



PINELLAS PREPARATORY ACADEMY

PINELLAS PRIMARY ACADEMY

PPA Policy Excerpts

Below are excerpts of our policy manual which are important for families to know about. Please note that this is not an entire collection of policies which may affect your student. You may view the entire policy manual on our website (www.pinellasprep.org/governance).

(1.1) **Mission Statement:** Pinellas Preparatory Academy, Inc. strives to provide a creative and positive environment for emotionally mature children. Our excellent faculty shares with parents and the community the responsibility to prepare each child for secondary education and beyond.

(1.4.1) **Non-Discrimination:** Pinellas Preparatory Academy, Inc. does not discriminate against anyone, to general operations of the organization, and to any basis prohibited by applicable law or regulation.

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

(1.5) **Parental Involvement:** We believe that educating a child is not something that can happen in only one environment, and requires the active participation of adults from various perspectives to best influence children. As such, we believe parental involvement in a child's education and in the school itself is essential for promoting a positive learning atmosphere.

Parents are actively encouraged to participate within the school in any way possible. This could include

volunteering to assist in the classroom, volunteering to chaperon events for the school, assisting in the office, volunteering for the Parent Teacher Enrichment Group or by serving on the Board of Directors. Parents should seek ways to involve themselves within the school.

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

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

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

Any employee of Pinellas Preparatory Academy, inc. or volunteer who has reasonable cause to suspect child abuse shall immediately make an oral report to the Department of Children and Families Abuse and Neglect Hotline. A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Further, a person who does make a report of suspected abuse in good faith has immunity from civil and criminal liability pursuant to § 39.203, F.S. The person making the call (if other than the Principal) shall notify the building Principal immediately. Any person who reports should keep a record of the date and time they made the report, whom

they spoke to and the general information they provided to the Abuse Hotline. The Principal should maintain records of the report but these should not be placed in a student cum folder.

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

(4.7) **School Calendar:** Pinellas Preparatory Academy, Inc. schools follow the Pinellas County School District annual school calendar. The superintendent, in conjunction with the Principals of each school will, however, set its own start and stop times.

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

(C.1) Attendance

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

(C.1.2) **Parental Reporting:** Within 48 hours of a student's absence, the parent will send a note or call the school explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. In the case that an unexcused absence is recorded, the school will attempt to contact the student's parent or legal guardian regarding the absence to prevent a pattern of nonattendance. Under some circumstances, more than parental notification may be required by the school's Principal.

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

1. Student is ill. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the school's Principal).
2. Major illness in the family. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the school's Principal).
3. Death in the immediate family of the student. A student's immediate family includes biological parents, grandparents, siblings, or adults and siblings

from an immediate extended family unit, at the school Principal's discretion.

4. Religious holiday of the student's faith. This requires a parent's note seventy-two (72) hours prior to the absence.
5. Religious institutes, conferences, or workshops (only two days allowed if the request is signed by a parent and given to the school at least forty-eight (48) hours before the absence).
6. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the school's Principal (or designee). This includes detention at a juvenile center in which the student continues his/her education.
7. Mental health counseling for the student. A note on business stationery from the mental health facility or personnel may be required by the school's Principal.
8. A major disaster, as decided by the administration.
9. Any absence, including those for field trips or other parental requests as judged appropriate by the school's Principal, provided that the request is submitted to the Principal forty-eight (48) hours in advance of the absence. The principal may waive the requirement for advance notice if extenuating circumstances exist.

(C.1.4) **Tardiness:** Pinellas Preparatory Academy believes it is extremely important that students arrive at school on time and ready to learn. Students are allowed to enter the building 15 minutes prior to the start of school. We recommend students arrive a minimum of 5 minutes prior to the start of school to ensure ample time to reach their classroom before the bell rings. We have created strict guidelines in regards to students who are tardy to school in the morning:

1. Students who are not in class at the time of the bell will be considered tardy.
2. A child who accumulates three tardies in a quarter will be issued a consequence of action with a consequence to be decided by the Principal. This consequence becomes part of and is subject to the Behavioral Guidelines and Matrix for subsequent general behavioral management.
3. For the legal purposes of truancy, as provided by Pinellas County School Board's policies, numerous tardies can be equated to absences. If a student is excessively tardy (defined as an hour or more late to school), three (3) such events will equate a single absence. Six (6) occurrences of tardiness less than one hour will equate to a single absence. The Principal can disallow individual instances of being tardy from this rule if a written explanation is provided to the school upon the return of the student.

(C.1.5) **Early Removal:** Students are expected to attend the entire day of school. The early release of students causes disruption to academic performance of all students and may create safety and security concerns. No student shall be released within the final 30 minutes of the school day, unless prior arrangements had been made with the Principal. Students who are removed early from school are missing valuable instruction time, and this will be treated in the same manner as tardiness. A student who is

removed an hour or more early from school three (3) times will be equated to one (1) absence. Six (6) occurrences of being removed from school less than an hour will equate to a single absence.

(C.1.6) Make Up Work: Students who miss school for any reason (excused or not) will be expected to make up all work missed during their absence, tardiness, early removal from school, or suspensions. Parents may contact the school to request work, but should provide at least a 24-hour turn around to prepare such materials. Students whose absences are excused will not receive an academic penalty for made up work unless the work is not made up within the time limits explained in policy C.3.3.2.

(C.1.7) Truancy Consequences: If a student has at least five (5) unexcused absences within a calendar month, or ten (10) days out of ninety (90), the student's homeroom teacher shall report to the Principal that there may be a pattern of absence existing. After this referral, the Principal will consider referring the student to the Student Success Team. The Student Success Team is a "child study team" for the purposes of satisfying the requirements of § 1003.26, Florida Statutes. If the Student Success Team finds a pattern of nonattendance, the team will meet with the parent to identify potential remedies; the principal must notify the Pinellas County School District's charter school office of the identified pattern of nonattendance. If the initial meeting with the parent does not resolve the problem, the Student Success Team shall implement the following pursuant to Florida Statutes:

- a. Frequent attempts at communication between the teacher and the family.
- b. Evaluation for alternative education programs.
- c. Attendance contracts.

The Student Success Team may also, but is not required to, implement other interventions that include referral to other agencies for family services or changes to the learning environment. Additionally, legal authorities will be notified if the problem is not corrected.

If the parent refuses to participate in the remedial strategies because he or she believes those strategies are unnecessary or inappropriate, the parent may appeal to the Superintendent.

Once all reasonable efforts to resolve the nonattendance behavior are exhausted, the Student Success Team shall report the case to the school Superintendent. The Principal may also request the parents or guardian of the student to withdraw from the school if it is clear that the student is unwilling to attend the school.

(C.1.8) Excessive Absences: Students who miss more than twenty (20) days of school during a given school year (regardless of whether they are excused or unexcused absences), may be retained based solely on excessive absences. If a student reaches 15 absences, the Principal shall decide whether to refer the student to the Student Success Team to determine why the absences are occurring, and to work with the parents to improve school attendance. If the student then reaches 20

absences, the Student will be referred to the Success Team who shall to determine whether or not the student will be retained and whether additional interventions are necessary.

(C.3.1) Grading Policy: There are multiple purposes for the assignment of grades, including but not limited to the documentation of student and teacher achievement; providing teacher feedback on student progress to students, parents and fellow teachers; monitoring for continuous student growth and concept mastery; and informing instructional practices and small-group instruction in the classroom. Thus, homework must be completed and submitted as directed by teachers.

To remedy this situation, students who do not submit a homework assignment on time will be granted the opportunity to complete the missing assignment the next day during a mandatory After-school Homework Recovery (AHR) class. AHR will be held on a daily basis from 2:45-3:30. Parents will be notified through the school's electronic methods of communication that the student has a missing assignment and that they are required to attend AHR the next day, unless the assignment is handed in before hand. Students will utilize the AHR time to seek assistance and complete any missing assignment(s). Once completed the students may turn their work in at AHR to be given to the teacher for a grade.

Teachers are required to grade all assignments within a reasonable time and provide feedback to students on their progress in class. PPA, Inc. schools may utilize either a traditional or standards based grading system as defined below. The school Principal will ensure that parents are informed and educated about the grading system being utilized. Regardless of the system, feedback will be provided by teachers to their students, grades will be posted online for parents, and progress reports will be sent home regularly.

(C.3.1.1) Traditional Grading System: The following grade scale will be used by Pinellas Preparatory Academy teachers:

- A 90% - 100% Superior
- B 80% - 89% Above Average
- C 70% - 79% Average
- D 60% - 69% Below Average
- F 0% - 59% Unsatisfactory
- I Incomplete

(C.3.1.2) Standards Based Grading System: Standards based assessment provides an accurate snapshot of student abilities based on the standards which they are accountable for at their individual grade level. As such, the following scale is utilized to identify a student's progress towards a standard:

- 4 **Has demonstrated advanced, in-depth understanding of the standard**
(I know it even better than my teacher taught it)
- 3 **Has demonstrated a complete understanding of the target learning goal**
(I know it just the way my teacher taught it)

- 2 **Has demonstrated a simple understanding of the target learning goal**
(I know some of the simpler stuff but can't do the harder parts)
- 1 **Is able to partially demonstrate understanding with assistance**
(With some help, I can do it)
- 0 **Is not successful with the learning goal, even with assistance**
(Even with help, I can't do it).

In order to report grades to the school district and for traditional transcript purposes, a student's scores for each standard shall be averaged together to determine a term grade for the course based on the following scale.

- A 3.00 - 4.00
- B 2.50 - 2.99
- C 2.00 - 2.49
- D 1.50 - 1.99
- F Below 1.50

(C.3.2) Honor Roll/Principal's List: Any student who receives all As and/or Bs on their report card will be considered to be on the Honor Roll. Any student who receives all As will be added to the "Principal's List."

(C.3.3) Homework Policy: PPA, Inc. believes that homework reinforces the learning happening in the classroom as well as gives students the opportunity to learn important lessons in responsibility and accountability. Therefore, homework is assigned to reinforce or serve as a precursory activity for learning that has taken or will take place in the classroom. Homework is an integral part of the students' education.

(C.3.3.1) Approximate Time Guidelines: In general, the staff of PPA, Inc. attempts to assign approximately ten minutes of homework per grade level to students. Therefore, the following chart is an approximate estimation of the daily homework load students should expect:

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

(C.3.3.2) Late Homework: One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. If homework is turned in late the grade the student receives shall be reduced by one letter grade (10%).

Students who have an *excused* absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days.

(C.3.3.3) Posting of Homework: All students will be required to use a daily agenda book to write their homework in, reinforcing the idea of teaching our students responsibility. Additionally, teachers will post their homework assignments to the online grading system utilized by the School by 5:00 p.m. the day it is assigned. Additionally, failure to do so will forgive the students of the AHR and any late assignment penalty, as defined above.

(C.4.1) Clubs: PPA, Inc. offers clubs to students as extracurricular activities. These clubs cover a variety of areas and provide extra benefits to students who attend our school. Clubs will begin a few weeks after the start of school. A catalog of clubs that are available will be posted on the school's website prior to when they start so children can decide which clubs they wish to be in. All students participating in a school club are required to maintain a 2.0 GPA, have no behavioral concerns, and meet the expectation of the club. A copy of the club expectations will be provided.

(C.4.2) Field Trips, Off Campus Events: Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Every effort will be made to schedule field trips without interrupting other school functions.

(C.4.2.1) Approval: All trips off campus must be approved by the Principal at least two weeks prior to the event occurring. Field trips should have an educational purpose to be approved. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary dependent upon the activity. The request for approval must include all locations the students will visit while on the trip, the details of transportation, and any other logistical issues the Principal requests. Students will follow the specific itinerary provided to the administration on the field trip request.

(C.4.2.2) Behavioral Exclusion: Field trips can be a valuable learning opportunity for students; however, behavioral expectations are even more important when students are taken off campus. As a result, if a child has demonstrated an inability to control their behavior in school, extra steps may need to be taken to ensure the student has a successful experience.

- a. The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their child. In such cases, if a parent is unable to attend, the student will be required to remain at school.
- b. If a student has received a referral, or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.
- c. End of the year class field trips are reserved for students who show responsibility during the school year and meet school expectations. Students who have been issued a suspension during the year will be disallowed from attending the end of the year field trip.
 - i. Parents or guardians of students who have earned only one (1) suspension have the option of asking the staff behavioral team for an exception to this rule. They can present the reasons they feel their child should be allowed to attend. The staff behavioral team can decide to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to

attend with conditions, possibly including requiring the student to be accompanied by a parent.

- ii. Students must have an average GPA of 2.0 or better for the current quarter in order to attend.
- iii. Teachers are not authorized to assign more stringent requirements to end of the year field trip attendance.

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

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

(C.4.3) Attendance Required for Extracurricular Participation: Students participating in any school sponsored event must have been in attendance at school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who are considered truant based on policy C.1.7 may be disallowed from participating in any extracurricular activities sponsored by the school.

(C.5) Behavioral

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

(C.5.2) Removal of Students from Class: On occasion, a student's behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Due to the small nature of our school, teachers do not have the option of requesting permanent removal from class. Should a situation arise that a student requires removal from class, the student may be issued a 10-15 minute cooling-off period to reflect and regroup. The student will be placed in the office until they regain both self-control and a cooperative attitude before returning to class. If necessary, the student may meet with the

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

(C.5.3) Referral Matrix: Students are expected to behave in a respectful manner while under the responsibility of school staff (this includes during the school hours, after school activities, or any activity in which school staff members are responsible for the students). PPA, Inc. uses a matrix at each of its schools to assist in classifying and addressing inappropriate behaviors of students. When a student misbehaves beyond the scope of a teacher's classroom management program, and the misconduct requires administrative attention or an office referral, the teacher will send the student to report to the Principal (or designee) to discuss the behavior. The Principal (or designee) will decide at which level the behavior shall be considered (Levels 1-3, 1 being for lesser offenses, such as insubordination, and level 3 being for the more serious violations, such as physical assault or possession of illegal materials). For each level the continuum of consequences is different. Each year, the school staff shall review the matrix and may make appropriate revisions. The matrix along with an explanation will be sent home at the start of each school year to inform and obtain both parent and student signatures.

(C.5.4) Behavioral Consequences: The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.

1. **Verbal Warning:** If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, should give the child verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference.
2. **Written Warning:** If the behavior was a minor infraction and/or was the first or second occurrence, the student may receive a written warning, called a "Consequence of Action" [COA]. COAs let the student know that if similar inappropriate behavior continues there will be similar and more significant consequences in the future. On occasion, staff members may also assign an additional consequence such as an after-school detention to a COA. Parents will receive email and hard copy notification of the issuance of a COA and will be required to acknowledge (preferably by email) that they are aware of the situation. COAs are designed as warnings and as a communication tool to parents, and are not kept as part of the student's permanent file.
3. **Referral To Permanent File:** A referral to a permanent file will be a paper that is completed

by the Principal (or designee) after an internal investigation, including the student's comments regarding the misbehavior. This hard copy must be taken home, signed by the parent, and returned to school the next school day. Indication of the incident will be recorded within the student's permanent school records, and appropriate sanctions levied according to existing behavioral matrix guidelines. If the student does not return the referral with a parent signature, they may receive additional detentions or other sanctions, and the parent will be called.

4. **Detention:** A detention is an extension of the school day where the students will be expected to stay after school. The student must report immediately after school and stay until 3:30 p.m. If the student does not report immediately on the assigned school day, or is absent for any reason (except having an official doctor's note on physician stationery), that detention will be rescheduled and an additional penalty detention added. Detentions will typically be scheduled on a regular common day once per week. Alternate detention requests can not be entertained due to established supervising staff schedules and other responsibilities.

5. **In School Suspension:** An in school suspension is a consequence which secludes a student from his or her peers and allows the student time to reflect on his or her misbehavior. Students will be removed from class and located in an area outside the common areas where students are typically present. While suspended, students are not allowed to participate in any school related activities, including common lunch room. In school suspensions shall not be considered an absence from school. However, students are required to complete, on their own time, all make up work from the time missed. Computers may not be used by students in ISS, unless a teacher gives specific permission. When returning to normal class schedules, the student will not be allowed to participate in extracurricular activities or non-educational field trips for a period of thirty (30) days following the suspension.

6. **Out of School Suspension:** An out-of-school suspension will be time away from school to consider and reflect their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students will not be allowed to participate in extra curricular activities or non-educational field trips for a period of thirty (30) days following the suspension.

7. **Parent Shadowing:** If a student is issued an out of school suspension more than once, the school may

require that the child's parent(s) report to school to shadow their child to ensure they are behaving appropriately in school. PPA, Inc. sees this shadowing as a positive experience for both parent and child. Although the school will attempt to work with parents in scheduling parental shadowing, fulfilling this consequence in a timely manner naturally creates the expectation that the parent make any needed arrangements and return with their child on the first day back after the suspension to both shadow, monitor, and assess their child's behavior. If a parent is reluctant or unable to schedule and experience this shadowing opportunity, the child shall return to an in-school suspension, as described in sub-paragraph 5 above. Additionally, the student will be unable to participate in any extracurricular activities or field trips for the remainder of the year until the parent fulfils this obligation.

8. **Recommend Reassignment:** Under rare, serious circumstances, the School may consider recommending the student be reassigned to another school by Pinellas County Schools. The procedure for doing so is as follows:

- a. Any recommendations for reassignment will align with the requirements identified by the Pinellas County School's Code of Student Conduct.
- b. Once a student has reached a point on the behavioral matrix that warrants a possible reassignment, the School Principal will meet with various staff members to discuss the student's behavior, attitude and motivation, examine parental compliance with school policies, prior educational and other related remedial suggestions, review how the school has been or could support this child's behavior, and consider whether a reassignment is indicated.
- c. If the Principal, in conjunction with the staff behavioral team, decides to recommend reassignment, all documentation of previous behavioral concerns along with anecdotal notes from involved staff members will be compiled along with the district's form for reassignments. This packet will be submitted to the school district through the appropriate channels. A copy of this packet will also be given to the parents/guardians of the student.
- d. Parents may not appeal a reassignment; however, they may appeal the suspension that led to the recommendation for reassignment through the procedures identified within the policies of PPA, Inc. If the suspension is withdrawn through the appeal process, the recommendation for reassignment will also be retracted.

(C.5.5.2) **Requesting An Appeal:** If a parent/guardian wishes to request an appeal to a referral, the parent/guardian must submit such a request in writing to the Principal within four (4) calendar days of the issuance of the referral. Failure to make a written appeal

will forfeit the parent/guardians right to any further appeal hearing. Upon receipt of the request, the Principal shall decide if the request is warranted. If the Principal decides to overturn the referral he or she may do so. If not, the appeal will be referred to the staff behavior team.

(C.6.2) Cell Phone Policy: Students of Pinellas Preparatory Academy are allowed to have cellular phones at school only if parental permission is given to have the telephone at school, and with the Principal's approval, and if updated cell phone numbers are provided to the school office. Once approved, students must keep their phones turned off and in their lockers or cubbies, unless they receive permission from their current teacher to use the phone for educational purposes. Without teacher permission, cell phones are not permitted in backpacks, book bags or on the student's person. If a phone is seen or heard while under school supervision without teacher permission, they will be taken away and existing behavioral sanctions will apply. All confiscated cell phones or other electronic devices will be made available only to the parent/legal guardian for direct pick-up at their convenience. When a student needs to make a call during the school day, they may use a school telephone, provided they obtain permission from a staff member prior to use. Parents who need to contact their children during the school day for valid emergencies should contact the school office to relay a message, and that message will be relayed to your child in a timely fashion.

(C.6.3) Games and Electronic Devices: Toys, games, playing cards, electronic devices and other non-academic items or games are only allowed with specific permission from a staff member (for example, clubs or special events). All usage of these items should be educationally focused and directed by a staff member. Any items found without permission will be confiscated and made available to parents for direct pick up. Items not picked up within five (5) school days may be discarded or given to charity. PPA Inc. cannot be held liable for any lost or stolen items.

(C.6.4) Text Book Policy: Students will be issued books in most of their classes, which remain the property of the school. Text books include either the physical copy of the book itself, or the digital version (i.e. CD-Rom). Any lost, stolen, or damaged books are the sole responsibility of the student whom the book has been checked out to. If something occurs to this property, the incident must be reported immediately. Students not returning books or returning severely damaged books or digital media will be required to make payment for the replacement or repair costs to the school.

(C.6.5) Computers and Internet Acceptable Use Policy: Pinellas Preparatory Academy requires that every child, in order to gain access to computers and the Internet, must obtain parental permission as verified by the signatures on the Acceptable Use Policy form (see policy D.8.3) being sent home at the beginning of the school year. Students will not be permitted to use computers until that form is completed and returned.

(E.1.3) Hurricane Closures: PPA, Inc. schools will follow the same emergency closures as the Pinellas County School District. Parents should monitor local news

outlets during inclement weather. If the public Pinellas County Schools are closed, PPA, Inc. schools will also be closed. In the event that too many closures occur, and time must be made up, the Pinellas County School District's schedule will continue to be followed by PPA, Inc. schools.

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

(E.3) Photographs of Students:

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

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

(E.4) Gifts: Collections of funds from students by students for the purpose of giving gifts to a staff member of PPA, Inc. is discouraged.

(E.5) Volunteers:

(E.5.1) Background Checks: All individuals who are not employed by PPA, Inc. must enter through the main office. Should they wish to go beyond the main office, their identification must be scanned by the background check system, and printed a badge to wear, identifying that they have properly checked in through the office. It is the responsibility of all staff members to help police the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to ensure they are signed in properly.

(E.5.2) Background Check Concern: If, during the background check, an individual is identified as having a background as a sexual predator, the Principal and/or Superintendent will immediately be notified by the system. The person running the check should call the Superintendent, Principal and/or designee to decide what to do about the situation. The following guidelines are in place:

- If the person trying to gain entry has a relative who is a student attending the school, and there are no outstanding court orders barring that person from having contact with the child, the person may enter the school only with a staff member escort. The individual may not be left alone with any student on school property.
- If the person trying to gain entry has a relative who is a student attending the school, and there are restrictions on the visitation, the appropriate action will be taken as identified by the court documents. In most situations, the Largo Police Department will be notified.
- If the person trying to gain entry does not have any relatives attending this school, they will not be permitted access to the building, and the Largo Police Department will be notified.
- If the person trying to gain access is a volunteer, the person will not be granted entry until after their information has been entered into PCSB's volunteer background check system, and a clearance is given from the offices of Professional Conduct through the PCSB.

(E.5.3) Student Supervision Background Checks: If an adult plans to volunteer with students (such as field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. If the adult will be responsible for student supervision (such as running an after school club), the parent must go through a Level 2 background check, the cost of which the parent is responsible for. Pinellas County Schools conducts the complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.

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

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

(E.9) Civility Policy: In order to ensure all individuals associated with PPA, Inc behave civilly and with fairness and respect, several policies are in place to ensure proper behavior. Students are obligated to meet school expectations as defined elsewhere in this policy. Adults are subject to the following civility policies:

(E.9.2) Civility of Parents and Patrons: All parents and patrons of PPA, Inc. shall behave with civility, fairness and respect in dealing with fellow parents, patrons, staff members, students, and anyone else having business with the school. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.

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

Student Information

<i>Student Name</i>	<i>Grade</i>	<i>ID Number</i>
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The signature box below indicates that you have received and understand these policies. If you have any questions, please contact the Principal.

Parent Signature Block

<i>Parent Signature</i>	<i>Date</i>
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