



PINELLAS PREPARATORY ACADEMY

Administrative Policy Manual

Amended on June 23, 2008

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Section A:

EMPLOYEE POLICIES

Section B:

STUDENT POLICIES

(B.1) Attendance:

- (B.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 Pinellas Preparatory Academy will follow the following procedures:
- (B.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. Under some circumstances, more than parental notification may be required.
- (B.1.3) Excused Absences:** The following absences will be considered excused:
- 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).
 - 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).
 - Death in the immediate family of the student.
 - Religious holiday of the student's faith. This requires a parent's note *three days prior* to the absence.
 - 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).
 - 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.
 - A major disaster as decided by the administration.
 - 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.1.4) 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.1.5) 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.1.6) 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.

(B.1.7) **Truancy 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.2) **Enrollment**

(B.2.1) **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.2.2) **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.3) **Academic**

(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) **Homework Policy:** Pinellas Preparatory Academy believes that homework provides students the opportunity to learn important lessons in responsibility and accountability. Therefore, homework is assigned to reinforce the learning that is taking place within the classroom. Homework is an integral part of the students’ education.

(B.3.3.1) **Approximate Time Guidelines:** In general, the staff of Pinellas Preparatory Academy 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:

Approximate Homework Expectations	
Grade	Approx. Daily Time
4 th Grade	40 minutes
5 th Grade	50 minutes
6 th Grade	60 minutes
7 th Grade	70 minutes
8 th Grade	80 minutes

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.

- (B.3.3.2) **Late Homework:** One of the primary 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 completed late the grade the student receives will be impacted as follows:

Elementary Students:

- 1 Day Late – Loss of 10% – Graded no higher than a B
- 2 Days Late – Loss of 20% – Graded no higher than a C
- 3 Days Late – Loss of 30% – Graded no higher than a D
- 4 Days Late – Loss of 40% – Graded no higher than an F

Middle School Students

- 1 Day Late – Loss of 20% – Graded no higher than a C
 - 2 Days Late – Loss of 40% – Graded no higher than a F
- Work more than three days late will not be accepted unless there was an excused absence.

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.3.3.3) **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.

(B.4) **Extra Curricular Activities**

- (B.4.1) **Clubs:** 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.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 should be made to schedule field trips without interrupting other school functions.

- (B.4.2.1) **Approval:** All trips off campus must be approved by the Principal at least two weeks prior to the even 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 1:10. If the circumstances of the field trip require

more supervision, the principal may require additional chaperones. 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.

- (B.4.2.2) **Behavioral Exclusion :** Field trips are considered extra-curricular activities and students may be excluded from participation for behavioral misconduct according to existing behavioral guidelines and policy.
- (B.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 must contact the Principal (or designee) to make alternative arrangements.
- (B.4.2.4) **Student Supervision:** While attending field trips students will be closely monitored and supervised. Each students shall be directly assigned to a staff person or chaperone for the duration of the trip.
- (B.4.2.5) **Chaperones:** Chaperones for field trips must follow the volunteer guidelines found within the policies of Pinellas Preparatory Academy. 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, as well as emergency contact information to reach the teacher in charge as well as students parents if the need arises.
- (B.4.2.6) **Teacher Check Ins:** While attending field trips where groups are separated from one another, the teacher in charge of the trip will coordinate times and locations where all staff, chaperones shall rendezvous periodically throughout the day.
- (B.4.2.7) **Student Counts:** Before transporting students to or from any field trip the teacher and at least one other adult will do a complete head count to ensure all students are accountable. At any given time each staff member and chaperone should know the number of students they are currently responsible for.

(B.5) **Behavioral**

- (B.5.1) **Foundation** 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, 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 believes we have a unique partnership with like-minded parents who share this philosophy of behavioral management and positive parental role modeling.
- (B.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. If a teacher removes a student from a class due to behavioral concerns, the student may use a 10-15 minutes cooling-off period in the office to reflect and regroup, regain both self-control and a cooperative attitude and return to class, or may meet with the Principal, Dean of Students (or designee) to discuss the concern and ways of remedying the situation. If necessary, the Principal, Dean of Students (or designee) may meet with the student, other involved or uninvolved students, and/or the teacher 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 something in writing if a child is removed from class for serious or repetitive behavioral concerns.

(B.5.3) **Referral Matrix:** Students are expected to behave in a respectful manner while at school. Pinellas Preparatory Academy uses a matrix to assist in classifying and addressing inappropriate behaviors of students. When a student misbehaves beyond the scope a teacher's classroom management program, and the misconduct requires 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 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.

(B.5.4) **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.

1. **Verbal Warning:** If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, may give the child several verbal warnings that their behavior is inappropriate, and the warning will be documented by that staff member for future reference.
2. **Written Warning:** If the behavior was a minor infraction, and/or was the first 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 more significant consequences in the future. On occasion, staff members may also assign an additional consequence such as a detention to a COA. Parents will receive notification of the issuance of a COA and will be required to acknowledge that they are aware of the situation. COAs and warnings 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, Dean of Students, or administrative designee after an internal investigation, including the student 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, and is absent for any reason (except having a doctor's note), that detention will be rescheduled and an additional penalty detention added. Detentions will be scheduled on Tuesdays. Students attending detention may be assigned a Learning Packet designed to address the specific type of misbehavior and encourage positive alternative behaviors to accomplish the same goal.
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 their misbehavior, and possibly provide retribution to the school for the inappropriate activity. Students will be located in an area outside of the common areas students are typically present. While suspended, students are not allowed to participate in any school related activities. In school suspensions shall not be considered an absence from school. Students are required however to complete all make up work from the time missed. When returning to normal class schedules, the student will not be allowed to participate in extra curricular activities or field trips for thirty (30) days following the suspension.

6. **Out of School Suspension:** An out-of-school suspension will be time away from school to consider 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. 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 non-educational field trips for thirty (30) days following the suspension.
7. **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. Although PPA attempts 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.
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 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 a 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 Pinellas Preparatory Academy. If the suspension is withdrawn through the appeal process, the recommendation for reassignment will also be retracted.

(B.6) General

(B.6.1) **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. Hats, inappropriate clothing items, toys, and other distracting items will be confiscated and parents may be required to retrieve such items from the front office at their convenience.
- 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 to 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.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. Once approved, students **must** keep their phones turned off and in their lockers or cubbies. If a phone is seen or heard while under school supervision, they will be taken away. Due to the sophisticated nature and widespread misuse of cell phone technology by students regarding inappropriate or illegal information transfer, storage and/or deletion, 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 to allow parents the unique opportunity to investigate their child's cell phone contents and types of activity and usage. 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.

(B.6.3) **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.

- (B.6.4) **Text Book Policy:** Students will be issued books in most 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.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 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.6.6) **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. All Dress Code restrictions and intent for modest and acceptable fashion wear would apply. Parents are encouraged to attend as chaperones.
- (B.7) **Safety**
- (B.7.1) **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. All parents are required to follow all safety and traffic guidelines without exception for the safety of all students, parents and staff.

Section C:

TEACHING AND LEARNING

(C.1) **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.2) **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 update student grades at least weekly onto the internet so that parents can stay up-to-date about the progress of their children.

(C.3) **Section 504 Plans**

(C.3.1) **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.3.2) **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.3.3) **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)).

(C.4) **Student Success Team**

(C.4.1) **Purpose:** The purpose of the Student Success Team is to have a diverse group of professionals sit down to discuss issues that may have arisen in regards to specific students. The team will brain storm various strategies to use with students who may be having academic, behavioral or other concerns within school.

(C.4.2) **Membership:** The Principal shall, at the start of each school year, assign members to the Student Success Team. Care will be taken to select a wide range of staff members with varying backgrounds and expertise. Members shall serve for the entire school year.

(C.4.3) **Procedure:** If a staff member wishes to seek the advice of the Student Success Team, they shall complete a request form and forward to the Principal. The Principal shall then schedule a team meeting and distribute the relevant information to the team members. When the staff member

requesting the meeting completes the form, they shall indicate whether or not they feel it would be beneficial to invite the parents to the meeting. The Principal shall make the determination whether parents will be invited and will coordinate their attendance if requested.

When the committee meets the staff member requesting the meeting has the responsibility to explain what the key issues or concerns are, and the team shall work together to brain storm a list of action items to be attempt with the student. One staff member will be assigned to follow up at a specified time interval after the meeting to see how the recommendations are working.

Section D:

MANAGEMENT POLICIES

(D.1) **Emergency Procedures**

(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) **Photographs of Students:**

(D.3.1) **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.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. This includes printed and electronic promotional materials.

(D.4) **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.

(D.5) **Volunteers:**

- (D.5.1) **Raptor Background Checks:** All individuals who are not employed by Pinellas Preparatory Academy must enter through the main office. Should they wish to go beyond the main office, they must be scanned by the Raptor 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.
- (D.5.2) **Background Check Concern:** If, during the Raptor background check, an individual is identified as having a background as a sexual predator, the Principal will immediately be notified by the Raptor system. The person running the check should call the Principal or designee to come out and 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.
 - 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 clear is given from the offices of Professional Conduct through the PCSB.
- (D.5.3) **Student Supervision Background Checks:** If an adult will be alone with students (such as field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. This information will be shared with Pinellas County Schools. The district will run a complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.

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) General

- (F.1.1) **Hours of Operation:** Before-care begins accepting students at 6:30am, 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.1.3) **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.1.4) **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.2) **Fees:** The following fees are in affect for before- and after-care program.
- (F.2.1) **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.2.2) **After Care:** After-care is provided for \$50 per week. Weeks with days where there is no school, and therefore no before-care, parents will receive a \$10 per day off discount for the week. (\$40 for four day weeks, \$30 for three day weeks, etc.). Students who regularly use after-care will not be charged extra for weeks with early release days.
- (F.2.3) **Both Before and After Care:** Children choosing to utilize both before- and after-care will be charged \$60 per week for service. Weeks with days where there is no school, and therefore no before- and after-care will receive a \$12 per day off discount for the week (\$48 for four day weeks, \$36 for three day weeks, etc.).
- (F.2.4) **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.2.5) **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.2.6) **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.2.7) **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.2.8) **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.2.9) **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.
- (F.3) **Student Expectations**
- (F.3.1) **Student Rules:** 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).
- (F.3.2) **Consequences for Misbehavior:** 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 Level 2 or Level 3 of the Pinellas Preparatory Academy's behavior matrix, the Principal or designee may consider a school referral and related consequences.
- (F.4) **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.