

Healthy Learning Academy, Inc.

Policy Manual
Revised December 2014

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Governance

Notice:

1. The Board shall conduct regular meetings at least six times per year. Board Meetings are open to the public and subject to the Florida Sunshine Law. Seven days public notice is required for Board meetings. Notice may consist of free advertisements in the newspaper, television, or fliers posted on the information board at the school. All meeting dates are posted on the school website.
2. Parents are informed of Board members and how to contact them via publication of this document and in the Healthy Learning Academy Handbook, which the parents receive upon enrollment of their child in the school.

Minutes:

1. A record of actions by the Board (Minutes) must be kept on file at the school and available to the public. Minutes are posted on the school's website, www.healthylearningacademy.com
2. All Board members shall be given copies of all relevant governing documents for the school.

Board Procedures:

1. Board members may place items on the agenda by contacting the President 10 days prior to the meeting.
2. The public may place items on the agenda by submitting a request, in writing, to any board member no later than 10 days before the scheduled meeting.
3. New policies must be approved by the Board and published as addenda to the policy manual. On occasion the Board may vote to rewrite the entire policy manual, in which case it will be re-dated and re-published.
4. Board members will receive regular financial reports from the Treasurer or President and these reports will be recognized in the minutes.
5. The President, The Principal or their designee, will work with the School Board to resolve any disputes that arise in the manner set forth in the school's charter.

Public Input:

1. All Board meetings will be open for public input.

Contact with Board:

Parents, staff or the public may bring issues to the attention of the Board of Directors through contact with any elected representative to the Board and through contact with the Principal. All parents will be made aware of this policy through written notice (Handbook). Items from parents or the public to be placed on the board meeting agenda shall be submitted to any Board member at least ten days prior to a scheduled meeting date.

Issue Resolution Process (amended July 2015)

- Step 1: Request conference or meeting with the parties involved to clarify issue.
- Step 2: If unresolved, contact the Principal to facilitate resolution.
- Step 3: If still unresolved, contact the Board Representative, who will try to resolve issue.
- Step 4: If still unresolved, contact the Board Representative, who will ask that you be allowed to present the issue at the next monthly meeting of the Board of Directors.
- The board representative is designated by the HLA Board of Directors to assist families and others with questions and concerns, and to resolve disputes according to school charter requirements. The board representative can be reached at boardrep@hlacharter.com or designated phone number.

Policy against Retaliation (amended July 2015)

HLA pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy. In addition, HLA will not tolerate any form of retaliation against anyone who is making a good faith report or complaint about a concern. Any employee or board member from HLA who is found to be engaging in any kind of retaliation will be subject to disciplinary action deemed appropriate by the Board of Directors.

Administrative Procedures

Procedures:

1. All facilities inspections must be on file.
2. Supporting attendance documentation must be on file for enrollment counts 2 & 3 (October and February).
3. Supporting documentation must be on file for all children whose transportation is funded by public funds.
4. Copies of all grants and supporting documentation are kept on file.
5. Copies of all documents required by controlling agencies are kept on file.

Fiscal Policy

Collecting and Depositing Funds:

1. All money received at the school for deposit to the corporation's accounts must be directed to the office manager for processing.
2. The office manager will write a consecutively pre-numbered receipt for the money received.

3. If cash is received, a receipt for the cash will be made and signed by the office manager. Such receipt will state the date and the amount received.
4. The office manager will code the incoming funds to a funding source and make out a deposit slip to the bank account appropriate to that source.
5. The office manager will endorse all such checks and sign the receipt for any cash received.
6. The office manager will then make a deposit of such funds in the appropriate accounts. Such deposits will be made at the earliest possible time, but in no case will deposits be made more than ten working days after receipt of funds.

Collecting and Reporting Goods:

1. All donated and purchased goods received at the school for use by the school must be directed to the office manager for processing.
2. Donated goods with a real value of \$100 or more will be reported to the bookkeeper for recording in the school accounts.
3. The office manager will write a voucher, which will indicate the governmental fund and function and the date received, for the purchased goods.
4. For all approved goods purchased by qualified teachers and staff, the office manager will write an employee reimbursement voucher, which will indicate the governmental fund and function and the date received.
5. The office manager will add any items worth \$1000.00 (one thousand dollars) or more to the corporation's capital assets list and label the items with an identification mark. The capital assets list will report the type of item, the fund from which the item was purchased or an indication that it was donated, and the date upon which item was received.
6. The bookkeeper will report all donated goods and their fair value to the school's accountant.

Dispersing Funds:

1. The school will purchase consecutively numbered checks from a banking institution that has been approved by the Board of Directors, following the guidelines set by the Florida Department of Education.

2. The office manager or Principal will fill out checks for payroll and payment for goods and services. These checks will then be signed by a Board Member or the Principal before dispersal.
3. The President or Principal or Treasurer may authorize the use of wire transfers to move money for legitimate school business. The school's general fund checking account may be used as a source of revenues to be wire transferred to the IRS for monthly tax deposits.

Budget Policy:

1. By July 1st of the preceding fiscal year the President and Treasurer shall prepare an initial budget for the upcoming fiscal year. This budget shall be approved by the Board of Directors before it goes into effect. The budget shall include all anticipated funding sources and all anticipated expenses. The budget shall be in such form as to facilitate accounting under the governmental accounting system.
2. The budget shall be amended from time to time by order of the Board of Directors at the suggestion of the President or Principal in order to assure that all funding categories are fully funded or in order to create new funding categories.
3. The President or Principal and the Treasurer shall monitor the budget at all times to assure that sufficient funds are available for the orderly operation of the school.
4. The Treasurer or President shall present a budget report at each meeting of the Board of Directors.
5. Use Department of Education (DOE) accounting system and policies for all budgeting and fiscal reporting.

Purchasing Policy:

1. The President or Principal may purchase individual goods and services and sign contracts for individual goods and services for amounts up to and including \$6,000.00 on their own authority. The President or Principal may sign leases for the school in amounts up to \$2000.00 per month on their own authority. For goods and services and leases exceeding these amounts, approval of the Board of Directors is necessary. Purchases of goods and services included in an approved budget are considered approved by the board of directors.
2. The Board of Directors may approve the use of funds for an entire project. In this case, the minutes of a Board meeting will reflect the scope and cost of the project and the personnel responsible for dispersing funds for the project.
3. Staff must get direct written authorization from the Principal or President to spend school funds.

4. Purchases of fifty dollars or more from any vendor should be done on a tax free basis when possible. If a vendor cannot accept a tax free certificate, then the purchaser should make note of this fact on vendor's invoice. All purchases should be made on a tax free basis when possible.
5. For purchases and contracts in excess of twenty five thousand dollars, bids must be obtained from at least two vendors.

Insurance:

1. Current certificates of insurance are kept on file. Active insurance policies are kept on file.
2. The President, Principal, Treasurer or their representative will see that insurance policies are renewed or purchased for each fiscal year.

Title 1/School Meals Program:

1. Family economic data is current on file for every student.
2. Title 1 expenditures correspond to budgeted funds.
3. Copies of Federal Meals program claims are on file with supporting documentation. All other meal program documents are current and on file.

Facilities:

1. Facilities meet building codes and are maintained according to health and building code specifications. All building inspections are kept on file.

Personnel Policy

Hiring:

1. The President or Principal shall take measures necessary to find qualified persons to fill vacancies and new positions; including advertising and searching the applicant files of the School Board of Alachua County.
2. The school is an Equal Opportunity Employer.
3. All Staff shall sign in and out on a time log.
4. Every effort should be made to hire minority and female staff such that the ethnic composition of the staff reflects that of the surrounding community.
5. All personnel shall be fingerprinted and these fingerprints shall be sent to an appropriate law enforcement agency to be checked for prior criminal records.

6. The Principal or President shall determine if any prior criminal record should be reason for not hiring an individual.
7. All applicants shall fill out an application for employment. If hired, these shall go on file in the employees' confidential records.
8. All employees shall provide documentation of educational status.
9. All employees shall provide documentation of former employment.
10. The President, Principal, or their representative shall confirm the authenticity of employee documentation.
11. The Principal shall negotiate and sign individual employment contracts with employees, after Board approval.
12. A designated member of the Board of Directors shall negotiate and sign an individual employment contract with the Principal.
13. At some point in time between January 1st and June 1st of each academic year the Principal shall write an evaluation of each employee. Employees shall sign these evaluations and are welcome to add comments and revisions to them. These evaluations shall become part of the employee's personnel file.
14. The Principal shall be evaluated by the Board of Directors during the course of each school year. The Principal shall sign and date this evaluation and is welcome to add comments and revisions to it. This evaluation shall become part of the Principal's personnel file.
15. Personnel files are generally public records. Certain portions of the personnel files are confidential. The non-confidential portion of the personnel record will be made available to any member of the public upon 48 hours previous written notice. Only workdays shall constitute these 48 hours.

Job Descriptions:

1. Principal: The Principal shall be responsible for the day to day operations of the school, for hiring and terminating all employees of the school, for making decisions about the relative size of classes, placement of students therein and assignment of teachers thereto, for paying valid bills owed by the school, for all management decisions based at the school, for determining working conditions at the school, for reporting all aspects of school business to the Board of Directors at their request, for all public involvement with the school, for reporting all relevant school business to the sponsor.
2. Teacher: Teachers shall be responsible for providing instruction in their subject area to all students who attend their classes. They shall further be responsible for maintaining a good learning environment in their classrooms. Teachers shall be responsible for assigned lunch and playground duty during the week. Teachers are responsible for grade reporting for all students in their classes. Teachers are responsible for providing directions and instructional material to specialists and aides who are working with their

students. They are responsible for any and all such duties that may, at times, be assigned to them by the Principal.

3. Aides: Aides are responsible for students in their care. They are responsible for carrying out lessons and plans given to them by the teachers they are aiding. They are responsible for any and all such duties that may, at times, be assigned to them by the Principal.
4. Secretary/Office Manager: The secretary/office manager shall keep the instructional records, pupil records, and all logs of school activities, and other duties assigned by the Principal.
5. Bookkeeper: The bookkeeper shall maintain all financial records and transactions at the direction of the Principal, President and Treasurer.

Work at Will

1. All employees work at the will of the employer. An employee who is terminated shall have no rights of appeal or a written explanation.

Termination:

1. The Principal or President may terminate any employee's contract for cause at any time.
2. The Board of Directors may terminate the Principal's contract for cause at any time.
3. Cause shall consist of drug use, child abuse or neglect, conviction for a felony, fraudulent use of corporate funds, failure to perform necessary job functions, or failure to promote a wholesome, safe, and congenial learning environment and workplace.

Attendance:

1. Full time teachers and staff, not on hourly contracts, shall be in attendance at the school according to the terms of their contract. The school will keep a daily log of their attendance or absence. Hourly employees shall keep a log of their hours and the bookkeeper shall certify this log.

Employee Leave and Vacation:

1. Salaried employees shall have ten (10) paid leave days for illness or personal time during the term of their annual contract. If more than ten (10) sick or personal days are used during the term of this agreement, then .5% of annual salary shall be deducted for each missed day from the employee's next paycheck. Under no circumstances will the Employee be paid any amount for unused leave.

2. Employees shall have leave according to the terms of their contracts. Leave may not be carried over from one school year to the next. There is no assigned sick leave to part time and hourly employees except as specifically stated in their contracts.
3. Full time salaried employees under contract, aside from administrators, shall work 190 days per year.

Training and Continuing Education:

1. Upon the approval of the Principal or President of the School, employees may have professional development training or educational costs paid for by the school. These costs can only be paid for if the training or education is directly related to the schools benefit and advancement.

Personnel Records:

1. All employees are fingerprinted and have a Florida Department of Law Enforcement Background check. Copies of the background check are kept on file. Personnel files are locked and access is limited. Employee contracts are on file. Public access records are kept separate from confidential records. Requests for records subject to Public Access laws must be in writing and filed in accessed file. Copies of all teaching certificates are kept on file. Copies of college transcripts are kept on file. Non-certified teachers have copies of qualifying documentation kept on file.
2. Payments to contracted personnel are documented by invoices indicating the type and amount of service.
3. Staff development activities will be documented.

Bonuses

1. From time to time, the school may authorize employee bonuses via contract language. An employee evaluation rubric will be utilized to determine such bonuses.

Curriculum

1. Teachers will document their presentation of Florida State Standards.
2. Teachers will use state approved textbooks that cover all state standards.
3. Teachers will follow grading procedures and timetables for entering grades for reports.
4. Progress reports will be issued as needed to any student whose grade in any course is at or below average. Report cards will be issued 4 times per year to all students.
5. The school will respond in a timely manner to District requests for pupil progress reports.

Alcohol and Drug Free Workplace Policy

The Alcohol and Drug Free Workplace policy of HLA follows that of the School Board of Alachua County:

- It is the intent of HLA Board of Directors to provide a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage is prohibited in the workplace. Violations of this policy may result in disciplinary action, up to and including termination.
- Pursuant to the Drug-Free Workplace Act of 1988 and the School Board of Alachua County Policy **3139.02**, Violation of Local, State, or Federal Laws, employees shall abide by the terms of this policy and shall notify the HLA Board of Directors or designee of any arrest or conviction under a criminal drug statute not later than forty-eight (48) hours after such arrest or conviction.
- Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol in the workplace. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution. In job sensitive areas, such as transportation, illegal drug use or excessive alcohol use leading to criminal action may be the basis for discipline.
- "Workplace" is defined as the site for the performance of work done in connection with employment. This includes any place where work for the Board is performed, including a school building or other school premises, any vehicle owned by the Board or a vehicle used to transport students to and from school or school activities, off school property during a school-sponsored activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the Board.
- A copy of the Board's drug-free workplace policy will be provided to employees upon initial employment. Each employee will sign a statement to indicate receipt and understanding of the drug-free workplace policy and that statement will be retained in the employee's personnel file. The drug-free workplace policy may be posted at each worksite.
- Pre-employment drug abuse screening examinations shall be required to prevent hiring individuals who use drugs or individuals whose use of drugs indicates a potential for impaired or unsafe job performance or for high risk positions such as bus drivers.
- Employees in job classifications which require an annual physical will be required to submit to a drug screening as part of the annual physical.
- As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his/her job performance. Reasonable suspicion is:
 - A. Aberrant or unusual behavior observed by the employee's worksite supervisor;
 - B. Observed alcohol/drug use during working hours;
 - C. Observation of physical symptoms commonly associated with substance abuse such as:
 - 1. impairment of motor functions;
 - 2. slurred speech;
 - 3. incoherent or irrational mental state;
 - 4. drowsiness;
 - 5. smell of alcohol or marijuana;
 - 6. extreme weight loss;
 - 7. red eyes;

8. running nose or sniffing;
9. frequent or extreme mood changes;
10. lack of physical coordination;
11. frequent absences or lateness;
12. unexplained absence from assigned work;
13. deterioration in dress and/or grooming;
14. deterioration in work performance;
15. other marked, unexplained changes in personal behavior;

D. Arrest of employee for a drug or alcohol-related offense.

- When a reasonable suspicion exists, the HLA Board's designee shall be contacted. The employee will be provided an opportunity to explain his/her condition. The employee will be provided with information regarding available drug counseling, rehabilitation, assistance program, and leave options. One rehabilitation contract including drug testing may be agreed upon. Failure to participate in a treatment program following a positive drug screening will result in disciplinary action, up to and including termination. Due process will be followed.
- All testing shall be conducted by a laboratory certified by the State of Florida as a medical and urine drug testing forensic laboratory which complies with the Scientific and Technical Guidelines for Federal Drug Testing Programs and the Standards for Certification of Laboratories engaged in drug abuse and mental health administration of the U.S. Department of Health and Human Services. The procedures established by the laboratory shall be followed in administering drug tests to employees. Refusal to submit to drug testing when reasonable suspicion exists may result in disciplinary action up to and including termination.
- Employees who seek voluntary assistance for substance abuse may not be disciplined for seeking assistance. Employees shall be subject to all employer rules, regulations, and job performance standards with the understanding that an employee enrolled in a rehabilitation program is receiving treatment for an illness.
- Employees who return to work after completion of a rehabilitation program shall be subject to follow-up drug testing with no advance notice. Any employee who refuses the drug test or subsequently tests positive may be disciplined up to and including termination.
- Random testing of employees shall not be conducted.
- All drug testing, with the exception of employee requested tests, shall be at the expense of the Board.
- Drug testing results will be treated in a confidential manner. Written notification of Board employees who are in grant-funded positions and who are convicted of drug violations, will be made to Director, Grant and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4605.
- Employees who hold a CDL license will be governed by Policy **4162**, Drug and Alcohol Testing of CDL License Holders and Other Employees who Perform Safety Sensitive Functions.
See policies below for further reference:
- F.S. 440.101, 440.102
34 C.F.R. Parts 85, 86, 104
Drug-Free Schools and Communities Act of 1986
20 U.S.C. 3171 et seq.
Vocational Rehabilitation Act of 1973
29 U.S.C. 705(20), 794, 794a
34 C.F.R. 34-86.201

- 20 U.S.C. 86-201
- 20 U.S.C. 701-706 Rehabilitative Act 1973
- 20 U.S.C. Omnibus Transportation Testing Act of 1991
- 20 U.S.C. 3224A
- 41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988
- Adopted 7/17/07 Revised 5/3/11

Travel Policy

General Conditions:

1. The Board of Directors encourages its employees and representatives to attend conferences and workshops to further their expertise in all areas of the educational and not for profit enterprise.
1. The Principal or President of the school shall make the sole determination as to whether any particular function is valuable enough to the school to authorize travel expenses.
2. The Principal or President is empowered to authorize travel expenses up to \$2000.00 per venture without Board approval. For travel expenses greater than \$2000.00 per venture the Board of Directors must give prior approval.
3. The Principal or President, by virtue of paying for a travel voucher, gives approval of these expenditures.

Hotel Accommodations:

1. When traveling on school business, authorized travelers may make reservations for lodging at a rate not to exceed \$150.00 per night for single accommodations and \$165.00 per night for double accommodations. For more expensive accommodations, special permission from the Principal or President shall be required.

Mileage:

1. The school will reimburse authorized travelers at the State of Florida rate of reimbursement per mile for mileage on privately owned vehicles used for school business.
2. Authorized travelers shall prepare a voucher indicating the mileage point to point using Mapquest and present it to the office manager for reimbursement. This voucher should indicate the dates and reasons for the official travel.

Meals:

When traveling for a full day each authorized traveler shall be given a meal stipend consistent with the State of Florida Department of Education rate per day, and following the guidelines set.

Student Policies

Admission Policy:

1. Students who live in Alachua County shall be admitted to the School. The school shall request a waiver for out of county students.
2. The Principal shall determine that students are needed in particular classes at the school. Applicants with registration forms on the current waiting list will be called to determine if they wish to enroll in the school.
3. If there are more applicants than positions available in a class, the school shall hold a lottery among eligible applicants for the class. Students shall be eligible for the lottery if they have a registration form on file at the school and if their parents have fulfilled all requirements for registration. Applicants will have their names drawn by lottery. The order of their drawing shall determine the order in which they shall be allowed to register for the class. Should a student or parent decide not to take advantage of an enrollment opportunity, the student's name will be removed from the waiting list. Applications for the kindergarten lottery must be received by March 1 of the prior school year and this lottery will be held in March of that year.
4. The Principal shall determine enrollment periods for each school year.
5. The Principal, with input from the faculty and staff, shall draw up a registration agreement on an annual basis, such agreement must be signed by all parents/guardians, and students who wish to enroll in the school.

Attendance Policy:

Parents are responsible for student attendance as defined by the state's Compulsory School Attendance laws (F.S.1003.24).

1. Students who are present at any time during the attendance period will be considered present. Doors open at 7:15 A.M. Please make sure to drop your child off at the school entrance where he/she will be greeted by a staff member. The school day begins promptly at 7:45 A.M. Students arriving after the beginning of classes at 7:45 A.M. must be accompanied into the building and signed in by a parent/guardian.
2. To receive an excused absence, a written note must be presented within three days of the absence. Only six parent excused absences are allowed per semester.
3. Excused absences or tardies include sickness, medical appointments, injury, death in family, or some other insurmountable condition. If a student is ill, he/she must be non-contagious, fever free and must not have vomited or had diarrhea for 24 hours before returning to school.
4. Students with five or more unexcused absences during any grading period may receive a grade of "F" or "U" for all subjects during that grading period. Grades of "F" for more than one grading period may result in the student failing the grade level for the year.

5. Excessive tardies/absences may affect a student's ability to participate in school field trips and may be cause for dismissal from school. Only six parent excused tardies are allowed per semester. Excused tardies include sickness, injury, or other insurmountable condition – not "overslept". Students who miss class time for any reason will make up missed work at playground time or at home, at teacher's discretion.
6. If a student is excessively tardy (defined as more than an hour late), three such events will equate to a single unexcused absence. Six occurrences of tardiness less than an hour late will equate to a single unexcused absence.
7. If a student has five or more unexcused absences within a calendar month, or fifteen days in a 90 day period the principal shall schedule a conference with the parent/guardian to determine the cause of the absences. Per the attendance compact, unexcused absences may affect the student's placement for the upcoming school year and/or a truancy report being filed. (F.S.1003.27)
8. The school day ends at 1:45 P.M every day but Wednesday. Wednesday is early dismissal at 12:30 P.M. Our staff is on duty from 7:15 A.M. to 2:00 P.M. Parents are required to pick-up students by the designated time.

Late pick-up fee schedule is as follows:

- A. Parents are requested to call if they know that they will be late. Two grace late pick-ups will be allowed each year.
- B. The late fee assessment shall be the same fee charged for afterschool care, if parents are more than 15 minutes late.

Grading Policy

The following guidelines will be used to determine report card grades for students each 9 weeks:

Grade (1 – 2):

90 - 100 %	Excellent (E)
70 - 89 %	Satisfactory (S)
60 - 69 %	Needs Improvement (N)
0 - 59%	Unsatisfactory (U)

Third through Fifth Grades:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60 - 69%	D
Less than 60%	F
Incomplete	I

Notes:

- Teachers will teach the Florida State Standards and Grade Level Expectations as established by the State of Florida.

- Grades will be comprised of tests and quiz grades, homework, classwork and class participation.
- Progress reports or report cards will be sent home every 4 1/2 weeks to be signed and returned by parents/guardians as soon as possible.

The progress of Kindergarten students will be measured through portfolio, screening and testing, as appropriate, to measure progress. Kindergarten will receive E/S/N/U grades on final report cards.

Discipline Policy

Parents and students shall sign a registration agreement detailing the students', parents', and school's responsibilities in the education of the student. This agreement shall be signed annually and be binding on all signatories. This agreement shall be stored as an addendum to these policies.

Staff shall follow the procedures stated below for behavioral concerns with students:

1. Removal of Students from Class

On occasion, a student's behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Should a situation arise that a student requires removal from class, the student may be issued a 10-15 minute cooling-off period to reflect and regroup. The student will be placed in the Principal's office until he/she regains both self-control and a cooperative attitude before returning to class. If necessary, the student may meet with the Principal to discuss the concern and ways of remedying the situation. Parents will receive notification by either a telephone call and/or in writing (e.g. email) if a child is removed from class for serious or repetitive behavioral concerns.

2. Behavioral Expectations

Students are expected to behave in a respectful manner while under the responsibility of school staff (this includes during the school hours, after school activities, or any activity in which school staff members are responsible for the students). The Principal shall ensure that the parents have access to behavioral expectations and consequences for misbehavior. Parents will be required to sign that they agree to abide by these expectations in HLA's **School/Parent/Student Compact** (examples provided there). Misconducts include, but are not limited to:

<ul style="list-style-type: none"> • Alcohol/drugs • Assault/threat • Being disrespectful • Breaking class or school rules • Bullying/harassment • Cheating • Classroom disruptions • Defiance • Fighting • Inappropriate/foul language 	<ul style="list-style-type: none"> • Leaving the classroom/school grounds without permission • Misconduct • Skipping school • Theft • Threats • Unacceptable physical contact • Unsafe actions • Vandalism • Weapons
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3. Behavioral Consequences

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

Level 1

A level 1 offense is a minor act of misconduct which interferes with orderly classroom or school functions, or with learning. These offenses may be handled first by the teacher or other staff members. The student may also be referred to the Principal or designee. Examples are, but not limited to: classroom disruptions, dress code violations, unsafe acts, defiance and foul language. The following actions may be taken in response to Level 1 misconduct:

- Verbal reprimand
- Time out
- Withdrawal of privileges
- Walking reflection laps
- Parent notification (call or note home)
- Teacher/student conference
- Teacher/student/parent conference

Level 2

A Level 2 offense is a serious act of misconduct which requires administrative action. Such offenses include repeated minor misconduct and acts directed against property or persons. These offenses do not endanger the health or safety of others. Examples are, but not limited to: acts directed against a person or property without danger to health or safety. The parent will be notified, and the following actions may be taken in response to Level 2 misconduct:

- Principal/student/parent conference
- Time out
- Withdrawal of privileges
- Walking reflection laps
- Restitution
- Parent notification (call or note home)
- Behavior contract
- In-school suspension for partial day

Level 3

A Level 3 offense is a more serious act of misconduct, including repeated misbehavior of the same type, serious disruptions of school and threats to health, safety or property. These offenses are handled by the Principal or designee and may potentially include child no longer having the choice to attend HLA, and instead return to district school. Examples are, but not limited to: threats to health or safety, serious disruptions to the orderly conduct of the school. The parent will be notified and the following actions may be taken in response to Level 3 misconduct:

- Walking reflection laps
- Principal/student/parent conference
- Behavior contract
- In-school suspension
- Permanent dismissal from HLA

Level 4

A Level 4 offense is the most serious breach of conduct; it must be reported immediately to the Principal. Such breach of conduct includes, but is not limited to: willful disobedience, open defiance of authority to school staff, violence against persons or property, and any other act which substantially disrupts the orderly conduct of the school. These offenses are handled by the Principal or designee and may potentially include child no longer having the choice to attend HLA, and instead return to district school. Examples are, but not limited to: possession of weapons or drugs, damage to property, threats to health and/or safety, physical altercation. The parent will be notified and the following actions may be taken in response to Level 4 misconduct:

- Principal/parent/student conference
- Minimum 10 day suspension
- Permanent dismissal from HLA

Procedures

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 the Principal's office, or away from 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.

Behavior Contracts

A behavior contract is an agreement between a student, their parent and the teacher. It spells out the expected behavior, the unacceptable behavior, the benefits (or rewards) for improving behavior and the consequence for failing to improve behavior.

Discipline of Students with Disabilities

All students are expected to follow the HLA Policies. The board will comply with state and federal laws for the discipline of students who have disabilities.

Appeal Process

Every effort is taken to ensure students are treated equitable and fairly when investigating a behavioral concern and issuing referrals. However, should a parent/guardian feel that such issuance is unwarranted; they may use the following procedure to appeal:

- Requesting an Appeal – If a parent/guardian wishes to request and appeal, the parent/guardian must submit such a request in writing to the Principal within five calendar days of the issuance of the referral.
- Failure to make a written appeal will forfeit the parent/guardian's right to any further appeal of that referral.
- Upon receipt of the request for appeal, the Principal will schedule a meeting with the parent/guardian to discuss the issue.
- The Principal will have 5 days after receipt of the appeal in writing in which to hold the conference and provide a written response.

Student Consequences

During the appeal process, the consequences the student was issued will stand and must be met by the student while any final decision is pending. If the student received in-school suspension, he or she must also honor the terms of the in-school suspension, including accompanying consequences until the Principal makes a decision. If the referral is appealed successfully, all record of the consequence will be expunged and the student will be excused from any missed work during that time.

Violence Against School Personnel

Battery or assault against any school employee by a student is a Level 4 violation. If a student deliberately and knowingly uses force or violence against school personnel, the student will be suspended from school and could be reassigned to a school other than HLA. Subject to federal and state laws, if a student is formally charged with a violation of F.S. 784.081, assault, aggravated assault, battery, or aggravated battery upon a school employee, the student will be removed from the classroom immediately and may be permanently dismissed from HLA.

Weapons

Weapons and the use of weapons are prohibited on school property. Students may not possess common pocket knives, plastic knives or blunt headed table knives at school.

1. Firearms/Explosives

If a student brings, or is in possession of a firearm or explosive at school, whether operable or inoperable, the student will be referred to law enforcement agencies and removed from HLA.

2. Other Weapons

If a student uses a weapon of any type, including pointed or sharp instruments (screwdrivers, penknives, razor blades, ice picks), the student will be permanently dismissed (removed) from HLA.

3. Non Weapons Used as Weapons

If a student uses as a weapon any article or substance not normally considered a weapon (rocks, pens, pencils, etc.) the Principal will notify the parent/conference with the parent and student, and the student may be permanently dismissed from HLA, pending the outcome of the conference.

Student Safety

Staff Rules:

1. Cell phones may not be used during class time or when teachers have students directly under their care. They must be turned completely off at these times. Teachers may give family and associates the school number for emergencies. Emergency calls will be forwarded to staff. A message will be taken for non-emergencies.
2. All personnel must log in and out of the building during work hours.
3. When teachers bring classes out of doors they may not bring other work or personal items with them, including cell phones. Supervising or participating in student play or activities is the ONLY thing teachers may do when their class is out of doors.

Classroom Rules:

1. Students may not be left unattended. If teachers must leave the classroom or students for any reason or any amount of time, they must first get another employee to watch students in their absence.
2. Lines must be orderly, compact, silent, slow moving and at all times in sight of the teacher in charge of the students.

3. Students may not leave the classroom at any time without a pass indicating the exact reason for their travel and destination. It is the teacher's responsibility to make passes for their students.

Playground Rules:

1. Students may not be left unattended. Teachers must be in direct line of sight of students at all times.
2. Students may not enter any equipment shed for equipment for any reason. Only teachers can check out equipment.
3. Students may run on the playground in designated areas.

School-Wide Rules for Students:

The following school-wide rules are in place in order to maintain a safe and productive environment for all students. All students will:

- Act safely
- Be responsible
- Care for self, others, and the environment.

Students who break any of the above school rules will be subject to consequences as outlined in the Discipline Policy (page 18).

Parents will also be asked to sign the following documents each year:

- School/Parent/Student Compact and Code of Conduct document (see attached)
- Attendance Policy (see attached)

Visitors/Volunteers

1. School doors will remain locked to the outside to control access to the building. All visitors and volunteers must check in at the school office before entering the school. They must sign-in and, upon leaving, sign out.

Emergencies

1. Emergency plans for fire, tornado, and lock down are kept on file and practice drills are documented by the Principal. Teachers have copies of all procedures.

Field Trips and Excursions

1. Students with 5 or more unexcused absences will not be permitted to take part in non-classroom activities as they have already missed too much in-class instruction.
2. Staff that desire to plan a field trip will fill out a Field Trip Request Form and get a signature from the Principal before proceeding.

3. Trips shall be planned with consideration of the safety of students and chaperones.

Non-discrimination

1. No person shall, on the basis of race, color, sex, national origin, marital status, disability, age, religion, or on the basis of the use of language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school, except as provided by law.
2. The School will comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.

Personnel Conduct Policy

This policy applies to all adults who interact with students. Specifically, adult refers to the following types of individuals: Teachers, Staff, Interns, College and High School Placements, Personnel, Volunteers and Visitors.

Conduct Towards Students:

1. Adults shall be courteous to students at all times. They shall recognize that inappropriate student behavior is never a reason for inappropriate adult behavior. Inappropriate Adult Behavior includes: raising of the voice, ridicule, threats, inappropriate disciplinary actions, or any other behavior that can be considered inappropriate. Violations of this policy may make personnel eligible for discipline. All staff shall be trained in appropriate discipline of students, and follow the guidelines set forth in the Discipline Policy (page 18).
2. Administrators, Teachers, Academic Aides and After School Coordinators or staff are the only adults with authority to take disciplinary actions. All other staff/volunteers must report student misconduct to an adult with disciplinary authority. It is **NEVER** appropriate for unauthorized adults to take disciplinary actions against students.

Conduct Towards Other Adults:

1. In the event that an adult has a complaint about the actions of another adult at the school, this complaint can only be taken to the Principal or to the Board if appropriate. It is inappropriate and a violation of school policy to make a complaint to any other person at the school. Violations of this policy make personnel eligible for discipline.
2. Adults shall be courteous to other adults at all times. They shall recognize that inappropriate behavior on the part of others is never a reason for inappropriate adult behavior. Inappropriate Adult Behavior includes: raising of the voice, ridicule, threats, inappropriate disciplinary actions, or any other behavior that can be considered inappropriate. Violations of this policy make personnel eligible for discipline.

After School Program Policy

Healthy Learning Academy After-School Program (ASP) is a non-profit after-school childcare program for children who are enrolled at Healthy Learning Academy (HLA) and is supported solely by parent fees.

The goal of the After School Program is to provide a safe and enriching program, which supports the family, school, and community. It provides opportunities for children to develop socially, emotionally, and physically, within a warm and caring atmosphere. Our staff participates as partners with you in providing a quality program. Communication, support, and cooperation are essential ingredients in this partnership.

Registration

Only children currently enrolled are eligible to participate (enroll) in the ASP. Each child must have a completed and signed registration page and deposit on file before participating in the program. You must register by completing the last page of the enrollment packet and prepaying the non-refundable deposit/registration fee of \$35 per child. The registration/deposit fee of \$35 per child must be kept on account at all times. All ASP expenses must be pre-paid each week. All participants must fill out a registration card each year.

Days and Hours of Operation

The program will operate Monday through Friday from school dismissal until 6:00 p.m. A late fee will be billed to your account if you are late (see Late Pick-up below).

The After School Program will offer all day care over certain holidays with different rates and hours. More information will be distributed during the school year.

Attendance/Payments

All program fees must be pre-paid. Payments are due no later than the Friday prior to the week of attendance. Payments should be made payable to Healthy Learning Academy After-School Program. Please note on the check or money order the child/children's name(s) and days of attendance for which payment is being made. The payment is due in advance. If the payment is not received when due, there will be a late payment charge of \$5.00 and the child may no longer attend until fees are paid in full. Fees are not pro-rated due to holidays or absences. Any check returned for insufficient funds will be charged a \$30 return check fee and all future payments must be paid in cash.

	Full Time*	Part Time**
First Child	\$45 per week	\$25 per week
Each Additional Sibling	\$35 per week	\$15 per week

*Full Time – Three or more days per week.

**** Part Time – Two or less days per week.**

Please inform school of part time attendance days a week in advance in order to facilitate program planning.

Late-Pick-Up Fees

Beginning at 6:00 pm late pick-up fees will be charged. The rate is \$10 per child for every 15 minutes you are late picking your child up. These fees are due no later than the following day.

Habitual tardiness (3 times) in picking up children may result in dismissal from the program. If a child or children have not been picked up by 6:30 pm, the sheriff's office/Family services will be notified. Parents must call to notify staff of any extenuating circumstances by calling the school office at 352-327-2279. Notification does not relieve the parent or staff from following above late pickup policy. It is the sole responsibility of the parent, or an authorized person available to pick up the child if they are not available to do so.

Activities

In addition to homework/study/tutoring and snack time, we provide a diverse schedule of planned activities that are designed to excite and enrich your child. Cooking, arts and crafts, sports, and creative play will give the children an opportunity to explore their interests. We would also like to offer several clubs (running, book, chess, Scrabble, golf, Lego's, crafts etc.) depending on the children's interests.

Discipline Policy/Dismissal

All HLA discipline policies are in effect during the After-School Program. Failure to cooperate with established policies and procedures is just cause for dismissal from the program. We reserve the right to dismiss any child from the program for disruptive behavior.

Approval

We, the Board of Directors of the Healthy Learning Academy, Inc., have established the policies, detailed above, for the operation of the school and the corporation, at our meeting of December 9, 2014. Changes to these policies will be notated and dated with reference to the Board Meeting at which they were amended.

Betty Braun
Sheila Crapo
Bettianne Ford
Carolyn Lichty
Roger Morales
Tom Robinson
Sharon Sperling

