



PINELLAS PREPARATORY ACADEMY

Administrative Policy Manual

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Section A:

EMPLOYEE POLICIES

Section B:

STUDENT POLICIES

(B.1.3) **Attendance:** Florida Statutes 1003.21 mandates that all students are required to attend school, and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy. In order to manage the attendance of our students Pinellas Preparatory Academy will follow the following procedures:

(B.1.3.1) **Parental Reporting:** Within 48 hours of a student's absence, the parent will send a note or call the school explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. Under some circumstances, more than parental notification may be required.

(B.1.3.2) **Excused Absences:** The following absences will be considered excused:

- a) Student is ill. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the Principal).
- b) Major illness in the family. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the Principal).
- c) Death in the immediate family of the student.
- d) Religious holiday of the student's faith. This requires a parent's note *three days prior* to the absence. This category of absence is not counted when deciding who receives perfect attendance.
- e) Religious institutes, conferences, or workshops (only two days allowed if the request is signed by a parent and given to the school before the absence. These absences are considered excused absences, and will prevent a student from receiving perfect attendance.
- f) Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the Principal (or designee). This includes detention at a juvenile center in which the student continues his/her education.
- g) A major disaster as decided by the administration.
- h) Any absence, including those for field trips or other parental requests as judged appropriate by the Principal, provided that the request is submitted to the Principal forty-eight (48) hours in advance of the absence. A principal may waive the requirement for advance notice if extenuating circumstances exist.

(B.1.3.3) **Tardiness:** 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) or 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 excuse tardiness if a written explanation is provided to the school upon the return of the student.

(B.1.3.4) **Early Removal:** Students are expected to attend the entire day of school. Students who are removed early from school are missing valuable instruction time, and this will be treated as tardiness. A student who is removed an hour or more early from school three (3) times will be equated to one (1) absence. Six (6) occurrences of being removed from school less than an hour will equate to a single absence.

(B.1.3.5) **Make Up Work:** Students who miss school for any reason (excused or not) will be expected to make up all work missed during their absence, tardiness, early removal from school, or suspensions. Parents may contact the school to request work, but should provide at least a 24-hour turn around to prepare such materials.

- (B.1.3.6) **Consequences:** If a student has at least five (5) unexcused absences within a thirty (30) day period, or ten (10) days out of ninety (90), the student's homeroom teacher shall report to the Principal that there may be a pattern of nonattendance existing. After this referral the Principal will consider referring the student to the Student Success Team. The team will identify potential remedies to the nonattendance behavior. The Principal will also notify the Pinellas County School District's superintendent of the pattern of nonattendance, as well as legal authorities if appropriate. If the remedies do not resolve the problem, additional consequences, such as alternative placement, changes to the learning environment, etc. may be considered. Additionally, legal authorities will be notified if the problem is not corrected.
- (B.1.4) **Late Entries:** Students who enroll into Pinellas Preparatory Academy after the start of a term will need to work with the each teacher to determine what back work, if any, needs to be completed. Some assignments or testing which are essential to the completion of the Sunshine State Standards may be required. Teachers will give students until the end of the current term to complete assignments.
- (B.1.5) **Withdrawals:** Students who choose to leave Pinellas Preparatory Academy will be assisted in their transition to their new school by having the School create a report indicating the student's performance and current grade in each class. These reports can be provided twenty-four (24) hours after the parent provides notification of the withdrawal. Pinellas Preparatory Academy reserves the right to follow up with the student's future placement to ensure compliance with compulsory attendance laws.
- (B.1.6) **Removal of Students from Class:** Pinellas Preparatory Academy believes that children learn in a variety of ways, and that our teachers provide an environment that meets the multi-intelligences needs of our students. By using this unique approach to education, we believe we reduce the number of behavioral concerns within the classroom. However, it may become necessary for a teacher to remove a child from class for behavioral concerns. Due to the small nature of our school, Teachers do not have the option of requesting permanent removal from class. If a child is removed from a class due to behavioral concerns, they will meet with the Principal to discuss the concern and ways of remedying the situation. If necessary, the Principal will meet with both the student and the teacher to identify ways to rectify the situation before the student is allowed to return to class. Parents will receive notification by either a telephone call and/or writing if a child is removed from class for behavioral concerns.
- (B.2.2) **Referral Matrix:** Students are expected to behave in a respectful manner while at school. Pinellas Preparatory Academy uses a matrix to assist in dealing with inappropriate behaviors of students. When a student misbehaves beyond the scope a teacher's classroom management program, they will 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 serious violations such as 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 make appropriate revisions. The matrix along with an explanation will be sent home at the start of each school year to obtain parent and student signatures.
- (B.2.3) **Behavioral Consequences:** The following is a list of possible consequence that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.
- a) **Verbal Warning:** If a student is exhibiting a relatively minor behavioral infraction, the staff will give the child a verbal warning that their behavior is inappropriate, and the warning will be documented by that staff member for future reference.
 - b) **Written Warning:** If the behavior was a minor infraction, and was the first occurrence, the student may receive a written warning. Warnings just let the student know that if the

- behavior continues there will be more significant consequences in the future. Parents will receive a form to be signed and returned, but this will not be kept in the student's permanent file.
- c) **Referral To Permanent File:** A referral to a permanent file will be a paper that is completed by the Principal (or designee) and the student regarding the misbehavior, which must be taken home, signed by the parent, and returned to school. The referral will be kept within the student's permanent cum folder. If the student does not return the referral with a parent signature, they may receive detentions and the parent will be called.
 - d) **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. If the student does not report immediately following the school day, the time may not be considered as having served the detention.
 - e) **Suspension:** A suspension will be time away from school to consider misbehavior. When suspended, a student is not allowed on school property, and if they are found on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Suspensions will be considered unexcused absences, and the student will be required to make up all work from time missed. When returning, students will not be allowed to participate in extra curricular activities or field trips for thirty (30) days following the suspension.
 - f) **Parent Shadowing:** If a student is suspended more than once, the school may require that the child's parent(s) report to school with him/her to shadow them to ensure they are behaving appropriately in school.
 - g) **Recommend Reassignment:** Under rare, serious circumstances, the School may consider recommending the student be reassigned to another school by Pinellas County Schools. This option will only be used in extreme situations and 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 (described in policy 4.2.2) that warrants a possible reassignment, the School Principal will meet with various staff members to discuss the student's behavior and how the school has been or could support this child's behavior and whether a reassignment is necessary.
 - c. If the Principal decides to recommend reassignment, all documentation of previous behavioral concerns along with anecdotal notes from involved staff members will be compiled along with the district's form for reassignments. This packet will be submitted to the school district through the appropriate channels. A copy of this packet will also be given to the parents/guardians of the student.
 - d. Parents may not appeal a reassignment; however, they may appeal the suspension that led to the recommendation for reassignment through the procedures identified within the policies of Pinellas Preparatory Academy. If the suspension is deemed inappropriate through the appeal process, the recommendation for reassignment will also be retracted.

Academics

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

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

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

(B.3.2) **Honor Roll:** Any student who receives all As & Bs on their report card will be considered to be on the Honor Roll for Pinellas Preparatory Academy. Any student who receives all As will be added to the “Principal’s List.”

(B.3.3) **Extra Curricular:**

(B.3.3.1) **Extracurricular Activities:** Pinellas Preparatory Academy offers clubs to students as extracurricular activities. These clubs cover a variety of areas and provide extra benefits to students who attend our school. Clubs will begin about a month after the start of school. A catalog of clubs that are available will be sent out prior to when they start so children can decide which clubs they wish to be in. Students with academic or behavioral concerns can be disallowed from participating in clubs.

(B.3.3.2) **Off Campus Activities (Field Trips, Etc.):** Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the School. Every effort should be made to schedule field trips without interrupting other school functions.

All trips off campus must be approved by the Principal at least two weeks prior to the event occurring. Field trips should have an educational purpose to be approved. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary to maintain an adult to student ratio of 10:1. If the circumstances of the field trip require more supervision, the principal may require additional chaperones.

Students cannot be excluded from a field trip based on the inability to pay the accompanying fee.

(B.3.4) **Chaperones:** Chaperones and volunteers for school events must register with the school as a volunteer. This can be done by coming to the office with photo identification and completing the required form. This must occur prior to being with students.

(B.3.5) **Homework Policy:** Homework is given to help students practice materials and learn important skills related to responsibility. Students are expected to complete their homework and hand it to the teacher on time. When assignments are handed in late the following scale will be used:

- 1 Day Late – Graded no higher than a B
- 2 Days Late – Graded no higher than a C
- 3 Days Late – Graded no higher than a D
- 4 Days Late – Graded no higher than a 59%

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. Any assignment not turned into a teacher will receive a 0.

- (B.3.6) **Specialty Classes:** Any student participating in a specialty class, such as Gifted or Chorus, must maintain a grade average of at least a B in all classes. All work missed while attending specialty classes must be made up within one school day.

Miscellaneous

- (B.4.1) **Dress Code:** Pinellas Preparatory Academy adheres to the Pinellas County School District dress code, although we have amended it slightly for clarity and specification:
- a) Clothing will be neat and clean.
 - b) Appropriate footwear must be worn. No roller skates of any kind are allowed at school unless permission to store skates at school is granted by the Principal. No bedroom slippers are allowed. Sandals and flip flops are allowed if the student has alternatives for PE classes.
 - c) Clothing must be appropriate size, with the waist of the garment worn at the student's hip or above.
 - d) Clothing not properly buttoned, zippered, fastened, or with inappropriate holes or tears shall not be worn.
 - e) No midriff shirts or blouses are allowed. Shirts must cover waist when hands are extended above head.
 - f) Boys' shirts will have sleeves.
 - g) No spaghetti straps, halters, strapless, or backless clothing is allowed. All shirts must have sleeves, which are defined as fabric beyond the hem. See through or mesh garments must have proper undergarments (not suggestive or revealing in any way).
 - h) Form fitting leotard/spandex type clothing (including sports bra) is not allowed unless proper outer garments cover it.
 - i) Shorts, skirts, divided skirts, dresses and culottes are allowed but they must be hemmed and not disruptive or distracting as determined by the Principal. Shorts, skirts, etc. must be long enough to reach the student's finger tips when held straight at the sides of the body.
 - j) No clothes or tattoos that show profanity, violence, sexually suggestive phrases or pictures, gang related symbols, alcohol, tobacco, drugs, or advertisements for such products or other phrases or symbols deemed inappropriate by the Principal are allowed.
 - k) No sunglasses may be worn inside unless the parent provides a doctor's note.
 - l) Hats and bandanas are not allowed on school grounds unless approved in advance by the Principal.
 - m) No underwear, including bras and boxer shorts, may show.
 - n) Students are encouraged to wear school T-shirts on Fridays, and whenever else they see fit.
 - o) Special dress requirements may be imposed by the Principal for special events such as field trips.
 - p) No more than two earrings per ear are permitted. No jewelry shall utilize body piercing other than ear piercing. The Principal will have the final say in whether any piece of jewelry is permitted.
 - q) No chains of any type are allowed on or off clothing.
 - r) In compliance with state and federal law, the School will make a reasonable effort accommodate the religious beliefs of its students and recognizes that there may be times when a student may request an accommodation to wear certain types of clothing due to religious beliefs.
- (B.4.2) **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. Once approved, students may keep their phones turned off and in their lockers or cubbies.

If a phone or seen or heard during class times, they will be taken away. When a student needs to use the telephone, they should obtain permission from a staff member prior to use.

- (B.4.5) **Text Book Policy:** Students will be issued books in each of their classes, which remain the property of the school. 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 will be required to make payment for the replacement or repair costs to the school.
- (B.4.6) **Car Circle:** Most students who attend Pinellas Preparatory Academy are transported by private vehicles, which makes drop off and pick up difficult. Students are allowed to be dropped off 15 minutes prior to the start of school, and should be picked up within 15 minutes of the ending of the school day. The school's administrator will develop procedures for the safe and orderly drop off and pick up of students, and disseminate this information to parents periodically throughout the year.
- (B.4.7) **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 being sent home at the beginning of the school year. Students will not be permitted to use computers until that form is completed and returned.
- (B.4.8) **Dances:** Pinellas Preparatory Academy periodically sponsors dances for students. Attendance is limited to those students who are achieving academically and following the rules of conduct set form by the School and Pinellas County School District. Dances may be held separately for different age levels. Students are required to follow the rules and regulations of Pinellas Preparatory Academy while attending any dance. Parents are encouraged to attend as chaperones.
- (B.4.9) **Games and Electronic Devices:** Toys, games, playing cards, electronic devices and other non-academic items or games are not allowed on school property without specific permission from a staff member (for example, clubs or special events). Any items found without permission will be confiscated and returned to parents.

Section C:

TEACHING AND LEARNING

(C.3) **Teacher's Lesson Plans:** Teachers will be expected to hand in lesson plans that correlate with both the Pinellas Preparatory Academy Curriculum Guide and the Florida Sunshine State Standards to the Principal. Lesson plans will be reviewed to ensure compliance with school and state requirements. Plans will kept on file for five years before being destroyed.

(C.4) **Reporting Student Progress:** Pinellas Preparatory Academy believes parents are an integral part in their child's education. To keep parents informed, students' progress will be formally reported eight times per year. Midway through each marking period a progress report will be sent home with students. At the end of each quarter report cards will be distributed documenting student progress.

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

(C.6.1) **When a 504 Plan will be considered:** Pinellas Preparatory Academy will consider a 504 plan for accommodations if a Student Success Team feels that the child may have a disability which would meet the criteria for such a plan. This can occur when a teacher identifies a student who is having difficulties, a parent requests a team to consider the needs of a student, or if a medical report has been submitted identifying a student as having a disability.

(C.6.2) **Meeting to consider 504 Plan:** If a Student Success Team recommends a student be considered for a 504 plan, the student's homeroom teacher will coordinate a meeting among the student's teachers and school specialist. The teacher will also ensure the parents have been notified and invited to the meeting. While at the meeting, the team members will consider whether the student's disabilities qualify them for accommodations under Section 504 of the Rehabilitation Act. If so, the team will identify the accommodations necessary to allow the student to be successful within the school environment. Pinellas County School Board forms will be used for both determination and the actual 504 Plan.

(C.6.3) **Eligibility:** To determine if a child has a disability that qualifies them for a 504 Plan, the team will utilize the policies of Pinellas County School Board in regards to eligibility. (PCS Policies: 5.504(5)-(7)).

Section D:

MANAGEMENT POLICIES

- (D.1.1) **Fire Drill Procedures:** Pinellas Preparatory Academy will maintain an evacuation plan to be used in the case of fire or other emergency situations. This plan will be reviewed annually by the school administration for effectiveness. All students and staff members will be made aware of the plan, and maps highlight the escape routes will be posted in all school rooms. Fire drills will be conducted at least once per month. Drills will be held at various times throughout the day and will test various types of fire emergencies. Documentation of the drills will be maintained in the school office.
- (D.1.2) **Tornado Drill Procedures:** The school will maintain an emergency plan for use during tornado and inclement weather. This plan will be reviewed annually. All staff and students will be made aware of this plan. The plan will be practiced at least twice per year as is required by Florida law. Documentation of the drills will be maintained in the school office.
- (D.1.3) **Hurricane Closures:** Pinellas Preparatory Academy will follow the same emergency closures as the Pinellas County School District. Parents should monitor local news outlets during inclement weather. If the public Pinellas County Schools are closed, Pinellas Preparatory Academy will also be closed. In the event that too many closures occur, and time must be made up, the Pinellas County School District's schedule will continue to be followed by Pinellas Preparatory Academy.
- (D.1.4) **Intruder / Lock Down Procedures:** Pinellas Preparatory Academy will maintain an emergency Intruder / Lock Down Procedure. This plan will be reviewed annually for effectiveness and to ensure compliance by school personnel. All staff and students will be made aware of the procedures. The procedures will be practiced at least twice per year, and documentation of such will be maintained in the school office.
- (D.2) **Fund Raising:** Pinellas Preparatory Academy is a nonprofit organization which relies on governmental funds and contributions to effectively educate our students. As a result, fundraising is necessary to help support the educational programs offered. The principal shall approve all fund raising activities and ensure that families are not being asked to contribute excessively at any given time. Efforts will be made to ensure only fund raiser occurs at one time. All fundraisers will identify the purpose for the money raised.
- (D.3) **Religious Holiday Exemptions:** Pinellas Preparatory Academy follows the same annual school calendar as the Pinellas County School District. PPA is proud of the diversity our students bring to the school, and realizes that some religious holidays are not represented by the school calendar. As such, absences for the observance of religious holidays will be considered excused if the students' parents send letters three days prior to the absence identifying the holiday and informing the school of the absence. School staff will provide ways for the students to make up the work and ensure that the students are not penalized for their absence.
- (D.4) **Photographs of Students:**
- (D.4.1) **Portraits:** Pinellas Preparatory Academy will sponsor one or two formal portrait days for students. PPA will utilize a company which best meets the needs of the families for a reasonable cost. These photos will be utilized for the creation of the yearbook in addition to being sold to the families.
- (D.4.2) **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. This includes printed and electronic promotional materials.

(D.5) **Gifts:** Collections of funds from students by students for the purpose of giving gifts to a staff member of Pinellas Preparatory Academy will be discouraged.

Section E:

FACILITIES POLICIES

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

- (E.1.1) **Special Events:** Special events involving animals must be approved by the Principal at least two weeks prior to the event. If such an event is approved, a list of all animals to be present must be sent home to parents so as to ensure that no students will have allergies to the animals. If a student has allergies to an animal, the teacher is responsible for finding another environment for that student and providing opportunities to gain from the learning experience as other students who do not have allergies.
- (E.1.2) **Classroom Pets:** Teachers will be allowed to have classroom pets if such pets pertain to the curriculum the teacher is offering. The teacher will be responsible for the care, clean up and well being of classroom pets. Prior to bringing the pet into the classroom, the principal must approve of the proposed animal, then signed consent forms must be obtained from the parent/guardian of each student who would access the classroom. These forms must be submitted to the Principal prior to bringing the animal into the school. The Principal has the right to ask the animal to be removed at any time.

Section F:

BEFORE AND AFTER CARE

- (F.1.1) **Hours of Operation:** Before-care begins accepting students at 7:00am, and will release students for school when it begins. After-care accepts students at the end of the school day and will supervise students until 6:00pm. Students will be accepted 15 minutes after school is let out. Before- and after-care will only be provided on days when school is in session.
- (F.1.2) **Emergency closings / delays:** If school is delayed due to emergency or severe weather conditions, before-care will be delayed for the same amount of time as the school opening. If school is released or canceled due to severe weather or emergencies, after-care will also be canceled. If severe weather develops after after-care has begun, parents will be expected to make arrangements to pick up children as soon as possible.
- (F.2) **Registration:** Students wishing to enroll in before- or after-care must complete a registration form which documents important information which may be needed by before- and after-care staff. These forms should be completed prior to the student started the program.
- (F.3) **Fees:** The following fees are in affect for before- and after-care program.
- (F.3.1) **Before Care:** Before-care is provided for \$10 per week. Weeks with days where there is no school, and therefore no before-care, parents will receive a \$2 per day off discount for the week. (\$8 for four day weeks, \$6 for three day weeks, etc.)
- (F.3.2) **After Care:** After-care is provided for \$40 per week. Weeks with days where there is no school, and therefore no before-care, parents will receive a \$8 per day off discount for the week. (\$32 for four day weeks, \$24 for three day weeks, etc.). Students who regularly use after-care will not be charged extra for weeks with early release days.
- (F.3.3) **Both Before and After Care:** Children choosing to utilize both before- and after-care will be charged \$50 per week for service. Weeks with days where there is no school, and therefore no before- and after-care will receive a \$10 per day off discount for the week (\$40 for four day weeks, \$30 for three day weeks, etc.).
- (F.3.4) **Drop In:** Students who wish to utilize before- or after-care services on a drop-in basis will be charged \$10/day for this service. This service is subject to availability and the completion of paperwork. If a child is using after-care on an early release day, and does not regularly use the service, but is utilizing the drop-in service, they will be charged \$20 for the day.
- (F.3.5) **Late Pick Up:** Students who are picked up from after-care after 6:00pm will receive additional charges.
- 6:00pm – 6:14pm – Additional \$10
6:15pm – 6:29pm – Additional \$20
After 6:30pm An additional \$1 per minute past 6:00pm
- (F.3.6) **Due Date:** Fees should be paid weekly using either cash or check made out to Pinellas Preparatory Academy. All fees are due the Friday preceding the week of service. Payments not received by 6:00pm on Monday may be subject to a \$10 late fee.
- (F.3.7) **Discounts:** Families enrolling more than one student in before- and after-care will receive a 20% discount for the second and third child. If a family wishes to enroll more than three (3) students in

before- and after-care, the additional children will be enrolled at no charge. Discounts are not available for students utilizing the drop-in service.

- (F.3.8) **Returned / NSF Checks:** Returned checks will be subject to an additional \$25 fee due immediately upon the return of the check. Multiple returned checks may require cash payments as decided by the Principal.
- (F.3.9) **Consistent Use:** When a family signs up for Before- and After-care, they are expected to have consistent use of the service. Each child will have fifteen (15) days throughout the year, taken in one-week increments, where they are able to not use the service and not be charged. However, should they utilize more days than this they will either lose their spot or must pay for the service even if not used.
- (F.4) **Student Expectations:** Students are required to follow the rules of the before- and after-care that will be distributed at the commencement of the school year and signed by the student and the parent(s). Students who disregard the rules shall receive consequences within the program that will be identified on the rules that are distributed. Should the student's behavior not improve, the parents shall be given written warning advising them that the student is at risk of no longer being allowed to utilize the before- and after-care services should their behavior not improve. If a student exhibits a behavior that would fall within the top two levels of the Pinellas Preparatory Academy's behavior matrix, the Principal or designee may consider a school referral and related consequences.
- (F.5) **Staffing:** Before- and after-care shall always have two (2) staff persons on duty while children are present. The staff will ensure that all children are supervised at all times. Procedures in effect during the normal school day regarding the supervision, safety, and accountability of staff and students remain in effect for before- and after-care.
- (F.6) **Free and Reduced Services:** Students who are eligible for the free and reduced lunch program will be provided a discount on the before / after care services. Students who are eligible for reduced lunch will receive a 50% discount on before and after care services. Students who receive a free lunch will receive a 75% discount on before and after care services.