

POLICY HANDBOOK

PUTNAM ACADEMY OF ARTS AND SCIENCES

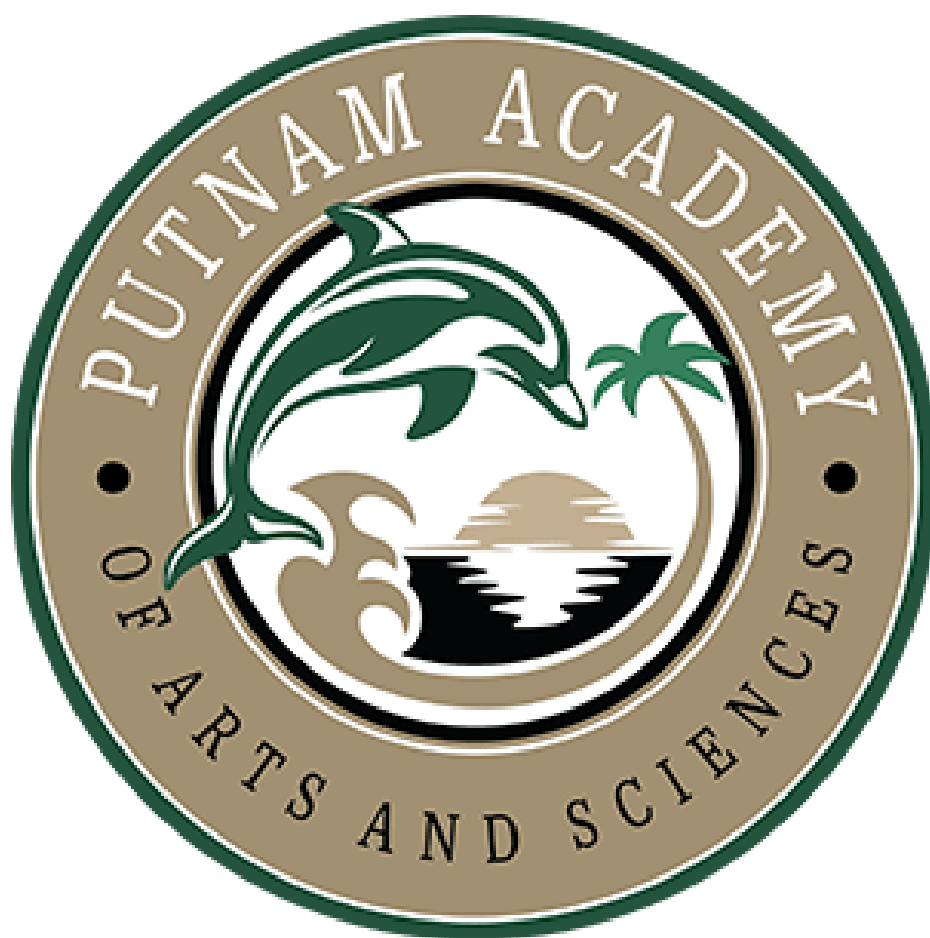


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Disclaimer Page: To Be Signed and Submitted to Office

OUR VISION, MISSION, AND BELIEFS

OUR VISION

Motivated students will be given the opportunity to grow and develop into 21st Century learners.

OUR MISSION

Putnam Academy of Arts and Sciences, in partnership with parents and community, provides challenging, well-rounded educational opportunities in a safe and supportive environment. Our school fosters creative minds, critical thinkers, and ethical character. We are dedicated to the individual development of the attitudes, skills, knowledge, and responsibility essential to successful achievement in school and society.

OUR BELIEFS

- Our school will increase academic rigor, focus on close reading of text, and improve analytic writing skills.
- Our school will establish a comprehensive and rigorous curriculum which meets and exceeds the standards of Florida's Next Generation and the core curriculum.
- Our school's curriculum will enable students to become self-directed learners and decision-makers, capable of both collaborative and independent learning.
- Our school will commit to reading and math success with school-wide improvement in standardized test scores as well as in other measurements.
- Our school will keep students and staff safe by developing clear lines of communication and procedures for all situations.
- Our school will create a partnership with parents to enhance our students' success.
- We will define, teach, and support appropriate student behaviors, reinforcing and rewarding positive behaviors.
- We will recognize that appropriate, individualized Professional Development is an essential aspect of school success.

CHAPTER I

THE GOVERNING BOARD

The Governing Board of a charter school provides general oversight of the school. Comprised solely of volunteers who believe in the mission of the school, the Governing Board approves all school policies, adopts and maintains the school budget, oversees the operations of the school including the annual audit, monitors academic progress, and supervises the school principal.

By law, Governing Board members must receive 4 hours of training provided by the Department of Education.

For 2023-2024, the members of the Putnam Academy Governing Board are:

Diana Latta	Jarvis Wright	Jay Browning
Shirley Davis	Julia Warwick	Lindsey Motl
Sharon Hughes	Elisabeth Virnstein	Amy Ricks
Yvette Jones		

Our meetings are the third Thursday every other month at 4:45 PM in the school commons area. All meetings are open to the public, and we welcome you. The list of Board meeting dates and the agenda for each meeting are published on the school website, www.putnamacademy.org.

For 2023-2024, the Governing Board has set the following goals:

1. Coordinate and integrate school transition services.
2. Establish standards-based, technology rich classrooms in which rigorous learning communities are built and maintained.
3. Implement practices that afford students opportunities to make real-world connections.
4. Recruit and retain highly qualified and highly effective employees.
5. Increase communication and collaboration among all stakeholders.
6. Create a school-wide culture that focuses on the physical, psychological, emotional, social, and educational needs of the student.
7. Ensure fiscal responsibility.

We believe in our school and are happy to devote time and talent to its success. Thank you to our parents, staff, and community for the support you have shown us through the years. Go, Dolphins!

1.1. Bylaws of Putnam Academy of Arts and Sciences, Inc.

Article I. Organization of the Governing Board

1. The corporate name of this school is Putnam Academy of Arts and Sciences, Inc. The Governing Board shall be composed of up to 13 members. New members will be nominated by any member of the Governing Board and chosen by a majority vote of the current Governing Board members. If the number of Governing Board members then in office is less than a quorum, a vacancy on the Governing Board may be filled by approval of a majority of the Board members then in office or by sole remaining Board members.

2. Any Board member may be removed by a 2/3 vote of the Governing Board when deemed necessary.

This policy revised by unanimous vote of the Governing Board, August 20, 2015.

Article II. Governing Board Legal Status and Authority

The Governing Board is the governing authority for Putnam Academy of Arts and Sciences, Inc. and has the power and authority set forth in the statutes (1002.33, F.S.) The Board also possesses such implied powers as are reasonably necessary to carry out its duties, functions and responsibilities provided that the policies the Board adopts do not conflict with the laws of Florida.

Article III. Mission Statement of Putnam Academy of Arts and Sciences, Inc.

Putnam Academy of Arts and Sciences, in partnership with parents and community, provides challenging, well-rounded educational opportunities in a safe and supportive environment. Our school fosters creative minds, critical thinkers, and ethical character. We are dedicated to the individual development of the attitudes, skills, knowledge, and responsibility essential to successful achievement in school and society.

Article IV. Powers and Duties of the Governing Board

1. The powers and duties of the Governing Board shall be conferred and prescribed by statute. The Governing Board shall have the following powers and duties:

Pursuant to statute, the Governing Board of a charter school is responsible for upholding the Florida Sunshine Law; determining policies affecting the ethics of the school and its faculty; maintaining fiscal oversight, including the annual audit submitted to the Auditor General; resolving of conflicts of interest between parents and the school or the sponsor and the school; and acquiring knowledge of best practices of school organization and operation. The Governing Board should also work to create collaborative relationships with the community and the sponsor.

2. The Governing Board shall provide a monthly financial statement to the sponsor in a form prescribed by the Department of Education.

3. The Governing Board shall report its progress annually to its sponsor, which shall forward the report to the Commissioner of Education at the same time as other annual school reports.

4. Our Governing Board is accountable to students, parents, and faculty through a continuous cycle of planning, evaluation, and reporting as set forth in 1002.33 F.S.

Article V. Officers of the Governing Board: Duties

1. The President of the Governing Board shall preside at all meetings, shall appoint committees unless otherwise directed by the Board, and shall have the right, as do other members of the Board, to make or second motions, to discuss questions, and to vote. The President of the Governing Board may not act for or on behalf of the Board without prior specific authority from a majority of the Board to do so. All communications addressed to the president shall be turned over to the principal for appropriate action or consideration by the Board.

2. The Vice-President, if this office is required, shall perform the duties of the president in the absence of the president.

3. The Secretary, if this office is required, shall record minutes and shall perform such other duties as may be prescribed.

This policy revised by unanimous vote of the Governing Board, August 20, 2015.

4. The Treasurer, if this office is required, shall provide oversight of the financial holdings of the Board and the school.

Article VI. Committees of the Governing Board

Temporary committees of the Governing Board may be formed for fact finding and study, the members to be appointed by the president. The duties and responsibilities of the committee and a tentative calendar for completion of its work shall be established at the time of each committee's creation. The committee will be considered dissolved upon submission of a final report.

When any standing committee is formed, with members appointed by the president, its duties and responsibilities shall be determined by the Governing Board prior to the beginning of its work. Any standing committee will be considered dissolved after each twelve months of its existence unless specifically authorized for continuance by a vote of the Board.

Article VII. Meetings of the Board

A. Regular Meetings

1. Regular meetings of the Governing Board shall generally be held on the third Thursday of every other month at 4:45 PM.

2. A 12-month schedule of regular meetings of the Governing Board shall be published annually on the school website; said schedule of regular meetings will be subject to change if deemed necessary.

This policy revised by unanimous vote of the Governing Board, August 20, 2015.

3. The final agenda of the meeting will be available at least twenty-four hours prior to the meeting from the President of the Governing Board.

4. Notice of any other regular meetings will be given at least (3) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.

B. Special Meetings

1. Special meetings may be called by the President of the Governing Board or a majority of the members upon one (1) days advance notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda.

2. The agenda shall be available to the public at least twenty-four (24) hours before any special meeting.

3. Notice requirements shall be met by posting notice of the date, time, place and agenda on the school website.

C. Emergency Meetings

1. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Governing Board will avoid emergency meetings whenever possible.

2. Emergency meetings may be called by the Governing Board President or a majority of the members upon four (4) hours' notice, unless threats of personal injury or property damage require less notice.

D. Quorum

1. The quorum for any meeting shall be 50% plus one of the current members of the Board.
This section amended by unanimous vote of the Governing Board on June 18, 2015.

2. No formal action can be taken in any meeting at which a quorum is not present.

E. Agenda

The President of the Governing Board shall prepare the agenda of the meeting and electronically send the proposed agenda to the Governing Board members for their additions or corrections.

F. Minutes

The minutes shall be permanently filed and kept in the principal's office after approval by the Board. They shall be available for inspection according to school policy. The minutes shall not be removed from the principal's office.

This policy revised by unanimous vote of the Governing Board, August 20, 2015.

Article VIII. Term Limits

A member of the Governing Board shall serve a term of three years, each year beginning on July 1st and ending on June 30th. A Governing Board member may succeed himself for only one consecutive term. After serving two consecutive terms, in order for a member to continue on, the Board must approve by a 2/3 vote to allow or not to allow. Any Board member may resign at any time by delivering written notice to the Secretary or President of the organization. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.

This section amended by unanimous vote of the Governing Board, August 14, 2014.

Article IX. Remuneration and Reimbursement for Governing Board Members

There shall be no remuneration or mileage payments made to Governing Board members for attendance at Board meetings. Board members may not be employed in any capacity by the charter school during the term for which they are elected.

Article X. Board Member Training

It shall be the statutory requirement of every member of the Governing Board upon entering a term of office to engage in all training for Board service required by Florida statutes and regulations. The Governing Board recognizes that continued training is necessary for Board members to provide effective service to the community. Board members who participate in training and learning opportunities shall share with other Board members the essence of what they have learned.

Article XI. Review and Amendment of the Bylaws

The Bylaws should be reviewed annually by the Governing Board. The Bylaws may be amended or repealed by majority vote of the Governing Board.

Article XII. Non-Discriminatory Policy

The Putnam Academy of Arts and Sciences, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

Article XIII. Tax-Exempt Status Requirements

1. No part of the earnings of the corporation shall inure to the benefit of any member, Director, or Officer of the Corporation or any other person (except that the corporation may pay reasonable compensation for services rendered to or on behalf of the corporation and to make other payments and distributions in furtherance of one or more of its purposes), and no member, director, or officer one or more of its purposes), and no member, director, or officer of the Corporation, or any other person shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

2. No substantial part of the activities of the Corporation shall consist of attempting to influence legislation, by propaganda or otherwise, to an extent that would disqualify it for tax exemption under Section 501(c)(3) of the IRS Code. The Corporation shall not participate, directly or indirectly, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The Corporation shall not have the objectives nor engage in activities which would characterize it as an "action organization" as defined in Treasury Regulations thereunder as they now exist or as they may be hereafter amended.

3. Notwithstanding any other provision of these Articles, the Corporation shall not conduct or carry on any activities not permitted to be deducted or carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, and Treasury Regulations thereunder as they now exist or as they may be hereafter amended, or by organization, contributions to which are deductible under Sections 170(c)(2) and 2055(a) of such Code and Treasury Regulations thereunder as they now exist or as they may be hereafter amended.

4. Upon the dissolution of the corporation or the winding up of its affairs, all of the assets of the corporation shall be distributed to such organizations which then qualify as exempt organizations under Section 501(c)(3) or the Internal Revenue Code, as amended, as the Board of Directors may direct.

These Bylaws of the Governing Board of Putnam Academy of Arts and Sciences, Inc., are approved by vote of the Governing Board.

1.2. Governance and Organization

1. The Governing Board of Putnam Academy of Arts and Sciences is bound by all the provisions of 1002.33, F. S., the legislative statute authorizing charter schools.

2. The Governing Board of Putnam Academy of Arts and Sciences, Inc. is bound by all the provisions of the Charter between Putnam Academy of Arts and Sciences, Inc., and the Putnam County School Board, signed December 16, 2011.

3. The Governing Board of Putnam Academy of Arts and Sciences, Inc. is bound by the federal definition of a charter school, as defined in the Charter Schools Program, Title V, Part B:

4. Putnam Academy of Arts and Sciences, Inc. is a public employer. All employees are entitled to membership in the collective bargaining unit and the Florida Retirement System.

5. Conflicts between the governing board of the charter school and the sponsor, Putnam County School Board, will be resolved by the Governing Board and the School Board. Both parties will work constructively to reach consensus on the means by which we function well together in the best interests of our students.

6. The Governing Board will "appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is

located and may be a governing board member, charter school employee, or individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate individual representative for each charter school in the district. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website if a website is maintained by the school." 1002.33(19)(2d1), F.S.

1.3. Conflict of Interest

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

I. Definitions

1. Interested Person

Any director, principal officer, or member of a committee with Governing Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Governing Board has a transaction or arrangement,
 - b.** A compensation arrangement with the Governing Board or with any entity or individual with which the Governing Board has a transaction or arrangement, or
 - c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Governing Board is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate Governing Board or committee decides that a conflict of interest exists.

II. Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Governing Board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Governing Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

III. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

IV. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

1.4. Policy Protocol for Parent Concerns Brought to a Governing Board Member

1. Parents may call a Governing Board member with a school-related concern about their child but should be advised that the Principal is the first point of contact when a concern arises.

2. The Governing Board may listen to parents, but no Governing Board member can resolve or act upon parent concerns. The Board member should advise the parent to contact the school. The Board member can offer to take the parent telephone number and email address (if available).

3. During the phone call from the parent, the Board member must refer the parent to the Principal at the school phone number (386-866-9201) or at the Principal's email address (c2ellis@my.putnamschools.org) and/or refer the parent to the Parent Liaison, Ginny Murph (murphg@nefec.org) who will also contact the Principal.

4. Within 24 hours, the Board member will send an email to or telephone the Principal, reporting that parents have called, telling what the concern was, and telling how the parents may be reached.

5. The Principal will contact the parents within 24 hours to set up an appointment for a conference.

6. At the next Governing Board meeting, or at a closed personnel meeting called in compliance with FERPA (Family Educational Rights and Privacy Act), the Principal will report to the Governing Board regarding the parents' concerns and the Principal's resolution of the concern. If the report is made at a regular Governing Board meeting, identifying details of the situation must not be given.

7. The purpose of this protocol is to place full responsibility for successfully managing parent concerns with the Principal, where it belongs, and places needed information in the Governing Board's hands, as the Principal communicates the outcomes to the Governing Board.

1.5. Contracts and Job Descriptions

1. Instructional

AT-WILL INSTRUCTIONAL EMPLOYMENT AGREEMENT

Between

And

Putnam Academy of Arts and Sciences

For School Year _____

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above named employee (“Employee”) and the Governing Board (“Board”) of the **Putnam Academy of Arts and Sciences** (“School”) a Florida public charter school approved by the **Putnam County School District** (“District”). The Board desires to hire employees who will assist the School’s Principal in achieving the goals and meeting the requirements of the School’s charter. Including the purposes, policies, and procedures of the School.

WHEREAS, the School and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. WHEREAS, the School is desirous of securing a **Teacher** to serve in the capacity of **Classroom Teacher** to the School and the Principal under the general supervision of the Principal;

WHEREAS, the School and Employee believe a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program of the school;

NOW THEREFORE, in consideration of the mutual promises contained herein, the School hereby employs the Employee and the parties hereby accept the following terms and conditions:

B. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

Employee will perform such duties as the School may reasonably assign and Employee will abide by all School policies and procedures as adopted and amended from time to time. Employee understands that he/she must create and maintain accurate records of pupils' progress, attendance and academic performance. Employee further agrees to abide by the provisions of the School's charter.

The Employee understands that this contract is null and void if the School's charter is not renewed for any reason.

A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of the School.

2. Work Schedule

The work schedule for this position shall be _____.

Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with the School.

3. Compensation

Employee will receive compensation in the amount of \$_____ annually and be paid in two semi-monthly payments from which the Board shall withhold all statutory and other authorized deductions. Such compensation shall be dependent upon the Employee's Full-Time Equivalent ("FTE") status.

4. Employee Benefits

All full time employees shall be entitled to participate in designated employee benefit programs and plans established by the Board.

5. Performance Evaluation

Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Failure to evaluate Employee shall not prevent the School from disciplining or dismissing Employee at-will in accordance with this Agreement.

6. **Employee Rights**

Employment rights and benefits for employment at the School shall only be as specified in this Employment Agreement, the School's charter, the Charter Schools Act and the School's Policies and Procedures, which from time to time may be amended and modified by the Board. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the Florida Department of Education or State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with the School.

7. **Licensure**

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure credentials.

8. **Fingerprinting**

Fingerprint clearance for Employee will be acquired through submitting the Employee's fingerprints to the Department of Justice in a procedure defined by the District. The clearance must be received prior to the Employee's first day of service.

9. **Child Abuse and Neglect Reporting**

Florida statutes require any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of Florida statutes

pertaining to mandatory reporting of child abuse and neglect and will comply with these provisions.

10. **Conflicts of Interest**

Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with the School.

C. **EMPLOYMENT AT-WILL**

The School may terminate this Agreement and Employee's employment at any time with or without cause, with or without advance notice, at the School's sole and unreviewable discretion. Either party may immediately terminate this Agreement and the School's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of the School. No one other than the Board of the School has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of the School and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

Without impacting the at-will nature of the employment relationship, the School may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with the School's policy on Evaluation/Reviews.

D. **GENERAL PROVISIONS**

1. **Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Florida.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with the School on the terms specified herein.
2. All information I have provided to the School related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between the School and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Board Chairperson, Putnam Academy of Arts and Sciences

Date: _____

Principal of Putnam Academy of Arts and Sciences

Date: _____

Teacher at Putnam Academy of Arts and Sciences

Date: _____

2. Administrative

AT WILL ADMINISTRATIVE CONTRACT EMPLOYMENT AGREEMENT BETWEEN

AND

Putnam Academy of Arts and Sciences

THIS AGREEMENT made and entered into this _____ day of _____, between **Putnam Academy of Arts and Sciences**, hereinafter referred to as the "School," and _____, hereinafter referred to as Principal.

WITNESSETH:

WHEREAS, the School is desirous of securing an Principal to supervise and direct the educational programs of the School under the general supervision of the Governing Board;

WHEREAS, the School and Principal believe a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program of the School and develop future campuses;

NOW THEREFORE, in consideration of the mutual promises contained herein, the School hereby employs the Principal and the Principal hereby accepts such employment upon the terms and conditions following:

1. **TERM.** This Employment Agreement for the Principal will begin July 1, 20__ and continue through and terminate June 30, 20__ except as modified by this Agreement.

2. **SALARY.** The Principal shall be paid \$_____ for the period from July 1, 20__ through June 30, 20__. The Principal's salary shall be paid in twenty four (24) equal semi-monthly payments.

3. **DUTIES.** The Principal will work closely with the School's Governing Board to operate and manage every aspect of an educational program and environment that will provide the best educational opportunities for students within the guidelines established by the Charter and Florida State law and further the mission of the School. The Principal shall have general responsibility for the management of all aspects of the educational program and day to day operation of all campuses. The official job responsibilities of the Principal as adopted by the Governing Board are available in the Employee Job Descriptions section of the Employee Handbook. The Governing Board maintains the right to modify the duties as it sees fit to fulfill

its mission as set forth in their charter contracts and application. The Principal shall devote full time, skill, labor and attention to these duties.

4. EVALUATION. Annually, and not later than July 15 of each year, the Principal shall initiate a meeting with the Governing Board or its assigned committee. The goals and objectives shall be established and be among the criteria for evaluation of the Principal. By May 20 of each year, the Principal and the Governing Board or its assigned committee shall meet for the purpose of evaluation of the performance of the Principal and expressing recommendations and observations on how such performance may be improved. The Principal shall be evaluated on the job performance and the Principal's progress towards professional goals set by the Governing Board or its assigned committee.

5. WORK YEAR/VACATION/LEAVES. The work schedule for this position shall be: Full-time, salaried, **241 days per year**, Monday through Friday, with a minimum daily work schedule of 40 hours per week as approved by the Board.

Full-time employees working forty (40) hours per week year round are entitled to paid vacation allowance. Vacation time for the Principal under this agreement shall be 12 vacation days and 10 sick/personal days. Full time employees working forty (40) hours per week year round shall also receive the paid holidays per year as designated on the District calendar.

In support of the achievements of the School's students, the Principal is encouraged to attend various school functions and events as available. Further, the Principal shall be required to participate in certain School programs which may be held outside of normal work hours for the purpose of promoting the School's academic program and building relationships within the School's school community. Examples of such programs include staff meetings, parent meetings, community meetings, certain school board meetings, trainings, school-wide and campus based special events and student promotion/graduation ceremonies. These time commitments shall be designated by the both the Principal and the Governing Board and are factored into the annual compensation.

By virtue of the administrative nature of this position and the required education and training of the employee, the Principal is considered an exempt employee. As such, this position is not eligible for overtime or compensatory time.

6. FRINGE BENEFITS. Except to the extent this Agreement provides to the contrary, the Principal shall be provided no less than those same employment benefits provided to all School employees and administrators.

7. EXPENSES. The School shall reimburse the Principal for all incidental expenses necessary for the operation of the School and the fulfillment of his/her responsibilities herein consistent with the School's policies and procedures.

8. OUTSIDE PROFESSIONAL ACTIVITIES. Upon obtaining prior written approval of the Governing Board, the Principal may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular

School work hours. The School shall in no way be responsible for any expenses attendant to the performance of such outside activities.

9. CONFLICTS OF INTEREST. The Principal understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with the School without approval from the Governing Board.

10. TERMINATION OF EMPLOYMENT CONTRACT.

A. Termination for Mutual Agreement. This Agreement may be terminated at any time and under any settlement provisions mutually agreed upon by both parties.

B. Termination for Cause. The School may terminate this contract for cause. Cause shall include unlawful conduct, moral turpitude detrimental to the operation of the School, any of the grounds upon which an employee may be dismissed or for breach of this contract. If the School intends to terminate this Employment Contract for cause, Principal shall be entitled to a due process hearing before the Governing Board prior to the effective date of such termination. Due process shall include a written notice of reasons, containing reasonable specificity, why the School intends to terminate the contract, the right to appear before the Governing Board, at the option of the Principal, and the right to a prompt written decision stating the reasons for the decision of the Governing Board. The School shall give Principal no less than thirty (30) days written notice in advance of termination, but this shall not affect the School's right to suspend the performance of Principal's employment, without loss of pay, pending such termination.

C. Early Termination Without Cause. The Governing Board may unilaterally and without cause or advance notice terminate this Agreement.

13. RENEWAL OF EMPLOYMENT AGREEMENT. The parties may agree to enter into a new Agreement at the conclusion of this one. The decision to enter into a subsequent Agreement will be made no later than **June 30**.

14. PROFESSIONAL LIABILITY. The School shall hold harmless and indemnify the Principal from any and all demands, claims, suits, and legal proceedings brought against the Principal in his individual capacity or in his official capacity as agent and employee of the School, provided the incident arose while the Principal was acting within the scope of employment. In no case will individual Governing Board members be considered personally liable for indemnifying the Principal against such demands, claims, suits, actions, and legal proceedings.

If, in the good faith opinion of the Principal, conflict exists regarding legal defenses to a third-party claim against the Principal and the School (i.e., pressing the defense of one party would tend to injure the other party), the Principal may engage separate counsel, and the School shall indemnify the Principal for the costs of such counsel, subject to the same limitations, provisions,

and exceptions set forth above. The School shall not, however, be required to pay the costs of any legal proceeding in the event the School and the Principal have adverse interests in any litigation.

15. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the state of Florida.

16. **MODIFICATION.** This Agreement supersedes all prior Agreements and understandings between the parties. The parties may, during the term of this Agreement, mutually agree to modify any of its terms. Any modifications will be in writing, signed by both parties and attached to this document.

The School pursuant to the authority of its Board of Directors has caused two originals of this Agreement to be signed in the name of the School by the Governing Board and the Principal.

By: **Governing Board Chair, Putnam Academy of Arts and Sciences**

Date: _____

By: **Principal of Putnam Academy of Arts and Sciences**

Date: _____

3. Executive Secretary

Putnam Academy of Arts and Sciences Executive Secretary Contract

This contract is entered into by and between the Governing Board of Putnam Academy of Arts and Sciences, Inc. and_____.

The terms of employment are defined by the job description attached.

In addition, the Employee will be expected to perform any administrative task directed by the Principal of Putnam Academy of Arts and Sciences to ensure the smooth running of the school. In addition the Employee will follow all applicable federal and state laws that apply to charter middle schools.

The duration of this contract is for one year (12 months).

The employee will work 241 days of the 12-month employee school year. The employee will work 40 hours per week, including during the summer months (four 10-hour days).

This contract may be renewed each year at the discretion of the Board and the interest of the Employee. Although this contract is binding for one year, the Employee may be terminated for cause at any time. Cause shall consist of any one of the following that has been satisfactorily proven to the Board beyond a reasonable doubt.

- Drug abuse
- Child abuse
- Fraudulent use of corporate or school funds
- Failure to perform necessary job functions
- Failure to promote a wholesome, safe, and/or congenial work place

The Employee will be able to participate in the FRS retirement plan and in the school health plan, if the Employee chooses. The Employee's salary will be equally divided over 24 pay periods.

In consideration of the mutual agreements, covenants, terms, and conditions herein contained, Putnam Academy of Arts and Sciences agrees to award the Employee the salary of \$_____ for school year 20__-20__, beginning July 1, 20__, and ending June 30, 20__.

Employee

Principal

Governing Board

Date

4. Data Entry Clerk

Putnam Academy of Arts and Sciences Data Entry Clerk Contract

This contract is entered into by and between the Governing Board of Putnam Academy of Arts and Sciences, Inc. and_____.

The terms of employment are defined by the job description attached.

In addition, the Employee will be expected to perform any administrative task directed by the Principal of Putnam Academy of Arts and Sciences to ensure the smooth running of the school. In addition the Employee will follow all applicable federal and state laws that apply to charter middle schools.

The duration of this contract is for one year (12 months). The employee will work 241 days of the 12-month employee school year. The employee will work 40 hours per week, including during the summer months (four 10-hour days).

This contract may be renewed each year at the discretion of the Board and the interest of the Employee. Although this contract is binding for one year, the Employee may be terminated for cause at any time. Cause shall consist of any one of the following that has been satisfactorily proven to the Board beyond a reasonable doubt.

- Drug abuse or child abuse
- Fraudulent use of corporate or school funds
- Failure to perform necessary job functions
- Failure to promote a wholesome, safe, and/or congenial work place

The Employee will be able to participate in the FRS retirement plan and in the school health plan, if the Employee chooses. The Employee's salary will be equally divided over 24 pay periods.

In consideration of the mutual agreements, covenants, terms, and conditions herein contained, Putnam Academy of Arts and Sciences agrees to award the Employee the salary of \$_____ for school year 20__-20__, beginning July 1, 20__, and ending June 30, 20__.

Employee

Principal

Governing Board

Date

II. JOB DESCRIPTIONS

1. INSTRUCTIONAL

PUTNAM ACADEMY OF ARTS AND SCIENCES

JOB DESCRIPTION: INSTRUCTIONAL

QUALIFICATIONS

Bachelor's Degree, with a Master's Degree preferred, from an accredited educational institution.

Certified by the State of Florida in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of child development and especially of characteristics of children in the age group assigned.
- Knowledge of the prescribed curriculum.
- Knowledge of current educational research.
- Basic understanding and knowledge of use of current technology.
- Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles.
- Skill in oral and written communication with students, parents, and others.
- Ability to plan and implement activities for maximum effectiveness.
- Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement.
- Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
- Ability to work effectively with peers, administrators, and others.

REPORTS TO: Principal

JOB GOAL:

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with Academy philosophy, goals, and objectives.

PERFORMANCE RESPONSIBILITIES:

- Plan and effectively implement instructional activities designed to achieve goals and objectives of the curriculum.
- Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
- Meet with and instruct assigned classes in the locations and at the times designated.
- Communicate clearly and effectively in both written and oral form with students, parents, and others.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Evaluate student progress on a regular basis to include academic, physical, and social growth of students.
- Maintain accurate, complete, and correct records and inventories as required by

- law and administrative regulations.
- Assist in enforcement of Academy rules and administrative regulations.
- Implement a variety of instructional techniques to meet varying learning styles of students.
- Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- Perform other incidental tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Governing Board's approved compensation plan.

EVALUATION:

Performance of this job will be evaluated by the Principal using an instrument chosen by the Principal and approved by the Governing Board

2. PRINCIPAL

PUTNAM ACADEMY OF ARTS AND SCIENCES JOB DESCRIPTION: PRINCIPAL

Required Qualifications:

- Master's Degree or higher
- Hold Florida certification in Educational Leadership or Administration
- Minimum of three (3) years' experience as an assistant principal or dean
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Serve as a role model for students and faculty, demonstrating the importance of learning, and displaying the highest ethical and professional behavior; continue to grow professionally through professional growth experiences
- Ensure compliance with all applicable state and federal laws
- Supervise all aspects of the school's educational program
- Ensure that personnel and student record keeping procedures are safely stored and that their integrity is protected; ensure that all personnel have signed a confidentiality agreement
- Assume responsibility for development, implementation and evaluation of curriculum designed to better meet needs of students
- Take action to increase student achievement scores on standardized tests, following the goals set annually by the Governing Board
- Assume responsibility in the development, revision, implementation and evaluation of the School Improvement Plan
- Maintain high standards of student conduct and enforce discipline, according to due process rights to students
- Assume responsibility for the implementation and observance of all Governing Board policies by the school's staff and students
- Use technology to facilitate instruction, and to collect and utilize data to analyze student growth and achievement
- Take action to build effective teams within the school
- Effectively communicate with staff, students, parents and community groups; communicate regularly with the Governing Board regarding student growth, academic achievement, discipline or personnel issues, or other pertinent matters
- Establish and maintain a positive collaborative relationship with students' families to increase student achievement
- Work with stakeholders to share the school's continuous improvement efforts
- Assume responsibility for the safety and administration of the school facilities
- Act as a liaison between the school and community and encourage community participation in school life
- Assume responsibility for hiring, training, supervising and evaluating school personnel
- Make decisions regarding the effectiveness of employee performance including recommending dismissal when necessary
- Conduct regular meetings of the staff for proper functioning of the school

- Create an annual Professional Development Plan for faculty; establish and maintain individual professional development plans linked to student performance and clearly-defined training activities that result in better student performance
- Assume responsibility for the preparation and management of the school budget
- Establish the yearly master schedule
- Know and observe all disaster preparedness procedures, including those for fire, bomb threats, severe weather, emergency closings, accidents, bus accidents,, and any other unusual circumstances
- Delegate authority and responsibility to appropriate personnel to insure that school activities and programs are effectively supervised and implemented
- Use a systematic process to receive and provide feedback about the progress of work being done, including the production of all school publications
- Search for grant opportunities and encourage faculty to do the same
- Perform other duties as assigned by the Governing Board

Reports to:

Reports directly to the Governing Board

Evaluation:

Annual FSLA evaluation done by the Governing Board, including Deliberate Practice goals and monthly reports on Proficiencies

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule

Applicants must attach a resume and 3 letters of recommendation

3. ASSISTANT PRINCIPAL

PUTNAM ACADEMY OF ARTS AND SCIENCES JOB DESCRIPTION: ASSISTANT PRINCIPAL

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Certification by FELE examination
- (3) Minimum of five years successful teaching experience
- (4) Minimum two years' experience as a Dean
- (5) Preference given to persons enrolled in an educational leadership graduate school program

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interpret and enforce Florida School Statutes, State Board Rules, Governing Board rules and administrative guidelines.
- Knowledge of collective bargaining agreements, if applicable.
- Ability to use effective public relations skills.
- Ability to analyze data.
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills.
- Ability to provide instructional leadership based on current educational trends and research.
- Knowledge of group and cultural dynamics.
- Demonstrated effective written and oral communication skills.
- Skills in personnel management, interaction, supervision techniques, coaching and evaluation procedures, and conflict resolution.

REPORTS TO: Principal

JOB GOAL

To assist the Principal with all administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

- (1) Provide assistance and feedback to school personnel.
- (2) Develop and implement the school's instructional program and provide its articulation among school personnel as assigned by the Principal.
- (3) Develop, in conjunction with the Principal, the master teaching schedule and assign teachers according to identified needs.
- (4) Utilize current educational trends in the planning and preparation of the school instructional program.

- (5) Interpret and enforce Governing Board policy, state statutes and federal regulations.
- (6) When the school becomes accredited, implement the accreditation program.
- (7) Coordinate in the selection of textbooks, material and equipment needed at the assigned school.
- (8) Manage and administer the testing program for the school.
- (9) Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service and other developmental activities.
- (10) Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions.
- (11) Assume responsibility for control and direction of students related to suspension from school, suspension from the bus and school in accordance with Governing Board policies and statutes.
- (12) Provide leadership in the event of school crisis and/or civil disobedience.
- (13) Assist the Principal in the school improvement process.
- (14) Administer and develop teacher duty rosters for the school.
- (15) Provide supervision while maintaining visibility about the campus and classroom.
- (16) Enforce disciplinary procedures and policies for the school.
- (17) Interpret and enforce the Student Conduct Code.
- (18) Supervise all facets of the registration process.
- (19) Coordinate the production of pre-planning materials.
- (20) Attend as many school functions as possible.
- (21) Supervise and evaluate instructional, support, and service personnel as assigned by the Principal.
- (22) Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the Principal.
- (23) Develop and maintain positive school/community relations and act as a liaison between school and community.
- (24) Coordinate the school food service program as it relates to the special needs of the school.
- (25) Maintain adequate property inventory records, key control and security of school property.
- (26) Participate in the development of long-range facility needs at the assigned school.
- (27) Coordinate plant safety and facility inspection at the school.
- (28) Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of the facility.
- (29) Coordinate the transportation services at the assigned school.
- (30) Participate in the function of financial planning for the school which may include assisting in the preparation of the school's budget.

- (31) Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services.
- *(32) Supervise the function of student accounting at the school, as it pertains to funding and attendance.
- (33) Manage and administer the attendance policy and procedures.
- *(34) Communicate, through the Principal, to the Governing Board, information relating to various problems or events of unusual nature.
- *(35) Coordinate data processing activities as assigned.
- *(36) Provide leadership for, and supervision of, extracurricular activity programs.
- *(37) Participate in the administration of the school's athletic program.
- *(38) Assist in managing and supervising student activity programs, including the selection of club sponsors.
- *(39) Approve school-sponsored activities and maintain a calendar of all school events.
- (40) Assume responsibility of the school when the Principal is absent from the building.
- (41) Perform other incidental tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the School's approved compensation plan. Length of the work year and hours of employment shall be those established by contract with the Governing Board.

EVALUATION:

Performance of this job will be evaluated by the Principal using the FSLA instrument, in accordance with provisions of the Governing Board's policy on evaluation of personnel.

4. DEAN

PUTNAM ACADEMY OF ARTS AND SCIENCES
JOB DESCRIPTION: DEAN

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Educational Leadership (FELE).
- (3) Minimum of three (3) years successful teaching experience

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of laws, rules, and policies pertaining to attendance and student discipline. Communication skills of listening, speaking, and writing.
- Technical knowledge and skills to enter data, analyze and process information.
- Evidence of effective decision making, management skills, high energy level, tolerance for stress, and strong work standards.
- Ability to apply principles of group dynamics, conflict resolution, and problem-solving.

REPORTS TO:

Principal

JOB GOAL

To create an atmosphere within the school which will enable students to achieve maximum benefits from all programs, services, and opportunities in a safe and orderly environment.

SUPERVISES:

Personnel assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

- (1) Supervise students on campus including hallways, parking lots, cafeteria, restrooms, athletic events, social activities, programs, and assemblies.
- (2) Enforce the discipline code to promote student learning and maintain a safe environment.
- (3) Work closely with students, parents, and staff to correct discipline problems when they occur.
- (4) Provide guidance to, and instruction for, teachers in the implementation of discipline policies.
- (5) Process discipline referrals from teachers in a timely manner and in accordance with Governing Board guidelines.
- (6) Monitor and enforce the attendance policy.
- (7) Maintain student discipline files.
- (8) Maintain the discipline code for the school, including the following functions:
 - a. To create and preserve conditions essential to the orderly conduct of the school.
 - b. To prepare the student for effective participation in adult life.
- (9) Handle bus discipline referrals to support safe transportation of students.
- (10) Investigate and recommend students for suspension and / or expulsion in coordination with the Principal.

(11) Complete investigative and due process procedures resulting from discipline referrals.

(12) Maintain liaison with city, state, juvenile, federal and legal authorities and coordinate with Principal.

(13) Use available resources to support student and staff needs.

(14) Schedule and conduct school-site safety programs and appropriate drills, including completion of follow-up paperwork and recommendations for change.

(15) Communicate and interpret school policies to students, parents, and staff.

(16) Perform other incidental tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Governing Board's approved compensation plan, and on the instructional salary scale.

Length of the work year and hours of employment shall be those established by the Governing Board.

EVALUATION:

Performance will be evaluated on an instrument chosen by the Principal and approved by the Governing Board.

5. EXECUTIVE SECRETARY

PUTNAM ACADEMY OF ARTS AND SCIENCES
JOB DESCRIPTION: EXECUTIVE SECRETARY

QUALIFICATIONS:

- Minimum High School diploma or the Equivalent
- Excellent verbal and written communication
- A sound knowledge of computer skills (includes Skyward programs, computerized accounting, spreadsheets, word processing programs, etc.)
- Time management and stress management abilities
- Flexibility in working environment
- Complete awareness and practice of sound workplace ethics
- Honesty and trustworthiness in daily performance of duties

REPORTS TO: Principal

JOB DESCRIPTION

- Scheduling appointments, meetings and conferences for the Principal or for the Instructional staff
- Maintaining the data shared between the Administration, the District, and the Faculty, by filing and recording the information accordingly
- Answering phones and providing necessary information to callers and recipients
- Greeting parents and visitors and answering their questions
- Attending meetings and official events as requested by the District or by the Principal
- Maintaining all student files and documenting all the correspondence
- Providing word processing and data support
- Responding on a timely basis to public inquiries
- Preparing and posting purchase orders as assigned by the Principal
- Receiving goods ordered and maintaining the inventory
- Organizing and mailing all data requested by the school's bookkeeper
- Receiving calls from teachers who must be absent and arranging for substitute teachers
- All other tasks as reasonably requested by the Principal

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the Governing Board's approved compensation plan.

Length of the work year and hours of employment shall be those established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated by the Principal.

6. DATA ENTRY CLERK

Putnam Academy of Arts and Sciences
Job Description: Data Entry Clerk

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Experience in computer operation and keyboard proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated effective oral and written communication skills.
- Skill in analyzing computer data (input / output).
- Ability to manage time effectively.
- Knowledge in FTE procedures, membership and grade reporting procedures.
- Knowledge in attendance procedures.
- Ability to organize registration procedures.
- Ability to deal effectively with parents and students.

REPORTS TO:

Principal or Executive Secretary

JOB GOAL

To maintain essential records fundamental to the management of the school

PERFORMANCE RESPONSIBILITIES:

- (1) Input entries related to the student information system master file and update daily.
- (2) Input all schedule requests and assist in the scheduling process.
- (4) Process and distribute student schedules, class lists and mailing labels.
- (5) Input all daily entries to the attendance accounting system.
- (6) Input discipline information on the student information system if required.
- (7) Input all entries related to school course and staff master file.
- (8) Input all entries related to grade reporting.
- (9) Assist in processing student class records for generation of FTE.
- (10) Assist administration in producing documents, surveys, reports, and mailing labels.
- (11) Transmit and receive transcripts electronically.
- (12) Participate in in-service training programs as assigned.
- (13) Use effective, positive interpersonal communication skills.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the school's approved compensation plan. Length of the work year and hours of employment shall be those established by the school.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Governing Board's policy on evaluation of personnel.

7. SCHOOL SECRETARY

Putnam Academy of Arts and Sciences
Job Description: School Secretary

QUALIFICATIONS:

- (1) High school diploma.
- (2) Minimum of five (5) years experience as a secretary or clerk with a public school system.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in computer operations.
- Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system.
- Considerable knowledge of office practices, grammar, spelling and business correspondence.
- Ability to exercise independent judgment.
- Ability to deal effectively and courteously with students, parents, personnel, and public.
- Ability to efficiently and effectively manage multiple tasks in stressed situations.

REPORTS TO:

Principal or Executive Secretary

JOB GOAL

To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the education of the students.

PERFORMANCE RESPONSIBILITIES:

- (1) Receipt, deposit and disburse internal accounts funds.
- (2) Assist in preparing purchase orders for all purchases made through school budgeted funds.
- (3) Prepare and submit payment for purchases as required.
- (4) Prepare and submit all reports as required.
- (5) Assist bookkeeper and assist with payroll as required.
- (7) Responsible, at the direction of the Principal, for calling substitute teachers.
- (8) Perform the usual office routines and practices associated with a busy, productive and smoothly run office.
- (9) Maintain records, both student and staff, as required.
- (10) Use effective, positive interpersonal communication skills.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the school's approved compensation plan. Length of the work year and hours of employment shall be those established by the school.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Governing Board's policy on evaluation of personnel.

CHAPTER 2

EMPLOYEE HANDBOOK

SECTION 1

INTRODUCTION AND WELCOME

Welcome to Putnam Academy of Arts and Sciences. This Handbook is designed to acquaint you with our school and to provide you with information about working conditions, benefits, and policies affecting your employment.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Disclaimer: the information contained in this Handbook applies to all Employees. Following the policies described in this Handbook is considered a condition of continued employment. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the school and any of its Employees. The Handbook is a summary of our policies, which are presented here for your information.

2, 1. CHANGES IN POLICY

Putnam Academy reserves the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all Employees of these changes. Changes will be effective on the dates determined by the school, and after those dates all superseded policies will be null.

If you are uncertain about any policy or procedure, speak with your Principal.

2, 2. EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. (See Chapter 3).

2, 3. COMPENSATION

The compensation table and paid holiday schedules are included as Appendix A. Compensation is set by the Governing Board. School holidays are set by the Putnam County School District.

SECTION 2

EMPLOYMENT POLICIES

2, 2, 1. ANTI-DISCRIMINATION

The following policy and procedure is applicable to or for any person designated as an employee of Putnam Academy of Arts and Sciences, Inc., under governance of the Governing Board. "Employee" means any person duly hired by the Principal to perform the duties of an instructor, administrator, or non-instructional worker. "Employee" also refers to the Principal, who is hired by the Governing Board.

Anti-discrimination Policy

It is the policy of the Board that Putnam Academy of Arts and Sciences, Inc. to provide equal opportunities, services, and benefits to Employees and Students without regard to race, color, religion, sex, national origin, age, or handicap in accordance with:

a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d *et seq.*, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.

c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 *et seq.*, which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance.

d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 *et seq.*, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

e. Other applicable state and federal laws.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Principal. Employees can raise concerns and make reports without fear of reprisal.

2, 2, 2. BACKGROUND SCREENING

By statute, a charter school shall employ or contract with Employees who have undergone background screening as provided in 1012.32, F.S. Before employing instructional personnel or school administrators in any position that requires direct contact with students, a charter school shall conduct employment history checks of each of the personnel's previous employers, screen the instructional personnel through use of the educator screening tools described in s. 1001.10(5), and document the findings. If unable to contact a previous employer, the charter school must document efforts to contact the employer.

2, 2, 3. PERSONNEL FILES

Personnel files are the property of Putnam Academy. Employees who wish to review their own file should contact the Principal. With reasonable advance notice, the Employee may review his/her personnel file in the Principal's office and in the presence of the Principal.

2, 2, 4. PERSONNEL DATA CHANGES

It is the responsibility of each Employee to promptly notify the Principal of any changes in personnel data such as:

- Mailing address and physical address
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency.

An Employee's personnel data should be accurate and current at all times.

2, 2, 5. BARGAINING RIGHTS

Because we are a public employer, the instructional and non-instructional Employees of Putnam Academy are entitled to be members of the bargaining unit. Instructional personnel are entitled to those rights and working conditions as outlined in the Instructional Contract between the Putnam County Federation of Teachers/United and the District School Board of Putnam County. The non-instructional Employees are entitled to those rights and working conditions as outlined in the Non-Instructional (Classified) Contract between the Putnam County Federation of Teachers/United and the District School Board of Putnam County.

2, 2, 6. PROBATIONARY PERIOD

The first 90 days of employment are considered a probationary period.

2, 2, 7. EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Teacher Observation: The Principal will evaluate teachers using an instrument approved by the Florida Department of Education. Each employee will receive a copy of the instrument. The Principal may conduct informal performance reviews and planning sessions on a schedule that he/she devises and reviews with staff.

Performance reviews and planning sessions are designed for the Principal and Employee to discuss the Employee's current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for improving instruction. Together, Employee and Principal discuss ways in which the Employee can accomplish goals or learn new skills. The planning sessions are designed for the Employee and his/her Principal to make and agree on new goals, skills, and areas for improvement.

Student Assessment: We will follow 1008.22 F.S. in providing for yearly student assessment. Reading and math scores as measured by standardized tests will enable us to measure academic growth. However, we believe that the current practice of dependence on once-yearly testing is insufficient, and we intend to enhance that practice with evaluation instruments that are broader and more intuitive: projects, publications, science fair submissions, portfolios, and other formative instruments required each quarter will show a more complete picture of student progress and enable us to determine a significant picture of each student's practice. Because our standards will be high and because our expectations for high performance will be known to all, we must provide valid, reliable student assessment of all types.

2, 2, 8. EMPLOYMENT NON-RENEWAL

The contract between the Employee and the school can be renewed each year at the discretion of the Principal and the interest of the Employee.

Florida is an At-Will employment state, meaning that an employee can be dismissed by an employer for any reason. Each employee works as an annual contract employee. This contract may be terminated for cause at any time. Cause may consist of, but is not limited to, any one of the following that has been satisfactorily proven to the Governing Board beyond a reasonable doubt:

- Drug abuse
- Child abuse
- Fraudulent use of corporate or school funds
- Failure to perform necessary job functions
- Failure to maintain proper certification
- Failure to promote a wholesome, safe, and secure workplace
- Termination of the school's charter

2, 2, 9. LEAVE

The 10-month Instructional and Non-Instructional Employees will work 196 days. They are entitled to 10 sick leave days per year, six of which may be used for personal leave. Unused sick leave may be accrued to the next school year; unused personal leave may not be accrued.

If the Employee is going to be absent, he/she should contact Melissa Pahota (904-901-3373) or Sindy Hunt (386-937-0223) by 10:00 PM the night before or after 6 AM the day of absence.

Emergency substitute plans must be kept on file with the school secretary.

Employees may take personal leave if:

- 1) prior approval of the absence has been given by the Principal, AND
- 2) the presence of the employee requesting absence is not essential for effective school operation.

A leave form must be filed and approved by the Principal five (5) calendar days prior to leave.

Unless otherwise approved by the Governing Board, personal leave will not be granted during:

- A) pre-planning,
- B) post-planning,
- C) in-service days,
- D) day before holidays,
- E) day after holidays,
- F) first week of any semester, OR
- G) last week of any semester.

The Governing Board may determine that such leave should be granted due to an emergency or extenuating circumstances beyond the employee's control.

The Governing Board or Principal may refuse to allow an employee to take personal leave if qualified substitutes are not available.

If the Employee becomes ill while at work or must leave the school, the Employee must inform the Principal.

Other types of leave, such as for disability, pregnancy, military purposes, or jury duty should be discussed with the Principal. Federal and State laws may apply.

Any employee, who files a written request no later than two weeks prior to the last day of school, will be authorized to receive an annual payment for accumulated sick leave earned but not used during the current school year. Payment shall be calculated based on the employee's daily rate of pay multiplied by eighty percent (80%). This payment will be limited to a maximum of five (5) days, provided the employee's remaining sick leave balance does not fall below three (3) days. Days for which such payment is received will be deducted from the

employee's accumulated leave balance.

2, 2, 10 LEAVE FOR 12-MONTH EMPLOYEES

The 12-month employees will work 241 days of the 12-month school year. They are entitled to 12 vacation days and 12 sick/personal days. Unused sick leave may be accrued to the next school year; unused personal leave may not be accrued.

2, 2, 11 ABSENCE OF THE PRINCIPAL

An administrator shall notify the Governing Board if it is necessary that he be absent from the school for a day or more. He shall leave a responsible member of the staff in charge. The name of the person left in charge shall be submitted to the Governing Board at the time of notification.

2, 2, 12. ACCIDENTS, HEALTH, AND SAFETY

A. Employee Requiring Medical Attention

In the event an Employee requires medical attention as the result of becoming ill while at work, the Employee's personal physician must be notified immediately. If it is necessary for the Employee to be seen by the doctor or go to the hospital, a family member will be called to transport the Employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the illness of an Employee on-site, the Employee will be responsible for any transportation charges. Furthermore, Putnam Academy's Employees will not be responsible for transportation of another Employee due to liabilities that may occur.

B. Worker's Compensation

All accidents resulting in injury must be reported immediately to the secretary on the day of the injury. Detailed documentation must be recorded. If the injury is of a serious nature, emergency help will be summoned by the Principal and the Employee will be taken to the nearest medical facility, as determined by Emergency Medical Services.

Worker's compensation insurance payments will begin once the employee has used all accumulated sick leave.

A physician's return to work certificate must be presented.

2, 2, 13. EMPLOYEE WORKDAY AND LUNCH

With the exception of planning days, the employee workday will be from 8:30 AM to 4:00 PM. The instructional staff does not have scheduled breaks nor are they allowed to leave campus for lunch.

On a planning day, all staff may leave campus for lunch.

On school days, lunch is served at designated times. It may not always be possible for teachers to have a duty-free lunch. The Principal will explain the procedure for teacher lunch periods.

2, 2, 14. EARLY RELEASE DAYS

If early release days remain on the calendar, they are considered half-day planning days for teachers. Release time for students will be announced. Teachers may not leave campus for lunch unless authorized by the Principal.

2, 2, 15. ATTENDANCE AT SCHOOL ACTIVITIES

Every member of the faculty is encouraged to support as many school activities as possible. Attendance may be as chaperones or as helpers.

Governing Board members will also be encouraged to attend.

EMERGENCY CODES

2, 2, 16. CODE “RED”

The following will be announced over the intercom: “Attention faculty and staff, please check your email.” This announcement may be repeated.

This signals an emergency that will result in locking down the campus. Code Red is used only in the following incidents:

- Intruders or unauthorized persons
- Hostage situation
- Armed persons on campus
- Drive-by shootings
- Civil disturbances
- Student abductions

Students are to remain in classrooms as quiet as possible. Teachers are to lock doors, turn off lights, and move students to an area out of view. Students in the hallway are to be brought into the nearest classroom for safety. Teachers and students are to remain until the “All Clear” is given.

2, 2, 17. CODE GREEN

This is an evacuation code to leave the campus. The following will be announced on the intercom: “At this time, all students, faculty, and staff members are to evacuate the school immediately in an orderly manner.”

This signal will be used in the following incidents:

- Bomb threats
- Fire/Explosion
- Toxic spills, gas leaks, fumes
- Traffic crashes that are a danger to the school

No announcement is necessary if the fire alarm is pulled.

2, 2, 18. INCLEMENT WEATHER/EMERGENCY CLOSINGS CODE BLACK

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the school will be made by the District. When the decision is made to close the school, Employees will receive official notification from the Principal.

In the event of a tornado warning, all students, faculty, and staff are to report to designated safe area of their classroom or work space.

2, 2, 19. BUILDING SECURITY

All Employees who are issued keys are responsible for their safekeeping. These Employees will sign a Building Key Disbursement form upon receiving the key. Every Employee, upon leaving the campus at the end of the school day, assumes the responsibility to ensure that his/her classroom doors are securely locked, the alarm system is armed, A/C is off, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

2, 2, 20. INSURANCE ON PERSONAL EFFECTS

All Employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the school. Putnam Academy assumes no risk for any loss or damage to personal property.

2, 2, 21. SUPPLIES; EXPENDITURES; OBLIGATING THE SCHOOL

A. **School Supplies:** Employees may purchase supplies only after an approved purchase order is issued by the Principal. No Employee whose regular duties do not include purchasing shall incur any expense on behalf of Putnam Academy or bind Putnam Academy by any promise or representation without written approval. No reimbursement will be issued for purchases made without an approved purchase order. No reimbursement will be allowed unless the expense has been approved in advance by the Principal.

Further information regarding Warehouse purchases or purchases from outside vendors may be obtained from Mrs. Pahota and Mrs. Hunt.

B. **Job-Related Expenses:** The Governing Board will provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member of the school in the course of performing services of the school, and at the request of the school, whether within or outside the District, under the direction of the Principal and in accordance with state per diem policies.

The Principal (or the Governing Board in the case of the Principal) shall determine the validity of the payments for job-related expenses. Pre-approval of estimated expenses is required.

The school will pay the expenses of staff members when they attend meetings with prior approval of the Principal and the Governing Board.

Staff is expected to exercise care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs for personal preference or convenience will not be reimbursed.

Unauthorized expenses include, but are not limited to, alcohol, movies, rental car insurance, fines for traffic violations, and entertainment/meals/lodging for spouses or guests.

2, 2, 22. COPYRIGHT POLICY

Copyrighted materials in any form will not be duplicated or reproduced in whole or in part without written authorization from the copyright owner. School personnel requesting duplication of copyrighted materials are responsible for obtaining the authorization.

Television broadcasts recorded at home and converted to school use are an infringement of copyright law.

2, 2, 23. PARKING

Employees must park their cars in designated parking spaces or areas preapproved by the Principal. Cars should be locked.

2, 2, 24. VISITORS IN THE WORKPLACE

To provide for the safety and security of students, Employees, visitors, and the facilities at Putnam Academy, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards student and Employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main office, sign-in at the front desk, receive a 'Visitor' badge to wear while on premises, and sign out when leaving.

SECTION 3

STANDARDS OF CONDUCT

2, 3, 1. The State of Florida upholds a Code of Ethics for Educators. It is as follows:

6B-1.001 Code of Ethics of the Education Profession in Florida.

1. The educator 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. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall 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. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall 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 shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.

- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- 4. Obligation to the public requires that the individual:
 - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
- 5. Obligation to the profession of education requires that the individual:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall 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.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall 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, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.
 - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - g. Shall not misrepresent one's own professional qualifications.
 - h. Shall not submit fraudulent information on any document in connection with professional activities.
 - i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
 - l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
 - m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program,

or entering of a plea of guilty or Nolo Contendre for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS.
History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

2, 3, 2. CHILD ABUSE

Any employee of Putnam Academy who has reason to believe that a child has been subjected to abuse shall confer with the Principal before taking action.

2, 3, 3. SEXUAL HARASSMENT

We establish and maintain a positive learning environment for Employees and Students that is fair, humane, and responsible. Sexual discrimination, including sexual harassment, is inimical to any institution.

Sexual harassment violates state and federal laws and the Governing Policies and Procedures of the Board. "Sexual harassment" means an un-welcomed sexual advance, request for sexual favors, or behavior, oral statements, or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's grade, receipt of a grade, or status as a student or an employee's continuing employment or employee evaluation;
- b. an individual's submission to or rejection of such conduct is used as a basis for a decision affecting the individual; or
- c. such conduct has the purpose or effect of substantially interfering with a student's learning or learning performance, or creating an intimidating, hostile, or offensive workplace environment for the employee.

Putnam Academy is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another Employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any Employee who becomes aware of possible harassment should promptly advise the Principal, who will handle the matter in a timely and confidential manner. We commit to the prompt, confidential, and equitable resolution of Employee and Student complaints alleging an act of sex-based discrimination, including sexual harassment.

2, 3, 4. PUTNAM ACADEMY DISCIPLINE PLAN

The Governing Board of Putnam Academy adopted the Putnam County School District Student Code of Conduct on June 28, 2023. Copies of the Code of Conduct are available in the school office, on the school website, and on the District website. The Code of Conduct is annually reviewed with students on the first day of school.

2, 3, 5. TELEPHONE USE

Employee use of a school phone or cell phone during student contact time is discouraged except for extreme emergencies.

To respect the rights of all Employees and avoid miscommunication in the office, Employees must inform family members and friends to limit personal telephone calls during working hours.

2, 3, 6. PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with students or parents. Employees should be well groomed and dressed appropriately for school. Employees may wear the school uniform or choose professional dress appropriate to their teaching position.

2, 3, 7. TOBACCO PRODUCTS

The use of tobacco products is not permitted anywhere on the school's premises.

2, 3, 8. INTERNET USE

Personal use of the Internet is not permitted during student contact hours. All emails sent or received on the District email system are recorded and are able to be made public for seven years.

F.S.119.01 is a broad and sweeping public records policy that allows most government documents to be available to the public, with certain exceptions. The "Sunshine Law" aims to create governmental transparency to the state's citizens. However, governmental entities must also advise on their website that due to Florida's public records law, any e-mail sent is subject to a public records search. Information that may be released includes the sender's e-mail, home address, phone number if listed, and the content of the e-mail. Any communication that you wish to remain private should be sent through the postal service or conducted by phone. On a related note, Internet service providers must present records on customer accounts if legally demanded through the courts.

School emails are subject to the Sunshine Law. **No emails are private.**

Per HB 258 and HB 379, TikTok, and all other applications identified by the Department of Management Services, are prohibited on school-issued devices and networks.

2, 3, 9. SKYWARD

Skyward information must be kept up-to-date. New employees will be trained as needed.

2, 3, 10. LESSON PLANS

Teachers are required to have weekly lesson plans developed. Lesson plans may be composed on Skyward or in a format supplied or approved by the Principal. Lesson plans must be accessible to teachers at all times. In addition, a substitute teacher packet is to be prepared in the event that a teacher is absent without enough time to prepare lesson plans for the substitute.

Substitute teacher packets are required and are to be submitted to the school secretary.

2, 3, 11. USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

The Principal will approve all field trips for students. Approved field trip forms will be used. Students will most frequently be conveyed by school bus or private bus. Teachers will not be required to transport students in their private vehicles. Teachers who choose to transport students must have parent permission and provide proof of liability, bodily injury and property damage insurance, and a copy of their valid Florida driver's license. These copies are to be attached to the field trip request submitted to the Principal. Further information on planning, scheduling, chaperoning, and approving field trips will be given by the Principal.

SECTION 4

PAYDAY SCHEDULE

2, 4, 1. PAYDAYS

All Employees are paid twice a month, approximately on the 15th and on the last school day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, Employees will receive pay on the previous day of school.

Paychecks will not, under any circumstances, be given to any person other than the Employee without written authorization. Paychecks may also be deposited directly into an Employee's bank account upon request.

Salary schedules appear as Appendix A.

SECTION V

BENEFITS AND SERVICES

Putnam Academy offers a benefits program for its full-time Employees. **Disclaimer:** the existence of these programs does not signify that an Employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

2, 5, 1. HEALTH INSURANCE

Putnam Academy will pay a maximum of \$531 per month toward AFLAC or 100% of the cost of the school's BlueCross BlueShield #5261 individual health insurance coverage. Additional information will be offered in the first weeks of school.

2, 5, 2. SOCIAL SECURITY/MEDICARE

Putnam Academy withholds income tax from all Employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

2, 5, 3. FRS

Because we are a public employer, all employees are eligible to join the Florida Retirement system. Further information will be coming from the Principal.

2, 5, 4. HOLIDAYS

Putnam Academy follows the District calendar. Students and teachers observe all the holidays indicated on that calendar. See Appendix B.

Any changes to the calendar will be announced by the Principal.

2, 5, 5. JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or perform military obligations. A copy of the jury duty summons or military orders and all other associated paperwork is required for the personnel file. Such events are considered TDE, Temporary Duty Elsewhere, and are not counted against the Employee's leave.

2, 5, 6. TRAINING AND PROFESSIONAL DEVELOPMENT

Teachers in Florida are required to complete professional development in order to renew their teaching certificates. School districts have developed professional development systems that provide teachers with opportunities to complete these recertification requirements through in-service training (continuing education for teachers after they have entered the teaching profession). The Principal will work with teachers to provide in-service opportunities that are worthwhile and useful. The Principal will provide an in-service calendar for the year.

SECTION 6

EMPLOYEE COMMUNICATIONS

2, 6, 1. STAFF MEETINGS

Regular staff meetings will be held weekly. These informative meetings allow Employees to be informed on recent school activities or problems. Staff meetings are mandatory. Other meetings may be called by the Principal as needed.

2, 6, 2. COLLECTIVE BARGAINING AND GRIEVANCE PROCEDURE

Pursuant to 1002.33(12)(b), school Employees have the right to collective bargaining as part of the existing District collective bargaining unit. As a public employer, our Employees are public Employees for all purposes, including participation in the Florida Retirement System pursuant to 121.021(34).

Under normal working conditions, Employees who have a job-related problem, question or complaint should first discuss it with their Principal. At this level, Employees usually reach the simplest, quickest, and most satisfactory solution. If the Employee and Principal have exhausted all options and do not solve the problem, the Employee is entitled to bring a grievance to the Governing Board of the school. **Please use the Grievance Procedure described on the following page.**

GRIEVANCE PROCEDURE

PUTNAM ACADEMY OF ARTS AND SCIENCES

NAME _____ DATE _____

POSITION (i.e. parent, teacher, student) _____

The Grievance Procedure has four steps. The first is informal resolution. The second, for parents and/or students, is to contact the Parent Liaison. The third is to file a formal grievance. The fourth is to appeal to the Governing Board.

1. **Informal Resolution:** You and any involved party are encouraged to resolve the issue between yourselves. No further action is required.

2. **Parent Liaison:** This step is for parents and/or students only. If you cannot resolve the situation informally, please contact Ginny Murph, our Parent Liaison, at hughes_g57@hotmail.com. The Parent Liaison has a statutory responsibility to hear your concern and try to enable a resolution.

3. **Formal Grievance:** If you cannot resolve the situation informally, you have 15 working days from the date of the grievable event to file a formal written grievance. The written grievance is considered filed when it is submitted to the school principal. Please provide the following information.

A. Date of event _____

B. A specific statement of the law, rule, policy, and/or acceptable practice that has been violated. What action or conduct constituted the violation? Additional pages may be attached.

C. The resolution or remedy you want. Additional pages may be attached.

D. Signatures

Grievant's Signature

Date

Principal's Signature

Date received from Grievant

4. Formal Grievance made to the Governing Board

If you cannot resolve your grievance either informally, with the Parent Liaison if you are a parent, or with the Principal, you may file the grievance with the Governing Board. Please email passgovboard@gmail.com stating the grievance and the process which failed to resolve the grievance. The Board must be notified

within 15 working days of receipt of the Principal's response. You will be notified of your placement on the next Board meeting agenda.

Disclaimer: the information contained in this Handbook applies to all Employees. Following the policies described in this Handbook is considered a condition of continued employment. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the school and any of its Employees. The Handbook is a summary of our policies, which are presented here for your information.

Salary Schedule Certified Personnel

0	41,000
1	41,500
2	42,000
3	42,500
4	43,000
5	43,500
6	44,000
7	44,500
8	45,000
9	45,500
10	46,000
11	46,500
12	47,000
13	47,500
14	48,000
15	48,500
16	49,000
17	49,500
18	50,000
19	50,500
20	51,000
21	51,500
22	52,000

For a Master's Degree, add \$1,500.

For Dean, add \$1,000.

For Athletic Director, add \$1,000.

Salary Schedule Classified Personnel

Years of Service	Hourly Rate
0	15.00
1	15.10
2	15.20
3	15.30
4	15.40
5	15.50
6	15.60
7	15.70
8	15.80
9	15.90
10	16.00
11	16.10
12	16.20
13	16.30
14	16.40
15	16.50
16	16.60
17	16.70
18	16.80
19	16.90
20	17.00
21	17.10
22	17.20

For AA Degree, add \$1,000 annually.

For BS/BA Degree, add \$2,000 annually.

Salary Schedule
Bookkeeper/Secretary
Data Clerk

Year	Amount
0	29,000
1	29,500
2	30,000
3	30,500
4	31,000
5	31,500
6	32,000
7	32,500
8	33,000
9	33,500
10	34,000
11	34,500
12	35,000
13	35,500
14	36,000
15	36,500
16	37,000
17	37,500
18	38,000
19	38,500
20	39,000
21	39,500
22	40,000

For AA Degree, add \$1,000 annually.

For BS/BA Degree, add \$2,000 annually.

School Calendar

August 3, 2023	Staff In-service Day
August 4, 7, 8, and 9, 2023	Teacher Pre-planning Days
August 10, 2023	First Day of School
September 4, 2023	Labor Day Holiday
September 26, 2023	Early Release Day
October 13, 2023	End 1 st Nine Weeks
October 16, 2023	Staff In-service Day – Student Holiday
October 17, 2023	Teacher Planning Day – Student Holiday
October 24, 2023	Early Release Day
November 10, 2023	Veterans Day Holiday
November 20, 21, 22, 23, and 24, 2023	Thanksgiving Holidays
November 28, 2023	Early Release Day
December 21, 2023	Early Release Day
December 22, 2023 – January 7, 2024	Winter Holidays
January 8, 2024	Teacher Planning Day – Student Holiday
January 9, 2024	Staff In-service Day – Student Holiday
January 10, 2024	Students Return
January 12, 2024	End 2 nd Nine Weeks; End 1 st Semester
January 15, 2024	Martin Luther King, Jr. Holiday
January 23, 2024	Early Release Day
February 19, 2024	President's Day Holiday
February 27, 2024	Early Release Day
March 18, 19, 20, 21, and 22, 2024	Spring Break
March 26, 2024	Early Release Day
March 27, 2024	End 3 rd Nine Weeks
March 28, 2024	Teacher Planning Day – Student Holiday
March 29, 2024	Good Friday Holiday
April 23, 2024	Early Release Day
May 27, 2024	Memorial Day Holiday
May 30, 2024	Early Release Day
May 31, 2024	Early Release Day – Last Day of School

I have read and understood the Handbook. I agree to follow the policies in the Handbook as a condition of employment and understand that the Handbook is not an employment contract.

This page must be signed and given to the Principal or Executive Secretary, who will keep the page in my personnel file.

Signature of Employee

Date

Signature of Principal or designee

Date