office.
 2. Upon notification, students will be dismissed separately by announcements over the public address system as follows:
 - I. Students riding busses to the bus loading area-EAST side of campus
 - II. Students with vehicles to the student parking lot.
 - III. Students needing to use school phones to call for transportation.
 - IV. Students who use public transportation.

Note: Depending upon time, dismissal may occur by building.

- **LIGHTNING**

Should lightning strikes be observed close to the school while in session, perform the following:

1. Students must not be outside during electrical storms.
2. Electrical machines must be unplugged and avoided.
3. Stay away from athletic equipment and trees.

The Physical Education office and the Main Office have lightning warning devices. The Physical Education instructor and the office will monitor the machines. Physical Education students will seek shelter in the building if imminent strikes appear likely. Should the conditions persist, passage between classes at period end will not occur until the danger passes.