



BOARD POLICIES

48:0056.01	Attendance	6/19/13
48:0056.02	Supervision of Students-Teachers	6/19/13
48:0056.03	Supervision of Students-Parents (revised)	10/19/15
48:0056.04	Adult Supervision on Overnight Trips	4/15/05
48:0056.05	Student Dismissal Procedure	5/16/05
48:0056.06	Breaking Contract and Compensation	8/17/05
48:0056.07	Parent Volunteer Hours	8/17/05
48:0056.08	Student Uniform Policy	9/15/05
48:0056.09	Anti-Discrimination (revised)	2/15/06
48:0056.10	Field Trips	9/15/05
48:0056.12	Bus Riders (deleted)	9/15/05
48:0056.12	Step Up Promotion Activities	10/19/05
48:0056.13	Fund Raising	10/19/05
48:0056.14	Enrollment Lottery	10/19/05
48:0056.15	Internet Access Acceptable Use	10/19/05
48:0056.16	Parental Transportation	5/21/08
48:0056.17	Board Member Agreement/Confidentiality Clause	6/25/08
48:0056.18	Whistle Blower Policy	6/25/08
48:0056.19	Document Destruction	1/21/09
48:0056.20	Bullying, Harassment & Other Disruptive Behavior	8/17/11
48:0056.21	Public Comment	10/20/21
48:0056.22	Selection of Instructional and Reading Materials	10/20/21

TARDIES

The Palmetto Avenue gate closes at 7:57 a.m.

School begins at 8:00 a.m. Students must be SEATED in class by this time.

Verbal excuses will be accepted for the following reasons only:

- 1.) Medical appointments
- 2.) Immediate family illness

If students arrive after 8:00 AM, they will report to the office with a parent and receive a tardy slip. Any child entering through the front door is considered tardy. The tardy policy is as follows:

Third tardy – warning letter

Fourth tardy – 10 minute detention

Fifth through tenth tardy – 30 minute detention

Eleventh through fourteenth tardy – in-school suspension

Fifteenth through eighteenth tardy – out-of-school suspension

Twentieth or more – recommendation for termination of placement at LECS

ABSENCES

Compulsory Attendance requires that all children who have attained the age of six years by February 1 of any school year or who are older than six years of age, but have not attained the age of 18 years, shall be required to attend school regularly during the school term.

EXCUSED ABSENCES INCLUDE:

1. Illness, injury or other insurmountable condition
2. Illness or death of a member of the student's immediate family
3. Recognized (or established) religious holidays and/or religious instruction
4. Medical appointments
5. Participation in a pre-approved activity or class of instruction held at another school site
6. Up to 4 days during the school year due to head lice infestation

ONLY WRITTEN excuses from parents/guardians or a physician will be accepted and they must be given to the office WITHIN 24 HOURS OF THE ABSENCE. After 24 hours the absence will be considered UNEXCUSED. After the 4th consecutive day absent only a physician's note will excuse the absence.

Students are not permitted to make up tests, quizzes, or homework/classwork for credit if their absence was unexcused. Teachers do not give work in advance of scheduled absences for family trips or similar unexcused absences.

When students accumulate 5 unexcused absences within the school year, the school shall notify the parent and institute interventions. When students accumulate 10 unexcused absences within the school year, the school MUST report the student to the school social worker. When the students accumulate 15 days of unexcused absences students will be reported to CINS/FINS (Children in Need of Services/Families in Need of Services) as a

habitual truant. Additionally, students will be recommended for retention and/or termination of placement at LECS.

Amended 6/19/13

Lake Eola Charter School has the responsibilities of providing education and also providing an environment that is physically and emotionally safe. Teachers are responsible for the students in their care from 7:30 am until the end of the scheduled school day. This includes after school clubs sponsored by the teacher.

Students may not be outside the main building unless under the direct supervision of a staff member or approved adult chaperones. This includes, but is not limited to, field trips, the Spanish classroom in the adjoining building and the PE classes.

With the permission of a staff member or approved adult volunteer, students in kindergarten through second grade may be sent to another area inside the school building as long as they are accompanied by at least one other student.

With the permission of a staff member or approved adult volunteer, students in third grade through eighth grade may be sent to another inside the school alone i.e. bathroom or office, but not the multi-purpose room.

Students in the third through eighth grade may be in the second cluster hallway to complete assignments providing the teacher has the classroom door open and periodically checks on the student (s).

If a teacher needs to leave the classroom for any reason, the teacher should contact either the office or a peer to provide coverage for their classroom. This coverage may only be provided by another paid employee, not a volunteer.

Students may never be allowed to enter the storage room between the multi purpose room and the east stairs.

Further, students may not be sent back to the classroom to retrieve forgotten items unless a staff member or parent accompanies them. Neither may a student be sent from the classroom to either retrieve or deposit an item unless adult supervision is present.

Lake Eola Charter maintains a 25/30 hour volunteer requirement for all parents. Due to this requirement parents are frequently in the school for meetings, field trips, and classroom activities. The responsibility of supervising children is of paramount importance and to insure the safety of children at all times and the avoidance of liability for the school, the following policy and procedure are required.

Parents who are volunteering for field trips, classroom activities, lunchroom supervision and/or recess chaperoning may not bring children with them who do not attend LECS.

While assisting in these activities parents are to be actively supervising, not passively observing. If you notice any unsafe behaviors, bullying, or inappropriate activities it should be IMMEDIATELY reported to the staff member in charge so that it can be addressed.

Parents are not permitted to talk on cell phones, use ipods, ipads or tablets, text or listen to music while they are in the classrooms or off school grounds chaperoning. Engaging in the activities mentioned above, diverts attention from your primary responsibility of supervising children. Parents who engage in these activities while volunteering will not receive credit for those hours and will be excluded from future volunteer opportunities where direct supervision of children is required.

Further if you are in the building for any meetings such as PTSA or parent conferences, your children are to remain with you at all times. Children cannot be left alone in any common area unsupervised nor can they be supervised by anyone under the age of 16.

Amended 6/19/13

All parents who sign up for chaperone duties on overnight trips with LECS students will be subject to the following:

- Fingerprinting
- Background check
- DMV license check

Offenses that would preclude a parent from participation in overnight activities would be:

- Conviction on any offense relating to a child
- Multiple charges (two or more) with no conviction of any offense relating to a child
- Conviction on fire arms exclusive of fireworks
- Conviction on drug charges within the past five years

Parents will bear the expense of the screenings and will be permitted to deduct the cost (with receipts provided) from the trip cost. Parents will be subject to re-screening every five years.

In rare cases, due to escalating behaviors, it may become necessary to place a child on a behavior contract that if violated would result in dismissal from the school. The contract can be found on the following page and would go into effect after the following:

- Within s thirty-day period, a student has been sent out of class three or more times for disruption, disrespect, or an infraction of a physical/hands-on nature
- Within a thirty-day period, a student has been assigned two or more in school suspensions for offenses other than attendance
- Within a thirty-day period, a student has been assigned two or more out of school suspensions

The school will work in a guidance capacity with both the parents and the students through all infractions. Additionally, once the contract is in effect, the meetings will become more formalized with mandatory weekly meetings. The Director will communicate weekly with the parents and meet with them monthly throughout the duration of the contract. Should the student's behavior improve and maintain for a period of six months, the Director will meet with the parents and the student to review the student's progress for possible removal from the contract.

Behavior Contract

This contract is necessitated due to the serious nature and/or on-going problems in the classroom and school campus. While Lake Eola Charter School has attempted numerous interventions and family meetings, the behaviors have escalated. At this point, the learning environment and safety of other students and staff are now being impacted.

I, _____, agree to the following terms:

- I will use appropriate behavior before and after school, both on and off school property, from the time I leave the house in the morning until I return to the house in the afternoon.
- I will demonstrate appropriate behavior in the hallways, at lunch, and in all non-classroom areas of the campus and campus extensions (PE, library, etc).
- I will be prepared for class with the necessary materials.
- I will follow all school and classroom rules.
- I will be respectful to all adults at the school as well as to other students.
- **I will not in any way disturb the education of other students at the school and/or jeopardize their safety.**

If these terms can be successfully met than the following will occur.

First occurrence	one day suspension
Second occurrence	five day suspension
Third occurrence	dismissed from school

Student Signature

Date

Parent Signature

Date

Director Signature

Date

The LECS contract addresses both employee and employer notification for continuation of employment. The stipulations within the contract cover employment issues. The intent of this policy is to cover additional compensation issues.

Once an employee has signed a contract for renewal and the director has signed the renewal, it is considered a binding document. Any employee who breaks the contract after signing will not be entitled to funds such as Governor's Recognition monies, reimbursement for coursework, or staff development fees paid for re-certification. Fees paid for the later two items will be deducted from the paycheck of the employee.

Part of the 2001 charter renewal stipulates twenty-five volunteer hours. Parents are apprised of this requirement before they enroll their children and sign an agreement at the beginning of each year. In order to facilitate the enrollment process, the hours (or payment of) must be completed by June 1st. Families who do not complete the volunteer requirement will be dropped from the roster at Lake Eola on June 2nd. Appeals can be made through a Board appearance at the June meeting. The Director has the discretion to waive or accommodate the requirement for extenuating circumstances

Lake Eola Charter School requires students to wear the appropriate school uniform as provided by our uniform supplier, Dennis Uniform. Please refer to the website below for the correct items for your child/ren. **STUDENTS MUST WEAR DENNIS UNIFORMS.**

During cold weather your child/ren may wear any outer coat or jacket they wish to school. In the classroom, only the uniform sweater, gray sweatshirt, or black or gray zip-up sweatshirt jackets will be allowed.

In addition, please note the guidelines below:

Platform shoes (including athletic shoes with platforms) are not permitted.

No open-toe or backless shoes are permitted.

Socks **MUST** be worn at all times. They may be any color.

Shirts are to be tucked in properly at all times. Students are not to “blouse” the shirt over the belt. P.E. shirts do not have to be tucked in.

Belts must be worn with uniform shorts or slacks, with the exception of Cluster I.

Students not in compliance with the uniform policy will be written up and will receive consequences.

Dennis Uniform Manufacturing Company

7715 Apopka Blvd

Apopka, FL 32703

407-292-0395

www.dennisuniform.com

(School code E1Q)

NON-UNIFORM DRESS CODE

On non-uniform days the following dress code will be enforced:

1. Clothes shall be worn as they are designed – suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
2. Clothing with holes, tears or inappropriate patches will not be allowed.
3. Bare midriffs and bare sides should not show even when arms are extended above the head.
4. Clothing that is too tight or revealing is unacceptable.
5. Garments and/or jewelry that display or suggest sexual, vulgar, drug, alcohol or tobacco related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
6. Gang paraphernalia, jewelry, tattoos or other insignias which display, suggest, provoke or may tend to provoke violence or disruption in school shall not be worn.
7. The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited:
 - A. Jewelry that contains any sort of sharp object.
 - B. Chains hanging from the neck, belt, pocket or attached to wallet.
8. Hemlines of shorts, dresses, skirts and skorts shall be no shorter than mid-thigh.
9. Shirts/blouses may not be sleeveless.
10. Shoes and socks must be worn.
11. Thong sandals, cleated shoes, open-toe or backless shoes are not permitted.

Lake Eola Charter School believes that staff and students alike have the right to exist in an environment that is free from harassment of any kind, whether because of age, color, creed, national origin, or sexual orientation. This includes behaviors such as :

- Unwelcome physical contact
- Sexually explicit language or gestures
- Uninvited or unwanted sexual advances
- An offensive overall environment which includes the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes
- Racial epithets

The school will not tolerate any form of discrimination (hereafter referred to as harassment). Should you feel you are being harassed, please follow these guidelines.

For staff:

- Employee on employee harassment should be brought to the immediate attention of the administration. A transcribed investigation will take place. If the allegations are sustained, the responsible employee will be referred to the Board for disciplinary actions which could range from the personnel file of the employee noted to suspension to discharge based on the severity of the infraction. A second proven charge against the employee will result in automatic dismissal. Should the offender be an administrator or if the employee feels that the charges have not been investigated satisfactorily, the Board Attorney and Board President should be contacted directly. If the administrator is subject to employee harassment, that should immediately reported to the Board President and Board Attorney.
- Student on staff harassment should be reported to administration immediately. A transcribed investigation will take place. The parents of the student will be called as part of the investigative process. Depending on the level of offense, the discipline could include in school suspension, out of school suspension, or dismissal. After a second substantiated offense, dismissal procedures will be instituted. If the staff member or accused feels that the charges have not been investigated satisfactorily, or the discipline unjust, the staff member and/or parent may ask for a hearing with the LECS Board of Directors. In all cases, the allegations will be reported to the Board at its next monthly meeting.

For students:

- Student on student harassment should be reported to the closest adult present (usually the teacher). The teacher will document the event and refer the issue immediately to the administration. A transcribed investigation will take place. If the allegations are sustained, the parents of both the complainant and the accused will be contacted to

apprise them of the situation. Administration will meet with the parent of the offending party to discuss the actions and to determine repercussions. Depending on the level of offense, the discipline could include in school suspension, out of school suspension, or dismissal. After a second substantiated offense, dismissal procedures will be instituted. If the parent of the complainant or accused feels that the charges have not been investigated satisfactorily, or the discipline unjust, the parent may ask for a hearing with the LECS Board of Directors.

- Staff on student harassment should be reported to the closest adult present (usually another teacher). The teacher will document the event and refer the issue immediately to the administration. A transcribed investigation will take place. If the allegations are proven, the director will immediately inform the President of the Board and the Board Attorney via a conference call. The director will recommend disciplinary actions, which could range from the personnel file of the employee noted to suspension to discharge based on the severity of the infraction. The full Board will review the charges at the next meeting and make further recommendations and requests that could include the appearance of the employee before the full Board. A second proven charge against the employee will result in automatic dismissal. The administration will inform the parent of the student alleging the charges should they be proven. All allegations will be reported to the Board at the next meeting.

While Lake Eola Charter School considers field trips an extension of the curriculum, there are certain circumstances that exist that would preclude a student from attending.

Students who are behavior problems and would not reflect Lake Eola Charter School in a positive light will be excluded from field trips unless accompanied by a parent. In the event of significant behavior issues, students will not be permitted to attend field trips under any circumstances.

Behaviors that would necessitate parental accompaniment on field trips.

- Three or more detentions for infractions other than uniform violations or tardiness.
- Two in school suspensions for infractions other than uniform violations or tardiness
- One out of school suspension

Two out of school suspensions will result in students being excluded from field trips with or without parental accompaniment.

As a charter school we provide as a courtesy, bus service for those students living between 2-4 miles. The revenue from the State does not cover expenses and we must draw from operating expenses that impact the entire school population. It is incumbent upon the students to conduct themselves properly while on the bus so as not to cause harm to themselves or other riders. To insure that all riders are safe and secure, the following will be in place.

If students are written up by the bus driver for inappropriate behavior, such notice will be sent home to parents and a conference scheduled with both the students and the parents either in person or by phone. At the second bus infraction, the student will be suspended from the bus for two days. At the third infraction, the student will be suspended from the bus permanently. This progressive discipline applies only to offenses of general misbehavior i.e. out of seat, throwing items from the bus and inappropriate verbalizations. For behaviors of a physical nature or lewd behaviors, the suspension will be immediate.

Step up/Promotion activities are under the purview of the school and all functions must be approved by the office. Parents are encouraged to serve on committees and fund raise, but separate financial accounts are not permitted. End of the year activities are to be age/grade appropriate. The following guideline are in place: 2nd-3rd step up to cluster 2, parties are to be held in the classroom; grade 5 promotion into middle school, activities are in the multi-purpose room during the day; grade 8 promotion exercises are at a venue outside of school for a celebration luncheon.

Fund raising is primarily a function of the PTSA. The PTSA usually holds a fall and a spring event. Neither the school, nor a club will hold an event that would be in competition with these two events. The 8th grade and the 5th grade parents hold a Caesar's Pizza fundraiser in the fall and spring respectively. This fundraiser is earmarked to defray the cost of the overnight trips to Washington and Tallahassee. Other extra curricular groups who wish to fund raiser must have prior approval from the Director or Assistant Executive Director. In no case are children permitted to solicit for a fundraiser door to door.

The lottery is composed of four pools of applicants. Pool one is Board members, pool two is staff, pool three, is siblings and pool, four general population.

Using a secure system on our web site, parents go on line and enter their children throughout the year. On Feb. 15 we close the system and then take any further entrants by phone.

On February 1st we send out re-enrollment forms to our parents. There is a section for siblings. When they return their re-enrollment forms, we use that to generate a sibling lottery list.

On February 1 both Board and staff are notified to forward the names ages and grade of any children they wish to enroll. We start two separate lists based on that information.

Priority is: staff, Board, sibling, general.

From our re-enrollment data we calculate how many openings we have at each grade level. During the first week in March, we draw the lottery at the Public Library after public notice has been given in both the general media and minority media. An "honored" guest usually is asked to pull the lottery.

We begin at grade 8, announce the available openings, and draw for the openings and then for the wait listed students, each being recorded at that time. We continue the process through kindergarten. If a spot is filled by a child who has siblings, those siblings automatically go on the sibling list which impacts the spaces available.

After the lottery, parents are contacted within three weeks and offered the spots. They have 48 hours to accept or decline the spot. If they accept, they are sent registration packets which must be returned in two weeks. If they decline, we go to the next name on the list. The process is followed until all spots are filled. The remainder of the students stay on the waiting list and are called throughout the year as openings occur. No students are called after the end of the second trimester (approximate date 2/15) due to academic continuity factors.

There is no carry over of wait list applicants. A new list is generated each year. Also, kindergarten students may only be placed on the list the year preceding their eligibility.

Student Responsibilities:

1. *Do not* access any sites other than those authorized by your teacher.
2. *Do* use the network in accordance with the school's code of conduct.
3. *Do* cite the sources of information properly.
4. *Do* use the network only for legal activity.
5. *Do* be courteous and respectful in your messages to others.
6. *Do* use appropriate language. *Do not* swear, use vulgarities, or any other inappropriate language.
7. *Do not* degrade or disrupt equipment or system performance.
8. *Do not* change the data or trespass in the account of another user.
9. *Do not* gain unauthorized access to resources or entities.

Personal Safety:

1. Use only your account and password and keep your password private.
2. Report to a system administrator, teacher or administrator any unsolicited email, security problems, or information that makes you uncomfortable.
3. Students: Do not reveal your home address, image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only.
4. Do know that electronic mail (email) is not guaranteed to be private.

Inappropriate Use:

The network account holder is held responsible for their actions and activity within their account. Unacceptable uses of the network will result in the suspension or revoking of these privileges in addition to suspension from school.

Consent:

Please indicate your consent by signing here.

Student Signature: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use school-networked computers. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet.

Parent Signature: _____

Date: _____

Student Name: _____

School: _____

Grade: _____

Please complete and return to your homeroom teacher as soon as possible.

Lake Eola Charter School has the responsibility of assuring that all parental drivers have been screened for clear driving records before they are permitted to transport children on field trips. In addition to presenting a copy of a valid license, registration and current insurance, the school will conduct a license check. The cost of the license check will be the responsibility of the parents though the school will make the accommodation of awarding of one volunteer hour. Below are the exclusions for parent drivers convicted of the following offenses:

<https://www6.hsmv.state.fl.us/DLCheck/main.jsp> (web site with directions to secure a copy of your driving record)

Bureau of Records
2900 Apalachee Parkway, MS 90
Tallahassee, Florida 32314-5775

Cost of records: \$2.10 for three years

- Driving under the influence within the last five (5) years.
- Reckless driving within the last five (5) years.
- Railroad crossing offenses within the last three (3) years.
- Leaving the scene of an accident within the last three (3) years.
- Failure to report an accident within the last three (3) years.
- Falsifying an accident report.
- Speeding in a school zone within the past three (3) years.
- Passing a stopped bus within the last three (3) years.
- Speeding in excess of twenty-one (21) miles per hour over posted limit within the last three (3) years.
- More than one (1) careless driving within the last three (3) years.
- At-fault accident resulting in a fatality.
- Loss of driver's license for traffic-related offenses or violations or for multiple non traffic-related offenses.
- Two or more moving violations other than those listed above where points are received or withheld within the last three (3) years.

**BOARD OF DIRECTORS
MEMBER AGREEMENT**

LECS Mission – to cultivate a love of learning that extends beyond the classroom and includes a commitment to character and community for all stakeholders.

As a board member of LECS , I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with other board members, for this organization. I will know what our budget is and take an active part in reviewing, approving and monitoring the budget and fundraising to meet it.
2. I know my legal responsibilities for this organization and those of my fellow board members. I am responsible to know and oversee the implementation of policies and programs.
3. I accept the bylaws and understand that I, along with the entire Board, am morally responsible for the health and well being of this organization.
4. I am committed to up-holding the by-laws and insuring the financial and organizational integrity of the school.
5. I will give an annual personal financial donation (of any amount). I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year.
6. I will actively engage in fundraising for this organization in whatever ways are best suited for me. These may include individual solicitation, assisting with special events, writing mail appeals, and/or making the connections or referrals to organizations and individuals who may be financially supportive.
7. I will actively promote LECS and encourage and support its staff with attendance at- at least one school event
8. I will attend at least eight of the eleven board meetings. If I am not able to meet my obligations as a board member, I will offer my resignation.
9. I understand the in order to become a member of the LECS Board I must agree to a background check and fingerprinting at my own expense.
10. I agree to sign and abide by the Conflict of Interest specifications as outlined in the addendum.

Signed _____
Board Member

Date _____

Signed _____
Board Chair

Date _____

Confidentiality Clause

As a member of the Board of Directors of LECS, I understand and agree that certain matters that come before the board are confidential including, but not limited to personnel and student issues. I further understand and agree that any confidential matter which comes before the board will be treated by me with the utmost care and I will not discuss said matter outside of a LECS board meeting. Any breach of confidentiality by me will result in my immediate removal from the board without recourse on my part.

Board Member Signature

Date

General

Lake Eola Charter School, Inc.'s Policy of Ethics and Conflict of Interest requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of LECS, the practice must be one of honesty and integrity in fulfilling responsibilities and remaining in compliance with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all representatives to comply with the Policy and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No representative who in good faith reports a violation of the Policy shall suffer harassment, retaliation or adverse employment consequence. A representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or position on the School's board. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the School prior to seeking resolution outside the School.

Reporting Violations

The Policy addresses the School's open door policy and suggests that representatives share their concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the complainant is not comfortable speaking with said supervisor, dissatisfied with the supervisor's response, or serves the School as a volunteer, this policy serves to encourage any such individual to speak with anyone in management with whom they are comfortable in approaching.

For suspected fraud, or when the complainant is not satisfied or uncomfortable with following the Schools open door policy, individuals should contact the Audit Committee Chair or the School's external financial auditor.

Tom Reilly, Audit Chair
Holland & Reilly

E-mail: treilly@hollandandreilly.com
Work: (407) 894-6803

Ed Langdon,
External School accountant

E-mail: ed@edlangdon.com
Work: (407) 898-1396

Compliance Officer

The Board Chair shall advise the Executive Director and/or the Audit Chair, who serves as the compliance officer of any violation of the Policy brought to his or her attention by a representative. The Board Chairman has direct access to the finance committee of the board of directors.

Accounting and Auditing Matters

The finance committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Board Chair or Audit Chair shall immediately notify the financial committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

The corporate records of Lake Eola Charter School (hereafter referred to as LECS) are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an email, a contract, an appointment book, or an expense record.

The law requires the organization to maintain certain types of corporate records, usually for a specified period of time. Failure to maintain those records for those minimum times can subject the organization to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a law suit, place the organization in contempt of court, or seriously disadvantage the organization in litigation.

The organization expects all employees to fully comply with any published retention and destruction policies or schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe or the organization informs you, that organization records are relevant to litigation, or potential litigation, than you must preserve those records until legal counsel determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

From time to time the organization establishes retention and destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are on the attached sheets (State of Florida Records Schedule GS7 for Public Schools and the Business/Non Profit Records Retention Schedule). While minimum retention periods are suggested, the retention of the documents attached and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about the policy should be referred to Ronnie DeNoia, Director of LECS, 407-246-0900, rdenoia@lecs.org, who is in charge of administering, enforcing, and updating this policy.

Read, understood and agreed.

Employee's signature

Date

Records Retention Schedule

<i>Retention Period</i>	<i>Retention Period</i>
Accident reports/claims (settled cases) 7 years	Magnetic tape and tab cards 1 year
Accounts payable ledgers and schedules ... 7 years	Minute books of directors, stockholders, bylaws, and charter Permanently
Accounts receivable ledgers and schedules 7 years	Notes receivable ledgers and schedules ... 7 years
Audit reports Permanently	Option records (expired) 7 years
Bank reconciliations 2 years	Patents and related papers Permanently
Bank statements 3 years	Payroll records and summaries 7 years
Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc. Permanently	Personnel files (terminated) 7 years
Cash books Permanently	Petty cash vouchers 3 years
Charts of accounts Permanently	Physical inventory tags 3 years
Checks (canceled—see exception below) 7 years	Plant cost ledgers 7 years
Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction.) Permanently	Property appraisals by outside appraisers Permanently
Contracts, mortgages, notes, and leases (expired) 7 years (still in effect) Permanently	Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans Permanently
Correspondence (general) 2 years	Purchase orders (except purchasing department copy) 1 year
Correspondence (legal and important matters only) Permanently	Purchase orders (purchasing department copy) 7 years
Correspondence (routine) with customers and/or vendors 2 years	Receiving sheets 1 year
Deeds, mortgages, and bills of sale Permanently	Retirement and pension records Permanently
Depreciation schedules Permanently	Requisitions 1 year
Duplicate deposit slips 2 years	Sales commission reports 3 years
Employment applications 3 years	Sales records 7 years
Expense analyses/expense distribution schedules 7 years	Scrap and salvage records (inventories, sales, etc.) 7 years
Financial statements (year-end, other optional) Permanently	Stenographers' notebooks 1 year
Garnishments 7 years	Stock and bond certificates (canceled) ... 7 years
General/private ledgers, year-end trial balance Permanently	Stockroom withdrawal forms 1 year
Insurance policies (expired) 3 years	Subsidiary ledgers 7 years
Insurance records, current accident reports, claims, policies, etc. Permanently	Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability Permanently
Internal audit reports (longer retention periods may be desirable) 3 years	Time books/cards 7 years
Internal reports (miscellaneous) 3 years	Trademark registrations and copyrights Permanently
Inventories of products, materials, and supplies 7 years	Training manuals Permanently
Invoices (to customers, from vendors) 7 years	Union agreements Permanently
Journals Permanently	Voucher register and schedules 7 years
	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses) 7 years
	Withholding tax statements 7 years

BULLYING, HARASSMENT AND OTHER AGGRESSIVE BEHAVIOR

Bullying, harassment or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. It is the policy of Lake Eola Charter School (LECS) to provide a safe, educational and free environment for all of its students and employees.

This policy applies to all activities at LECS, including activities on school property, in a vehicle transporting a student for a school activity, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of LECS, or where an employee is engaged in school business. Misconduct occurring at or outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is defined as a person consciously, willfully and repeatedly exercising power or control over another with hostile, willful or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying can be physical, verbal, psychological, written or a combination of all four. Bullying includes but is not limited to the following:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling,

making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. Written – graphically or electronically transmitted. Bullying as used herein also includes ‘cyberbullying’.

“Cyberbullying” is defined as bullying through the use of digital technologies, including but not limited to, email, blogs, texting on cell phones, social websites such as Myspace, Facebook, Twitter, Formspring, or such other similar website that may come to exist in the future, while this policy is in effect, which site is considered a social website by societal norms. This also includes information transmitted by computer, computer system, computer network, computer online service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or any other computer-like item that may exist or come to exist in the future while this policy is in effect.

“Harassment” means any threatening, insulting, or dehumanizing gesture or use of data or computer software or written or 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 and/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 the school.

Reporting Bullying and/or Harassment

Any student who believes he or she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation. Reporting may be done anonymously or openly. It may be reported in any manner, including but not limited to a verbal or written report to a teacher or administrator at LECS, a written report/note to the ‘report box’, a report by a parent to a teacher or administrator at LECS, and /or an email to: stopbullying@lecs.org. This is not a complete list of the means by which a complaint of bullying or harassment may be made; it may be made in any way so as to effect the goal of this policy, as noted herein.

Every student, whether victim or not, should, and every staff member must, report any situation that they believe to be bullying toward a student or a staff member. All staff members must report the complaint in writing to the administration at LECS immediately. Any staff member, administrator or student who strongly suspects bullying or harassment should report any concerns to the administration at LECS immediately.

An investigation will begin with the report of an act of bullying and/or harassment. The administration at LECS will investigate all complaints. The investigator will be known herein as: Investigator. The Investigator shall be qualified to investigate bullying and/or harassment. The Investigator shall collect and evaluate the facts, including but not limited to the nature of the behavior, the frequency of the conduct, prior incidences evidencing a pattern of behavior, the relationship between the parties, the age of the alleged bully, the relationship between the alleged bully and the victim, how the event may have affected the

victim, whether other incidents have occurred involving the same bully or same victim, the context within which the alleged conduct occurred and where the event(s) occurred.

Resolution of Bullying and/ or Harassment Complaints

All information gathered in the course of the investigation will be documented. All investigations will be done to attempt to preserve the confidentiality of the victim, the alleged perpetrator and/or witnesses. The Investigator will not maliciously disclose the name of the complainant while the matter is under investigation. The Investigator may discuss the matter with OCPS personnel, the complainant (and/or parents), the alleged perpetrator (and/or parents), or the LECS Board of Directors, or others, as necessary.

Documentation regarding the investigation may be in the form of written notes from the Investigator, or other documents. Said documentation shall be retained until the complainant and the alleged victim are no longer students at LECS. Said documentation is not public information, although it may be made public from time to time, under certain circumstances. See section below entitled: Confidentiality.

Consequences for Violation of Policy

Consequences for an offender of this policy will vary in method and severity according to the nature of the behavior, the developmental age of the student and the student's history of behavioral problems and performance. Consequences serve a three-fold purpose: one, to correct the problem behavior; two, to prevent another occurrence of the behavior, and three, to protect the victim. Consequences may include, but are not limited to the following:

1. Admonishment/warning, either written or verbal, and parental contact;
2. In-school suspension during the school week,
- 3.. Loss of privileges, including, but not limited to, denial of participation in off campus activities such as field trips or field day, and
4. Dismissal from LECS.

The consequences imposed in each case are not 'escalating'. That is, it is not required that the offending student be first: admonished, second: serve an in-school suspension, third: suffer a loss of privileges, and fourth: be dismissed from LECS. To the contrary, as noted above, any sanction is unique to the individual incident. Under certain circumstances, the proper sanction for a first offense may be dismissal from LECS.

Punishment/consequences for a violation of this policy will be administered by either the director of LECS, or one of his or her designees.

Notification to the Complainant and Victim

The complainant and victim and their parent(s) or guardian will be timely and reasonably notified of occurrence of an incident, the status of the investigation and its conclusion, including any sanctions as a result thereof. Notice of the initial event/investigation shall be by telephone or email or some other reasonable means.

Notification to the Perpetrator

The alleged perpetrator and his or her parent(s) or guardian will be timely and reasonably notified of the occurrence of an incident, the status of the investigation and its conclusion. Notice of the initial event/investigation shall be by telephone or email or some other reasonable means.

Retaliation Against Complainant/Reporter of Bullying

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying behavior is prohibited. Such retaliation shall be considered a serious violation of LECS policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying behavior.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, LECS reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. Retaliation may result in disciplinary action as indicated above

Making of False Reports of Bullying and/or Harassment

Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Intentionally false reports may result in disciplinary action as indicated above.

LECS Policy Relative to Policy of School Board of Orange County

LECS' policy is not meant to contradict the policy regarding bullying and harassment currently in effect with the school board of Orange County, to which LECS complies; it is meant to work in conjunction with said policy. Further, LECS will continue to adhere to Orange County policy regarding bullying and harassment. In fact, to the extent that this LECS policy is more restrictive, this policy will control in any dispute involving bullying and/or harassment.

An offender may be in violation of one or both policies at one time and subject to sanctions for either or both, at one time.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality shall be maintained during the investigation process. However, a proper investigation may, in some circumstances, require the disclosure of names and allegations.

Notification of Policy

Notice of this policy will be annually circulated to and posted in the **office** of LECS and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

All new hires will be required to review and sign an acknowledgment and abide by this policy. All parents (both, if residing in Orange County, Florida) or guardians and all students must

sign a pledge acknowledging they have read and agree to abide by this policy. Failure to sign the pledge acknowledging that they have read and agree to be bound by the policy will not preclude the school from enforcing the policy and assigning consequences.

This policy is non-negotiable.

Policy regarding Bullying, Harassment and Other Aggressive Behavior, LECS, 7-27-2011

Adopted: ____8/17/11_____

POLICY 48:0056.21
PUBLIC COMMENT

LAKE EOLA CHARTER SCHOOL, INC.

Adopted and Effective: October 20, 2021

It is the intent of the Board of Directors (the “Board”) of Lake Eola Charter School, Inc. (the “School”) to provide for the smooth and orderly functioning of the business of the Board while complying with Florida Law. The following procedures are established for public comment during Board meetings and for any meetings of committees established by the Board that are subject to Florida’s Sunshine Law. This policy is supplemented by interpretations of Florida’s Sunshine Law by Florida State Courts and Florida’s Attorney General.

1. Citizen’s Input: Addressing Board, Manner of Presentation, and Time Limit

- A. Members of the public shall be given a reasonable opportunity to be heard on a proposition that is on the agenda before the Board or pertains to the School. Public comment shall be heard prior to the Board taking action on an item. However, the opportunity to be heard need not occur at the same meeting at which official action is taken on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the official action is taken. The Board may arrange its agenda to achieve this purpose by holding separate public comment for agenda items and for non-agenda items.
- B. Public comment shall proceed as follows:
 - 1. A person wishing to make public comment shall provide their name and address to the Board Clerk or designee prior to the start of the Board meeting.
 - 2. During the public comment portion of the meeting, the Board Chair shall individually call the names of those requesting public comment.
 - 3. When called to speak by the Board Chair, the person speaking shall first state their name and address.
 - 4. All remarks shall be limited to no more than three minutes, unless the Board Chair extends the time. If there is an inordinate amount of public comment, the Board Chair may equally reduce the amount of time allowed for each speaker in order to allow for the orderly progression of the Board Meeting.
 - 5. Remarks shall be addressed to the Board as a body and not to any specific member.
 - 6. Representatives of groups or factions on a proposition being considered may address the Board rather than all members of such groups or factions at meetings in which a large number of individuals wish to be heard. The time allowed for such group may be combined, at the discretion of the Board Chair.
 - 7. Written comments may be submitted in lieu of or in addition to oral comments and shall be considered and entered into the record of the meeting.
- C. The above requirements governing citizen input are not required for the following actions:
 - 1. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;
 - 2. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - 3. A meeting that is exempt from s. 286.011, Florida Statutes.

- D. No person, other than members of the Board and the person having the floor, shall be permitted to enter into any discussion or make comments during the public comment period. No question shall be asked to a member of the Board or staff, and the Board will not reply in any manner during public comment. If responses to public comment are needed, such responses will be provided by staff within a reasonable time period following the Board meeting.
- E. No person who has made remarks shall be allowed to make additional comments except with the permission of the Board Chair. No additional public comment shall be allowed after the close of public comment, except in specific response to questions by members of the Board, or if an extension of time for public comment is approved.
- F. Speakers may be allowed to utilize visual aids while giving public comment, at the discretion of the Board Chair. The Board Chair may require that any visual aids be provided to the Board Clerk or designee ahead of time for review.

2. **Order and Decorum During Board Meetings**

- A. Any person who after warning disrupts or interrupts a public meeting by the use of profane language, threat of physical violence or intimidation, or makes slanderous, personal, or impertinent remarks, or exhibits loud, boisterous, hostile, or threatening behavior, may be removed from the meeting room at the direction of the Board Chair, or if the meeting is held on the school campus, such removal may also be at the direction of the School Director.
- B. Any person who disrupts or interrupts a public meeting on more than one occasion may be required by majority vote of the members present to thereafter submit their input, remarks, or comments in writing.

3. **Cell Phones, Cameras, Video, Recording Devices.**

Cell phones shall be silenced during any public meeting. The use of cameras, video equipment, audio recording equipment, and digital recording equipment, including cellphones, cameras, electronic sound-recording devices, and any other mechanical or electrical recording device, shall only be used in such a manner as will cause a minimum of interference with or disturbance of the proceedings as determined by the Board Chair. The Board Chair may restrict the location of the use of such devices to a particular area in the meeting room.

Board Secretary Certificate

I hereby certify that the foregoing *Policy 48:0056.21 Public Comment* for Lake Eola Charter School, Inc. was adopted by a majority vote of a quorum of the Board of Directors at a duly noticed meeting held on October 20, 2021.



Board Secretary

Alex Eng

Printed Name

POLICY 48:0056.22
SELECTION OF INSTRUCTIONAL
AND READING MATERIALS

LAKE EOLA CHARTER SCHOOL, INC.

Adopted and Effective: October 20, 2021

It is the intent of the Board of Directors (“Board”) of Lake Eola Charter School, Inc. (the “School”) to provide a wide range of materials, in print, electronic, and digital format, on all levels of difficulty, with diversity of appeal and the representation of different points of view. The School and its staff will utilize materials that meet the following criteria:

- a) Materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
- b) Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- c) Materials that include a background of information enabling students to make intelligent judgments in their daily life;
- d) Materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
- e) Materials of a high quality that place principle above personal opinion and reason above prejudice.

Selection of Materials

Staff members selecting instructional and reading materials shall follow the considerations set forth in section 1006.34(2)(b), Florida Statutes, including the following:

- 1. The age of the students who normally could be expected to have access to the material.
- 2. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the Florida State Standards.
- 3. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
- 4. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.

In addition, staff members selecting instructional and reading materials shall consider the following:

- 1. The overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation and significance of the author/artist/composer/producer, format, and price, where applicable.
- 2. The staff member’s knowledge of the curriculum, the existing collection, and the needs of the students.
- 3. Represent differing viewpoints on controversial issues, provide a global perspective and promote diversity by including materials by authors and illustrators reflective of all cultural, racial, ethnic and gender groups.
- 4. Requests from students and parents.

Purchase and Donation of Materials

Instructional and reading materials shall only be purchased with the School's funds upon approval of the Director and in accordance with the budget adopted by the Board, taking into account the considerations set forth above. The School may accept donations of instructional and reading materials or money to purchase materials from members of the community with the understanding that such materials must comply with the selection criteria established in this policy.

Materials Review Committee

The Board hereby establishes the Materials Review Committee, which shall review and consider challenges to any instructional and reading materials. The Materials Review Committee shall be considered a committee of the Board and shall be composed of a member of the Board, the Director of the School, a member of the School's School Advisory Council (SAC), a member of the Parent Teacher Student Association (PTSA), a member of the School's faculty, and a member of the community. The members of the Materials Review Committee shall be appointed by the Board, or, if the Board so directs, by the Director. The Materials Review Committee members will only be appointed should there be a challenge made and the term of their service once appointed, will be for the current school year that they are appointed in.

The Materials Review Committee shall meet as often as needed to review any challenges to any instructional or reading materials properly made pursuant to this policy. Meetings of the Materials Review Committee shall be open to the public, noticed at least seven days in advance, and shall allow for public comment in accordance with the Board's Policy on Public Comment. Meetings of the Materials Review Committee may be conducted in-person or via communications media technology. At least four of the six members of the Materials Review Committee must be present for a quorum and a quorum may not be established without the presence of the Director of the School. The Director shall serve as the Head of the Materials Review Committee.

Any parent or guardian of a student currently enrolled at the School who finds any material used at the School to be objectionable and has read, viewed, or listened to the material in its entirety may ask the Materials Review Committee for review. To initiate the process, the parent must submit to the Director the "Request for Reconsideration of Instructional Materials" form, attached hereto as Exhibit "A." Upon receipt, the Director shall forward the form to the various members of the Materials Review Committee and convene a meeting of the Materials Review Committee within 30 days or as early as reasonably possible. Prior to the meeting, the Director shall provide the members with a copy of the challenged material for review. Until such time as the Materials Review Committee meets, the challenged material may be removed from the classroom, at the discretion of the Director.

The Materials Review Committee will meet to objectively determine whether the challenged material aligns with the values and considerations set forth in this policy. In making this determination, the Materials Review Committee should carefully review the challenged material and may review any other documents related to the request. The Materials Review Committee will then vote by majority on whether the challenged material should be removed and prohibited from further use at the School. In the event of a tie vote, the decision of the Director shall be determinative. The Director will notify parents or guardians within ten days of the decision of the Materials Review Committee.

The parent or guardian who made the challenge or the Director may appeal the decision to the Board in writing by submitting an explanation for the basis of the appeal that is limited to one page. The Board may choose whether or not to hear any appeal by a majority vote. If the Board chooses not to hear the appeal, the decision of the Materials Review Committee shall be final. If the Board does choose to hear the appeal, the Board must follow the same procedures for reviewing the challenged material as apply to the Materials Review Committee and the Board's decision will be final. Appeals to the Board must be submitted at least 10 days prior to any meeting of the Board to be considered.

Board Secretary Certificate

I hereby certify that the foregoing *Policy 48:0056.22 Selection of Instructional and Reading Materials* for Lake Eola Charter School, Inc. was adopted by a majority vote of a quorum of the Board of Directors at a duly noticed meeting held on October 20, 2021.



Board Secretary

Alex Eng

Printed Name

EXHIBIT A



Request for Reconsideration of Instructional Materials

This Form must be submitted & completed by a parent or guardian of a currently enrolled student at Lake Eola Charter School.

Request initiated by: _____

Telephone: _____

Email: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Please share more about the instructional media.

Material Type	Details
<input type="checkbox"/> Print Material	Title: _____
<input type="checkbox"/> Digital Material	Author: _____
	Subject: _____
	Source: _____

The following questions must be answered by the parent of a currently enrolled Lake Eola Charter School student who has read, viewed, or listened to the instructional material in its entirety.

1. I affirm that I have seen, heard, or read the material in its entirety. ☐ Yes ☐ No
2. What is objectionable about the material? Cite specific passages, pages, or scenes.

3. How was this material brought to your attention?

4. What do you believe may result from the reading, viewing, or listening of this material?

5. What review of this material have you read?

6. What age group might be more suitable of this material?

7. In its place, what material of equal value do you recommend that would provide adequate information on this subject?

Printed Name of Complainant

Signature of Complainant

Date

**Submit completed form
to the Director**