



Plato Academy Schools Corporation Administrative Policy Manual

Board Approved _____

The policies, rules and regulations contained within this Policy Manual are not to be considered exclusive and are subject to change and revision during the school year by the Plato Academy School Board. Parents and students are advised to check the PlatoAcademy.net school website for the most up-to-date version of the Policy Manual.

State of Emergency Guidelines

In the event of a global, national, or local emergency, various guidelines must be implemented and may supersede the other policies and procedures outlined in this handbook. In the event of one of the aforementioned circumstances please note that we will make all decisions based on guidance from the appropriate agencies and if/when things change, we will continue to keep you updated. In the event where distance learning is required students will be held to the same academic, behavioral and attendance standards as if they were in a traditional setting.

MISSION OF PLATO ACADEMY CHARTER SCHOOLS

The mission of the Plato Academy Charter Schools is to assist students in achieving their full potential by requiring and nurturing high academic and behavioral standards in a safe, supporting, challenging, and enthusiastic environment, providing a well-rounded K-8 education fortified by a study of the Greek language and culture, and fostered by a commitment and cooperative effort among the school, students, parents, and community: our family.

VISION OF PLATO ACADEMY CHARTER SCHOOLS

The vision of the Plato Academy Charter Schools is to progress as a family in which all are teachers and learners and are empowered and encouraged to exceed expectations, resulting in successful graduates ready to advance into their next stage of life, equipped with a well-rounded K-8 education fortified by the study of the Greek language and culture, and excited about continuing to achieve their full potential.

PLATO ACADEMY GUIDING PRINCIPLES

- The primary goal of Plato Academy Charter School is to ensure that each student's achievement is at the highest possible level. Education is to be provided in a manner that does not discriminate or cause harassment on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background. In order for this to be accomplished:
- Every school staff member will strive to create a positive, safe environment that encourages and supports student success. Underlying causes for misbehavior will be explored, and when possible, positive redirection will occur and acceptable alternative behaviors will be taught. Such redirection may involve a collaborative effort of school, student, parents, and community members.
- It is the objective and policy of the Administration of Plato Academy to recognize, preserve, and protect the individual rights of all students; and, at the same time, to encourage and enforce the exercise of these rights within the framework of an orderly and efficient school program. Within this framework, it is the duty of the administrative staff and the faculty of each school to prevent student conduct that is dangerous, disruptive, or destructive, therefore endangering the proper maintenance and function of the school program. Staff members are expected to model core value behaviors that set an example for students. It is expected that all disciplinary measures will be conducted in a manner that is respectful to the student and preserves that student's dignity wherever possible. It is the expectation that each student will behave in a manner that does not threaten, interfere with, disrupt or deprive other students of their right to an education. It is also expected students will learn to accept responsibility for their behavior. An effective school environment must be safe and free from disruption.
- The Administration further recognizes that students are protected and have certain rights extended to citizens under the United States Constitution and its amendments; and that these rights cannot be abridged except in accordance with the due process of law.

Therefore, in order to clarify the guidelines of student behavior in the school and establish procedures to be followed, the Plato Academy Code of Student Conduct (contained in this Handbook) has been adopted. If any issue is not addressed by this Handbook, it will be supplemented by the Code of Student Conduct in the District where your child attends. However, this Handbook will supersede the applicable District Code of Conduct if a conflict arises. The Codes shall be mandatory and applied in a manner that is consistent with Plato Academy Schools' philosophy of discipline. It is essential that all students, their parents or guardians, teachers, and administrators understand and abide by the Code of Student Conduct.

PLATO ACADEMY SCHOOL LOCATIONS AND CONTACT INFORMATION

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Plato Academy Tarpon Springs

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Plato Academy Trinity

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Plato Academy Pinellas Park

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Plato Academy Tampa

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Plato Academy Palm Harbor

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MAIN WEBSITE: www.platoacademy.net

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Section One: Definitions

(1.A) Corporation Name

Plato Academy Schools Corporation is a not-for-profit corporation incorporated in 2012 to operate charter schools. Throughout this document, “Plato Academy,” “the Corporation,” and “the Organization,” and the “Plato System” all refer to Plato Academy Schools.

(1.B) Schools

Plato Academy Schools Corporation founded in 2012 currently serves students in kindergarten through eighth grades at nine school site locations.

Plato Academy Clearwater opened in 2004.

Plato Academy Largo opened in 2010.

Plato Academy Palm Harbor opened in 2010.

Plato Academy Seminole opened in 2011.

Plato Academy Tarpon Springs opened in 2012.

Plato Academy St. Petersburg opened in 2013.

Plato Academy Trinity opened in 2015.

Plato Academy Pinellas Park opened in 2015

Plato Academy Tampa opened in 2016

(1.C) Home Office

Plato Academy Schools Corporation consists of “Home Office” Executive Leadership, hired by the governing board and departmental staff. With oversight of the Plato Academy Governing Board, the Home Office manages - the daily operations of the charter schools by providing academic and personnel support, strategic planning, human resources services, financial, facilities and IT services among other operational functions and duties.

Section Two: Student Policies

(2.A) Attendance

(2.A.1) Legal Foundation

Florida Statutes § 1003.21 mandates that all students between the ages of 6 and 16 attend school and sets forth specific requirements for schools to follow. Parents and students can be held legally accountable for truancy. In addition, research has found that poor academic performance is associated with nonattendance in school. To manage the attendance of our students, and aid in their academic success, Plato Academy will adhere to the following procedures as required by Florida law:

(2.A.2) Absence Reporting

Attendance is taken on a daily basis. If a student is going to be absent, the parent, on the day of a student's absence, should call the school explaining the absence or submit the digital form per school directions. If an unexcused absence is recorded, the school will attempt to contact the Student's parent or legal guardian regarding the absence to prevent a pattern of nonattendance. Under some circumstances, more than parental notification may be required by the school's Principal.

(2.A.3) Excused Absences

The following absences will be considered excused:

1. The Student is ill. (If the illness persists for three or more consecutive days or requires numerous nonconsecutive absences, a doctor's note is required).
2. Death in the immediate family of the Student. A student's immediate family includes biological parents, grandparents, siblings, or adults and siblings from an immediate extended family unit.
3. Religious holiday of the Student's faith. This requires a parent's note seventy-two (72) hours before the absence.
4. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the school's Principal (or designee). This includes detention at a juvenile center in which the student continues their education.
5. The student is seriously injured and has a medical excuse to be absent from school.
6. There is a major illness in the student's immediate family (parents, brothers, sisters, grandparents, or others living in the home).
7. Special events - examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence related to a special event.
8. The student has a scheduled medical or dental appointment.
9. The student has or is suspected of having, a communicable disease or infestations which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute § 1003.22). Examples of

communicable diseases and infestations include, but are not limited to, Covid-19, fleas, head lice, ringworm, impetigo, and scabies.

10. Students on field trips and students who attend alternative to suspension programs are not considered absent. Plato Academy is bound to follow mandates established by local, state, and federal agencies and departments of health regarding any other protocols pertaining to communicable diseases.
11. The student is seriously injured and has a medical excuse to be absent from school.
12. There is a major illness in the student's immediate family (parents, brothers, sisters, grandparents, or others living in the home).
13. Special events - examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence related to a special event.
14. The student has a scheduled medical or dental appointment.
15. The student has or is suspected of having, a communicable disease or infestations which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute § 1003.22). Examples of communicable diseases and infestations include, but are not limited to, Covid-19, fleas, head lice, ringworm, impetigo, and scabies.
16. Students on field trips and students who attend alternative to suspension programs are not considered absent. Plato Academy is bound to follow mandates established by local, state, and federal agencies and departments of health regarding any other protocols pertaining to communicable diseases.

(2.A.4) Tardiness/Absences

Plato Academy believes student success is important. Students must arrive at school on time and ready to learn. We recommend students arrive at 8:30 a.m. (10 minutes before the start of school) to ensure ample time to reach their classroom before the bell rings. The following guidelines are in place for students who are tardy to school:

1. Students who are not in class at the time of the start of first period homeroom will be considered tardy and will be marked as such by the teacher.
2. Electronic attendance is to be submitted daily by 9:15AM by the classroom teacher using the district-designated program, in addition to keeping paper attendance. Maintaining accurate attendance is absolutely essential.
3. Teachers must keep all tardy slips and excused absence notes for the entire school year. At the end of the year, teachers are required to scan the tardy slips by student/date and provide PDFs to school administration with other end-of-year documentation.
4. Absence Definition: A student who is not present in class at least one half of the class period shall be counted absent from that class. To be counted present for the school day, a student must be in attendance for at least one half of the class periods during the school day.
5. A child who accumulates 6 tardies or three excessive tardies (over 1 hour late) in a quarter will be issued a truancy notification will be sent (phone call, email, or note home).
6. A truancy letter will be sent from the school when a child accumulates 12 total tardies

(excessive or not) within a quarter and placed in the cumulative record.

7. A parent/legal guardian will be required to attend a truancy conference when a student accumulates 18 tardies within a quarter.

When a student is absent for three (3) consecutive days, it is the homeroom teacher's responsibility to call home and find out the reason.

Teachers are responsible for keeping track of excessive unexcused absences and unexcused tardies and unexcused early releases, and notifying the administration before sending out absentee or tardy letters.

- Students who have been absent five (5) days or more in a grading period may be required to bring a certificate of illness from a licensed doctor to the school in order for such absence(s) to be excused.
- If a student is absent from school because of illness, or if the absence is unexcused, attendance at after school activities (such as sports, dances, or clubs) may not be permitted.
- If a child has a fever (100.4 or higher), the student MUST be fever free for 24 hours without the aid of medication before returning to school.
- Students accumulating more than fifteen (15) unexcused absences per school year are considered truant and the truancy may impact the students' enrollment preferences for the following school year, and/or impact students' grades and the matter will be referred to the SBLT (School Based Leadership Team) and an action plan will be developed. The SBLT team will consult with the family to identify school and community support needed to ensure student attendance at school. If attendance is not improved, recommended actions may also include referral to neighborhood schools, referral to the State Department of Children and Families, referral to truancy court, and retention due to course failure or non-completion.

(2.A.5) Early Removal

Students are expected to attend the entire day of school as students removed early from school miss valuable instruction time. In addition, the early release of students disrupts the academic performance for all students and may create safety and security concerns. Therefore, no student should be released within the final 25 minutes of the school day unless prior arrangements have been made with the Principal. Each early release of a student will be treated in the same manner as a tardy. See Section 2.A.4 for the guidelines in place for students who are tardy.

(2.A.6) Makeup 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 24-48 turnaround to prepare such materials. Students whose absences are excused will not receive an academic penalty for made-up work unless the work is not made up within the time limits explained in policy 5.F (Late Homework). Students whose absences are unexcused will receive academic penalties outlined in policy 3.F (Late Homework).

(2.A.7) Excessive Absences

Students who miss more than twenty (20) school days during a given school year (regardless of whether they are excused or unexcused absences) run the risk of being retained. Excessive absences are detrimental to the overall academic growth for a student. If a student reaches 15 absences, the Principal shall decide whether to refer the student to the School Based Leadership Team to determine why the absences are occurring and work with the parents to improve school attendance. If the Student then reaches 20 absences, the Student will be referred to the School Based Leadership Team who shall determine whether or not the Student will be considered for retention and whether additional interventions are necessary. In addition, the School Based Leadership Team will follow the truancy consequences as outlined below in Section 2.A.8.

(2.A.8) Truancy Consequences

Per Florida Statute § 1003.26 any student who has at least five (5) absences within a calendar month or ten (10) days out of ninety (90) will require that the Student's homeroom teacher report to the Principal that a pattern of absence exists. The Principal may refer the student to the SBLT (School Based Leadership Team). If the SBLT finds a pattern of nonattendance, the team will meet with the parent to identify potential remedies; the Principal must notify their respective district charter school office of the specified pattern of nonattendance. If the initial meeting with the parent does not resolve the problem, the SBLT shall implement the following pursuant to Florida Statutes:

- Frequent attempts at communication between the teacher and other school personnel and the family
- Attendance contracts including supports to assist with barriers to and motivate attendance
- Home Visits by School Personnel
- Wellness Checks by local authorities
- Evaluation for alternative education programs

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

Once all reasonable efforts to resolve the nonattendance behavior are exhausted, the SBLT shall report the case to the Principal. The Principal may also request the parents or guardian of the student to withdraw from the school if it is clear that the Student is unwilling to attend the school; otherwise the school may file a truancy petition pursuant to Florida Statute § 984.151.

Section Three: Student Academics

(3.A) Report Cards – Progress Reports and Grading Policy

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

Teachers must grade all assignments within one week, unless an essay or project, and then within two weeks, and provide feedback to students on their progress in class. Teachers are required to provide feedback to their students, post grades every two weeks and communicate frequently with parents.

Report Cards are completed by the teacher four times per year for grades K-8 and are sent to the parent or guardian upon request as all parents have access to the digital gradebook, unless otherwise noted by the School. Progress Reports will be issued to students in need of additional support between grading periods. Parents may receive a Progress Report and be requested to return the form signed.

Explanation of Codes

The set of codes listed below is used in:

- Grades 1 & 2 – all areas
- Art, Music, Greek, and Physical Education – all areas
- Grades 3-5 - work habits and conduct
- Grades 6-8 - all areas (as noted with an asterisk (*) below)

E – Excellent performance in classroom work or behavior. Daily performance meets or exceeds Plato Academy grade level expectations.

V – Very good performance in classroom work or behavior. Daily performance meets or exceeds Plato Academy grade level expectations. (V - Not applicable for Pasco County nor for middle school grades)

S – Satisfactory performance in classroom work or behavior. Daily performance may be at or somewhat below Plato Academy grade level expectations.

N – Needs Improvement in classroom work or behavior. Daily performance is below Plato Academy grade level expectations.

U – Unsatisfactory in classroom work or behavior. Daily performance is markedly below Plato Academy grade level expectations.

The set of codes listed below is used in:

- Grades 3-5 - grades in Core Courses: Reading, Writing, Mathematics, Social Studies, Science, Greek Language, and Health

- Grades 6-8 - grades in Core Courses: Reading, Writing, Mathematics, Social Studies, Science, Physical Education, and Health, and Elective courses, including but not limited to Greek Language

A – (90-100%) Student’s average grade during the marking period falls within the range of 90-100% and daily work consistently meets high quality standards.

B – (80-89%) Student’s average grade during the marking period falls within the range of 80-89% and daily work consistently meets acceptable standards.

b – (70-79%) Student’s average grade during the marking period falls within the range of 70-79% and daily work consistently meets acceptable standards.

D – (60-69%) – Student’s average grade during the marking period falls within the range of 60-69% and daily work is inconsistent in meeting acceptable standards.

F – (0-59%) Student’s average grade during the marking period falls within the range of 0-59% and daily work consistently does not meet acceptable standards. (Note: Pasco County uses ‘U’ instead of ‘F’)

Each student receives grades based on student expectations. Expectations are different for each grade level, just as the standards taught are different at each grade level. More specific information on the expectations for your child's grade level are shared at Open House.

(3.B) Standards-Based Assessment - Kindergarten

The Pinellas County Plato Academy Schools use standards-based assessment which provides an accurate snapshot of the student's abilities based on the standards they are accountable for at their grade level. A student falling below the standard may be referred for academic interventions. As such, the following scale is utilized to identify a student’s progress towards a standard:

4- Has demonstrated an advanced, in-depth understanding of the standard

(I know it even better than my teacher taught it)

3- Has demonstrated a complete understanding of the target learning goal

(I know it just the way my teacher taught it)

2- Has demonstrated a simple understanding of the target learning goal

(I know some of the simpler stuff but can’t do the harder parts)

1-Is able to partially demonstrate understanding with assistance

(With some help, I can do it)

0-Is not successful with the learning goal, even with assistance

(Even with help, I can’t do it).

(3.C) Achievement Awards

Principal's List – Students in grades 3-8 who receive all A’s or E’s in the academic subjects and who achieve all E’s for conduct, work habits, physical education, art, and music shall have their name entered on the Principal’s List

Honor Roll – Students in grades 3-8 who receive A’s and B’s in the academic subjects and who achieve all E’s and V’s for conduct (or S’s in Pasco County), work habits, physical education, art, and music shall have their name entered on the Honor Roll.

(3.D) Homework Policy

Plato Academy believes that homework reinforces the learning happening in the classroom and allows students to learn essential lessons in responsibility and accountability. Therefore, homework is assigned to support or serve as a precursory activity for learning that has taken or will take place in the classroom. Therefore, homework is an integral part of the students' education. Thus, homework must be completed and submitted as directed by teachers.

(3.E) Guidelines

Homework is to be assigned at all grade levels and may be assigned using the following criteria:

- Individualized for a child or group of children, based on skills that need to be reinforced.
- Homework may not be assigned over a weekend or a holiday and be due on the first day coming back from such weekend or holiday unless a parent requests extra work for their child or a teacher and parent determine a child needs additional practice and the amount of homework is reasonable.
- Amount of homework in addition to daily reading at home:
- Primary grades (K-2) no more than 20-30 minutes nightly. Reading nightly with your children is in addition to this timeframe.
- Intermediate grades (3-5) no more than 30-45 minutes nightly. Independent reading nightly is in addition to this timeframe.
- Please plan with your team so that the quality and quantity of homework is consistently and evenly distributed throughout the grade level.
- Middle school grades (6-8) coordinate with other teachers to ensure no more than two tests or long-term projects are due per day. Homework should be assigned with adequate notice for students to manage their workload.

While we strive to use these guidelines, we like to clarify 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.

(3.F) Late Homework

One of the responsibilities of homework is to teach students responsibility and accountability. To accomplish this and to ensure students do not fall behind on their schoolwork, students must complete their work on time. Therefore, each grade level has a late work policy communicated to students and parents during the first week of school.

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

- After an absence, a student must arrange with the teacher for any makeup work. Full credit for makeup work may only be given for excused absences. Unexcused absences will result in a one grade level penalty for all completed missed work. For example: If a student receives an 'A' on a missed assignment (classroom or homework) the final grade will be a 'B' if the make-up work was due to an unexcused absence. The number of days allowed to make up the work shall be the same as the number of school days the student was absent.
- If a teacher assigns an assignment or long-term project prior to the absence, the project, assignment, or test shall be completed or turned in on the day the student returns.

(3.G) Posting of Homework

Homework is posted in google classroom and may be included in teacher weekly emails. Please carefully review the class syllabus for all ways to stay informed about assignments as teachers may use alternate methods of communication.

(3.H) Dual Enrollment

Plato Academy understands that the services of one school may not be able to address the needs of every student thoroughly and recognizes the value of Dual Enrollment. However, given the academic structure of our school and the scheduling concerns, we do not permit students to be enrolled at Plato Academy schools part-time due to a dual enrollment agreement, except for as allowed below.

(3.I) Florida Virtual School

Students who choose to enrich their academic progress and have met the academic requirements for course acceleration in core academics may be recommended to enroll in the Florida Virtual School Flex course. Students who fail to pass a required course offered at Plato Academy will need to enroll in the FLVS Flex course as a course recovery option and pass the course prior to being promoted to the next grade. Requests for acceleration through FLVS must be brought before the SBLT team for final decision or may be decided at the discretion of administration based on each case.

(3.J) Promotion and Retention Guidelines

Our teachers will challenge each student with motivating, engaging instruction in a safe learning environment. The curriculum is based on the content and performance strategies that will nurture high academic standards along with the love of learning. Our philosophy is to encourage critical thinking skills that will prepare our students to become productive, contributing citizens in our multicultural society. In reality, we know that students are individuals and they learn at different levels. In order to uphold our mission, no student will be promoted unless they are academically ready and have the maturity to succeed in the next grade.

In order for a student to be promoted, the teacher and administration will look at these criteria:

- Class grades
- Report card grades
- Common assessments
- Teacher recommendation and observations
- Standardized Assessments/Student portfolio
- Parent's willingness to help or get help for student
- Student's maturity and ability to succeed at the next level
- Students attendance history

Notice of student retention will come no later than February 15 of the school year and will be provided during a face-to-face conference. Middle School whole grade retention is based on unearned credits and will occur when two or more full core courses were failed for the year. Florida Statute § 1008.25 requires that if a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the statewide standardized assessment required under Florida Statute §. 1008.22 for grade 3, the student must be retained unless promoted via allowable good cause promotion measures. The state of Florida does not allow social promotion based solely on age.

(3.K) Cheating/Malpractice

Plato Academy believes that students perform best when they complete their own work. This includes their homework. Independent student work boosts confidence, motivation and academic performance. Homework reinforces the concepts learned in school and helps the student retain the knowledge and improves overall test scores. It also creates independent work skills that help develop lifelong strong work habits.

Cheating/malpractice definition: Behaviors that result in or may result in a student gaining an unfair advantage over another student and includes the following:

- Plagiarism: the representation of the ideas or work of another person as the student's own. Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.
- Collusion: the supporting of malpractice by another student, as allowing one's work to be copied or submitted for another.
- Duplication of work: the presentation of the same work for different assignments
- Other: includes but is not limited to:
 - Engaging in misconduct during an exam, test, quiz or other assessment situation
 - Falsifying any records, documentation
 - Copying, paraphrasing, reusing or submitting another's work without acknowledging the source, including information from the Internet
 - Identical answers on passages on tests, reports, essays
 - Student work must be original work and not the work of Artificial Intelligence apps or programs such as ChatGPT or SnapChat AI unless otherwise directed by the teacher for specific projects.

Consequences for Cheating/Malpractice:

- **First Offense:** Grade of zero (0) on assignment with no ability to resubmit for a grade
- **Second Offense:** Grade of zero (0) with no ability to resubmit for a grade and writing notification to parent and possible disciplinary action.

Section Four: Behavior and Discipline

(4.A) Foundation and Expectations

Plato Academy believes that children learn in various ways and that our teachers provide an environment that meets the multi-intelligences needs of our students. Using this unique approach to education, we believe we reduce the number of behavioral concerns within the classroom. However, we realize that situations may arise when educating children, that may require the school to address student behavior. In doing so, the school believes behavioral guidance and discipline should be a learning opportunity. Students are given the opportunity to learn and demonstrate appropriate behavior and cooperatively accept responsibility and be accountable for their actions. Plato Academy believes that partnership with parents is an important factor in reinforcing this behavioral management philosophy and that positive parental role modeling increases positive behaviors at school.

In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the frequency and severity of the student's misbehavior. Any disciplinary or prosecutorial action taken against a student who violates this policy must be based on the specific circumstances of the student's misconduct.

Off-campus student misconduct can result in discipline in certain circumstances, including where the misconduct has a connection to school related activities, or incidents.

Recognizing that students may need additional support in the form of mental health services, Plato Academy Schools will ensure referrals for mental health services are made in alignment with state and federal guidelines. Such referrals are not to be punitive or as a form of disciplinary action; however, may be made in conjunction with a disciplinary incident.

(4.B) Specific Acts/Offenses

Listed below are some acts of misconduct. These acts are not the only acts that may result in discipline (including suspension, reassignment, dismissal, or expulsion). They are only examples. Other actions that are not listed below may include behaviors that might hurt, harass, or threaten others, damage property, disrupt class or school, violate criminal law, or show disrespect of any kind towards another person: teacher, parent, staff, volunteer, visitor or student. Consequences may range from a Warning to Dismissal.

Some, but not all, of the acts that may result in discipline

1. Arson;
2. Blackmail;
3. Bullying;
4. Unauthorized use of cellular telephones, electronic communication devices, and other electronic devices;
5. Cheating;
6. Chemical spray, pepper, mace (possession of);
7. Computers or electronic devices (improper usage);
8. Cyberstalking;
9. Defiance;

10. Disruptive Behavior;
11. Drug paraphernalia (possession of);
12. Extortion;
13. Failure to give a correct name;
14. False alarm (this includes pulling a fire alarm or making a false report);
15. Falsifying or altering records;
16. Fighting
17. Gambling;
18. Gang participation or display of gang-like behavior;
19. Hazardous material (possession of);
20. Hazing;
21. Hitting, kicking or physically touching someone in a harmful manner;
22. Interference with school personnel;
23. Interference with the movement of another student;
24. Leaving school grounds without permission;
25. Physical force (used against someone);
26. Participating in, watching, recording or electronically transmitting any inappropriate sexual content, e.g. sexting
27. Profanity;
28. Recording a fight or act of bullying, assault, or battery, whether staged or real; posting or disseminating or posting to the internet any of the aforementioned or any other inappropriate material;
29. Repeated misconduct;
30. School rule (violation);
31. Sexual or other Harassment;
32. Sexual activity at school, or a school activity;
33. Stealing;
34. Tobacco, or other tobacco substitutes, e.g. vaping or e-cigarettes (possession or use of);
35. Toy or replica gun or knife (possession of);
36. Trespassing;
37. Vandalism;
38. Verbal abuse of another;

Other serious misconduct which lead to disciplinary consequences include but are not limited to the aforementioned infractions.

(4.C) Definition of Disciplinary Terms

Some but not all definitions of terms and/or student conduct considered violations of the Code of Student Conduct are described in this section. The use of words, such as battery and arson, is not meant to be considered equivalent to or to carry the same standards and consequences as the same words defined in the criminal context in the Florida Statutes. Plato Academy retains the flexibility and right to attach definitions to such words without attaching any criminal standards set by the courts or legislature. When a student has committed an infraction, the misbehavior is classified according to the definition that best describes it.

The notation * next to the three-letter violation code listed below represents the School

Environmental Safety Incident Reporting (SESIR) definitions and guidelines required by the Department of Education. Some but not all offenses are SESIR related.

1. Alcohol ALC* - The act of possessing, selling, purchasing, or using alcoholic beverages.
2. Arson ARS* - The act of damaging or causing damage by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not or its contents.
3. Battery BAT*- – The act of physical force or use of violence where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have to know the victim was pregnant. A finding of battery must be serious enough to warrant consulting law enforcement (To distinguish from Fighting (FIT), report an incident as Battery (BAT) only when the force or violence is carried out against a person who is not fighting back.)
4. Burglary BRG* – Unlawful entry into or remaining in a dwelling, structure, or conveyance (vehicle) with the intent to commit a crime such as damage or remove property or harm a person(s).
5. Bullying BUL* – The act of systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment: or unreasonably interferes with the individual's school performance or participation; and may involve but is not limited to teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation; or destruction of property. Bullying includes instances of cyberbullying.
6. Campus Crime/Other Major Incident* – The act of any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples include students producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.
7. Cellular/Electronic/Communication Device – The act of utilizing any personal communication/electronic device such as but not limited to alarm devices, pagers/beepers, cellular phones/ camera phones, or other one-way/two- way communication devices without the proper authorization on school grounds or in any building owned or operated by the School Board during school hours, or used causing disruption/interference with the orderly educational process, or disrupts or interferes with the safety to-life issue for students being transported on a district school bus. Misuse of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.
8. Cheating – The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment and not telling the truth.
9. Dangerous Implement – The act of possessing or using devices that are designed to inflict or could inflict pain or injury to another individual. The act of possessing any item, although not specifically intended to harm another person, is used to cause or attempt to cause injury or put someone in reasonable fear of injury, or the item is considered disruptive on a school campus.
10. Defiance of Authority/Willful Disobedience / Insubordination – A flagrant or hostile act

challenging the authority of a school staff member, bus driver, or any other adult in authority. The act of deliberately refusing or failing to follow a direction or an order from a school staff member, bus driver, or another adult in authority.

11. **Destruction of School or Personal Property of Staff** – The act of intentionally damaging/destroying school property or personal property belonging to a staff member, including but not limited to destruction or damage to a home, automobile, and electronic devices.
12. **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 4:00 p.m. Suppose the student does not report immediately on the assigned school day or is absent for any reason (except having an official doctor's note on physician stationery). In that case, that detention will be rescheduled, and additional penalty detention added. Detentions will typically be scheduled on a standard day once per week. Alternate detention requests cannot be entertained due to established supervising staff schedules and other responsibilities.
13. **Disruption Classroom/ Campus – Major *** - The act of misbehaving disrupts the learning environment, inhibiting the instructor's ability to teach or interfere with other students' opportunity to learn. The act of displaying disruptive behavior poses a serious threat to the learning environment, health, safety, or welfare of others. This type of violation significantly disrupts all or portions of the campus activities, school-sponsored events, and school bus transportation. Examples: Bomb threat in which emergency services respond, inciting a riot, initiating false fire alarm, (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, minor fights or classroom disruptions.)
14. **Dress Code** – The act of failing to comply with the established dress code policy.
15. **Drug Use/Possession *** – (excluding alcohol) – The act of using or possessing any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance as defined under Chapter 893 of the Florida Statutes, including, but not limited to, marijuana, hallucinogens, inhalants, or any substance represented to be an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substances or any substance when used for chemical intoxication.
16. **Drug Sale/Distribution *** – (excluding alcohol) – The act of manufacturing, cultivating, selling (or intent to sell), or distributing any drug, narcotic, controlled substance, or substance represented to be a drug.
17. **Excessive Tardies to Class /School** – The act of arriving late to a class or school on a repeated basis.
18. **Felony Off-Campus** – The formal charge by state attorney officials of a student for the alleged commission of a felony or a delinquent act classified as a felony if committed by an adult at a time and place where students are not subject to the control of the school. (A recommendation for expulsion may be considered only if the student is convicted.)
19. **Fighting – Minor** – The act of two or more persons mutually participating in the use of force or physical violence that may or may not result in injury. This may include pushing, shoving, or altercations that stop upon verbal command.
20. **Fighting – Major *** – The act of two or more persons mutually participating in the use of force or physical violence that requires physical restraint or results in an injury requiring

first aid or medical attention.

21. Forgery – Non-Criminal – The act of making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing, possessing, or distributing any false document, item, or record represented to be an authentic school document, item, or record.
22. Gang-Related Activity/Apparel/Appearance – The act of engaging in any verbal, written, or physical activity associated with becoming a gang member, being a gang member, or participating in gang-identified rituals or behaviors. Wearing or displaying any clothing, jewelry, accessories, makeup, tattoo, or any other appearance or apparel which may be considered gang-related in any manner which is associated with being a member of or participating in a gang or gang-related activity.
23. Harassment (Bullying) * – The act of inflicting physical hurt and/or offensive, abusive, intimidating, or other insulting behavior on the part of one or more students towards a student(s) that may or may not be repeated over time.
24. Harassment *– The act of threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to their person or damage to their property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school.
25. Harassment (Cyberbullying) *– The act of using information and communication technologies such as, but not limited to email, cell phone, pager text messages, instant messaging (IM), defamatory personal web sites and defamatory personal pooling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of a school or an individual's academic performance.
26. Harassment (Racial) * – The act of discriminating against another person which discrimination is prohibited by law – race, color, gender, national origin or sexual orientation, including any verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race, when such repetitive conduct substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. Racial harassment may include but is not limited to epithets and slurs, negative stereotyping, threatening, intimidating, hostile acts, and/or written or graphic material showing hostility or aversion toward an individual or group.
27. Hazing * – The act of recklessly or intentionally endangering the mental or physical health or safety of a high school student for purposes, including, but not limited to initiation or admission into or affiliation with any organization operating under the sanction of the high school and in accordance with FS Section 1006.63,
28. Homicide * – The unjustified killing of one human being by another. Horseplay – The act of engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school.
29. **In-School Suspension (ISS):** An in-school suspension is a consequence that secludes a student from their peers and allows the student time to reflect on their misbehavior. Students will be removed from class and located in areas outside the common areas

where students are typically present. While suspended, students cannot participate in any school-related activities, including the common lunchroom. In-school suspensions shall not be considered an absence from school and students will be given schoolwork to complete during the day. However, students are required to complete, on their own time, any and all makeup work from the time missed if not completed during the ISS. Students in ISS may not use computers unless a teacher gives specific permission or specific computer-based assignments. When returning to normal class schedules, the student will not be allowed to participate in extracurricular activities or non-educational field trips for thirty (30) days following the suspension. (ESE students who are given ISS will still receive services during the school day(s) for which they are serving the ISS.)

30. Kidnapping * – Forcibly, or by threat, confining, abducting, or imprisoning another person against their will and without lawful authority.
31. Leaving Campus w/o Permission – The act of leaving school grounds without proper administrative authorization.
32. Missed Detention– The act of not attending a teacher or administratively assigned detention.
33. Missed Saturday School– The act of not attending administratively assigned Saturday School. (High School only)
34. Not Cooperating – The act of failing to follow the directions of a teacher, administrator, staff, or volunteer in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic.
35. Other Offense– The act of any serious, harmful incident resulting in the need for additional staff and administrators' intervention not previously classified.
36. **Out of School Suspension (OSS):** An out-of-school suspension will be time away from school to consider and reflect on their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school-related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students will not be allowed to participate in extracurricular activities or non-educational field trips for thirty (30) days following the suspension. ESE students who receive OSS will receive compensatory services upon return to school for any service time missed during the OSS.
37. **Parent Shadowing:** If a student is issued an out-of-school suspension more than once, the school may require that the child's parent(s) report to school to shadow their child to ensure they behave appropriately in school. Plato Academy sees this shadowing as a positive experience for both parent and child. Although the school will attempt to work with parents in scheduling shadowing, fulfilling this consequence promptly naturally creates the expectation that the parent makes any needed arrangements and returns with their child on the first day after the suspension to shadow, monitor, and assess their child's behavior. If a parent is reluctant or unable to schedule and experience this shadowing opportunity, the child shall return to an in-school suspension, as described in subparagraph 28 above. Additionally, the student will be unable to participate in any extracurricular activities or field trips for the remainder of the year until the parent fulfills

this obligation.

38. Profanity/Obscene/Abusive Language – The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed toward a classmate, staff member, teacher, administrator, volunteer, or merely done overtly.
39. Public Displays of Affection PDA – The act of failing to refrain from public displays of affection in school. The practice of embracing and kissing in school is considered poor taste and disruptive to the educational environment.
40. **Recommend Reassignment:** Under rare, serious circumstances, the School may consider recommending the student be reassigned to another school by the District County Schools (e.g., Pinellas, Pasco or Hillsborough County). The procedure for doing so is as follows: 1. Any recommendations for reassignment will align with the requirements identified by the District's Code of Student Conduct. 2. If a student's behavior or pattern of behavior warrants a possible reassignment; the School Principal will meet with various staff members to discuss the student's behavior, attitude, and motivation, examine parental compliance with school policies, prior educational and other related remedial suggestions, review how the school has been or could support this child's behavior, and consider whether reassignment is indicated. 3. If the Principal, in conjunction with the Positive Behavior Intervention Supports Team (PBIS), 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.
41. 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 the Plato Academy Grievance Process. If the suspension is withdrawn through the appeal process, the recommendation for reassignment will also be retracted.
42. Repeated Misconduct – student misconduct that is chronic or continual even after implementing interventions and consequences.
43. Robbery * – The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.
44. Sexual Battery * – The act of forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object was simulating a sexual organ or the anal or vaginal penetration of another by any body part or object. Both males and females can be victims.
45. Sexual Harassment * – The act of unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.
46. Sexual / Lewd Behavior* – The act of making unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature toward a student(s) and/or staff, volunteer when such conduct substantially interferes with academic performance or creates an intimidating, hostile, or offensive school environment. Subjecting an individual to lewd, sexual gestures,

comments, sexual activity, or exposing private body parts in a lewd manner.

47. Skipping Class /Skipping School – The act of not reporting to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.
48. Stealing/Larceny/Theft less than \$750 – The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
49. Stealing/Larceny/Theft \$750 or more * – The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
50. Strike/Student – actual and intentional striking of a student against their will, or the intentional causing of bodily harm to an individual.
51. Strike / Adult – actual and intentional striking of an adult, or the intentional causing of bodily harm to an individual.
52. Threat/Intimidation * – An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm, made in person, electronically, or through other means.
53. Tobacco 17 yrs. or under* – The act of possessing, using, distributing, or selling tobacco products on school grounds, at school-sponsored events, or on school transportation.
54. Trespassing * – The act of entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off-campus without authorization or invitation and with no lawful purpose for entry.
55. Unauthorized Area – The act of being present in buildings, rooms, hallways, or other areas of a school campus restricted to student access during all or a portion of a day.
56. Vandalism less than \$1000 – The act of intentional destruction, damage, or defacement of public or private property without the owner's consent or the person having custody or control of it.
57. Vandalism \$1000 or more * – The act of intentional destruction, damage, or defacement of public or private property without the owner's consent or the person having custody or control of it.
58. Weapons * – The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person. See Misconduct that Requires Specific Consequences.

Plato Academy believes that all students are entitled to an optimum learning environment free of disruption. In order for this to transpire, Plato Academy implements a schoolwide discipline policy that provides consistency to all students because the rules and consequences will be applied fairly throughout the school. School administrators may utilize the Plato Academy policy manual in conjunction with their respective county's student code of conduct as applicable in each unique disciplinary situation.

Students are expected to behave respectfully while under the responsibility of school staff (this includes during school hours, after-school activities, or any activity in which school staff

members are responsible for the students). Generally speaking, for minor infractions, a teacher or school staff issues a verbal warning. If the behavior continues, the teacher communicates with the family and consequences will be issued which could include, but are not limited to, loss of privileges, detention, removal from class or suspension.

The principal has the discretion to provide consequences that promote a safe, secure, and nurturing learning environment considering the totality of the circumstances for all students. For serious or repeated infractions the principal may suspend the student out of school for up to ten (10) days, as per Florida Statute § 1003.01. Consequences will increase in severity in accordance with frequency and severity of harm and/or disruption. When a student misbehaves beyond the scope of a teacher's classroom management program, and the misconduct requires administrative attention or an office referral, the teacher will send the student to report to the Principal (or designee) to discuss the behavior. If the principal suspends a student, they will call the parents before the first day of suspension is served. If parents were not reached within the school day, then the referral will be emailed home to the family as documentation of the behavior and consequence and the suspension will be served. Phone contact and a meeting with the parents will be scheduled once contact is made.

(4.D) Behavioral Consequences Outlined

The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used. If a student is exhibiting a relatively minor behavioral infraction, the staff, at their professional discretion, should give the child verbal warnings that their behavior is inappropriate.

1. **Written Warning**: The student may receive a written warning. This level of infraction is a communication tool with parents who should reinforce appropriate school behaviors at home - written by staff/teachers.
2. **A Loss of Privilege (LOP)**: The student may receive a "Loss of Privilege" (LOP). Staff members will assign consequences such as after-school detention, lunch detention, missed recess, etc., to a LOP. Parents will receive email notification of the issuance of a LOP and will be required to acknowledge (preferably by email) that they are aware of the situation. LOP's are not kept as part of the student's permanent file.
3. **Referral To Permanent File**: A referral (see the Discipline chart) to a permanent file is completed by the Principal (or designee) after an internal investigation, including the student's comments regarding the misbehavior. This document is permanently included in the students' cumulative folder. Administrators will assign consequences ranging from Loss of Privilege up to Out of School Suspension depending on the nature of the violation of student conduct or the level of chronic behaviors.

(4.E) Misconduct that Requires Specific Consequences

In general, there are some things that result in a specific consequence if a student is found to have done them. These actions are specific to the safety, health and welfare of all students and as such will be handled as outlined in statute or in the specific district code of conduct relative to the Plato Academy School Campus (e.g., Pinellas, Pasco or Hillsborough County) These include, but are not limited to, acts involving:

1. intentional and willful bypassing or hacking of Plato Academy School Corporation's

- technology networks and systems;
- 2. use of tobacco products, including vaping;
- 3. illegal drugs, alcoholic beverages, and harmful substances including vaping;
- 4. bombs and bomb threats;
- 5. chemical and biological attacks or threats;
- 6. guns, weapons, and dangerous objects;
- 7. violent acts resulting in serious injury;
- 8. felony charges and convictions.

Plato Academy promotes a safe and supportive learning environment in schools to protect students and staff from conduct that poses a serious threat to school safety. Faculty and staff are encouraged to use alternatives to expulsion or referral to law enforcement agencies unless otherwise required by law. School-based administrators shall provide consistent school-based discipline, where appropriate and authorized by Policy. Certain acts are considered a threat to school safety and must be reported to law enforcement. These acts include, but are not limited to, the following:

- Possession or use of a bomb and making of a bomb threat;
- Chemical and biological attacks or threats;
- Possession or use of a gun, weapon, or firearm;
- Threats or acts of violence involving serious injury; and
- Threats that are sexual in nature

School Based Threat Management Teams shall consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety. Petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances, should ordinarily not be referred to law enforcement and should not ordinarily result in student arrest. Petty acts of misconduct are those that an administrator reasonably believes do not pose a threat to the safety of students, staff, volunteers, or other persons or a threat of harm to school property.

(4.E.1) Tobacco, Nicotine, and Vaping

Use of tobacco, nicotine, and vaping products and smoking any lit or unlit product or device on school grounds is a violation of the Code of Student Conduct.

For purposes of this Policy, “use of tobacco, nicotine, and vaping products” shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, nicotine, or vaping substance as well as any uses of electronic cigarette/cigar, vaping devices or any other product designed to imitate any of the products mentioned herein regardless of whether it contains tobacco, nicotine or vaping substance.

”Use of tobacco, nicotine and vaping products” shall not include the use of nicotine patches or nicotine gum for their intended purposes, so long as Florida law does not prohibit the student from possessing nicotine patches or nicotine gum.

If a student is found to be in possession, using, or distributing any form of tobacco, nicotine, or vaping product at school, including use of any lit or unlit product or device, at school, at any

school- sponsored activity, at a bus stop, or on the bus, the student will receive educational interventions, opportunities for diversion programs (e.g. FACE IT or equivalent), along with progressive consequences for each offense. In addition, students may receive a written civil citation from the School Resource Officer or other law enforcement officer.

The student must complete all components of any intervention/diversion programs. However, any therapeutic or educational interventions described herein can be made available to students and families, as needed, at any time during this process.

1st Offense: School-based consequences (i.e., In-School Suspension (ISS), detention) and complete an online intervention program to be signed off or acknowledged by a parent/guardian when completed. (e.g. <https://www.thefactsnow.com>)

2nd Offense: One (1) day Out of School Suspension (OSS) with reintegration process conducted by school staff. The student will also be assigned to an after- school tobacco/vaping cessation class. Parents/Guardians must register the student for the class and are encouraged to attend with the student. (e.g. FACE IT)

3rd Offense: Two (2) days OSS with reintegration process conducted by school staff.

Failure to abide by the progressive steps, as outlined above, or continual offenses may result in additional consequences. Consequences may range from suspension to additional tobacco/vaping cessation curriculum and/or possible referral to an outside agency for therapeutic intervention. Students may lose the privilege and use of backpacks and may be subject to turning in a cell phone daily and daily checks to ensure students are not in possession of such items.

(4.E.2) Illegal Drugs, Alcoholic Beverages, Harmful, and Other Substances

A student may not possess illegal drugs (including prescription drugs that are not the student's own) or alcoholic beverages, use them or be under the influence of them:

1. on school property,
2. at any school activity,
3. before a student arrives on school grounds,
4. before a student arrives at any school activity,
5. on any field trip.

(4.E.2.a) Purchase, Sale, and Distribution

A student may not sell, purchase, or distribute tobacco, vape pens, illegal drugs or alcoholic beverages. Additionally, a student may not be involved in negotiating the sale or purchase of illegal drugs or alcoholic beverages at school, at a school activity, or on a school bus, even if the sale/purchase does not actually take place.

Definition of Illegal Drugs: "Illegal drugs" includes any illegal drug under Florida law such as marijuana, cocaine, and heroin, as well as prescription drugs for which a student does not have a valid prescription.

“Illegal drugs” also include any illegal or legal substances that may be used as an intoxicant, hallucinogen, mind-altering agent, or may be used for any other unsafe purpose. Examples include but are not limited to inhalants, over-the-counter drugs, bath salts, and spice cannabinoids.

“Illegal drugs” also include any prescription drug that is not used as prescribed or that is in possession of someone whose name is not on the prescription. This means that a student may not give his/her medication to anyone else.

“Illegal drugs” also include controlled substances found in possession of a minor that is only available for purchase by individuals of certain legal ages of majority.

Definition of Drug Paraphernalia

The term “drug paraphernalia” includes all equipment, products, and materials of any kind which are used, intended for use, or designed for use in preparing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Possession Based Upon Knowledge

If a student arrives at school or a school activity in a car that contains illegal drugs or alcoholic beverages, and the principal believes there is evidence that s/he knew about the illegal drugs or alcoholic beverages, then the student will be considered as being in possession of the illegal drugs or alcoholic beverages. Likewise, if a student is at a school function and is in a specific area or room where there are illegal drugs or alcoholic beverages, then s/he may be considered in possession of the illegal drugs or alcoholic beverages if the principal believes the evidence shows that the student knew about the illegal drugs or alcoholic beverages and chose to remain in the area or room. If a student is in his/her room and becomes aware that another student in the room has an illegal substance, s/he is expected to alert a school staff chaperone immediately to request a room change.

Guilty of Unlawful Sale or Possession

If a student has been found guilty or delinquent for the unlawful sale or possession of any controlled substance as defined in Florida Statute .S. Chapter 893, the student may be suspended either in-school or out-of-school for no more than three (3) consecutive days.

Fake Drugs

If a student is caught in possession of or caught distributing a substance that is represented as an illegal drug, s/he will be suspended either in-school or out-of-school for no more than three (3) consecutive days for one offense. The student may ask to have the suspension reduced by participating in a work back program, including the completion of an approved drug or alcohol assessment.

(4.F) Teen Dating Violence and Abuse

Plato Academy and Florida Statute § 1006.18 strictly prohibits any act of teen dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

(4.F.1) Definition

Teen Dating Violence and Abuse shall be defined as a pattern of emotional, verbal, sexual, or physical violence and/or abuse by one person in a current or past relationship of a romantic nature to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, threats, and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. To be subject to this Policy, teen dating violence and abuse committed by one student against another must occur on school property, during a school-sponsored activity, or during school-sponsored transportation.

(4.F.2) Reporting

Any student who is the victim of an act of teen dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of teen dating violence and abuse, should report the matter to the Principal or any member of the school staff. Any employee who has received a report of or has any reason to suspect that acts of teen dating violence and abuse may be occurring shall report such report, observations, or suspicions to the Principal or designee. Any student, parent, or community member who has reason to suspect that a student may be the victim of dating violence and abuse should report it to the Principal or designee or use the anonymous reporting measures identified in this manual or on the school website. The Principal shall ensure the school community is made aware of how to report an act of dating violence and abuse.

(4.F.3) Investigation

Investigating a report or suspicion of teen dating violence and abuse shall follow the same procedures as a bullying investigation (outlined in Section 4.H), including parent notification. At no time will the alleged perpetrator and victim be interviewed together. The written report of the investigation shall include all pertinent information and a determination upon whether an act of teen dating violence and abuse occurred based upon the definition above. Plato Academy reserves the right to investigate a report of teen dating violence and abuse regardless of whether the student who is allegedly the victim wants to pursue the matter. If an investigation is pursued against the alleged victim's wishes, the Principal or designee will notify the victim and refer the victim to appropriate services for safety planning.

(4.F.4) Consequences

At the conclusion of the investigation, the Principal or designee will determine whether or not the allegation of teen dating violence and abuse was substantiated. If the situation is substantiated, consequences will be assigned based upon policy. All disciplinary action shall be taken in accordance with State law and applicable policy. In addition to school consequences, if the Principal or designee believes a crime has been committed, law enforcement will be immediately notified. In those cases where teen dating violence and abuse is not substantiated, the Principal or designee may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the school policies.

(4.F.5) Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing teen dating violence and abuse, including, but not limited to the following:

1. "Stay Away Contract," that is, a contract with the alleged perpetrator to stay away from the victim, including electronic contact, while on school grounds, on school transportation, and during school-sponsored programs and events;
2. Class schedule changes if feasible;
3. Protection that will enable safe egress/regress from school, as well as movement within the school; and
4. Referrals for outside support or counseling.

Students should provide the Principal with a copy of an order of protection that the court has issued. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. In the event there is a restraining order that the school cannot maintain compliance with due to scheduling or other barriers, student(s) may be recommended for Dismissal. Further, the Principal or designee shall immediately notify law enforcement if a restraining order has been violated.

(4.G) Cyberbullying/Bullying/Harassment

Plato Academy Charter Schools are committed to the prevention of any cyberbullying/bullying behaviors and will take subsequent swift action in response to any reported cyberbullying/bullying or harassment incidents in accordance with Florida Statute § 1006.147. Providing a quality education in an environment of safety is a core value to the administration and teachers at Plato Academy as referenced in our Mission Statement. Students shall adhere to the Code of Student Conduct policies in this Handbook. Bullying and/or Cyberbullying, as defined below, is prohibited during school, via school equipment, at school-sponsored events, or by any electronic act that results in the disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment.

“Bullying” includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: 1) Teasing, 2) Social Exclusion, 3) Threat, 4) Intimidation, 5) Stalking, 6) Physical violence, 7) Theft, 8) Sexual, religious, or racial harassment, 9) Public or private humiliation, 10) Destruction of property.

“Cyberbullying” means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio,

electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by: a) Incitement or coercion, b) Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system, or c) Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Plato Academy does not and will not tolerate physical, verbal, or written harassment of our employees or students. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, national origin, citizenship, age, sexual orientation, disability, or sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, or physical activity involving the inappropriate touching or other sexually-related or adult-oriented activity toward a child. Such behavior, in addition to violating Plato policy, may violate the child abuse statute as well as other applicable laws and would be reported to the proper authorities accordingly.

Students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly may result in confusion and anxiety. If a student or the student’s parents become aware of any adult’s communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such

information should immediately be reported to the guidance counselor or administrator of the division.

The philosophy of Plato Academy is to have a nurturing and safe environment for our students. Under no circumstances should a child be publicly or privately humiliated or treated in a disrespectful manner. No teacher or staff member should ever yell at or excessively reprimand a student. All matters of discipline should be handled with professionalism and confidentiality. If a student feels threatened or intimidated in any way please bring your concerns to the administration. All complaints will be investigated in a confidential, fair and adequate manner. No retaliation against individuals who file a complaint will be tolerated.

“Cyberstalking” as defined in Florida Statute § 784.048(1)(d), means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Reporting an act of bullying/cyberbullying, or harassment: Any student, staff, volunteer, or parent/legal guardian who witnesses bullying, or has reliable information that a student has been the victim of cyberbullying/bullying, as defined above, shall report the incident to the principal or designated representative immediately either in person, via email, or anonymously. Once the report has been received, the principal or designated representative will begin an investigation.

Pinellas County students and parents can report anonymously to the following site:

<https://www.saysomething.net>

Pasco County students and parents can report anonymously to the following site or through the schools internal form:

<https://ryu.pasco.k12.fl.us/do-mform/view.php?id=31389>

Hillsborough County students and parents can report anonymously to the following site:

https://forms.office.com/Pages/ResponsePage.aspx?id=-f2oEP_CDU6cGR_iwYgWSIfHKK0R9cNEu-CHNB5dB91UOV02S0RJN00wVzVHSjVMRjJJWDRPWTFKOSQIQCN0PWcu

(4.G.1) Consequences

Students who engage in bullying during school, on school property, during and/or while in route to or from any school function in connection to or with any school sponsored activity or event, or by an electronic act that results in the disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or dismissal, according to Plato Academy or the applicable District Codes of Student Conduct, from the school. Students accused of bullying or harassment may be subject to report on the county/state bullying/harassment database.

(4.H) Investigations at School

Criminal

- A. Law enforcement may have the lawful authority to question and arrest students on school property. If a student is a suspect in a criminal investigation by the police that

may result in a student's arrest or criminal charges, an administrator will make an effort to contact the student's parent before the police begin questioning the student unless law enforcement confirms that prior notification of a parent would jeopardize public safety. If a parent cannot be located, the police may go ahead with questioning. If the student's parent is contacted, the police may allow the student's parent to be present during the student's questioning. A school representative will ordinarily, when reasonably available, be present, in the absence of a parent, during suspect interrogation of students on campus by outside law enforcement concerning a non-school-related offense. The law enforcement officer, parent, or student may direct that the school representative not be present. The school representative shall not be expected or required to advocate on behalf of the student. Neither the representative nor the School is responsible for the manner or outcome of the interrogation. The parties recognize that police interrogation is a law enforcement function. Chapter 39, Florida Statute prescribes different procedures in the case of child protective investigations, which shall be followed whenever applicable.

Administrative

- B. If a student is suspected of violating the Code of Student Conduct, school officials can question the student without first contacting the student's parent. The student does not have a right to have his/her parents or a right to an attorney when the student is questioned.

Victim or Witness

- C. If a student is a victim or a witness, the police or administrative investigators are allowed to question the student without first contacting his/her parent if the investigation involves child abuse. The official conducting the investigation will decide who can be present during the student's interview.

Removal of Student from School Property

- D. If a student is a witness, the police cannot remove the student from school property without a subpoena or first obtaining the consent of the student's parent. If the student is subject to arrest, with or without a warrant, the officer can remove the student without his/her parent or the consent of school officials. The administrator will try to notify the student's parent as soon as possible unless law enforcement confirms parent notification would jeopardize public safety.
- E. If a student needs to be taken into protective custody, the police can remove the student. Anytime a student is taken from school by a police officer, the police officer **MUST** sign a Release Order provided by the school administrator. The original Release Order must remain with the Administrator, a copy may be provided to the parents unless law enforcement confirms parent notification would jeopardize the student's safety.

Photos and Videos of Incidents

- F. A photo or a video under some circumstances may be an educational record. If Law Enforcement is involved it is not an educational record. There are very specific guidelines around sharing videos or photos to parents/guardians, Law Enforcement or third parties under the protections of FERPA. Administrators **MUST** contact the Home Office Leadership or the Director of Security before providing Plato Academy video surveillance to any party. If an incident is caught on a student or teacher's mobile device, certain parameters also pertain to this footage and the Home Office or Director

of Security MUST be contacted prior to viewing anything on a personal device.

(4.I) Prompt investigation of a report of bullying or harassment

The investigation of a reported act of bullying or harassment is deemed to be a school- related activity and begins with a report of such an act.

The Procedures for Investigating Bullying and/or Harassment include:

1. The Principal (or designee employed by the school) will be assigned to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
2. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately.
3. Parents of the alleged victim and alleged perpetrator will be notified in writing the day the investigation begins by the school. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
4. The investigator shall collect and evaluate the facts including, but not limited to:
 - a. Description of the incident including nature of the behavior; context in which the alleged incident occurred, etc.;
 - b. How often the conduct occurred;
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The relationship between the parties involved;
 - e. The characteristics of parties involved (i.e., grade, age, etc.);
 - f. The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying or harassment;
 - g. The number of alleged bullies/harassers;
 - h. The age(s) of the alleged bullies/harassers;
 - i. Where the bullying and/or harassment occurred; and
 - j. Whether the conduct adversely affected the student's education or educational environment.
5. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - a. Recommended remedial steps necessary to stop the bullying and/or harassing behavior
 - b. A written final report to the Principal.

When the outcome is determined, parents of all parties will be notified of the outcome in writing. When bullying is substantiated, the principal (or designee) shall promptly notify the parent/legal guardian of the victim via telephone or personal conference of all actions being taken to protect the victim. The frequency of contact will depend on the severity of the bullying incident.

Investigations will be completed and outcomes communicated in writing no later than 10 school days. On occasion, outcomes cannot be determined within 10 school days due to student absences and other circumstances out of the school's control, however, updated timelines must be communicated to families in writing no later than the 10 day mark.

The Principal, or designee will provide the HOPE Scholarship in accordance with their respective county's process and according to their respective county's timeline (when report is received and/or when the outcome is determined.)

(4.J) Determination of consequences and due processes for a perpetrator:

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.

1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to, suspension or dismissal as outlined in the Plato Academy policies and Pinellas County Schools Student Code of Conduct.
2. Consequences and appropriate interventions for an employee found to have committed an act of bullying will be instituted in accordance with school policy. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state-issued certificate (Rule 6B-1.006 F.A.C.).
3. Consequences and appropriate intervention for a visitor or volunteer found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
4. These same actions will apply to persons, whether they are students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.
5. If a complaint of bullying or harassment is made by the alleged victim during or after the commencement of an investigation into employee or student misconduct, it shall not be a defense to the allegations of employee or student misconduct but may be considered as a mitigating factor under school policy, if appropriate.

(4.K) Providing immediate notification to the parents/legal guardians of a student victim:

The Principal, or designee, shall by telephone and in writing, report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation determines that an act of bullying has occurred. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

The Principal, or designee will provide the HOPE Scholarship in accordance with their respective county's process and according to their respective county's timeline (when report is received and/or when the outcome is determined.)

Once the investigation has been completed, appropriate local law enforcement agencies will be notified by telephone and/or in writing to determine whether to pursue criminal charges if applicable.

If the bullying incident results in the perpetrator being charged with a crime, the Principal, or designee, shall by telephone or in writing by email inform the parents/legal guardian of the victim(s) involved in the bullying incident.

(4.L) Referral of victims and perpetrators of bullying or harassment for counseling

After an investigation has determined that an act of bullying has occurred, as defined herein, the school shall discuss with both the victim's parents/legal guardians and the perpetrator's parents/legal guardians options available for counseling. This may include referrals to community agencies or partner agencies the school has relationships with. Parents/legal guardians will be notified of school based counselors that are available for limited sessions in ensuring the student's ability to continue to access a positive academic environment is supported.

The Principal (or designee) shall also refer the perpetrator to the school's PBIS Team in an attempt to develop strategies to be used within the school to prevent the bullying behavior from continuing. The Principal (or designee) shall decide if a similar recommendation would be prudent for the victim.

(4.M) Providing instruction regarding bullying and/or harassment

Plato Academy seeks to ensure that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms concerning bullying. This requires the efforts of everyone in the school environment, including all school staff, parents/legal guardians, students, and school volunteers.

Students, parents/legal guardians, all school staff and, and school volunteers shall be offered instruction at a minimum on an annual basis on the school's Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools. This training may be provided throughout the year as part of ongoing staff development or may be conducted during pre-planning training prior to school start.

(4.N) Other violations

Individuals who maliciously or knowingly make a false report or complaint of teen dating violence and abuse, bullying, cyberbullying, or individuals who retaliate against a person who has made such a report or was a witness in such an investigation shall be subject to disciplinary actions consistent with bullying and harassment. Additionally, any staff member who does not inform the Principal of a report or suspicion of teen dating violence and abuse shall be subject to disciplinary action.

(4.O) Confidentiality

Plato Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this Policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

(4.P) Education and Training

The Principal shall, along with the publication of the anti-bullying Policy, inform school staff, students, and parents/guardians of the prohibition and reporting requirements regarding teen dating violence and abuse, bullying, and cyberbullying. In addition, in accordance with the state standards regarding the Health Curriculum, include instruction regarding teen dating violence and abuse and bullying prevention.

(4.Q) Publication of the policy

At the beginning of each school year, the Principal shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of this policy. The Principal shall also make all contractors working with students aware of this policy.

The Principal shall ensure the development of an annual process for discussing the policy on bullying and harassment with students in a student assembly or other reasonable format.

(4.R) Citizenship Policy

Plato Academy provides its students with a safe, supporting, challenging, and enthusiastic learning environment. Creating such an environment is the result of good citizenship. To help guarantee this environment exists, Plato Academy students are required to meet behavior expectations outlined above in this handbook. Adults are expected to respect the following Citizenship policies:

- As citizens within an academic community focused on providing students with a learning environment that is enthusiastic, supporting, challenging, and safe, Plato Academy employees, parents, and community members will demonstrate the concept of “Citizenship” in their dealings with all Plato Academy Stakeholders, including students, parents, school employees, and visitors.
- Physical or verbal acts that are hostile, threatening, or harassing in any way will not be tolerated. Profanity and insults are not constructive and unacceptable
- Whether it is face-to-face or over the phone, through texts, blog posts, or emails, good Citizenship requires an attitude that is productive and strives for harmony.
- Destructive criticism is unacceptable.
- Employees and parents should report any behavior that falls below this standard of Citizenship using the grievance procedures outlined above. Our students deserve good role models.

Commitment to Character

Plato Academy has adopted a program that creates a safe learning environment for all students with the focus on the core traits of responsibility, honesty, respect, and self-motivation. Each month the school will focus on one specific trait that will mold our students into becoming better citizens of the world as they grow and become our future leaders.

(4.S) Attempted Suicide

The risk of suicide is raised when any peer, teacher, or other school employee identifies someone as potentially suicidal because s/he has directly or indirectly expressed suicidal thoughts (ideation) or demonstrated other clues or warning signs. **All staff are required to take the**

Suicide Prevention Course - 2 hour.

If a student attempts suicide with or without illegal drugs, it will be treated as a mental health issue. Law Enforcement will be consulted according to Florida Statute § 394.463 and all reasonable attempts to notify a parent of an involuntary examination if necessary will be made according to Florida Statute § 1002.20. The School Based Threat Management Team will be consulted for any interventions for the student.

Any concern for a student's mental wellbeing must be brought to the attention of school administration and school counselor immediately. Trained personnel on campus will enact protocols applicable to the student's situation including but not limited to screening the student with the Suicide Risk Assessment and contacting appropriate district, county, or family members as directed by policy, protocols and statute.

Section Five: Grievance Policy/Appeal

Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and issuing referrals. All Plato Academy Charter School complaints will be addressed in a timely and consistent fashion. Disagreements should be solved whenever possible among the people most closely involved while preserving positive relationships and maintaining strong family and community involvement in all aspects of school programs and activities.

The resources described in the specific topic areas below represent the information most applicable to the topic areas discussed, but are not intended to be an exhaustive list of all resources that address these topics.

(a) Pursuant to Florida Statute § 1002.23, (the Family and School Partnership for Student Achievement Act), Plato Academy encourages parental participation in our schools to improve parent and teacher collaboration in such areas as homework, school attendance, and discipline. Our policies are outlined throughout the manual. Additionally, some aspects of discipline will be referred to the associated District Code of Student Conduct (please refer to the district in which the school is located) if the behavior is egregious and may require reassignment or dismissal.

(b) Pursuant to Florida Statute § 1002.20(19)(b), Plato Academy maintains procedures for a parent to learn about their child's course of study, including the source of any supplemental education materials. Plato Academy's website includes curriculum materials and resources. Parents will also receive a syllabus or course of study from teachers or the school near the beginning of each semester. Ultimately, questions about specific materials may be directed to the child's teacher and/or the school Principal.

(c) Pursuant to Florida Statute § 1006.28(2)(a)2, Plato Academy maintains procedures for a parent to object to instructional materials and other materials used in the classroom. Such objections may be based on beliefs regarding morality, sex, and religion or the belief that such materials are harmful. For purposes of this policy, the term "instructional materials" has the same meaning as in Florida Statute § 1006.29(2). Please refer to Plato Academy's Grievance Process.

(d) Plato Academy honors parents' rights, pursuant to Florida Statute § 1002.20(3)(d), to withdraw their child from any portion of the school's comprehensive health education required under Florida Statute § 1003.42(2)(n), that relates to sex education or instruction in acquired immune deficiency syndrome education or any instruction regarding sexuality if the parent provides a written objection to their minor child's participation. Parents may make such a request by contacting their child's school Principal.

(e) Plato Academy adheres to Florida Statute § 1006.195(1)(a), and communicates information regarding clubs and activities offered at schools, generally through email communication. It is the parent's responsibility to ensure the school has accurate contact information.

(f) Pursuant to Florida Statute § 1002.20(3)(b), parents have the right to exempt their minor child from immunizations required by law for public school attendance.

(g) Pursuant to Florida Statute § 1008.22, parents have the right to review statewide, standardized assessment results. Individual student's assessment results may be viewed in the District's single sign-on student information system by parents using their log-in information. School-level and District-level assessment results may be viewed on the Florida Department of Education's website (www.fldoe.org) under the "Accountability" tab.

(h) Pursuant to Florida Statute § 1003.57, parents have the right to seek eligibility for gifted programs and other exceptional student education programs. Questions regarding such eligibility

may be directed to the school Principal.

(i) Pursuant to Florida Statute § 1008.25, parents have the right to access information relating to policies for promotion or retention. This information is included within this policy manual.

(j) Pursuant to Florida Statute § 1002.20(14), parents have the right to receive a school report card and be informed of their child's attendance requirements. This information is included within this policy manual.

(k) Pursuant to Florida Statute § 1002.23, parents have the right to access information relating to the state public education system, state standards, report card requirements, attendance requirements, and instructional materials requirements. This information is included within this policy manual, on the Plato Academy website, District websites or available through www.fldoe.org. Ultimately, questions about these issues may be directed to the child's teacher and/or the school Principal.

Notwithstanding any statutory or legal authority to the contrary, any employee of Plato Academy may be subject to disciplinary action if the employee encourages, coerces, or attempts to encourage or coerce, a minor child to withhold information from the minor child's parent.

Nothing in this policy manual authorizes a parent of a minor child to engage in conduct that is unlawful or to abuse or neglect their minor child in violation of general law. Parental rights do not prohibit or impede child welfare activities, or any other statutory or legal duties or rights, when performed by a court of competent jurisdiction, law enforcement officers, or employees of a government agency. Therefore, when parents have complaints or disagreements with any parties or policies at Plato Academy Charter School, they should observe the following guidelines:

(5.A) Classroom Situations

If the complaint involves a situation in the classroom, parents should seek to resolve the issue with the **Classroom Teacher** in a manner that is not disruptive to the learning environment via email or a scheduled meeting. Please be sure to have all the facts. If a resolution with the classroom teacher is not possible or remains unresolved a parent must adhere to the following Grievance Process:

(5.B) School-Wide Policies or Procedures Appeals

If a parent/guardian wishes to request an appeal to a referral or has a concern with a school-wide policy or process, or an unresolved issue with a teacher or staff member, the parent/guardian must submit such a request in writing to the **Assistant Principal or Principal** within four (4) calendar days of the issuance of the referral, or within (4) calendar days of a specific incident in question. Failure to make a written appeal will forfeit the parent/guardians' right to any further appeal hearing. Upon receipt of the request, the Assistant Principal or Principal shall acknowledge the concern in writing within 48 hours. If the issue is specific to an issued student referral, the Assistant Principal or Principal may decide to overturn the referral or refer the appeal to the Positive Behavior Intervention Support Team.

If resolution is not possible after following the process above, parents should contact the **Chief of Academics** and provide details of the grievance in writing. The **Chief of Academics** will acknowledge the grievance in writing within 48 hours and provide details of the process. Chief

of Academics: Danielle Cicetti - cicettid@platoacademy.net

If resolution is not possible after following the process above, parents should contact the **Chief of Schools** and provide details of the grievance in writing. The **Chief of Schools** will acknowledge the grievance in writing within 48 hours and provide details of the process.

If the matter is still unresolved after following all the steps above, the parent may contact the Plato Academy Chairman of the Board of Directors via the email address located on the Plato Academy website under Plato Academy School Board Grievance link: ([platoacademy.net/school-board/](mailto:parentsupport@platoacademy.net)). parentsupport@platoacademy.net

If the Parent exhausts the Grievance Policy and submits the appeal to The Board of Directors, The Board of Directors will only consider whether procedures were followed and will not address questions or concerns regarding the appropriateness of a consequence.

Parents are advised to consider that all meetings of the Board of Directors are considered public meetings, and as such, any information shared with the Board is a matter of public record.

The procedures must be followed in the order listed above and be attempted in good faith. Please note a complaint based on hearsay (second-hand conversation), made on behalf of another parent or family, or sent anonymously will not be addressed. Individual school employees will be notified about complaints brought against them. Parents may request that they are not personally identified as the party bringing the complaint, but, a thorough investigation and complete resolution of the issue requires, in most cases, that all parties communicate with one another. (See Citizenship Policy).

This Grievance Policy is not designed to supersede or supplant federal law and parent rights under The Individuals with Disabilities Education Improvement Act of 2004, the Family Educational Rights and Privacy Act (FERPA) as amended, 1996, or section 504 of the Americans with Disabilities Act. Additionally, any grievance brought about due to Law Enforcement actions against a student due to any of the applicable behavior infractions outlined in the policy guide will be subject to all Federal or State laws. The school will follow the required legal processes and will consider the overall safety of all students and staff in the school.

(5.C) Student Consequences

During the grievance/appeal process, the student's consequences will stand and must be met by the student while any final decision is pending. If the student was suspended, they must also honor the terms of the suspension, including accompanying consequences, until the Positive Behavior Intervention Supports (PBIS) team makes its decision. If the referral is appealed successfully, all records of the consequence will be expunged.

(5.D) Positive Behavior Intervention Supports Team (PBIS) Meeting/Referrals

After receiving a request and deciding not to overturn the referral personally, the Assistant

Principal or Principal will coordinate a PBIS team meeting, making an effort to schedule the meeting at a convenient time for all involved, including the parent/guardian who requested the appeal. The meeting shall be scheduled within a reasonable amount of time of receiving the request. At the meeting, the student will be allowed to present their case as to why the referral is being contested. The Assistant Principal or Principal (or designee) shall provide information regarding the investigation and justifications for why the student earned the referral. The PBIS team meeting can ask either the parent, student or administrator to clarify the issue. At the appeal meeting, the Assistant Principal or Principal will serve as a non-voting member(s) of the team. After gathering information, the parent and student will be dismissed from the meeting. The team's deliberation shall be limited to the following:

1. Deciding whether the student's behavior or act was in clear violation of the Plato Academy code of conduct and Policies & Procedures Manual,
2. Deciding whether the student(s) is/are known to have committed the violation;
3. Deciding whether to uphold the initial findings and decision.

(5.E) Reporting of Decision

Under most circumstances, the PBIS team meeting will decide at the initial meeting; however, the team reserves the right to meet within four (4) school days to review and make a final decision. The final decision will be determined by a simple majority vote and will be presented to the Assistant Principal or Principal. The committee's decision will be documented, and a copy of the decision will be emailed to the parent/guardian within four (4) business days of completing the appeal committee's hearing. The decision of the PBIS team meeting is considered a **FINAL DECISION**. In all cases, members' votes remain confidential.

(5.F) Further Appeals

Should a parent/guardian be dissatisfied with the decision of the PBIS team meeting, they may further appeal the decision only on the grounds that the school violated a procedural safeguard. The parent/guardian may submit a written request to the administration requesting the appeal be elevated to the next level of the Grievance Policy. If the Parent exhausts the Grievance Policy and submits the appeal to The Board of Directors, The Board of Directors will only consider whether procedures were followed and will not address questions or concerns regarding the appropriateness of a consequence. Parents are advised to consider that all meetings of the Board of Directors are considered public meetings, and as such, any information shared with the Board is a matter of public record.

(5.G) Parental Concerns Specific to The Parent Bill Of Rights

Steps for Raising and Responding to a Parent Concern

Step One. Parents or guardians have the right to raise concerns as outlined in Florida Statute § 1001.42. A parent must provide their concerns in **writing** to the school site Administrator (Principal). Plato Academy will respond accordingly, following our grievance process, and attempt to resolve the concern within seven (7) days of receipt of the written notification.

Step Two. If a parent or guardian believes the concern is not resolved by the charter school's

principal or designee, they may then notify the School District in writing, describing the nature of the concern and the reason the proposed resolution failed to address the concern. The parent should follow the processes outlined by the specific school district. Within thirty (30) days after receipt of the notification, the District will notify the school of its resolution of the concern or provide a statement of the reasons for not resolving the concern.

Step Three. If a parent or guardian's concern is not resolved by the school nor the District, they may submit a form to the Florida Department of Education requesting the appointment of a Special Magistrate. If the Florida Department of Education grants the request, a Special Magistrate will hold a hearing and provide a recommended decision to the State Board of Education regarding the concern between a parent or guardian and the District. The State Board of Education will either approve or reject the recommended decision within 30 days.

Section Six: Sports and Extracurricular Activities

(6.A) Academics and Conduct Requirement for Sports Eligibility

It is the philosophy at Plato Academy that all students will work to their fullest potential. We are educating the whole student, not just academically; therefore, behavior and manners are as important as grades. All competitive and recreational sports during and after school are considered a privilege to all students. To be a member of a team or sport, students must maintain good behavior in ALL classes, during school activities, and on field trips. Any student who does not meet the behavior expectations may be excluded from the next team practice or game. Please refer to the Plato Academy Athletic Handbook for specific rules, processes, procedures and disciplinary actions.

(6.B) Extended Care Program

The Extended Care programs are separate from Plato Academy's public charter school program and information will be provided to parents annually regarding these voluntary programs by Superior Schools.

(6.C) Field Trips, Off-Campus Events

Field trips are school-related events for which school staff arrange transportation and ensure an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Every effort will be made to schedule field trips without interrupting other school functions. All chaperones are required to go through a background check to comply with the Jessica Lunsford Act (H.R. 1505) and Florida Statute § 1012.465, 1012.467 and 1012.468. Chaperones for field trips must follow the volunteer guidelines found within the policies of Plato Academy which requires all chaperones to be Level II screened and cleared. Level II clearances are valid for a period of 5 years from date of fingerprinting clearance (this may differ per county depending on district requirements). All volunteers, including chaperones, will be required to complete a Level I clearance annually. Chaperones must be registered with the school before attending the field trip. All chaperones must be provided with a detailed list of the students they are responsible for, emergency contact information to reach the teacher in charge, and the student's parents if the need arises.

All trips off-campus must be approved by the Principal at least four weeks before the event occurs. Field trips should have an educational purpose to be authorized. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary depending upon the activity. The request for approval must include all locations the students will visit while on the trip, the details of transportation, and any other logistical issues the Principal requests. Students will follow the specific itinerary provided to the administration on the field trip request. Permission will be granted by the principal on the basis of the excursion's educational value. Teachers must complete a Field Trip Permission Request Form prior to scheduling a field trip. Permission must be received from administration before any preparations or plans are made. No field trip permission slips should go home before approval from administration and the field trip is put on the common school calendar. Teachers must provide a chaperone list (with parents' cell numbers) to the office two weeks prior to the field trip in order for the office to verify the background check information. A common set of directions

should be provided to ALL chaperones. Unscheduled stops are not permitted. In case of an emergency, call the school immediately and any parent communication will then come from the school. It is expected that preparation and follow up activities will be a natural part of this experience. Buses are to be used to go on fieldtrips and are to be scheduled in advance.

If you are planning an activity which requires you to bring a check with you, the office must be notified at least two weeks in advance.

Field Trip Procedures:

- Obtain a permission slip from each child signed by the legal parent or guardian. ALL children will participate in scheduled field trips unless they do not have a signed permission slip. Field Trips may not be taken away as a disciplinary action without prior approval of administration.
- Teachers are responsible to list their field trip on the main calendar.
- All volunteers must be registered at least two weeks in advance of the trip.
- Complete rosters on the day of the trip and submit them to the front office.
- Maintain a roster of students assigned to each chaperone.
- List students who are not going on the trip, indicating the class to which they have been assigned.
- The lists must be left in the office prior to leaving along with the list of cell #s of all chaperones and teachers.
- Each student's parent is notified, in writing, regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle. When approval is granted for the transportation of students in a privately owned vehicle, the owner of the vehicle being used must supply insurance information to the school and is responsible for any damages to the vehicle or persons that occurs during the transport of students and/or staff.
- Notify all Special Class teachers of an upcoming field trip at least a week prior.

A minimum of three (3) field trips, maximum of four (4) are required per grade level each year. Field trips should be spaced out ideally on a quarterly basis. Fourth quarter field trips should be scheduled early in the quarter.

(6.D) Behavioral Exclusion

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

The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their child. In such cases, if a parent is unable to attend, the student will be required to remain at school. If a student has received a referral or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.

End-of-the-year class field trips are reserved for students who show responsibility during the school year and meet school expectations. Students who have been issued a referral during the year will be disallowed from attending the end of the year field trip.

Parents or guardians of students who have earned only one (1) referral have the option of asking the PBIS and/or SBLT team for an exception to this rule. They can present the reasons they feel their child should be allowed to attend. The Student Success Team can decide to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, possibly including requiring the student to be accompanied by a parent. Students must have an average GPA of 2.0 or better for the current quarter to attend. Teachers are not authorized to assign more stringent requirements to end-of-the-year field trip attendance.

(6.E) Financial Limitations

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

(6.F) Student Supervision

While attending field trips, students will be closely monitored and supervised. Each student shall be directly assigned to a staff person or chaperone for the duration of the trip.

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 and chaperones shall rendezvous periodically throughout the day.

Before transporting students to or from any field trip, the teacher and at least one other adult will complete all students' roll calls to ensure all students are accounted for. At any given time, each staff member and chaperone should know the number of students they are currently responsible for.

(6.G) Attendance Required for Extracurricular Participation

Students participating in any school-sponsored event must have been in attendance at school the day of the event; otherwise, they will be disallowed from participating in the event. Additionally, students considered truant based on Policy 2.A may be disallowed from participating in any extracurricular activities sponsored by the school.

Section Seven: School Culture

(7.A) Patriotic Program- The Pledge of Allegiance and National Anthem

At Plato Academy every morning the Pledge of Allegiance is recited, and the National Anthem is sung. Each student will give the pledge by standing with the right hand over the heart. According to Florida Statute, a student has the right not to participate in reciting the pledge. Upon written request by his or her parent(s), the student will be excused from reciting the pledge, including standing and placing the right hand over the heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, males removing the headdress, except when such headdress is worn for religious purposes. When the U.S. national anthem is sung, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes.

Moment of Silence

In accordance with Florida Statute § 1003.45, the principal of each Plato Academy school shall require teachers to set aside between 1-2 minutes every day for the purpose of a moment of silence, during which students may not interfere with other students' participation. Teachers may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. Each first period classroom teacher shall encourage parents or guardians to discuss the moment of silence with their children and to make suggestions, as parents, to the best use of this time.

(7.B) Greek Culture and National Anthem

As part of Plato Academy's Greek Culture program, the Greek national anthem is sung every day along with the U.S. National Anthem and U.S. Pledge of Allegiance recitation. The Greek national anthem, "Hymn to Liberty" praises those who fought in the Greek War of Independence. Students are encouraged to participate, however, there is no requirement for any student to sing the Greek national anthem.

Section Eight: General Policies

(8.A) Dress Code and Uniform

Plato Academy is a school of choice, which means parents of our students have made a careful and committed decision about where to send their child. Plato Academy holds that a higher standard of dress and grooming creates a safe environment for students which fosters learning and encourages greater respect for individuals, students, and themselves, thereby promoting a positive educational environment. The uniform policy applies to all students in kindergarten through grade 8 and will be carefully enforced. Apparel that disrupts educational activities and processes of the school (i.e. non-uniform apparel) will result in the removal of the student from the regular school environment until acceptable aPlato Academyrel can be secured. Students and parents are expected to honor these guidelines. Reasonable requests by a parent for accommodations related to wearing uniforms based on a student's disability, sincerely held religious belief, or medical condition may be made to the Principal or Assistant Principal by following the Grievance Process outlined in this handbook. Such requests must be made in writing and submitted to the Principal or Assistant Principal with signed documentation from a doctor for medical issues or a signed affidavit setting forth the religious issues and the requested exemption to the policy. Discretion with uniform issues resides with the Administration whose duty is to ensure the school environment remains disruption free.

Requirements for student dress are listed below:

- All students are expected to be in uniform on the first day. Should you have an emergency that prevents your child from being in uniform, please send a note with your child or contact the office and we will decide whether the child needs to be sent home or sit out.
- All uniform apparel must be purchased by the Plato Academy approved uniform vendor. The approved school vendors are Risse Brothers School Uniforms. The School has provided a link to the vendor's site on the school website at PlatoAcademy.net.
- Students must wear an official Plato Academy shirt with a logo.
- All uniform dress shirts (button-down) must be tucked in; Plato Academy polo shirts can be untucked.
- All uniform shirts and blouses must cover midriff, back, and sides. Colored bras, boxers, and t-shirts must not be visible through the uniform. All shirts, tops, and dresses shall have sleeves and cover the shoulders. Tanks or t-shirts under the Plato Academy uniform shirt must match Plato Academy colors (i.e. red, blue, white, gray, etc.).
- Uniform apparel must cover all undergarments.
- Uniform shorts, skirts, and jumpers may be hemmed, but be no shorter than 3" from the knee in length, or have at least a 5" inseam.
- Safe and appropriate footwear must be worn. We require students to wear gym shoes (tennis shoes or sneakers) with socks. Shoes must be appropriate for PE; athletic shoes must lace up or have Velcro. Inappropriate footwear includes, and is not limited to: roller skates, skate shoes (i.e. Healsies), bedroom slippers, sling-back flip flops, sandals, slip-on shoes, crocs, heels, and boots.
- Socks should be school appropriate.
- Sweatbands are not allowed to be visible on school grounds during the regular school

hours, unless permitted for physical education class.

- No hats, bandanas or hoods are allowed inside the building. Headbands may only be worn if holding hair back and may not be worn across the forehead.
- All jewelry and clothing shall be free of the following: profanity, violent images, wording, or suggestion; sexually suggestive phrases or images; gang-related symbols; alcohol, tobacco, drugs, or advertisements for such products. All jewelry must be safe and shall not be disruptive to the learning environment.
- No body piercing other than earrings. Earrings must hang no lower than one half an inch from the bottom of the ear. Gauge and tunnel earrings are not allowed nor are spike earrings.
- Students should be well-groomed, and the uniform shall be neat and clean, promoting a positive educational environment. Holes, patches, and tears are not permitted.
- Hair shall not be dyed in any unnatural color or worn in a way that is disruptive to the learning environment.
- Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.
- FRIDAY ATTIRE: Any shirt or top with Plato Academy insignia (i.e. Spirit shirts, team jerseys, and Plato events) may be worn on Fridays. In addition to the regular uniform bottoms, students may wear the approved Risse Brothers uniform vendor black mesh PE shorts on Fridays and any bottoms issued or approved by the school for their sport programs.

Cold Weather Uniform Guidelines:

- A solid white, blue, or red undershirt (such as a turtleneck) may be worn under the school polo or school shirt.
- Long-sleeve school uniform polo is available for purchase from Risse Brothers.
- Students may not wear jackets, coats, or sweaters that do not meet dress code in the classroom during the school day. Jackets, coats or sweaters must either be Plato uniform jackets, coats, or sweaters or must be RED with no logos, a school approved emblazoned clothing item, insignias or other items. Non-school jackets that do meet this criteria must be removed in the classroom.
- Girls may wear solid white, red, black, or navy tights or leggings under their uniform shorts or skorts.
- Cold weather spirit wear like hoodies and zip jackets may only be worn on Fridays like all other spirit wear clothing.
- We have a Uniform Infraction Form that teachers and staff members complete if a student is not in uniform. In addition to parents being called to bring uniforms, Loss of Privilege (LOP's) will be given if a student has three uniform based demerits. Habitual non-compliance with uniforms may result in a request for reassignment.

First offense – Written notification/warning sent home. Document must be signed and returned as a gesture of acknowledgement

Second offense – Second written notification/warning sent home. Document must be signed and returned as a gesture of acknowledgement

Third Offense - Mandatory conference and the family must bring a replacement uniform to the school. Other consequences may follow including, but not limited to, detention.

Subsequent Offenses – Students will be sent to the office and parents will be called. Students will not be permitted into class until he/she is in proper uniform. Students may be provided a clean compliant outfit, from lost and found at the principal's discretion.

(8.B) Dances and Cultural Events

Plato Academy periodically sponsors dances and other cultural events for students. Attendance is limited to those students who attend Plato Academy, unless otherwise specified, are achieving academically, and following the school's rules of conduct.

Dances and other cultural events may be held separately for different age levels. Students are representing Plato Academy at these events. Some of these events may be held in the community. Students are required to follow the rules and regulations of Plato Academy while attending any dance or event. All Dress Code restrictions and intent for modest and acceptable fashion wear would apply. Parents are encouraged to attend as chaperones or volunteers at dances and events.

(8.C) Locker Use Procedures/Searches/Seizures

Lockers, if applicable, are the property of Plato Academy(schools with lockers MUST post a sign stating “Lockers are the property of Plato Academy and are subject to search by Administration or Law Enforcement if deemed necessary per Florida Statute § 1006.09) and made available for students as a privilege, not a right, to use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, an interference with school purposes or educational functions. Nor should lockers be used in any way forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectation of privacy in that locker or the locker's contents. The following rules and regulations shall be enforced throughout the school year:

- **Locks**—Locks will be permitted at the discretion of the Principal. The school may retain access to student lockers by keeping a master list of combinations or retaining an extra key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed. Students may not trade lockers or locks with other students. Failure to follow such requests will result in a student forfeiting his or her locker privileges for, perhaps, an entire school year. A locker fee may be charged for locker use.
- **Locker Use**—Lockers are to be used to store school supplies and personal items necessary for use at school. No material that violates the Student Code of Conduct is allowed in the locker. Students will be expected to keep their lockers in a clean and orderly manner. Failure to follow such a request will result in a student forfeiting his or her privilege in accessing a school locker for a designated amount of time up to the entire school year.
- **Locker Inspection**—The school retains the right to inspect lockers to ensure they are being maintained in accordance with these rules, or upon a reasonable suspicion that the locker contains items that may interfere with school purposes.

- **Law Enforcement Officials**—Administration may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.

Searches and Seizures:

A student's purse, backpack, and other personal possessions can be searched if there is a reasonable belief or suspicion that any of them contain drugs, weapons, contraband, or other items not permitted on campus; as well as, reasonable suspicion that the backpack or purse may contain property of the school or another student.

(8.D) Classroom Transfer

In accordance with Florida Statute § 1012.42 a parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled when there is more than one classroom per grade and if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to Florida Statute § 1003.03. Please contact the school Principal if you would like more information regarding a transfer on this basis. This does not provide the right of a parent to choose a specific teacher or make a classroom transfer request if the current teacher is in-field.

(8.E) School Supplies

Plato Academy teachers have put together a supply list for each grade level and all students will need to have the supplies on the first day of school. Supply lists are posted on Plato Academy school specific websites.

(8.F) Communications

Plato Academy is constantly improving its communication with parents including: email, website, newsletters, and social media.

Parental Responsibility: It is a parent's responsibility to check the online gradebook at least once every two weeks and regularly check the school website and email for announcements from the school or from teachers. Parents must update any changes to their contact information with the school. Parents are expected to regularly use the school-specified online grading system to monitor their child's progress.

Communication between Home and School: All students shall be directed to deliver all school communications to his or her parent(s). The parent should expect to assist their student in forming the good habit of delivering all papers and communications home and back to school on time as directed by the teacher. Students are accountable for delivering and returning all communications on the day they are given to them. New communication technologies will also be employed throughout the school year to provide communications between home and school.

Communication from school to the parent will also be sent via email, teacher webpages, and class newsletters. The purpose of the communication is to give students, parents, and teachers a way of exchanging important information. It allows all parties to write messages as needed concerning the education of the students. Any and all communication from school administration to parents will be delivered by phone, in person communication, or email directly to the families. Messages to parents about parent behaviors (tardy drop offs, late pickups, etc) will not be sent

through the student.

Alternate student pick-up communication procedure: Students will only be released to the designated individuals listed on the student's yellow clinic card. If an alternate designee needs to be added, permanently or on a one-time basis, parents need to communicate to the front office staff in writing, via email or handwritten note, **prior to the time of pick-up.**

Plato Academy Charter School communicates with parents in the following ways and requires parents to note their awareness with a signature:

1. Notes sent home from teachers or staff
2. Injury or Accident Report forms
3. Parent signatures on student's work when applicable
4. Behavior forms that have been sent home
5. Report Cards and Progress Reports
6. Parent conferences including but not limited to phone, or in person

(8.G) Lunch Procedures

Students at Plato Academy have the option to pack their own lunch or they may purchase a hot lunch. A lunch calendar and the lunch cost will be provided from your school and will be posted online at the Plato Academy school specific websites. Breakfast may be provided at some schools; check directly with your school. Payment procedures for school lunch are unique to each district and you will receive communication from the school's front office on payment methods. If your student is running late and they require a hot lunch, please call in to the school by 9:00 a.m. For safety reasons, do not pack glass containers or food items needing microwaving or heating.

For parents with limited financial means, free and reduced lunch options are available to families who qualify.

Parents are welcome to have lunch with their student and may bring an outside lunch for their child only (to be eaten during their designated lunch time). Parents may not bring food for other students in the school without written permission from the other student's parent/guardian.

If a student forgets to order lunch or if they forgot their lunch box, they will be asked to call home and parents will be responsible to bring them lunch. In order for students to do their best work, we need to feed the brain. Therefore, any student who has not been provided a home lunch by lunchtime will receive a modest meal and parents will be billed. If the lunch is forgotten more than five times, Plato Academy may conduct an investigation of child neglect and, if deemed appropriate, will contact Children's Services. **No food deliveries from Uber or DoorDash like services will be accepted or provided to students due to the National School Lunch Program Requirements and disruption to the operation of the schools.**

Lunch Duty

Teachers are to supervise their students at all times, including in the lunchroom. All students will remain seated while they eat in assigned lunch areas. Students are not to use school microwaves for heating lunches. The teacher or person in charge is responsible to see that students clean up their eating area. Teachers and staff are not allowed to heat lunches for students.

(8.H) School Parties and Birthday Celebrations/Invitations

Classroom teachers arrange parties with the help of classroom parents. Any food brought in by parents must be commercially prepared. Homemade items cannot be served to children. Celebrations are encouraged to support academic success.

Plato Academy is happy to celebrate a child's birthday at school if parents wish to send in a special treat sufficient to share with all children in their child's class. Parents should notify the teacher to make arrangements on timing. All foods must be commercially prepared. Teachers should be keenly aware of and strive to prevent any possible known student allergic interactions to food. Birthday party invitations cannot be distributed on school grounds unless there is an invitation for **every student** in the class.

(8.I) Student Withdrawals

Florida Statute § 1003.21 requires that children who have obtained the age of 6 by February 1st of a school year but have not attained the age of 16 are required to attend school regularly. Students not enrolled in an academic program that meets compulsory age attendance laws, are at risk for a reduced earning potential in their future. Plato Academy Charter Schools are a parental choice option for fulfilling this requirement and we are glad you have chosen to place your child in our care.

If you choose to withdraw your child from Plato Academy, please notify the school as soon as possible when a student will be leaving. The school follows a checkout procedure by checking school textbook and equipment records, as well as completing reports. Fines will be assessed for lost or damaged equipment, textbooks or schoolbooks. Additionally, the school cannot officially withdraw a student until proof of attendance at another educational option that meets compulsory age attendance law is provided. This can be accomplished through a student records request from the receiving school, active reservation in a county school, proof of home education, or proof of residency in another district or state. If the student leaves the school without proof of education elsewhere, absences will accrue and truancy procedures may be followed.

(8.J) Administration of Medications

Plato Academy follows the guidelines outlined in Florida Statute § 1006.062 regarding the administration of medical services at schools. There shall be no liability for civil damages as a result of the administration of the medication to students as all medication will be administered as prescribed and with reasonable prudence.

Plato Academy will coordinate with the Department of Health and local school district for the provisions of health services and screenings as per Florida Statute § 381.0056.

All children's medication **MUST** be kept locked up in the school office. The office staff will follow appropriate procedures for dispensing all medication. School personnel are trained and give approved dosage to the student and watch them take it. However, if a child is required to take any type of medication at school, it must be authorized by a physician and parent. Over-the-counter medication must be in the original, unopened packaging. Parents must submit

the form and medication to the office. Teachers are not to dispense any other medications, including any over the counter remedies such as cough drops or aspirin.

Students may not carry medications in their book bags or on their persons. They may not keep medications in their lockers. All medications for students shall be held and delivered to students by designated school personnel.

- School personnel may administer medication(s) only to those students who have an official authorization form on file at the school. The Administration of Medication form shall provide for both the physician's and parent's signatures for administration of over-the counter medications in original/new sealed container including dietary or herbal supplements or only the parent's or guardian's signature for administration of prescription medications and shall indicate the kind of medication, dosage and time to be given at school and any special instructions. A new authorization form shall be required each school year.
- Approval for self-administration of medication(s) (Inhaler, Epi-pen, Insulin, etc.) shall be written by the physician under special instructions on the Administration of Medication Form available from the Principal.
- It is the parent's responsibility to pick up all unused medication as soon as possible. Any medication remaining at the end of the school year shall be destroyed.
- Plato Academy Schools DOES NOT allow essential oils, including CBD oil (or any other form) or of any kind, nor supplements on campus, even with a prescription.

Essential oils are concentrated volatile liquids that give plants their characteristic scents and are isolated from the plant by mechanical means. They are used primarily in perfumes and flavorings and for aromatherapy (therapeutic use of essential oils). When used in diffusers, the essential oils are distributed to every person breathing that air.

Essential oils are not without risk, especially for children. In a typical classroom of students, we have some who are immune-compromised, have ADHD, seizures, taking numerous medications, and have allergies and respiratory conditions such as asthma. Use of essential oils could cause life threatening reactions in these students. No brand of essential oils is regulated by the Food and Drug Administration (FDA). Drugs by definition are intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease. Under the law, drugs must meet requirements such as FDA approval for safety and effectiveness before they go on the market. Essential oils do not meet this standard.

In Plato Academy Schools, essential oils are prohibited and may not be used within our facilities, including but not limited to:

- In diffusers, inhalers, or ingested orally
- Applied to any student, even if the parent requests staff to administer
- In professional development sessions
- Any circumstances that is disruptive or puts another's health at risk

If essential oils are found:

- Confiscate from student and call home to have a parent/guardian pick up
- In diffuser, remove diffuser and dispose of properly

- On students or staff which are disruptive or putting another health at risk - do not use water to wash off as it may increase irritation by spreading the oils. Offer clean clothing, as needed and as available.

Section Nine: Technology and Equipment Use Policy

Plato Academy believes that technology is necessary for our students to succeed in the 21st Century. All students will have access to an authorized electronic device for their daily use in class. The use of the Plato Academy's technology and Internet resources is a privilege, not a right. The privilege of using the technology resources provided by Plato Academy is not transferable or extendible by students to any people or groups and terminates when a student is no longer enrolled in Plato Academy. Plato Academy technology devices are to be used with one primary goal in mind: maximize student learning. The following is the school's Technology and Equipment Use Policy to which all students and families must abide.

(9.A) Internet Policy

Plato Academy provides students with access to the Internet during school hours. Access to the Internet is provided for the purpose of educational research and learning. School administration will have final judgment on what sites can be accessed on school property. Failure to use the internet for its intended purpose will result in disciplinary action.

General Responsibilities and Risks:

Plato Academy's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the Plato Academy reflect on Plato Academy; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Plato Academy's computers and networks. Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Plato Academy School Corporation's Network and Systems have a limited educational purpose and have not been established as a public access service or a public forum. Plato Academy Schools Corporation has the right to place restrictions on internet use to assure that such use is in accord with its limited educational purpose. Plato Academy School Corporation's approved equipment, software, and devices shall be used on Plato Academy School Corporation's Network and Systems.

First, and foremost, Plato Academy School Corporation may not be able to technologically limit access to services through the Network to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, access to the internet, because it serves as a gateway to any publicly available services in the world, will open classrooms and students to electronic information resources which have not been screened for use by students of various ages.

Plato Academy School Corporation has implemented technology protection utilizing software and hardware measures that monitor, block, and filter internet access to visual displays that are obscene, pornographic, or harmful to minors whether Plato Academy School Corporation owned computers, tablets, e-readers, chrome books, or other web-enabled devices are used on campus or off. Nevertheless, parents/legal guardians are advised that a determined user may be able to

gain access to services on the internet that Plato Academy School Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/legal guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Legal guardians assume risks by consenting to allow their child to participate in the use of the internet. Parents/Legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet.

USERS HAVE NO RIGHT TO, NOR SHOULD THEY HAVE AN EXPECTATION OF, PRIVACY IN THE CONTENT OF THEIR PERSONAL FILES AND RECORDS OF THEIR ONLINE ACTIVITY WHILE UTILIZING PLATO ACADEMY SCHOOL CORPORATION'S NETWORK OR SYSTEMS ON TRUSTED OR NON-TRUSTED DEVICES.

Regrettably along with valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. In accordance with the Children's Internet Protection Act (CIPA), filtering software/hardware is used at all Plato Academy schools to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software/hardware may in certain cases block access to other materials as well. The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program—a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

At the same time, Plato Academy cannot guarantee that filtering software/hardware will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software/hardware does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the Plato Academy is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow Plato Academy's policy and procedures governing the use of technology.

(9.B) Student Internet Usage Responsibilities/Policy

When accessing the Internet with Plato Academy equipment students and parents should know:

- Internet access should be for educational purposes while using Plato Academy equipment.
- Students are expected to respect that the web filter is a safety precaution, and should not

try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert a member of school faculty or administration.

- All activity over the school network or using Plato Academy equipment may be monitored and retained indefinitely.
- Students are expected to follow the same rules for good behavior and respectful conduct online as they are offline.
- Misuse or "Hacking" of school resources or equipment can result in disciplinary action.
- Users of the Plato Academy network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.
- Students are only permitted to connect to the Internet using the Plato Academy network.
- Students should not plagiarize and comply with copyright laws and software licensing agreements. Students must not use others' content including words or images from any electronic or print media as their own, without citing the original creator. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of the materials. Research conducted should be appropriately cited, giving credit to the original author.
- Students should not post anything online that they would not want parents, teachers, or future colleges, or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways never intended.
- Cyberbullying (discussed above) will not be tolerated. Harassing, denigrating, impersonating, hating, pranking, excluding, and cyber-stalking online including words or images from any electronic or print media are all examples of cyberbullying. Be kind. Students must not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.
- Passwords allowing access to other students or providing increased access levels to Plato Systems and Networks may become available to students of Plato Academy Schools Corporation. It is imperative that passwords are not shared with others, used with malicious intent, and reported to appropriate staff.

Parent/Guardian Responsibilities: We encourage you to talk to your children about values and the standards that your children should follow on the use of the Internet and on the use of all media information sources such as television, cell phones, videos, movies, literature, and music.

Student Equipment Responsibilities: All students at Plato Academy will have access to technology. All technology devices issued are school property, a usage and care fee will be charged annually, and all users of such school property must abide by the following policies:

USAGE:

- **Monitored Use--**All files stored on the technology device are the property of the school and are subject to regular review and monitoring. Students should have no expectation of privacy when using the technology device. Any and all activity on the technology device can be monitored. Plato Academy may routinely monitor all technology devices.

- It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files, or accidental deletion. Technology device malfunctions are not an acceptable excuse for not submitting work.
- Respect the privacy of others
- All media, including music, images, and software must be appropriate for the school environment.
- Students may be selected at random to provide their technology device for inspection.
- Students should not attempt to download, alter, or disable software installed on the technology device.
- Student devices and account avatars, screen savers or backgrounds should not be customized.
- All students are encouraged to keep copies of their work. Each school year accounts are updated and past work may not remain available.
- Presence—anywhere--of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang-related symbols or pictures are prohibited.
- Technology devices will be password-protected with a password being assigned at the time technology devices are issued. Students are prohibited from sharing their password with others.
- Photos: All technologies provided by or used at Plato Academy are intended for education purposes. Photos or Videos can only be recorded in public spaces with the consent of students, teachers, staff, or parents being photographed. The nature of the content of photographs must be appropriate for the Plato Academy school environment. Students may not use Plato technology for improper uses. These uses include, but are not limited to:
 - Any and all illegal purposes;
 - Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;
 - Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
 - Any and all purposes that would violate state, federal or international law, including: copyright laws, cyberbullying laws, and sexting laws.
 - Any use of profanity, obscenity, or language that is offensive or threatening;
 - Reposting or forwarding personal communications without the author's prior consent;
 - Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
 - Email, Google Workspace services, and 3rd party plugins should be limited to educational purposes only;
 - Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
 - Obtaining financial gain or Transacting any business or commercial activities;
 - Political advocacy;
 - Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
 - Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
 - Allowing others to use property issued under the program without authorization, including students whose access privileges have been suspended or revoked;

- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.
- Do not share passwords with students. Report violations to proper authorities if this occurs. If it is discovered a student is aware of a violation and does not report the issue disciplinary action will be taken.

CARE:

- Technology devices that are broken or fail to work properly must be taken to the school-site technology representative for an evaluation of the equipment within one week.
- Students are responsible for the general care of technology devices used for school purposes.
- Cords and cables must be inserted carefully into the technology device to prevent damage.
- Do not stack objects upon technology devices.
- Do not drop, toss, or mishandle the technology device in any way.
- Treat others' technology devices with the utmost care
- Technology device screens are particularly sensitive to damage from excessive pressure on the screen. Do not place anything near the technology device that could put pressure on the screen.
- Do not lean on the top of the technology device.
- Do not carry or transport the laptop while it is open.
- Do not place pencils, pens, or other objects on the keyboard while closing the lid.
- Do not eat or drink on or near the device.
- Students will be responsible for the cost or a repair of equipment due to negligence.

SECURITY:

- Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
- If you believe a computer or mobile device you are using might be infected with a virus, please alert a teacher or your principal. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

PERSONAL SAFETY:

- Users should never share personal information, including phone number, address, social-security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.
- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're at home) immediately.

(9.C) Violations of Technology and Equipment Usage Policy

Violations of this Technology and Equipment Use Policy may have disciplinary repercussions pursuant to the Plato Academy and the applicable School District's Codes of Student Conduct, including but not limited to:

- Notification to parents and/or suspension of network, technology, or computer privileges.
- Loss of technology device use for a determined period of time (student still responsible for all required work).
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution
- Financial responsibility

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of this policy, privileges may be terminated, access to technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and even expulsion for students, in accordance with Plato Academy/District Codes of Student Conduct. When applicable, law enforcement agencies may be involved.

(9.D) Electronic Devices

Students of Plato Academy can have electronic devices (including but not limited to cell phones and smart watches) at school only if parental permission is given to have the telephone at school. Students must keep their electronic devices turned off and in their backpacks. If an electronic device is seen or heard while under school supervision without teacher permission, it will be taken away, and existing behavioral sanctions will apply. All confiscated cell phones or other electronic devices will be made available only to the parent/legal guardian for direct pick-up. When students need to make a call during the school day, they may use a school telephone to obtain permission from a staff member before 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. Plato Academy cannot be held liable for any lost or stolen electronic devices. Repeated misuse of phones may lead to disciplinary action and/or phone plans that require students to submit their phones to the front office upon arrival to school, loss of backpack privilege, or search of backpacks upon arrival at school each day. Misuse of phones include but is not limited to, repeated use during class time, destruction of the learning environment, photographing others, videotaping others, texting during school hours, social media use during school hours, cyberbullying.

At no point should an electronic device be used in a manner which infringes on the privacy rights of any other person; disrupts the educational process, school programs or activities; or violates Board Policy or federal/state law including but not limited to cyberbullying, sexual harassment, and threats or cheating on tests or assignments.

Violations of this policy may result in disciplinary action and/or confiscation of the cell phone or electronic devices pending investigation. If the cell phone or electronic device is confiscated, it will be released/returned to a parent unless an alternative arrangement is agreed to by the principal or designee.

Administrators should refrain from searching electronic devices without consent from parents or

law enforcement unless exigent circumstances present an immediate threat or destruction of evidence.

(9.E) Games and Electronic Devices

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

Section Ten: Textbook and Media

(10.A) Textbook Policy

Textbooks are one of a variety of instructional materials used at Plato Academy. Novels, teacher and supervisor developed packets, experimental kits, models, nonfiction school books, reference books, periodicals, on-line services, newspapers, magazines, subject-based audio/video recordings, software, maps, and globes are examples of other instructional materials used to successfully meet the needs of our students. All textbooks and school books are loaned to students free of charge. Students will be issued books in most of their classes, which remain the property of the school. Textbooks include either the physical copy of the book itself or the digital version. Any lost, stolen, or damaged books are the student's sole responsibility to whom the book has been checked out. If something occurs to this property, the incident must be reported immediately. Students not returning books or returning severely damaged books or digital media will be required to make payment for the replacement or repair costs to the school.

(10.B) Curriculum Adoption and Instructional Materials

Plato Academy follows Florida Statute § 1006.40(3)(d) and 1006.34(2)(b), pertaining to the adoption of curriculum and instructional materials and courses. Plato Academy maintains classroom libraries and lists all elementary K-8 materials that are:

1. Free of Pornography and material prohibited under Florida Statute § 847.012.
2. Suited to student needs and their ability to comprehend the material presented.
3. Appropriate for the grade level and age group for which the materials are used and made available on the school's webpage as per Rule 6A-7.0713, F.A.C. This includes grade-level reading lists, books, ebooks, periodicals, and videos.

School Principals are responsible for ensuring that instructional materials are used to implement the curricular activities and objectives of the school.

(10.B.1) Challenged Materials Policy

Florida Statute § 1006.28(2)(a)2 gives a parent of a public school student the option to contest specific instructional materials. Plato Academy adopts curriculum via teacher/instructional personnel committees. The majority of our materials are selected from the Florida Department of Education (FDOE) approved materials list or through source materials (i.e. The US Constitution or Bill of Rights). The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature.

1. Public access to all recommended student instructional materials can be accessed and viewed online.
2. Public notice of the materials being considered for adoption will be included in Board Agendas at regularly scheduled Board Meetings.
3. The School Board shall receive comment at the public hearing and meeting as prescribed

in policy.

4. The School Board will select, approve, adopt and purchase all instructional materials as a separate line item on the non consent agenda.
5. Parents who object to previously approved core curricular items may submit their objection in writing to the school site Principal. The objection will follow the grievance process outlined in Section Five.

(10.C) Movies in the Classroom

Plato Academy emphasizes engaging the multiple intelligences of students and will use various media to educate students. Teachers are welcome to occasionally use videos in the classroom and at school-sponsored events, providing that the following policies are adhered to:

(10.D) Copyright

Teachers are required to follow the legal copyright requirements of videos and media within the classroom.

(10.E) Elementary Students

Elementary students may be shown “G” rated movies without parental permission. Movies that are “PG” require that the teacher notify parents at least one week in advance using the school’s online communication system, giving parents the option to opt- their students out of watching the video.

(10.F) Middle School Students

Students in grades six through eight may be shown “G” or “PG” rated movies without parental permission. Movies rated “PG-13” require that the teacher notify parents at least one week in advance using the school’s online communication system, giving parents the option to opt- their students out of watching the video.

(10.G) “R” Rated Movies

No “R” rated movies may be shown during school events to students of Plato Academy.

Section Eleven: School Visitor Policy

(11.A) School Visitors

Plato Academy welcomes and encourages visits to school by parents, other adult residents of the community, interested educators, and representatives of the news media. These visits must be confirmed and approved in advance in order to preserve the ongoing educational programs at each school and to prevent any disruptive intrusions at the school and on the campus. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools or into the student's learning environment, it is necessary to institute procedures regarding visitors.

All visitors must sign in at the main administration building of the school and present a government issued photo I.D. before being granted access. Each guest will be required to sign in, indicate the purpose of the visit, wear a name badge, and sign out when they are leaving school grounds. The principal or his/her designee has the authority to prohibit the entry of any person to a school or a student's learning environment or to expel any person when there is reason to believe the presence of such person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal or his/her designee is authorized to issue a trespass warning and/or thereafter request from the local law enforcement agency whatever assistance is required to remove the individual.

Plato Academy is in full compliance with the Jessica Lunsford Act, which focuses on increasing the security measures used to protect children and staff through enhanced background checks and improved screening and supervision of vendors working within or near schools.

Visitors volunteering are representatives of Plato Academy Schools and need to present a positive image to the public. Attire should be appropriate for the assigned task(s).

(11.B) Deliveries

Due to school security and the need to protect valuable instructional time, items will NOT be accepted for drop off to students. Students are expected to take full responsibility for bringing necessary items to school, such as homework, projects, and lunch or lunch money daily. We will no longer be delivering any items to students including but not limited to flowers, candy, cards, balloons, DoorDash, Uber Eats or other food deliveries.. Any items delivered to Plato Academy through delivery services will be refused or donated. Students will not be called out of class to retrieve items from the main office. The ONLY exception will be for items MEDICALLY NECESSARY.

Section Twelve: General Safety

(12.A) Car Circle/Arrival and Dismissal

Most students who attend Plato Academy are transported by private vehicles, making drop off and pick an important time to ensure safety of all Plato members. Parents/Guardians are expected to provide transportation for their children back and forth from school. Students should NOT arrive before 8:15 am. for school if they are not registered in the before care program. Plato Academy believes all students have a right to a safe environment and we strive to ensure that by not allowing any student to be unattended on campus. Students who arrive on campus before 8:15 am. will not have teacher supervision unless they are in Before Care. When students arrive on campus they need to go to their assigned area and quietly wait for the teacher to let them in their room. In order to remain in compliance with the Jessica Lunsford Act and Marjory Stoneman Douglas Legislation, parents will not be allowed in the school buildings for arrival or pickup, unless an appointment has been made in advance. Please refer to your school's specific AM and PM Drop Off and Pickup and Carline schedule.

After 3:30 PM. all remaining students will be assigned to a specific spot. Plato Academy may be forced to consider a child as "Abandoned" when the parent responsible for the child's welfare rejects parental obligations, leaving the child at school after the school day, and has not told the child or the school that the parent will be late. In such cases, Plato Academy may call the appropriate officials.

Arrival and dismissal times during inclement weather frequently require a change from established procedures. Greater flexibility and patience in dropping off and picking up your child is respectfully requested during these difficult times, especially during lightning storms, as safety for all students and staff alike is paramount. On normal days, all parents must follow all safety and traffic guidelines without exception for all students, parents and staff, and the neighboring commercial and residential community in general. Under no circumstances should parents be dropping students off in neighboring business parking lots. This creates a very unsafe environment for patrons of the business and for the students and staff of the school. Plato Academy cannot be held responsible for students who are not properly dropped off using Plato Academy carline or walker's gate procedures. Any student who is walking to school should use all crosswalks and when applicable cross the street only with the guidance of a crossing guard.

(12.A.1) Car Circle/Arrival and Dismissal

Arrival:

- Teachers who have morning Car Duty need to be at their post by 8:15 AM and leave at 8:30 AM.
- Teachers need to have their classroom doors open by 8:15 AM and need to be in the classroom, supervising the student morning routine.
- Beginning bell rings at 8:40 AM. This is the official start of the school day. All students should be in their classrooms at that time. If a student arrives after 8:40 AM, he or she must obtain a tardy slip before going to class.

Dismissal:

- At 3:10 PM, all students will be dismissed from the classroom.
- Car riders will be taken to the car circle area by a teacher and after care
- students will go to their assigned area. No parents should be waiting in the hallway outside of classrooms.
- Parents wishing to pick up their child prior to 2:45 PM must first report to the office to sign out their child. Our policy is not to dismiss students between 2:45-3:10 PM except for an emergency. An emergency is a serious, unexpected, and often dangerous situation requiring immediate action and most often involves a medical issue.

Supervision will not be provided beyond arrival and dismissal times. This also includes school activities outside the regular school day such as clubs, dances, carnivals, practices, and games. If a child is not picked up within this time-frame the student will be considered abandoned, and the school will have to call the appropriate authorities. Teachers **MUST** notify the appropriate supervisor immediately.

(12.B) School Closing in an Emergency

Plato Academy will do all that it can to protect the health and safety of its students. Residents in Florida know the dangers of inclement weather especially during the hurricane season. While very infrequent, there may be times when our school may have to close to protect our students and be reopened as emergency shelters for the community. Local television and radio media inform the public when school closings occur. In emergency situations, Plato Academy will close when the County where the school is located issues a school closure.

In emergency situations where schools are closed, Plato Academy will send out emails to families, post current information on its website, and make phone calls to families notifying them of the closure.

The following media outlets, among others, will also provide up-to-date information to the public in the event a school closing occurs or if the student day must be shortened due to emergency conditions:

WFLA-Ch. 8 Bay News-Ch. 9 WTSP-Ch. 10 WTVT-Ch. 13 WFTS-Ch. 28 WUSF 89.7 radio

(12.C) Hall Passes

Students may not leave any area without a hall pass that details the date and time the student was given permission to leave the classroom; administration expects this to be put in practice. Please use good judgment and student knowledge when determining whether students should leave class during instruction. All teachers have a duty to ensure students are not roaming the halls without a hall pass.

(12.D) Playground Safety

First rule is safety first; teachers need to be stationed, standing around the playground area, not clustered in the same area. **Teachers should actively monitor all activity on the playground/recess area scanning the area for any potentially unsafe or inappropriate behavior.** Injuries on the playground can be avoided if we all watch our students closely and

think SAFETY. The playground should not have more than two classes of students on it at a time.

Section Thirteen: Enrollment

(13.A) Lottery

Students will be admitted to Plato Academy Schools regardless of race, gender, religion, or ethnic or national origin. Plato Academy Charter Schools are public charter schools that do not charge tuition. Please note that under Florida law, students residing in the district where the school is located may not be displaced by a student from another district.

Students that submit completed applications during an open enrollment period will be selected for enrollment either on a first come-first serve basis (when there are more seats than student applications received during the open application period), or through a lottery process (when there are more student applications than seats available during an open application period). If a lottery is conducted, students' names are randomly drawn by automated process. Application deadlines associated with lottery dates, and lottery locations will be posted on the website. Plato Academy lottery drawings are open to the public. Students will be notified of their admission status shortly after the lottery date via e-mail and/or telephone.

(13.B) Lottery Preferences

The following students are provided enrollment preference and are allowed to bypass a lottery or will be provided an enrollment preference for all grades in the following order of priority:

- Students who remain enrolled at the same Plato Academy Charter School from the previous year.
- Applicants who are the children of an employee of the charter school.
- Applicants who are siblings of a student enrolled or accepted in the charter school.
- Applicants who are the children of a member of the governing board of the charter school.
- Applicants who successfully completed the Florida Voluntary Prekindergarten Education Program provided by Superior Schools during the previous year.
- Children of recently transferred Active-Duty Military. (not required, but may)

(13.C) Applications Submitted After the Application Due Date

Students that apply after an enrollment deadline where a lottery has been conducted will be added to that school's waitlist in the order received, or on a rolling basis.

As spaces become available in all grades throughout the summer and school year, Plato Academy will invite applicants on the waiting list to enroll by sequential order. Parents have 48 hours to respond to this invitation and accept a seat. It is the responsibility of applicants to ensure that the school has up-to-date contact information. Applicants that cannot be reached may be removed from the waitlist. Students on the current wait list do not need to reapply but must update their applications by May 1 of each year to remain on the waitlist for the next school year.

The ability to fully enroll students in state student information systems is important for compliance and reporting. All required paperwork for full student enrollment must be submitted within 5 business days of seat acceptance. If there is no response to requests for required enrollment paperwork or paperwork remains missing, the seat will be rescinded and offered to

the next student on the waitlist.

(13.D) Transferring Students

Plato Academy seeks to ensure that each student has been given an optimum chance in succeeding academically and developmentally at each grade level. For all transferring students, the student's cumulative performance data and an entrance assessment shall be utilized for proper student grade placement. The grade placement of any student new to a Plato Academy school is determined by the principal and professional staff on the basis of results of tests administered by the school and other appropriate considerations. The final decision regarding grade placement is the responsibility of the principal.

Florida Statute § 1006.07 requires each student at the time of initial registration for school to note previous school expulsions, arrests resulting in a charge, juvenile justice actions, and any corresponding referral to mental health services by a school district. Plato Academy reserves the right to honor any final order of expulsion or dismissal of a student by any in-state or out-of-state public district school board or private school, or lab school, for an act which would have been grounds for expulsion according to the receiving school district's code of conduct.

Plato Academy will refer such students to the school district in which the school is located, and the school district procedures as outlined in the statute will be followed by that receiving district. The student will not be admitted into Plato Academy. Failure of the parent to comply with this requirement of law will result in immediate dismissal of any enrolled student whose parent failed to properly report as indicated above.

(13.E) Withdrawals

Students who choose to leave Plato Academy will be assisted in their transition to their new school. Withdrawal is not official until notification is made from the new school and records are requested in order to comply with Florida's attendance laws. If the family is moving to another state/country, a parent can provide proof of residence elsewhere or the new school in the new state/country can request records and copies of the student records will be sent. A parent is also legally allowed to request copies of a student's academic record, but the school cannot withdraw the student without either proof of enrollment in another academic setting or proof of residency.

Section Fourteen: Staff Teams

The Principal of each school site shall designate specific teams of staff members to accomplish various tasks throughout the year. The following are required staff teams that will be set each year:

(14.A) Positive Behavior Intervention Supports (PBIS) Team

The PBIS Team will review the school's behavior policies and consequences annually and advise Executive Leadership on suggested changes to these documents. The PBIS Team will review the school's PBIS policies and school wide reward systems annually and advise Executive Leadership on suggested changes. The PBIS Team will review the school's Social Emotional Learning (SEL) policies and curriculum annually and the schools character education program. The PBIS Team will work in collaboration with Executive Leadership to adhere to Florida Standards and Rules regarding SEL education. The PBIS Team also serves as a resource for trauma interventions for students and the liaisons with district student services staff for any trauma or mental health services or information needed. The team shall comprise of at least seven members. The PBIS team shall also serve as an appeal board when a parent wishes to appeal a referral or grievance process related to behavior decisions made by the administration. The team shall be composed of the Principal, Assistant Principal, school counselor and at least four members of the school staff, representative of grade levels and content areas. In addition, a staff member shall be appointed as chair, who shall not be the Principal or Assistant Principal. The Principal and Assistant Principal are advisory roles only. They are non-voting members of the team.

(14.B) School-Based Leadership Team (SBLT)

The School-Based Leadership Team (SBLT) is a multi-disciplinary team of experienced educators who support school-based decisions on research-based interventions to assist specific students and student groups who are struggling academically or who are demonstrating patterns of truancy.

The School-Based Leadership Team will satisfy the requirements of §1003.26. The team should include but not be limited to the Principal, Assistant Principal, school counselor and school staff, representative of grade levels and content areas. The SBLT may implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to Florida Statute §. 984.151. The SBLT team will facilitate intervention services and shall report to administration when all reasonable efforts to resolve the nonattendance behavior are exhausted.

The SBLT Team will participate in referrals for mental health services, or exceptional education services, including 504 referrals. The School Based Leadership Team will facilitate the MTSS processes for struggling students and support students who are going through eligibility determinations..

It is recommended that School Based Leadership Teams meet at least once a month; however, if a need arises, the team may meet more frequently.

Selection Process

The process for selecting members of the School Based Leadership Team is to be made by the Administration.

(14.C) School Based Threat Management Teams

School Based Threat Management Team complies with Florida Statute § 1001.212 and responds to particular safety threats within the schools. Teams are officially trained in alignment with Florida Statute § 1006.07 in regards to the use of the statewide behavioral threat assessment tool which addresses early identification, evaluation, intervention and student support.

(14.D) Personally Identifiable Information (PII) Review Committee

Plato Academy follows the guidelines outlined in Rule 6A-1.0955, Florida Administrative Code (F.A.C.) The rule requires school boards and charter school governing boards to adopt policies that provide for review and approval of any online educational service that students or their parents are required to use as part of a school activity. These policies are required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. These policies are required even if the use of the online educational service is unique to specific classes or courses.

Section Fifteen: Teaching and Learning

(15.A) Teacher's Lesson Plans

Intentional lesson planning is vital to successfully merging the art and science of teaching. Each teacher is responsible for sufficiently detailed plans shared with administration on planbook.com. Lesson plans must be completed and uploaded on PlanBook by Friday, for the following week. All teachers are expected to plan fully. Lesson plans should be present during instruction time and available for review upon request by administrators. Teachers shall follow grade level appropriate lesson plan formats as determined by the school principal. It is critical that lesson plans or an addendum to all lesson plans reflect accommodations for students with IEPs, 504s and ELL.

Lesson plans will be reviewed to ensure compliance with school and state requirements and be kept on file for five years.

Lesson Plans for Substitutes

Sub folders must be available at all times and kept in a place that the substitute teacher can find easily. Sub folders should include individual student medical needs, emergency protocols. All materials must be prepared and ready. Computers and all technology devices should be left with passwords if technology is needed.

(15.B) Communication and Reporting Student Progress

Plato Academy believes parents are an integral part of their child's education. Teachers will enter grades within a week of the assignment being turned in by the student. Essays and projects are the exception and should be graded within two weeks of being turned in by the student. Teachers will generate a digital progress report through the grade book every two weeks. At the end of each quarter, report cards will be distributed electronically, documenting student progress. A paper copy can be provided if requested. Plato Academy will follow all guidelines pertaining to the Family Educational Rights and Privacy Act (FERPA). FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on Plato Academy School Corporation's enrollment/re-enrollment forms.

- Any communication shared with the entire class either via hard copy or email must be shared with administration.
- Email communications should be limited to setting and confirming appointments or assignments, minor disciplinary issues or minor academic concerns. **More serious concerns need to be handled by phone or personal contact.**
- Teachers are expected to provide weekly communications to their students' parents or guardians via their class webpages, google classroom, emails, and/or hard copy correspondence. Teachers must copy principals with these communications.
- All communications should be well-written, befitting the quality expected in an academic institution.
- A copy of any email communication between a teacher and a parent/guardian regarding the specific needs of an individual student should be copied to the principal and be placed

in the student's folder.

- For emails containing personal/confidential student information the subject line of the email must say: CONFIDENTIAL STUDENT INFORMATION.
- Documentation is the key to professional interaction among teachers, students, and parents.

Classroom Records

- Each classroom teacher will keep updated standards-based lesson plans, grades and attendance records. Records should be kept of all students' progress and recorded according to school policies.
- Records of parent conferences must be kept.
- Each classroom teacher is responsible for updating student portfolios and ensuring that portfolio checklists are followed and completed.
- Teachers need to turn in a class roster of all students' assessments and a final assessment chart – AYP School Score Report must be uploaded to the AYP spreadsheet and signed off by Administration before leaving for the summer.

(15.C) Cumulative Records

A cumulative records folder is initiated for each student by the Enrollment Specialist / Data Management Department. This folder is to be reviewed by the classroom teacher for information pertinent to the student's educational wellbeing. The following information refers to the maintenance, review, and transfer of cumulative records. Information in these records is highly sensitive and should be treated with discretion and confidentiality. Teachers are not to complete any medical documentation for students or make written references without prior review and approval by the administration. Teachers are responsible to file copies of student report cards, including attendance records, in cumulative folders, with all other end-of-year documentation.

- Maintenance – Classroom teachers and the Enrollment Specialist / Data Management Department are jointly responsible for maintaining accurate information in the cumulative records folder. All cumulative records are to be kept in a secure and locked place.
- Review – Only school-based professional personnel and parents/guardians may review a child's cumulative record without signing for it. District personnel and law enforcement officers must sign to review the records. No one may keep cumulative folders out of the school office overnight. Under no circumstances shall cumulative folders be removed from the school building by anyone other than principal or designee. Anyone reviewing the record must sign and date the folder when they receive it and return it.
- Transfer – The Principal or his or her designee is responsible for transferring cumulative records. Classroom teachers are responsible for updating information prior to transfer. The updated cumulative record must be returned within three days of notification.
- Removal – Cumulative records can only be removed from the central files for a short time. Please sign the form indicating you have the record. Again, these cannot be removed from the building for any reason and must always be secured to protect the student's privacy rights.
- Portfolio Folders – 3rd grade Portfolio folders are part of the permanent cumulative record and should be kept in the cumulative record folder. When processing a cumulative folder for transfer, rubber-band the Portfolio folder behind the cumulative folder. Cumulative folders should contain conference notes, discipline referrals, test data/MTSS multi-tiered support system

and important documents to follow students to the next grade level.

(15.D) Section 504 Plans

Section 504 is a broad civil rights law protecting the rights of individuals in programs and activities that receive federal funding from the U.S. Department of Education. The law protects all school-age children who qualify as “handicapped” according to the definitions described in the regulations. Section 504 of the Rehabilitation Act of 1973 states:

No otherwise qualified individual with a disability in the United States shall solely because of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” **29 U.S.C 794 (“Section 504”)**

It is the policy of Plato Academy, as provided in Section 504 of the Rehabilitation Act of 1973 (Section 504), that no otherwise qualified individual with a disability shall, solely by his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered by the Board. The Board shall provide a free and appropriate public education to each student who is disabled within the definition of Section 504 regardless of the nature or severity of the disability and to provide all reasonable accommodations and other applicable rights to both students and employees as needed under section 504.

To determine if a child has a disability that qualifies them for a 504 Plan, the team will utilize the policies of school site County School Board, as the LEA, in regards to eligibility.

(15.E) Multi-Tiered System of Support/ Response to Intervention

The basic elements of a Multi-Tiered System of Supports (MTSS) are required by the **Every Student Succeeds Act (ESSA)** and the **Individuals with Disabilities Education Act (IDEA 2004)**. According to Florida Administrative Code: **6A-6.0331 General Education Intervention Procedures, Evaluation, Determination of Eligibility, Reevaluation and the Provision of Exceptional Student Education Services**, “It is the local school district’s responsibility to develop and implement a multi- tiered system of support which integrates a continuum of academic and behavioral interventions for students who need additional support to succeed in the general education environment.”

Plato Academy operates within an MTSS for system-level and school-level improvement. MTSS is a term used to describe an evidence-based model of educating students that uses data and problem solving to integrate academic, behavioral, and social-emotional instruction and intervention to *maximize the success of all students*. Instruction and intervention are provided to students across multiple tiers of intensity based on need. The staff makes data-based decisions for resources (e.g., time, staff, and evidence-based strategies) to reach the students at the appropriate levels to increase the performance of ALL students to achieve and/or exceed proficiency.

Quality implementation of MTSS is associated with an increased likelihood of instruction and

interventions leading to successful student outcomes. Thus, Plato Academy monitors student outcomes and how assessments, instruction, interventions, and data-based problem solving are put into place (i.e., the fidelity with which these elements are implemented).

(15.F) Exceptional Student Education

Plato Academy follows Florida Statute § 1002.33 regarding the enrollment of students with disabilities. Under the Individuals with Disabilities Education Act (IDEA) reauthorized in 2004, children with any disabilities listed under that law are guaranteed a “free appropriate public education” (FAPE) in the “least restrictive environment,” (LRE) along with all appropriate related services required to benefit their education.

Plato Academy does not act as its own Local Education Agency (LEA). Each respective school district acts as the LEA; therefore, our schools follow the policies and procedures outlined in the district's ESE Special Policy and Procedures (SP&P) manual. The LEA is responsible for determining eligibility for ESE services.

Plato Academy's Department of Exceptional Student Education (ESE) provides appropriate services that support individualized learning for all students with identified exceptionalities detailed on the student's Individualized Education Plan (IEP). Students identified with a disability by meeting specified criteria and demonstrating a need beyond Tier 3 interventions in MTSS may qualify for an IEP.

(15.G) Greek Language Program

Plato Academy Charter Schools were founded on the basis of Greek language and culture instruction. Greek language courses are offered K-8 at all Plato Academy Schools. Greek language is the basis of our charter and is both a unique benefit and also required coursework for all students who attend Plato Academy Schools.

Greek 1 and Greek 2 courses are offered to students starting in 7th grade, and upon earning a year long average grade of A or B, high school credit is awarded to the student.

Section Sixteen: Emergency Policies

(16.A) Safety Requirements/School Safe Officer

For the protection and safety of Plato Academy school personnel, property, students, and visitors, each Plato school and the Plato Home Office shall partner with law enforcement agencies or security agencies to establish or assign one or more safe-school officers at each school facility within the partnering district, as outline in Florida Statute § 100612. Plato Academy currently utilizes guardians trained by the county Sheriff's Office in two districts (Pinellas and Hillsborough) and utilizes a School Security Guard as defined in s. 493.6101(18) in another district (Pasco). Currently Plato Academy schools have nine school site locations, and each location has one guardian/security guard. The guardian/security guard is present during the school day and attendance is taken and collected by the school site administrator. Plato Academy has a network of Pinellas County Sheriff's Office guardian trained substitutes if needed for coverage at a Pinellas County school. The district of Hillsborough County provides sub coverage for our Tampa location and the contracted Security Guard company provides sub coverage in Pasco County. Any additional coverage needed for extracurricular activities or school sponsored events outside of normal school hours is on a contractual basis or overtime coverage as needed.

(16.A.1) Safety Requirements/Staff Training

Plato Academy staff and guardians/security guards receive annual trainings in the following areas:

1. Youth Mental Health First Aid
2. Developmentally appropriate strategies for incident response and de-escalation (Active Assailant and other emergency response)
3. Alyssa's Alert (Motorola -Pinellas, Hillsborough), (Crisis Go – Pasco)- Plato schools utilize the local district for training and policies and procedures surrounding the requirements of Florida Statute § 1006.07(4)(a).
4. Comprehensive School Threat Assessment Management (CSTAG) Threat Management Training
5. Suicide Prevention Training
6. Child Abuse and Neglect Training
7. Family Education Rights and Privacy Act (FERPA) Training – Proper parental notification and information sharing
8. Sexual Harassment
9. School Environmental Safety Incident Reporting (SESIR) Training

(16.A.2) Safety Requirements/Threat Management Teams

The primary goal of Plato Academy Charter School is to ensure that each student's achievement is at the highest possible level. Education is to be provided in a manner that does not discriminate or cause harassment on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation, or social and family background.

- Every school staff member will strive to create a positive, safe environment that encourages and supports student success. Underlying causes for misbehavior will be

explored, and when possible, positive redirection will occur, and acceptable alternative behaviors will be taught. Such redirection may involve a collaborative effort of school, student, parents, and community members.

- It is the objective and policy of the Administration of Plato Academy to recognize, preserve, and protect the individual rights of all students; and, at the same time, to encourage and enforce the exercise of these rights within the framework of an orderly and efficient school program. Within this framework, it is the duty of the administrative staff and the faculty of each school to prevent student conduct that is dangerous, disruptive, or destructive, therefore endangering the proper maintenance and function of the school program. Staff members are expected to model core value behaviors that set an example for students. It is expected that all disciplinary measures will be conducted in a manner that is respectful to the student and preserves that student's dignity wherever possible. It is the expectation that each student will behave in a manner that does not threaten, interfere with, disrupt or deprive other students of their right to an education. It is also expected students will learn to accept responsibility for their behavior. An effective school environment must be safe and free from disruption.
- The Administration further recognizes that students are protected and have certain rights extended to citizens under the United States Constitution and its amendments; and that these rights cannot be abridged except in accordance with the due process of law. Therefore, in order to clarify the guidelines of student behavior in the school and establish procedures to be followed, the Plato Academy Code of Student Conduct (contained in the Plato Academy Policy Manual) have been adopted. If any issue is not addressed by Plato Academy policies, it will be supplemented by the Code of Student Conduct in the school site District.
- Each Plato Academy school will assemble a Threat Management Team composed of individuals as outlined in Florida Statute § 1006.07(7)(a) and Section 943.10(1) Law Enforcement Officer. Schools will also work closely with their respective districts, following district Threat Management Policies and reporting functions, including referrals to mental health services pursuant to Florida Statute § 1012.584(4). Each school-based team will utilize the CSTAG model to assess behaviors and coordinate services and interventions. Staff will be trained on appropriate documentation and requirements for retention, maintenance and transfer of records as found in Rule 6A-1.0955, F.A.C.

(16.A.3) Safety Requirements/SESIR

Plato Academy follows SESIR reporting processes and procedures outlined in Rule 6A-1.0017 by training school administrators on correctly coding data used to report incidents and following district reporting procedures. The schools utilize district student information systems to appropriately report SESIR incidents and disciplinary actions. Plato Academy schools follow district policy for incidents reported to law enforcement or are connected to zero-tolerance policies, such as firearms or other weapons on school sites, making a false report as defined by Florida Statute § 790.162 and 790.163, or any cooperative agreements with the Department of Juvenile Justice regarding the enforcement of no contact orders provided under Florida Statute § 1006.13(6).

(16.A.4) Safety Requirements/Parental Notification

Plato Academy follows procedures as outlined under the Family Education Rights and Privacy Act (FERPA). Annual training for all staff is provided. Communication to parents regarding threats or unlawful acts or significant emergencies that occur on school grounds or during school sponsored events follow the requirements of Florida Statute § 1006.07(4)(b) by ensuring communication is timely. The content of such notification would include Active Assailant Drills, weapons, felony offenses, natural emergencies, etc. Parents are notified if Law Enforcement is involved. Communication follows FERPA guidelines but is also considerate of safeguarding the community. The Threat Management Team will determine if any information other than date, time, location and nature of the incident is to be included in the notification.

(16.A.5) Safety Requirements/FSSAT

Plato Academy fulfills the requirements provided in Florida Statutes § 1006.07(6), 1006.1493, and 1011.62(15) by completing the Florida Safe Schools Assessment Tool (FSSAT) in conjunction with Law Enforcement. Assessments are reported annually by October 1st. FSSAT reports are confidential, and schools do not share information on these reports as they are considered exempt from public records requirements. Plato Academy employs a Director of Security whose responsibility is to oversee the safety and welfare concerns of each school within the Plato system. The Director of Security reviews the FSSAT reports to make recommendations for improvements on school sites, as well as, to inform best practices within the Plato system. The Director of Security works closely with local Law Enforcement to coordinate campus tours, make recommendations and to conduct safety drills.

(16.A.6) Safety Requirements/DRILLS

Plato Academy completes emergency drills in accordance with developmentally appropriate procedures as required by Rule 6A-1.0018 F.A.C. Drills are conducted with appropriate notice to Law Enforcement, appropriate first responders and safety agencies. Plato Academy Administrators complete an after-action report that identifies the type of drill, location, date of drill, participants and involvement of Law Enforcement or other agencies. Drill reports are provided to the district safety specialists. School site staff conduct drills at expected and unexpected times using multiple threat scenarios, simulated communications with first responders, parental notifications and appropriate protective actions. School staff are trained to utilize plain language in their communication without acronyms or jargon and are trained to utilize measures such as turning off lights, covering windows, lockdown, shelter-in-place or evacuations.

Plato Academy conducts at least six emergency drills per year that are non concurrent with fire drills, the first of which takes place within the first ten days of the beginning of the school year. Each subsequent drill occurs within the proceeding forty-five days of the last drill. Four of the six drills are Active Threats. Pursuant to Florida Statute § 1006.07(4)(a). Law Enforcement is present during Active Assailant Drills. Active Assailant training is conducted annually in conjunction with the school district and/or local Law Enforcement for all Plato Academy staff. Training occurs in late July or early August. The remaining two drills are other emergency drills such as severe weather or natural disasters. Plato Academy has a board approved Reunification Plan, but also understands that local Law Enforcement will be the primary agency in charge during any emergency.

(16.A.7) Safety Requirements/Bullying and Harassment

Plato Academy Policy Manual details the Plato policies and disciplinary actions pertaining to bullying and harassment of students and employees that are consistent with the requirements of Florida Statute § 1006.147(4). This policy is reviewed at least every three years. Plato Academy also utilizes programs such as OLWEUS, CHAMPS and Character Education as part of teacher training and curriculum for the prevention and intervention of bullying and harassment. In addition, all staff are trained in Youth Mental Health First Aid, Suicide Prevention and Sexual Harassment.

(16.A.8) Safety Requirements/Safe-School Officer Discipline

Each Plato Academy school Guardian is certified through the Guardian Program as required by Florida Statute § 1006.12. Pasco county school locations utilize Safe School Officers as allowed in Florida Statute § 1006.12. The Director of Security of Plato Academy Schools ensures compliance with the training and requirements. The schools follow the pertinent district policies for the following circumstances:

1. Discharge of a weapon – if a guardian or safe schools officer discharges a weapon in the exercise of safe-school duties, other than for training purposes, as provided in Florida Statute § 1006.12(5), the Director of Security notifies the local school district and Law Enforcement within twenty-four (24) hours of the incident. The district safety specialist will then notify the Office of Safe Schools by submitting Form SSON-2023 within seventy-two (72) hours.
2. Guardian/Safe School Officer Dismissal- if a guardian or safe school officer has been disciplined for misconduct or has been dismissed from their duties, the Director of Security notifies the local school district and Law Enforcement within twenty-four (24) hours of the incident as provided in Florida Statute § 1006.12(5). The district safety specialist will then notify the Office of Safe Schools by submitting Form SSON-2023.
3. Guardian/Safe School Officer allegations of misconduct- if a guardian or safe school officer has been placed on administrative leave pending completion of an investigation of alleged misconduct the Director of Security and school administration will complete a full investigation of the allegations. Within fifteen (15) days of completion of the investigation, updated information of the outcome will be shared with the local school district and Law Enforcement (if applicable). The district safety specialist will then notify the Office of Safe Schools.

(16.A.9) Safety Requirements/Fortify FL

Plato Academy promotes FortifyFL and consequences of knowingly submitting false information, as provided in Florida Statute § 943.082(4)(b). In Pinellas County the schools also promote Sandy Hook Promise: See Something Say Something as we opt into the district mental health plan. The following procedures are followed:

1. The schools advertise FortifyFL on the Plato Academy website, on school campuses, in newsletters, and in school publications.
2. The FortifyFL app is installed on all mobile devices issued to students and bookmarked on all computer devices issued to students.
3. The schools advertise that someone who knowingly submits a false tip through FortifyFL

may be subject to further investigation by law enforcement and may be subject to criminal penalties under Florida Statute § 837.05.

Building Security

All employees who are issued keys to the school or office are responsible for their safe keeping. The last employee, or a designated employee, who leaves the school or office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on the property after hours without prior authorization.

All gates and doors to buildings must remain closed and locked unless open for active ingress or egress. When opened for active ingress or egress, every gate and door should be staffed and never left open and unattended. If this cannot be reasonably accomplished due to the design of the campus we must find alternative ways to accomplish this. Each classroom door should remain closed and locked when students are present.

Section Seventeen: General Management

(17.A) Fundraising/Accounting

Plato Academy is a nonprofit organization that relies on governmental funds and contributions to educating our students effectively. As a result, fundraising is necessary to help support the educational programs offered. The administration shall approve all fundraising activities and ensure that families are not being asked to contribute excessively at any given time. Efforts will be made to ensure only one fundraiser occurs at a time. All fundraisers will identify the purpose of the money raised.

Teachers should not leave money unattended or unlocked in the classroom at any time. It is the teacher's responsibility to make sure the amount collected for field trips, fundraisers, etc. matches what is in the collection envelope. Please be sure that all staples are removed and that check request forms are completed and submitted two weeks prior to the field trip.

(17.B) Photographs of Students:

(17.B.1) Portraits

Plato Academy will sponsor one or two formal portrait days for students. Plato Academy will utilize a company that best meets the needs of the families for a reasonable cost. These photos will be used to create the yearbook and be sold to the families.

(17.B.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 before publishing promotional materials, including the photograph of students.

Exclusion of Use of Student Likeness, Works and Achievements

While Plato Academy School Corporation is excited about the possibilities of Internet publishing, we realize that some parents may have concerns about such issues. Plato Academy Schools Corporation has strict policies forbidding the use of a student's full name or an image accompanied by a name on any public website, but we may post student work and photographs on the Plato Academy School's Corporation's, campus, and/or teacher websites. (Intranet or websites restricted to internal Plato Academy Schools Corporation access only.) Additionally, the school reserves the right to utilize such snapshots through electronic media which do not individually identify any specific student. If a parent or guardian requests the removal of such a photograph, the school staff will comply with the request within 72 hours.

Refer to student's Media Consent Form selection for further guidance.

(17.C) Employee Cell Phone Use

Personal Cell Phone/Mobile Device Use

While Plato Academy Schools Corporation permits employees to bring personal cell phones and other mobile devices (i.e. smartphones, PDAs, tablets, laptops) into the workplace. You must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of Personal Cell Phone/Mobile Device

Use of personal cell phones and mobile devices at work can be disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks, planning and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, the use of such devices should be minimal and limited to emergency use only. If you have a device that has a distracting and camera and/or audio/video recording capability, you are restricted from using those functions on Plato Academy Schools Corporation property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Plato Academy Schools Corporation policies regarding the protection of confidential and proprietary information when using personal devices. UNDER NO CIRCUMSTANCES SHOULD A TEACHER TEXT A PARENT OR STUDENT.

(17.D) Gifts

Collections of funds from students by students to give gifts to a staff member of Plato Academy is discouraged.

(17.E) Volunteers:

Volunteers are a valuable human resource and parents are highly encouraged to volunteer at our schools. Research shows that parental involvement is a major factor in a child's success at school. All volunteers must be background checked, approved, and registered and record their hours in the office and must be legally capable of being unsupervised around students.

(17.F) Background Checks

Volunteers are a valuable human resource and can make a real difference in classroom productivity. Teachers should utilize volunteer's interests and talents. All volunteers must register and record their hours in the office. All individuals who are not employed by Plato Academy must enter through the main office. Should they wish to go beyond the main office, their identification must be scanned by the background check system and printed a badge to wear, identifying that they have correctly checked in through the office. All staff members' responsibility is to help police the halls to ensure that all visitors have adequately checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to sign in properly.

Plato Academy requires that when a teacher assigns a new task to a volunteer, the teacher must:

- Feel confident the volunteer will perform the task.
- Closely supervise the activity until there is evidence that the volunteer can perform the

task adequately, and independently.

- When a teacher assigns a volunteer to work directly with pupils, the teacher must be certain the volunteer understands the type of performance and behavior expected of the pupils during the work session.

Volunteers MAY NOT:

- Establish educational objectives.
- Make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.
- Make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
- Have access to students' cumulative records, grades, test scores or other FERPA protected student information.
- Administer or grade tests, or other student work or lessons.
- Supervise or discipline students.

(17.F.1) Background Check Concern

If a fingerprinted individual is identified as having a background as a sexual predator or other felony charge during the background check, the following guidelines are in place:

- The person may enter the school only with a staff member escort if on official school business or accessing their student.. The individual may not be left alone with any student on school property.
- If a relative is attempting to visit, remove a student or access records of a student and there are court ordered restrictions, the appropriate action will be taken as identified by the court documents.
- If the individual has no student or relative in the school they will not be permitted access to the building, and the Police Department will be notified if an attempt is made to enter the premises. Individuals applying for employment with backgrounds that do not clear will not be considered for hire..
- Individuals with students in the school who wish to volunteer but do not pass the background check may complete volunteer tasks at home.

(17.F.2) Student Supervision Background Checks

If an adult plans to volunteer with students (such as field trip chaperones, student tutoring, etc.), the individual must complete a volunteer registration form. If the adult is responsible for student supervision (such as running an after-school club), the parent must go through a Level 2 background check, the cost of which the parent is responsible to ensure the individual is clear of anything in their past, preventing them from working with children. (Level 2 requirements may vary per district)

(17.G) Returned Checks

Occasionally payments must be made to Plato Academy for such things as bookfair, field trips, etc. If a check is written to the organization, care should be taken to ensure sufficient funds in your account to cover the check. If a check is returned to the school as unable to be cashed, the family may be charged a fee of \$25 to cover the cost of the returned check. If an individual

writes more than four such checks to the school, the school reserves the right to request cash for all transactions.

Section Eighteen: Standards of Conduct

(18.A) Citizenship Policy

Plato Academy provides its students with a safe, supporting, challenging, and enthusiastic learning environment. Creating such an environment is the result of good citizenship. To help guarantee this environment exists, Plato Academy students are required to meet behavior expectations outlined above in this handbook. Adults are expected to respect the following Citizenship policies:

- As citizens within an academic community focused on providing students with a learning environment that is enthusiastic, supporting, challenging, and safe, Plato Academy employees, parents, and community members will demonstrate the concept of “Citizenship” in their dealings with all Plato Academy Stakeholders, including students, parents, school employees, and visitors.
- Physical or verbal acts that are hostile, threatening, or harassing in any way will not be tolerated. Profanity and insults are not constructive and unacceptable
- Whether it is face-to-face or over the phone, through texts, blog posts, or emails, good Citizenship requires an attitude that is productive and strives for harmony.
- Destructive criticism is unacceptable.
- Employees and parents should report any behavior that falls below this standard of Citizenship using the grievance procedures outlined above. Our students deserve good role models.

(18.B) Conflict of Interest

Employees are expected to devote their best efforts to the interests of Plato Academy. Business dealings that appear to create a conflict between the interests of Plato Academy and an employee are unacceptable. Plato Academy recognizes your right to engage in activities outside of your employment that are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that Plato Academy may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to the Principal before the instant they are foreseeable. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Plato Academy business dealings. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Principal to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

(18.C) Confidentiality, Non-Disclosure

Plato Academy protects all confidential student and business information. All information learned at the School must be kept in strictest confidence at all times. Plato Academy Employees may not share any files related to the school with a person or an account not directly related to the school. Employees may not share files to themselves on a non-Plato Academy account. Our parents entrust Plato Academy with important information relating to their children and their

education. In safeguarding the information received, Plato Academy earns the respect and further trust of our parents. Your employment assumes an obligation to maintain confidentiality, even after you leave the company.

Confidential information includes, but is not limited to, the following examples:

- Progress-reports, grades, report cards
- Student Support Services
- Testing results
- Computer data
- Medical reports or information
- Enrollment information
- Financial information
- Discipline records
- Student and parent addresses, telephone numbers unless authorized to release

If you are questioned by someone outside the school or your department, please refer the request to Administration. No one is permitted to remove or make copies of any student or school records, reports, or documents without prior management approval.

If you improperly use or disclose confidential student or school information, you will be subject to disciplinary action, up to and including termination of employment and legal action. This applies even if you do not benefit from releasing the information.

Work Product

Plato Academy retains legal ownership of the products of your work, including anything you develop for use at the school-on-school hardware, networks, or servers. No products created while employed by Plato Academy can be claimed, construed, or presented as property of the individual, even after employment by Plato Academy has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for Plato Academy, regardless of whether the intellectual property is actually used by Plato Academy. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of Plato Academy.

(18.D) Staff Professionalism

Dress Code for all staff members:

- Staff members are highly visible, and each has the responsibility to help set the tone for the public's impression of our school. It is also our job to set a good example to our students. As professionals, as teachers, as role models, we are highly visible and are held to a higher standard of dress than most other professions. It is best to dress fashionably yet modestly rather than the alternative. Never wear clothing that will jeopardize your standing as a professional educator.
- Jeans are allowed only on Fridays.

- Graphic shirts are allowed on Fridays or on themed days.
- Shoes need to be comfortable, but not so casual that you look unprofessional. Flip flops, thong sandals should not be worn for the purposes of workplace safety. Shoes should cover the toes and have closed heels to prevent injury while at work.
- Shirts need to be long enough so that the midriff does not show when moving around. No thin straps on tops. Straps must cover shoulders and not be too revealing. Shirts need to be professional attire, free from advertising and any graphics that are disruptive to the learning environment.
- Skirts must be close to knee level so that when moving around you will be comfortable. Leggings are not professional. However, if worn, they will need to be worn with a long shirt covering parts of the body.
- Janitorial and Maintenance Staff must dress appropriately for a school environment and are required to wear the Plato Academy Maintenance polo, with long cargo shorts without holes or long pants.
- If any of the dress code requirements are not followed the staff member may be asked to leave school to change and return in alignment with the dress code policy.

Obligation to the public requires that the teacher will:

- Take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individuals affiliated.
- Accept no gratuity, gift, or favor that might influence professional judgment.
- Offer no gratuity, gift or favor to obtain special advantage.
- Dress in a professional manner that represents the school and sets a good example to our students and the community.
- Keep all relationships with parents on a professional level.
- Represent self and school well on web and social media.
- Obligation to the profession of education requires that the teacher:
- Maintain honesty in all professional dealings.
- Respect a colleague's right to exercise their personal, religious or other beliefs pertaining to politics or civil rights outside of school.
- Treat all staff members with dignity and respect that they deserve.
- Keep all relationships with fellow staff members on a professional level and will uphold sexual harassment policies and procedures.
- Submit only correct information on any document in connection with professional activities.
- Not assist entry into or continuance in the profession of any person known to be unqualified in accordance with the Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- Comply with any condition or order of the Education Practices Commission imposing probation, imposing a fine, or restricting authorized scope or practice.
- Model the appropriate behaviors expected of students.
- Discipline only the student or students who misbehave. No punishment for all based on the acts of one or a few.
- Respect the rights of students to possess views that differ from their own.
- Genuinely care for each student.

- Give each student the respect and dignity that they deserve at all times
- Include all students in participation and not exclude, favor, or disfavor anyone based on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social, economic, or family background.
- Empower each student with the self-confidence and self-esteem that they are entitled to.
- Be organized and have a classroom that is clean and orderly.
- Keep confidential personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by Plato Academy, or by State or Federal Law.

Section Nineteen: Facilities Policies

(19.A) Animals in School

(19.A.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.

(19.A.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 that the animal be removed at any time.

(19.B) Classroom Decor

(19.B.1) Custom Paintings/Murals

Prior to any staff member permanently affixing any design or color to a classroom wall (i.e. painting, permanent markers, etc.), a plan for the design must be submitted to the Principal for approval. The Staff member should also be prepared to paint over any designs should the Principal deem they are a distraction or no longer appropriate for the classroom.

(19.B.2) Affixing Items To Walls

Methods for affixing any items to common school areas, such as hallway walls, etc., shall be prior approved by the Principal. Methods of affixing typically approved would be sticky materials or tape which can be removed without leaving any holes of any kind or defacing walls by paint removal, etc. Methods of affixing requiring approval include, but are not limited to, staples, nails, tacks, or any objects requiring repairing, patching, or rebuilding surface areas to restore ready for painting.

(19.C) Keys Issued to Employees

All employees who are issued keys to the office are responsible for their safe keeping. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend settings, and all appliances

and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on the property after hours without prior authorization.

Section Twenty: General Staff Policies

(20.A) Public Relations

Word-of-mouth is the single most influential factor in Plato Academy's public relations. The success of Plato Academy depends upon the quality of the relationships between Plato Academy, its employees, students, parents, and the general public. The public impression of Plato Academy and its interest in Plato Academy will be formed, in part, by Plato Academy employees. Plato Academy employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee and Plato Academy. Below are several things employees can do to help leave people with a positive impression of Plato Academy, which are the building blocks for our continued success.

- Communicate with parents regularly.
- Act competently and in a courteous and respectful manner. We are a family!
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide professional replies to inquiries and requests, and perform all duties in a professional manner.
- Respond to email and voice mail within 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best.
- Any press or media inquiries should be forwarded to the Principal.

(20.B) Use of Company Technology

Plato Academy Schools Corporation is committed to developing a technologically relevant and engaging learning environment for all educators and students by providing them with the opportunity to develop collaboration, innovation, communication skills, and tools that are essential to both life and work in the 21st Century.

Information Technology Resources and Communications Systems: This policy governs the use of Information Technology Resources and Communications Systems herein collectively referred to as "Systems" owned by or available at Plato Academy Schools Corporation, and all use of such Systems and resources when accessed utilizing Devices provided to stakeholders by Plato Academy Schools Corporation or personally owned devices, including but not limited to:

- Telephony systems including Voice over IP (VoIP), Smartphones, and Hardware capable of voice and multimedia communication.
- Equipment capable of physically reproducing media or printing including printers, photocopiers, faxing and electronic faxing, modems.
- Devices connecting to the Network to access Systems provided by Plato Academy Schools Corporation.
- Security systems including Closed-Circuit TV, Doorbell Entry including RFID tokens or other personally identifying equipment providing access to Plato Academy School Corporation campuses.
- Google Workspace for Education and associated 3rd party plug-ins and extensions. • All other devices and softwares provided by Plato Academy Schools Corporation during the day-to-day use by educators, administrators and staff.

General Provisions

Plato Academy School Corporation's Network and Systems have a limited educational purpose and have not been established as a public access service or a public forum. Plato Academy Schools Corporation has the right to place restrictions on internet use to assure that such use is in accord with its limited educational purpose. Plato Academy School Corporation's approved equipment, software, and devices shall be used on Plato Academy School Corporation's Network and Systems. Stakeholder devices provided by Plato Academy School Corporation's Information Technology department are designated as Trusted devices and shall enjoy unrestricted access to Plato Academy School Corporation's Teacher Network and Systems. Personal devices owned by Teachers and Staff are considered "Non-Trusted" and are granted limited access to Plato Academy Schools Corporation's Network and Systems.

Accounts on Trusted or Non-Trusted Devices may have connectivity to Plato Academy School Corporation's Network and Systems revoked or denied. Revocation will be governed by this policy and the related administrative guidelines in the governing Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of Plato Academy Schools Corporation Networks or Systems.

Plato Academy School Corporation encourages utilizing the Network and Systems in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Network and Systems will be guided by Plato Academy School Corporation's policies on instructional materials.

The internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The internet connects computers and users in Plato Academy School Corporation with computers and users worldwide. Through internet access, up-to-date, highly relevant information is available for the purpose of enhancing student learning, and the education process. Further, the internet provides the opportunity to communicate with other people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, Plato Academy School Corporation may not be able to technologically limit access to services through the Network to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, access to the internet, because it serves as a gateway to any publicly available services in the world, will open classrooms and students to electronic information resources which have not been screened for use by students of various ages.

Plato Academy School Corporation has implemented technology protection utilizing software and hardware measures that monitor, block, and filter internet access to visual displays that are obscene, pornographic, or harmful to minors whether Plato Academy School Corporation owned computers, tablets, e-readers, chrome books, or other web-enabled devices are used on campus or off. Nevertheless, parents/legal guardians are advised that a determined user may be able to gain access to services on the internet that Plato Academy School Corporation has not authorized

for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/legal guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Legal guardians assume risks by consenting to allow their child to participate in the use of the internet. Parents/Legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet. **USERS HAVE NO RIGHT TO, NOR SHOULD THEY HAVE AN EXPECTATION OF, PRIVACY IN THE CONTENT OF THEIR PERSONAL FILES AND RECORDS OF THEIR ONLINE ACTIVITY WHILE UTILIZING PLATO ACADEMY SCHOOL CORPORATION'S NETWORK OR SYSTEMS ON TRUSTED OR NON-TRUSTED DEVICES.**

Staff and Employee Responsibilities

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of Plato Academy School Corporation's Network and Systems shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Plato Academy Schools Corporation:

- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved. (Administration, Team Leads and Information Technology resources may provide additional resources to assist.)
- Every effort is made to provide staff with the resources necessary for classroom instruction. (During the course of preparation, delivery and research, additional resources may need administration and IT approval.)
- Posting school-related content to external resources beyond the scope of Plato Academy Schools Corporation, without direct authorization, is not permitted.
- Passwords allowing access or increased access levels for Plato Systems and Networks may become available to Staff Members and Employees. It is imperative those passwords are not shared with others.

Additionally, the interests of Plato Academy School Corporation monitoring and intercepting data on the Network include, but are not limited to:

- Protection of trade secrets or proprietary information
- Protection of student records as protected by Statute or Law
- Protection of employee records as protected by Law
- Protection of financial information
- System and Network access by employees in the management of electronic data during periods of absence.

YOU SHOULD NOT INTERPRET THE USE OF PASSWORD PROTECTION AS CREATING A RIGHT OR EXPECTATION OF PRIVACY, NOR SHOULD YOU HAVE A RIGHT OR EXPECTATION OF PRIVACY REGARDING THE RECEIPT, TRANSMISSION, RESOURCES OR STORAGE OF DATA ON PLATO ACADEMY SCHOOL CORPORATION'S IT NETWORK AND SYSTEMS.

Device Updates, Upkeep and Timely Damage Reporting

Plato devices will require, from time to time, updates related to the Services and Networks

provided by Plato Academy Schools Corporation. Also, through normal wear and tear, Devices may need repair or replacement. It is the responsibility of all teachers, staff and employees to:

- Treat all Plato Academy School Corporation devices with care and respect (as if it were your own.)
- Periodically clean and maintain equipment.
- Perform basic troubleshooting to return the device to a serviceable state.
- Maintain devices with current, up-to-date security and antivirus software requiring local acknowledgement, installation and/or reboot.
- Report damages to the schools administration and put in a ticket at support@technologylab.com
- Damaged devices due to negligence, lack of timely reporting, poor maintenance, or breakage not related to normal wear and tear may result in fiscal charges to replace or repair devices.
- It is the obligation of the teacher, staff or employees to synchronize data with the provided Drive on Google Workspace as physical damage to the hard drive may make recovery impossible.

Limited Personal Use

The intended use of Plato Academy Schools Corporation Systems and Network is for educating our students and operations of our campuses. Systems and Network tools may not be used for:

- Unlawful Use activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other offensive content
- Threatening another person
- Misrepresentation of Plato Academy Schools Corporation, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

DO NOT USE PLATO ACADEMY SCHOOL CORPORATION'S TECHNOLOGY RESOURCES, NETWORK AND SYSTEMS FOR ANY MATTER THAT YOU WOULD LIKE TO BE KEPT PRIVATE OR CONFIDENTIAL UNLESS PROTECTED BY LAW.

Technology use in Plato Academy Schools Corporation is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA):

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Plato Academy School Corporation's settings in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Discipline

If stakeholders violate this policy, they will be subject to corrective action, up to and including termination of employment. If necessary, Plato Academy Schools Corporation will also advise law enforcement agencies of any illegal conduct.

Computer Security and Copying of Software

Software programs purchased and provided by Plato Academy Schools Corporation are to be used only for creating, researching, and processing materials for Plato Academy Charter School's use. By using Plato Academy Charter School's hardware, software, Network and Systems, you assume personal responsibility for their use and agree to comply with this policy and other applicable Plato Academy School Corporation policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Plato Academy School Corporation or developed by Plato Academy School Corporation employees or contract personnel on behalf of the Plato Academy School Corporation, is and will be deemed Plato Academy School Corporation property. It is the policy of the Plato Academy School Corporation to respect all computer software rights and to adhere to the terms of all software licenses to which the Plato Academy School Corporation is a party. The leadership of Plato Academy Schools Corporation under direction of the Director of Information Systems are responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Plato Academy School Corporation to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Plato Academy School Corporation must be coordinated through the Front Office and/or administrative leadership.

YOU MAY NOT DUPLICATE, COPY, OR GIVE SOFTWARE TO ANY OUTSIDERS INCLUDING CLIENTS, CONTRACTORS, CUSTOMERS, AND OTHERS. YOU MAY USE SOFTWARE ON LOCAL AREA NETWORKS OR ON MULTIPLE MACHINES ONLY IN ACCORDANCE WITH APPLICABLE LICENSE AGREEMENTS ENTERED INTO BY PLATO ACADEMY SCHOOLS CORPORATION OR PINELLAS COUNTY SCHOOL DISTRICT.

(20.C) Mailboxes

Each staff member has a mailbox. In order for staff members to receive messages during the day without numerous interruptions in the classroom, please check email and mailboxes throughout the day, particularly in the afternoon. This is the responsibility of the teacher. Students may not be sent to check mailboxes.

(20.D) Google Classroom

Google Classroom is a powerful platform that allows teachers to manage and organize their online classes. As a parent, you can use Google Classroom to stay informed about your child's assignments, grades, and class updates.

As a parent you can get google notifications. Ask your child's teacher to invite you as a guardian to their Google Classroom. They will need your email address to send the invitation.

- Once you're logged in, you will see the classes your child is enrolled in.
- Click on the class name to view announcements, assignments, and class materials shared by the teacher.

In the lower grades, parents will receive updates, announcements etc on a weekly basis via email.

(20.E) Online Grading System

Teachers are required to update the online grading system at least once a week for general assignments and within two weeks for essays and project assignments, to ensure that parents can remain aware of their child's progress and levels of success.

(20.F) Use of Software and Personal Media

Computer software, whether purchased, developed, or modified by the School, may not be downloaded, copied, reproduced, altered, deleted, or appropriated by employees without prior School authorization. Any such computer software is the property of the School and may not be copied or appropriated by employees for personal use during employment with the School or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

Plato Academy does not permit the use of "bootleg" or "pirate" software on its computer systems or equipment. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or "pirate" software on the School's computer system or equipment should notify the Principal or the Chief Technical Officer immediately. The use of personal disks or software in the school's computer system or equipment without prior authorization is strictly prohibited.

(20.G) Plato Academy Email Policy

Florida Statute § 668.6076 states that Under Florida law, agencies such as public school's e-mail addresses are public records.

Email risks: Because of its speed, permanence, and potential for misinterpretation, sending and receiving email has serious risks. Emails sent within the Plato Academy system and to outside stakeholders such as students, parents, and community members should be drafted with great attention to detail and sent as if they are formal letters. Spelling, grammar, and style matter. Do not treat email as if it is an informal mode of communication.

1. Use proper grammar and punctuation,
2. Enable spell checking,
3. Read the email before you send it.
4. Include a signature with the mission statement
5. Do not write emails in capitals.
6. Also descriptions of attachments or forwards.
7. Do not use emoticons.

Personal usage: Plato Academy email accounts are for school use only. Personal accounts should not be accessed during work hours. Employees may only subscribe to a newsletter or newsgroup via their Plato Academy email account if it directly relates to their job.

Prohibited content: Plato Academy's email system is not to be used for the creation or distribution of any offensive, or disruptive messages, including messages containing offensive

comments about race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin or disability. Employees who receive any emails with this content should report the matter to their supervisor immediately.

Treatment of confidential data: Plato Academy employees should not forward any confidential messages or attachments.

Email monitoring

Employees should have no expectation of privacy in anything they create, store, send or receive on the Plato Academy computer system. Plato Academy may monitor messages without prior notice. Teachers are requested to cc or bcc their administration.

Measures & violation reporting: If an employee is found to be in breach of the email policy rules, this could result in disciplinary action, up to and including termination. If an employee witnesses email policy abuse, they are required to report the incident immediately.

Confidentiality and Acceptable Systems and Equipment Usage

The School's Systems (e.g., Email, Cloud, or Network) are intended for School business only. Use of the School's Systems for accessing or acquiring information and materials inappropriate to a school environment is against school policy and is prohibited. All information transmitted or stored in School Systems (e.g., employee lists, student lists, documents relating to policies and procedures) is the sole and exclusive property of the School and should be treated as confidential. Such information may not be disclosed to any person outside of the School nor may any such information be removed from our premises without express permission of the Principal. Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization. All system messages are school records. The contents of our systems may be disclosed to the school. Therefore, you should not assume that messages and communications are confidential.

Damaged/Lost/Stolen

If Plato Academy owned equipment is found to be damaged, lost or stolen, it is the staff member's responsibility to report the incident in writing to their Administrator within 15 days.

(20.H) Facebook/Social Media Policy

Plato Academy recognizes that employees may engage in "social media" while off duty. For purposes of this policy, it includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook, Instagram, Snapchat or LinkedIn); blogs, and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and the posting of video on YouTube and similar media. It also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog.

Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on Plato Academy. To reduce the likelihood that your personal social networking will have an adverse effect on Plato Academy, we ask that you observe the following guidelines when social networking:

- Do not engage in social networking when you are supposed to be working.

- Assume that anything you post to social media is public. You cannot be too cautious on social media.
- Your social networking is subject to all of the policies in the Plato Academy Staff Handbook, including “Professional Integrity” and “Confidentiality and Acceptable Systems and Equipment Usage.”
- Do not join groups that defame or otherwise discredit Plato Academy and/or its employees.
- Do not mention students or parents.
- Employees are not permitted to “friend” or interact with currently enrolled students on social networking sites.
- Photographs, videos, and recordings of Plato students are not permitted to be posted on public sites or forums.
- Do not use Plato Academy’s logo, trademark, or proprietary graphics, or photographs of the school’s premises.
- Do not disclose personal or contact information, or post photographs, of coworkers or supervisors without their prior permission.
- If someone from the media or press contacts you about your social networking activities that relate to Plato Academy, speak to your Principal and HR Department before responding.

BE MINDFUL THAT IF YOU POST IT ANYWHERE ONLINE IT IS NOT PRIVATE. Where Users place their communication in “privacy” marked social media, they cannot expect that their information will not be disclosed by a person within their “private marked group”. Such information may be disclosed by others within the “private group”, or the information may be discovered as part of the discovery process in litigation, or it may be disclosed by other means. Plato Academy may be provided this information and be required to investigate it further. Information that Plato Academy obtains may be disclosed without limitation for purposes of investigation, litigation, internal dispute resolution, and legitimate business purposes regardless of whether the particular User is involved.

You also should consider the following if your social networking includes any information related to Plato Academy:

- Plato Academy has spent substantial time and resources building its reputation and good will. These are valuable and important corporate assets. Before you engage in any social networking that identifies yourself as an employee of Plato Academy, or that identifies Plato Academy, please consider whether you are damaging Plato Academy’s reputation. If you are uncertain, you should consult your Principal before posting.
- Common sense suggests you are more likely to resolve complaints about work by speaking directly with your coworkers or Principal rather than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to Plato Academy or any of Plato Academy’s employees or be prepared to face possible consequences.
- Plato Academy will, in its discretion, review your social networking activities. Please note that this Policy applies even if your social networking is anonymous or under a pseudonym. If you do engage in such social networking, you should be aware that in appropriate circumstances Plato Academy will take steps to determine your identity.
- If you need clarification of any aspect of this policy, contact your Principal.

Failure to comply with this policy may lead to discipline up to and including termination and if appropriate, Plato Academy will pursue all available legal remedies. Plato Academy may also report suspected unlawful conduct to appropriate law enforcement authorities.

Section Twenty One: Personnel Requirement

(21.A) Teaching Certificate

All Plato Academy teachers are required to have a teaching certificate, although some may initially have out-of-state certificates. Plato Academy requires ongoing professional development and maintenance of professional certification. One hundred twenty (120) credits with 20 being ESE credits, 40 Reading credits are required for a five-year renewal certificate. In addition, specific endorsements required for specific instructional positions will be required and communicated through a Period of Agreement Stipulation (POAS), including but not limited to Reading, ESOL, Gifted, and ESE. Any certification tests required for temporary or permanent certification deadlines, permanent certification renewals or to correct any Out Of Field Status placements MUST be passed by **June 1st** in order for a teacher to receive a teaching agreement renewal for the next school year.

(21.B) Professional Development Requests

Plato Academy believes in investing in our educators. Our educators are the frontline of our mission. The mission of Plato Academy Charter Schools is to assist students in achieving their full potential by requiring and nurturing high academic and behavioral standards in a safe, supporting, challenging and enthusiastic environment, providing a well-rounded K-8 education fortified by a study of the Greek language and culture, and fostered by a commitment and cooperative effort among the school, students, parents, and community: our family. Requests for funding to support professional development opportunities in addition to courses offered by our contracted districts are encouraged when they are related directly to a job function, goal on evaluation, or certification needs of the organization.

Requests for professional development funding can be submitted using this link:

[Professional Development Request Form](#)

Please know the following policies apply:

- Any professional development request should be related directly to your job function, goal identified on your evaluation, or certification needs of the organization.
- If the professional development occurs on an instructional day with students, you are responsible for securing a substitute for professional development on days. Having a substitute is a requirement for attendance.
- If the professional development occurs on an instructional day, no more than two days in any academic year will be considered school business. Any more than two days would require you to take Personal Time to cover the absence. Professional development you request to take during vacations or summers would not qualify for trade days.
- If you are not able to attend the professional development for any reason, all costs and fees associated with the requested professional development will be the responsibility of the staff member. Plato Academy Schools will not absorb the cost of professional development planned but not taken.

- All professional development requests from the school sites requiring funding by Plato Academy Schools will be considered and decided by the Professional Development Committee.
- All professional development requests from the Home Office and/or Board requiring funding by Plato Academy Schools will be considered and decided by the Home Office.
- Per diem of \$40 per day is allotted for expenses incurred for food and/or travel.
- Mileage for use of your own car as transportation to professional development will be paid at the rate of .65.
- Air travel is an option if prices are comparable or better than costs of driving or saves significant time.
- Staff are encouraged to room together on overnight travel but this is not required.
- Reimbursements for alcohol will not be provided under any circumstances.
- Reimbursements will only be provided for expenses where receipts are provided, even if the expense was incurred on a school related trip.
- Advances or reimbursement options will be offered. Details of advances or reimbursement procedures may be changed on the recommendation of the Professional Development committee.
- Advances or reimbursements will be paid through payroll using a non tax category of funds transfer.
- Reimbursement requests will be paid no later than 30 days from the day of submission through google form and the submission of all supporting receipts.

Reimbursement Request Form: [Reimbursement Request Form](#)

(21.C) Maternity/Paternity Leave

Maternity and Paternity leave is arranged on an individual basis after dialogue between the employee and the School Administration has taken place. Once you have discussed with your administration, you will contact our PEO company, Oasis, to work through the process.

(21.D) Staff Attendance

- Hours: It is important that staff be at school ready to work by the prearranged time set by the administration. Unless otherwise arranged and approved by administration all core classroom teachers are expected to remain in school and available until 4PM. Teachers are expected to work in their classroom or other assigned area helping students with their homework, tutoring, and other volunteer club or miscellaneous tasks.
- Leaving campus: If you need to leave the building, you MUST sign out when leaving and sign back in upon returning. This will be done on the computer (or binder) in the front office.
- Emergencies: you MUST inform the administration in person should you need to leave school before the end of the workday due to an emergency.
- Professional Education days, pre- and post-school days: Contractual obligations pertaining to length of working hours apply to these days. Personal leave or sick leave

MUST be used when it is necessary to leave early on these days.

- Meetings: Always be present and punctual for meetings, in-service days, various staff meetings, workshops, etc. as well as reporting on time for coverage of morning duty, recess duty, after lunch, final dismissal, etc. Always be prompt to your class. Tardiness sets a bad example for the students.

Staff Absences

From time to time, it may be necessary for employees to be absent from work. Plato Academy is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Employees who are unable to report to work, or who will arrive late, should contact the Principal and inform him/her of their situation.

Employees who know in advance that they will need to be absent should submit it to the Principal for approval consideration. Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them. Employees who are absent because of an illness for three or more consecutive days may be asked by the Principal to submit written documentation from their doctor.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Principals will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination.

It will be the teacher's responsibility to secure a substitute teacher from the substitute teacher list provided. For your absence, always keep a sub folder in your room with work the substitute teacher can do with your students. In order to maintain high student achievement, we want our subs to do the necessary work. We do not want them to just do busy work. The sub folder should include the following:

- Substitute Pay form
- Class lists
- Seating charts
- Time schedule
- Special activity time
- Patrol schedule, etc. (if any)
- Emergency lesson plan
- Accident Forms
- Lunchtime Information
- Emergency Procedures
- Discipline Plan/Behavior Forms
- Attendance Forms
- Hall Passes
- Any special notes
- Directions to follow any drills including Active Assailant

If you happen to have a substitute teacher that you did not find to be capable or lacked classroom control, please let the Principal know. If you have a good substitute teacher, please also let the

Principal know, so that he or she can be recommended for further assignments. We want the best teaching for our students. We already have the best teachers; we also want the best substitute teachers. All further questions regarding absences from work should be directed to the Principal.

(21.E) Open House

Classrooms should be clean and organized. Textbooks and or devices should be displayed. A sign-in sheet (online and/or paper) needs to be present for parents to sign in, sign up for conferences, or to volunteer, and must provide a current email address. This is a night where students and families meet and greet with the teacher and other families. Teachers should have student expectations ready along with daily schedule

(21.F) Curriculum Night

Curriculum Night is an overview of the curriculum across various subjects and grade levels. Teachers will highlight key learning objectives, instructional strategies, and resources that support your child's academic growth and development.

Content of Curriculum Night should include:

- Curriculum - Briefly explain the curriculum and show materials.
- Course Syllabus – Middle School must have Regular and Advanced Course Syllabi
- Discipline Plan – Discipline plans should be clear and must include behavior modification and positive reinforcement features.
- Expectations for Parents
- Show interest in all phases of child's education and school
- Call teacher if there is a problem
- Check student's backpack nightly
- Check child's homework every night
- Review student's progress on online student grading system weekly
- Reporting of Student Progress
- Inform the parents about what will be on the report card
- Explain the grading system and when grades will be going home
- Explain the reporting system of the Progress Monitoring System in place Cambia for grades 3-8 and STAR/Renaissance for grades K-2

(21.G) Conferences

All classroom teachers are expected to schedule at least one in-person parent conference with the parents of each child in the class by the end of first semester. This conference should communicate current student status on curriculum-based assessments. An in-person conference is required. Sometimes there are occasions when this is not possible, so a telephone or virtual conference is acceptable only if the parents request a virtual conference. All conferences need to be documented and signed by all parties in attendance. If it is a phone/virtual conference, teachers must send a copy of the written conference notes to parents for them to sign and return. The conference sheet is then put in the student's folder and at the end of the year.

Potential Retainee Conference

A potential retainee is any student who is at risk of not performing satisfactorily at the time of

consideration and will unlikely be performing at grade level at the end of the school year. A conference with the parents of any potential retainee must be held and documented no later than the beginning of February. During these conferences parents must be provided with data and action plans that allow for the use of outside tutoring for extra practice.

Discipline Conferences

When student discipline issues rise to the level of requiring a parent conference, teachers should complete a conference form and scan and email conference notes to the administration.

(21.H) Annual Employee Orientation

Orientation is a formal welcoming process that is designed to make the existing and new employees feel comfortable, informed about the company, and prepared for their position. Annual and new employee orientation is conducted every year before students return to school and includes an overview of Plato Academy, its history, an explanation of the mission, vision, and core values, and system-wide goals and objectives. In addition, employees are given an overview of benefits, tax, and legal issues, and the ability to complete any necessary paperwork. Employees will also be presented with all codes, keys, and procedures needed to navigate their positions. Staff members who join Plato Academy in the middle of a school year will receive all orientation information from the Leadership team and the School Principal or designee.

(21.I) Transfer Requests

Plato Academy administration sends the annual Professional Interest Survey each February to identify PD interests and potential transfer requests. This includes interest in transferring grade or content levels within the same school location, transferring to another school location, or interest in leadership or other roles outside the classroom. Plato Academy administration and leadership identify and offer transfer requests using the responses in the Professional Interest Survey.

Administrators should contact the staff member's current administrator to discuss the transfer request, decide next steps, and communicate to the staff member together. Current administrators should be included and involved in all transfer communications.

(21.J) Employee Discipline

All employees are expected to meet Plato Academy standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, attitude, teamwork, job efficacy, and general compliance with Plato Academy policies and procedures, including safety and security policies and statutes. If an employee does not meet these standards, Plato Academy may or may not, at its sole discretion, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, attitude, general compliance with Plato Academy policies and procedures and/or other disciplinary problems.

The Principal or supervisor should discuss any problem and present a written warning to the

employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employee's comments should be placed in the employee's file. Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, leaves of absence, or transfers during the warning period.

Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation. Corrective actions may be taken at the discretion of management and include any of the following:

- Verbal counseling with the employee, to be confirmed in writing by the Principal or supervisor for the personnel file.
- Written warning, to be placed in the employee's file.
- Suspension, which will be confirmed in writing for the personnel file. Suspension is normally used to remove an employee from organization premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If an employee is suspended, it will be documented in the personnel file and upon Board approval.
- Discharge, which will be documented in the personnel file.

The above corrective action process will not always commence with a verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, the employee's intent and motivation to change the performance, and the environment in which the offense took place.

(21.K) Return of Property

Plato Academy may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return it promptly if we ask. If you stop working at Plato Academy, you must return all Plato Academy property immediately. If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. Legal action will be taken if necessary to retrieve Plato Academy property. Finally, in lieu of a final paycheck being directly deposited into your account, your paycheck may be held by the Plato Academy Board's designee until all property is returned.

(21.L) Outside Employment

If you are a full-time employee, you are expected to devote full-time professional effort to your position at Plato Academy. If you wish to participate in outside work activities, you are required to obtain written approval from the Principal prior to starting those activities, and such activities must be limited to those that do not conflict with Plato Academy's interests. In general, outside work activities are not allowed when they:

- Prevent you from fully performing work for which you are employed at Plato Academy,
- Involve organizations that are doing or seek to do business with Plato Academy, including actual or potential vendors; or

- Violate provisions of law or Plato Academy policies or rules.

(21.M) Ethical Standards of Conduct

Just as Plato Academy expects the highest personal conduct from our students, we expect you to conduct business according to the highest ethical standards of conduct. All instructional personnel and administrators of Plato Academy are required to complete training on the below adopted standards of ethical conduct.

Standards of Ethical Conduct

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Not unreasonably deny a student access to diverse points of view.
 - d. Not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Not intentionally expose a student to unnecessary embarrassment or disparagement
 - f. Not intentionally violate or deny a student's legal rights.
 - g. Not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Not exploit a relationship with a student for personal gain or advantage.
 - i. Keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
5. Maintain honesty in all professional dealings.
6. Not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

7. Not interfere with a colleague's exercise of political or civil rights and responsibilities.
8. Not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, make reasonable effort to assure that each individual is protected from such harassment or discrimination.
9. Not make malicious or intentionally false statements about a colleague.

(21.N) Conflict of Interest

Employees are expected to devote their best efforts to the interests of Plato Academy. Business dealings that appear to create a conflict between the interests of Plato Academy and an employee are unacceptable. Plato Academy recognizes your right to engage in activities outside of your employment that are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that Plato Academy may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to the Principal before the instant they are foreseeable. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Plato Academy business dealings. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Principal to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Confidentiality, Non-Disclosure

Plato Academy protects all confidential student and business information. All information learned at the School must be kept in strictest confidence at all times. Plato Academy Employees may not share any files related to the school with a person or an account not directly related to the school. Employees may not share files to themselves on a non-Plato Academy account.

Our parents entrust Plato Academy with important information relating to their children and their education. In safeguarding the information received, Plato Academy earns the respect and further trust of our parents. Your employment assumes an obligation to maintain confidentiality, even after you leave the company. Confidential information includes, but is not limited to, the following examples:

- Progress-reports, grades, report cards
- Student Support Services
- Testing results
- Computer data
- Medical reports or information
- Enrollment information
- Financial information
- Discipline records
- Student and parent addresses, telephone numbers unless authorized to release

If you are questioned by someone outside the school or your department, please refer the request to Administration. No one is permitted to remove or make copies of any student or school records, reports, or documents without prior management approval.

If you improperly use or disclose confidential student or school information, you will be subject to disciplinary action, up to and including termination of employment and legal action. This applies even if you do not benefit from releasing the information.

(21.O) Work Product

Plato Academy retains legal ownership of the products of your work, including anything you develop for use at the school-on-school hardware, networks, or servers. No products created while employed by Plato Academy can be claimed, construed, or presented as property of the individual, even after employment by Plato Academy has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for Plato Academy, regardless of whether the intellectual property is actually used by Plato Academy. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of Plato Academy.

(21.P) Team Meetings and Event Requirements

Great education results from the collaborative efforts of teams of educators working together and communicating with one another to ensure depth of knowledge and alignment and rigor of learning over time. Grade level, content level, and other specific teams will meet each month to ensure alignment and collaboration among campuses, and Home Office, facilitating the sharing of best practices. It is an expected job requirement that teachers and staff attend all applicable meetings. Regular non-attendance may result in disciplinary action.

Additionally, there may be school based or community-based events that Plato Academy participates in. Collaboration and teamwork is part of putting together great events. It is expected that staff participate, when possible, at Plato Academy school and community events.

(21.Q) Performance Evaluations

Plato Academy employees are regularly evaluated. Our evaluations are designed to set standards and guide professional development. Teachers and staff are hired at Plato Academy because they are determined to be highly qualified through a rigorous hiring process involving Plato Academy teachers, leaders, and staff. Upon hire, it is expected that all staff will seek ways to improve professionally. Via informal walkthroughs and formal observations, staff will be observed three times during the school year, two informal and one formal. (In addition, you and your supervisor will have formal performance evaluation(s) to celebrate your strengths, discuss your work and goals, to identify and correct areas for growth, and document your summative performance.

Performance evaluations are determined by research based performance practices by Marzano and Danielson, and also on student academic growth and performance data. The summative evaluation, which results in the overall performance rating, is based 50% on performance

practices and 50% on student academic growth.

For teachers who teach in the electives category, their performance evaluation is based 50% on performance practices and 50% on student performances or products at events, competitions, performances. Events, competitions, or performances will be identified and agreed upon between elective teachers and school administration to meet individual needs of students and families served at the individual school. Examples include but are not limited to Olympic Games by PE Department, Art submitted to an art competition, internal music or art festival, winter performance, Oxi or Greek Independence Day events, Odyssey of the Mind by gifted department.

Teachers who receive Highly Effective status on the annual performance evaluation will receive a performance pay bonus. Each bonus amount will be determined annually and communicated to staff when Referendum allocations are determined.

Expectations of Faculty Members Who Have Children at the School

When faculty members have students who attend our School, we ask that, as professionals, each faculty member refrain from the following:

- Dropping into your child's room unannounced or during break time.
- Discussing your child with his/her teacher during the day unless during a scheduled conference.
- Allowing your child to come to your room during the school day.
- Allowing your child to play on the grounds, classrooms or in the halls unsupervised before and after school; and prior to dismissal, removing your child from the classroom or class line.
- All faculty members will pick their children up from the designated pick-up area.

(21.R) Reporting Misconduct - Policies and Procedures

Employees at Plato Academy have an obligation/duty to students, society and the institution to report alleged employee or administrator misconduct that affects the health, safety, or welfare of a student.

The procedure for reporting employee or administrator misconduct is:

- Contact the school's principal and the HR department (in writing) of the specific nature of the alleged misconduct including information on the employee(s) involved, witness(es), and victim(s).
- Retain a copy of the written allegation so that there is a written record of the date and time the report was made.
- The appropriate person in the organization, principal, Chief of Staff Development, Chief of Academics, Chief of Schools or HR will investigate the allegation fully and determine an outcome ranging from unsubstantiated to substantiated and necessary next steps directly related to the outcome of the investigation.
- For all legally sufficient allegations, conduct will be reported to the Office of Professional Practices within 30 days.
- If the organization has not filed an Educator Misconduct Form for an allegation you feel

should have been reported, you are ethically obligated to report the incident directly.

- There are employee liability protections provided under Florida Statutes § 39.203 and 768.095 that apply to all employees who report alleged employee or administrator misconduct. An employee cannot and will not be terminated or held liable for any suspected misconduct that they report. Plato Academy staff have an ethical obligation to the students in our program.

That ethical obligation requires that staff:

- Make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety. ○ not unreasonably restrain a student from independent action in pursuit of learning.
- Not unreasonably deny a student access to diverse points of view.
- Not intentionally suppress or distort subject matter relevant to a student's academic program.
- Not intentionally expose a student to unnecessary embarrassment or disparagement.
- Not intentionally violate or deny a student's legal rights.
- Not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and make reasonable effort to assure that each student is protected from harassment or discrimination.
- Not exploit a relationship with a student for personal gain or advantage.
- Keep in confidence personal identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Plato Academy prohibits confidentiality agreements with instructional personnel or school administrators who are dismissed, terminated, or resign in lieu of termination due to misconduct that affects the health, safety, or welfare of a student, and any reference provided to a potential employer in an educational setting will disclose the misconduct.

(21.S) Reporting Child Abuse

Plato Academy Employees are **MANDATORY** reporters of suspected child abuse, neglect and abandonment, and have an obligation and duty to students and families to report any suspected abuse. They are required to report abuse to the **ABUSE HOTLINE** at 1-800-96-ABUSE.

Unfortunately, child abuse, neglect and abandonment are all too frequent occurrences in today's society. In our capacities as educators or employees at an educational institution, at some point in our careers we are likely to come into contact with child abuse, neglect or abandonment. This prompts the question,

“How do I recognize and deal with such a situation when it occurs?” This policy is designed to provide guidelines for reporting suspected child abuse, neglect, and abandonment. Florida Statutes require that all school personnel report situations involving potential child abuse, neglect, or abandonment. The statute contains these definitions:

“Abuse”: any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

“Neglect”: when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be

significantly impaired to be in danger of being significantly impaired.

“Abandonment”: a situation in which the parent or legal custodian of a child, or in the absence of a parent or legal custodian, the caregiver responsible for the child’s welfare, while being able, makes no provision for the child’s support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

If you have a belief, concern, or thought that you have witnessed, heard, or heard about a situation possible involving abuse, neglect, or abandonment, you must do the following:

- Florida Law and School Board Policy require the reporting of all instances of suspected child abuse, molestation, and child neglect by the person who first suspects the abuse or by the person who the child told first.
- Report any case of child abuse to the administrators.

There is a list of phone numbers at the end of this manual. The emergency/abuse hotline number is included on that list.

Quick Guide To Human Services In Pinellas County

To find or give immediate help, dial 2-1-1 (24-hours) – Tampa Bay Cares

ABUSE/DOMESTIC VIOLENCE SHELTERS:

- (727) 562-1542
- CASA (Community Action Stops Abuse): 895-4912
- Goodwill Industries: 523-1512
- Florida Abuse Hotline: 1-800-96-ABUSE (22873)
- Help A Child: 544-3900
- RCS (Religious Community Services)
- The Haven: 727-442-4128
- FL Domestic Violence Hotline: 1-800-500-1119

CHILD CARE

- Boley Centers for Behavioral Health Care: 821-4819
- Child care Resource & Referral...547-5750
- Coordinated Child Care of Pinellas...547- 5700
- Happy Workers Children’s Center...894- 5337
- R’ Club Child Care... 578-5437
- The Salvation Army... 323-2222

COUNSELING/MENTAL HEALTH

- Boley Centers for Behavioral Health Care: 821-4819
- Directions for Mental Health: 524-4464
- Family Service Centers: 489-5280
- Gulf Coast Jewish Family Services...538- 7460
- Marriage & Family Center- * St Petersburg: 381-9400 * Clearwater:726-9408
- National Alliance for the Mentally Ill: 791-3434
- Operation PAR: 1-888-727-6398
- Resource Center for Women: 586-1110

- Suncoast Center Community Mental Health: 327-7656
- Homeless Emergency Project: 442-9041

CRISIS/HOTLINE SERVICES

- 2-1-1 Tampa Bay Cares:
- Family Service Ctrs (Sexual Assault Svs): 489-5290
- Florida Poison Information Center: 1-800- 222-1222
- National Runaway Switchboard: 1-800-RUN-AWAY
- Personal Enrichment through Mental Health Svc.:791-3131

DISABILITY SERVICES

- Deaf & Hearing Connection for TB: 399- 9983
- Handicapped Young Adults: 572-0107
- Pinellas Assoc for Retarded Children (PARC): 345-9111
- State of Florida, Div. of Blind Services: 893- 2341
- Suncoast Epilepsy Association: 546-2856
- Upper Pinellas Assoc. for Retarded Citizens: 799-3330
- Watson Ctr for the Blind & Visually Impaired: 544-4433

ELDER SERVICES

- Area Agency on Aging... 570-9696
- Gulf Coast Jewish Family Services.538-7150
- Neighborly Care Network... 573-9444
- Senior Helpline 217-8111
- Social Security Administration...1-800-772- 1213

EMERGENCY SHELTER/FOOD & FINANCIAL ASSISTANCE

- ASAP Homeless Services: 823-5665
- American Red Cross: 898-3111
- Beacon House Men's Shelter: 823-5780
- Community Service Foundation: 461-0618
- Consumer Credit Counseling of Central FL & the Sun Coast: 1-800-720-9537
- Dept of Children & Families/Food Stamps St Petersburg Service Center: 893-5200
Clearwater Service Center: 469-5700

Family Resources Runaway Shelter:

- St Petersburg: 893-1893
- Clearwater: 298-1606

Pinellas Co. Human Services:

- St Petersburg: 582-7781
- Clearwater: 464-8400

St Petersburg Free Clinic: 821-1200

RCS (Religious Community Services)

- The Haven: 442-4128
- Clearwater: 441-3790
- Food Pantry: 443-4031

- Grace House: 446-5964
- The Salvation Army: 822-4954
- St. Vincent de Paul Society St Petersburg: 825-0725