

ENTERPRISE HIGH SCHOOL



BOARD OF DIRECTORS POLICY MANUAL 2013-14

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AMENDED AND RESTATED BYLAWS

OF

PINELLAS EDUCATION ORGANIZATION, INC.

ARTICLE I

Location

These Amended and Restated Bylaws of Pinellas Education Organization, Inc., f/k/a Life Skills Center North Pinellas, Inc., are intended to amend, restate and completely supersede the Amended Bylaws of Life Skills Center North Pinellas, Inc., dated July 20, 2010. The principal office of PINELLAS EDUCATION ORGANIZATION, INC. (the "Corporation"), at which the general business of the Corporation shall be transacted and where the records of the Corporation shall be kept, shall be 2461 McMullen Booth Road, Clearwater, FL 33759. The Corporation also may have additional offices at such other locations within or without the State of Florida as the Board of Directors may determine from time to time.

ARTICLE II

Purposes

Section 1. Purposes, The purposes for which the Corporation is formed are the following:

- (a) To establish, provide, promote, supervise, own and conduct a high school for the education of persons in high school;
- (b) To set and maintain standards for said school conforming to the minimum standards prescribed by the state board of education.
- (c) To receive and administer funds for the benefit of the corporation, or its successors, and to that end to accept, receive, take and hold by bequest, devise, grant, gift, purchase exchange, lease, transfer, judicial order or decree, or otherwise, for any of its objects or purposes any real or personal property, or both, of whatever kind, nature, or description and wherever situated, and subject to the restrictions and limitations hereafter set forth, to use and apply the whole or part of the income there from and the principal thereof exclusively for educational purposes, either directly, or by contributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended or the corresponding provision of any future United States Internal Revenue Law (herein collectively referred to as the "Internal Revenue Code") without responsibility for depreciation in the value thereof;
- (d) To own, use, buy, sell, exchange, convey, mortgage, lease, transfer, invest,

hold in trust, or otherwise dispose of, any such property, real or personal, or both, subject to the restrictions and limitations hereafter set forth, and as otherwise prescribed by law;

- (e) To borrow money, and from time to time, to make, accept, endorse, execute, and issue bonds, debentures, promissory notes, bills of exchange, and other obligations of the corporation for moneys borrowed or in payment for property acquired or for any of the other purposes of the corporation, and to secure the payment of any such obligations by mortgage, pledge, deed, indenture, agreement, or other instrument of trust, or by other lien upon, assignment of, or agreement in regard to all or any part of the property, rights, or privileges of the corporation wherever situated, whether now owned or hereafter to be acquired;
- (f) To operate exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, in the course of which operation:
 - (1) No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its Directors, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein;
 - (2) No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code;
 - (3) Notwithstanding any other provisions of these bylaws, the corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- (g) To fulfill these purposes in a manner and in accordance with a policy that the school shall not discriminate against students on the basis of race, color, gender, national origin or ethnicity;
- (h) To engage in any activity in which a non-profit corporation may engage under the laws of the State of Florida, and Sections 170(b) and (c) and 501(c)(3) of the Internal Revenue Code.
- (i) In addition to the powers and authorities set forth above, the Directors of the Corporation shall have the authority to authorize by resolution the establishment of a bank account or accounts for the benefit of the Corporation and will have sole and exclusive authority to designate the signatory or signatories on such account or accounts.

ARTICLE III

Directors

Section 1. Number of Directors. The number of Directors shall consist of not less than three (3) persons and not more than nine (9). The number of Directors may be increased by a vote, in person, of a majority of the total number of Directors; provided, however, that notice of any increase in the number of Directors shall be included in the notice of such meeting.

Section 2. Term of Directors. The voting Directors shall elect additional Directors for terms consistent with one-third serving on a three (3) year term, one-third serving on a two (2) year term, and one-third serving on a one (1) year term.

Section 3. Elections of Directors. The Directors shall be elected at the annual meeting of the Board of Directors, or at a special Board of Directors meeting called for such purpose. Election shall be by a majority of the Directors constituting a quorum and entitled to vote at such meeting.

Section 4. Vacancies. A vacancy among the Directors shall be filled by the appointment of a Successor Director to serve for the portion of the term remaining. Such appointment shall be by a majority of the then existing Board of Directors.

Section 5. Removal of a Director. A Director may be removed by a majority vote of the then serving Board of Directors with or without cause. Any Director so removed shall turn over to the Board of Directors any and all records of the Corporation in his or her possession within seventy-two (72) hours.

Section 6. Quorum. A majority of the Board of Directors shall constitute a quorum. The acts of a majority of Directors at a meeting at which a quorum is present shall be the acts of the Board.

Section 7. Bylaws. For the government of its actions, the Board of Directors may adopt additional bylaws consistent with the Articles of Incorporation.

Section 8. Meetings of the Board of Directors. The Board of Directors shall meet quarterly, during a meeting which is open to the general public, on a schedule and at a location to be determined by a majority vote of the Directors then present at a regularly scheduled Board of Directors meeting. Notice of said meetings shall be provided to the general public and school community at least forty-eight hours (excluding Saturday, Sunday and legal holidays) before the meeting, or as otherwise in accordance with Florida law.

Section 9. Special Meetings. Special meetings of the Board of Directors may be called at any time upon the call of any Director. Said meeting shall be open to the general public and the Directors shall fix a reasonable time and place for holding such special meeting. Notice of any special meeting of the Board of Directors shall be mailed or delivered personally to each Director, at least two (2) days before the day on which the meeting is to be held. The notice shall state the time and place of the meeting. Notice to the general public and school community shall be given at least forty-eight hours (excluding Saturday, Sunday and legal holidays) before the meeting, or as otherwise in accordance with Florida law.

Section 10. Waiver of Notice. Notice of the time, place, and purpose of any meeting of voting Directors may be waived, in writing, either before or after the holding of such meeting by any Director. This waiver shall then be filed with the records of the meeting. The attendance of any Director at any such meeting without protest, prior to or at the commencement of the meeting, shall constitute a waiver of notice.

ARTICLE IV

Committees

Committees. The Directors of the Corporation, by resolution, may designate one or more committees, each committee to consist of one or more Directors selected by the Directors of the Corporation. As provided in the resolution as initially adopted, and as thereafter supplemented or amended by further resolution, the committees shall have such powers as delegated by the Directors of the Corporation, except (i) filling of vacancies in the officers of the Directors of the Corporation or committees created pursuant to this Section; (ii) amending the Articles of Incorporation or Bylaws; or (iii) any action the Directors of the Corporation cannot lawfully delegate under the Articles, Bylaws or Applicable Law. All committee meetings shall at all times be in compliance with Florida's Government-in-the-Sunshine Law (Section 286.011, F.S.). Each committee shall fix its own rules governing the conduct of its activities and shall make such reports to the Directors of the Corporation of its activities as the Directors of the Corporation may request.

ARTICLE V

Officers

Section 1. General Provisions. The Directors of the Corporation shall elect a President, Secretary, Treasurer and such other officers, including a Vice President, as the Board of Directors may from time to time designate.

An individual may simultaneously hold more than one (1) office in the Corporation.

Section 2. Term of Office. All officers of the Corporation shall hold office for one (1) year or until their successors are elected. The Officers shall be elected at the annual meeting of the Board of Directors, or at a special Board of Directors meeting called for such purpose. The Board of Directors may remove any officer at any time, with or without cause by a majority vote.

Section 3. President. The President shall be the active executive officer of the Corporation and shall exercise supervision over the business of the Corporation and over its several officers, subject, however, to the control of the Board of Directors. He or she shall preside at all meetings of Directors. He or she shall have authority to sign instruments requiring his or her signature; and such other duties as shall be assigned to him or her by the Board of Directors.

Section 4. Vice-President. The Vice President shall perform such duties as are conferred upon them by these Bylaws or as may from time to time be assigned to them by the Board of Directors or the President. At the request of the President (or in the absence or disability, the Vice President designated by the Board of Directors) shall perform all the duties of the President, when so acting shall have all the powers and duties of the President. The authority of Vice President to sign in the name of the corporation shall be coordinated with like authority of the President.

Section 5. Secretary. The Secretary of the Corporation shall keep minutes of all proceedings of the meetings and shall make proper records of the same, which shall be attested to by him or her. He or she shall keep such books as may be required by the Board of Directors and file all reports to State and Federal government. He or she shall be required to give notice of meetings of the Directors and the Executive Committee, and shall perform such other and further duties as may be assigned to him or her by Board of Directors. The Secretary shall sign all documents requiring his or her signature. The Board of Directors may appoint an Assistant Secretary when

deemed to be in the best interest of the Corporation. The Assistant Secretary has the power and authority to sign in the absence of the Secretary, upon approval by the President.

Section 6. Treasurer. The Treasurer shall have general supervision of all finances; he or she shall receive and have in his or her charge all money, bills, notes, deeds, leases, mortgages and similar property belonging to the Corporation, and shall do with same as is required by the Board of Directors. He or she shall cause to be kept adequate and correct accounts of its assets and liabilities, receipts, disbursements, gains, losses, stated capital shares, together with such other accounts as may be required, and, upon the expiration of his or her term of office shall turn over to the Board of Directors all property, books, papers, and money of the Corporation in his or her hands; and he or she shall perform such other duties as may be assigned to him or her by the Board.

Section 7. Assistant and Subordinate Officers. The Board of Directors may appoint such assistant and subordinate officers, as it may deem desirable. Each such officer shall hold office during the term directed by the Board of Directors and perform such duties as the Board may prescribe.

Section 8. Duties of Officers May be Delegated. In the absence of any officer of the corporation, or for any other reason, which the Board of Directors may deem sufficient, the Board may delegate, for the time being, the powers and duties, or any one of them, of such officer to any other officer or to any other person.

ARTICLE VI

Nondiscriminatory Policy

The corporation shall not discriminate on the basis of race, color, disability, gender or ethnic origin with respect to its rights, privileges, programs, activities, and/or in the administration of its educational programs and athletic/extracurricular activities.

ARTICLE VII

Goals and Interest

All Directors shall work for the common goals and purposes of the Corporation.

ARTICLE VIII

Dissolution

If deemed advisable by the Board of Directors, the Corporation may be dissolved pursuant to the applicable provisions of the nonprofit corporation laws of the State of Florida. Upon the dissolution of the Corporation, the Corporation shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all assets of the Corporation as provided in the Articles of Incorporation of the Corporation.

ARTICLE IX

Conflict of Interest

The Board of Directors and/or the Corporation, shall use no public funds received from or through the Board to purchase or lease a property, goods, or services from any Director, Officer, or employee of the School or the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, stepson, step daughter, step brother, step sister, half-brother or half-sister (“relative”) of the Director, Officer, or employee, or from any business in which any Director, Officer, employee or relative has an interest, nor shall the Corporation use any property, goods, or services purchased or leased with by public funds for the private benefit of any person or entity, including an Officer, Director and employee or relative.

The Board of Directors, a Director, an Officer or employee shall not appoint, employ, promote, advance, or advocate for appointment, employment, promotion or advancement of any relative of his/hers, including, his/her father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, stepson, step daughter, step brother, step sister, half-brother or half-sister, to a position in which he/she serves on or to any position that he/she has jurisdiction over or controls.

Directors, Officers and employees shall annually complete and sign a Conflict of Interest statement regarding these prohibitions.

ARTICLE X

Amendments

The power to alter, amend or repeal these bylaws and adopt new bylaws shall be vested in the Board of Directors.

I hereby certify that the foregoing Amended and Restated Bylaws for PINELLAS EDUCATION ORGANIZATION, INC., was adopted by a majority vote of a quorum of the Board of Directors of PINELLAS EDUCATION ORGANIZATION, INC., at a duly noticed, regularly scheduled meeting on May 17, 2011.

Secretary

CODE ETHICS/CONFLICT OF INTEREST POLICY - 0102

The Board of Directors of Enterprise High School requires that each Director adhere to the provisions set forth in the "Code of Ethics/Conflict of Interest Policy." Further, each Director is required to complete and sign the "Conflict of Interest Disclosure Form."

This Code of Ethics/Conflict of Interest Policy (the "Policy") has been unanimously adopted by the Board of Directors of Enterprise High School (the "Non-Profit") and is intended to apply to the Corporation's Directors, Officers, employees, and charter school personnel.

Definitions

Charter school personnel:

A charter school owner, president, chairperson of the governing board of directors, superintendent, governing board member, principal, assistant principal, or any other person employed by the charter school who has decision making authority and in whom is vested the authority, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in a charter school, including the authority as a member of a governing body of a charter school to vote on the appointment, employment, promotion, or advancement of individuals.

Corporation: Enterprise High School

District: Pinellas County.

Financial Interest:

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

- I. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- II. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- III. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as loans, gifts or favors that are substantial in nature. Without limiting the generality of the foregoing, the receipt of gifts during any twelve-month period having a value or cost of \$25 or more in the aggregate shall be considered substantial in nature. 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 board or committee decides that a conflict of interest exists.

Interested Persons:

Any Director, Officer, employee or charter school personnel of the Corporation who has a direct or indirect financial interest or relationship, as defined in the section, or who is the relative of an individual who may be or has been appointed, employed, promoted, advanced or advocated for a position in which Director, Officer, employee, or other charter school personnel serves on or exercises jurisdiction or control over, as defined in this section.

Relative:

An individual's father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

School: Enterprise High School

Purpose of Code of Ethics

The purpose of this Policy relating to the Corporation's Code of Ethics is to promote the honest and ethical conduct of the Directors, Officers, employees, and charter school personnel of the Corporation, including:

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- I. addressing procedures with regard to the ethical handling of actual or apparent conflicts of interest for the director, officer or employee with regard to the individual's personal and professional relationships;
- II. the inclusion of full, fair, accurate, timely and understandable disclosure in periodic reports required to be filed by the Corporation;
- III. compliance with all applicable governmental rules and regulations;
- IV. prompt internal reporting of violations of this Policy; and,
- V. Accountability for and adherence to this Code of Ethics/Conflict of Interest Policy.

This Policy is intended to supplement, but not replace, any applicable state law governing conflicts of interest applicable to charter schools and to non-profit and charitable corporations.

Conflict of Interest Policy

- I. Procedures
 - A. Duty to Disclose
 1. In connection with any actual or possible financial conflict of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the Directors and members of Committee(s) with Board-delegated powers considering the proposed transaction or arrangement.
 2. In connection with the potential appointment, employment, promotion, advancement, and/or advocacy of an interested person's relative, as defined in this section, in or to a position at the school in which the interested person is serving or over which the interested person exercises jurisdiction or control, the interested person must disclose the familial relationship to the Board or related Committee(s) with Board-delegated powers.
 - B. Determining Whether a Financial Conflict of Interest Exists
 1. After disclosure of the financial interest and all related material facts, and after any discussion with interested person, he or she shall leave the Board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Committee members shall thereupon determine, by a vote of seventy-five percent (75%) of the voters entitled to vote, whether the disclosure shows that a conflict of interest exists or can be reasonably construed to exist.
 - C. Procedures for Addressing a Conflict of Interest
 1. If an interested person discloses that he/she has a conflict of interest with regard to the appointment, employment, promotion, advancement, or avocation of a relative, the interested person shall thereafter be recused concerning any decision to be made by the Board. The interested person is prohibited from voting, advocating for, or in any way participating in any Board decision with regard to the individual, and his/her status, notwithstanding the referenced familial relationship. Further, if a conflict for the Board based on the familial relationship exists; the Board shall not consummate the proposed relationship.
 2. Concerning the existence of a financial conflict of interest, the chairperson of the Board or Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board or Committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest; or whether the relationship with the interested person results in a conflict of interest. If a more advantageous transaction or arrangement is not reasonably attainable concerning the financial interest subject to the conflict of interest, under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or agreement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination
 3. An interested person may make a presentation at the Board or Committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that result in the conflict of interest.

D. Violations of the Conflict of Interest Policy

1. If the Board or Committee has reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest or has violated this policy, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose or violation.
2. If, after hearing the response of the person subject of the conflict of interest allegations, and making such further investigation as may be warranted in the circumstances, the Board or Committee determines that the person has in fact failed to disclose an actual or possible conflict of interest or has violated this policy, it shall take appropriate disciplinary and corrective action.

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E. Prohibited Conflicts of Interest

The foregoing notwithstanding, the limitations specified below shall apply to all of the Corporation's Directors, Officers, employees, and charter school personnel. Any circumstance or situation violating such limitations shall constitute a violation of this policy, and is not subject to waiver or approval by the Board or otherwise:

1. No person who is an owner, Officer, Director, Agent, Representative, or employee of a for-profit education management organization having a business relationship with the corporation shall be a director of the corporation during such relationship.
2. No person who is an owner, officer, director, agent, representative, or employee of a for-profit organization having a business relationship with the corporation shall be a director of corporation during such relationship.
3. Directors, Officers, or employees of any single organization shall hold no more than forty percent (40%) of total seats comprised by the Board.
4. No Director, Officer, agent, representative, or employee of the Corporation may ask a subordinate, a student, or a parent of a student to work on or give to any political campaign.
5. No Directors, Officer, employees, or charter school personnel shall appoint, employ, promote, advance, or advocate for appointment, employment, promotion or advancement, in or to a position at the school in which the charter school personnel is serving or over which the personnel exercises jurisdiction or control over any individual who is a relative. An individual may not be appointed, employed, promoted, or advanced in or to a position in the school if such appointment, employment, promotion or advancement has been advocated by an interested person who serves in or exercises jurisdiction or control over the school and who is a relative of the individual or if such appointment, employment, promotion or advancement is made by the Corporation's Board of which a relative of the individual is a director.

F. Records of Proceedings

The minutes of the Board and all Committees with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest or familiar relationship in connection with an actual or possible conflict of interest, the nature of the financial interest and/or relationship, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for decisions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

G. Recusal from Votes

1. A voting Director of the Board of Directors who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that interested persons compensation.
2. A voting member of any committee who jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that interested person's compensation.
3. A voting Director of the Board of Directors or member of a committee with Board delegated powers who is an interested person in an actual or possible financial conflict of interest is precluded from voting on such matters.
4. A voting Director of the Board of Directors or member of a committee with Board delegated powers who is a relative, as defined in this section, of an individual that is considered for appointment employment, promotion, or advancement, or advocacy thereof in or to a position at the School in which the Director, or Committee member, is serving on or over which

the Director or Committee member exercises jurisdiction or control is precluded from voting or advocating for the relative on such matters.

H. Statements of Understanding

Each Director, Officer, employee, and charter school personnel shall at the time of election, appointment or employment, and every anniversary thereof, sign a statement which affirms that such person:

1. has received a copy of this Code of Ethics,
2. has read and understands this Code of Ethics,
3. has agreed to comply with this Code of Ethics, and
4. understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

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II. Compliance with Laws, Rules, and Regulations

- A. Recognition of the public interest must be a permanent commitment of the Corporation in the conduct of its affairs. The activities of the Corporation's Directors, Officers, employees, and charter school personnel must always be in full compliance with both the letter and spirit of statutory, administrative code and charter provisions; not-for-profit corporation law; the corporation's Articles of Incorporation, the Corporation's Bylaws and all other laws, rules and regulations applicable to the Corporation's purposes and business. Furthermore, no such person should assist any third party in violating any applicable law, rule or regulation. This principle applies whether or not such assistance is, itself, unlawful. The Corporation's Directors, Officers, and charter school personnel employees must respect and obey the laws of the cities, states and countries in which the Corporation operates and avoid even the appearance of impropriety. When there is a doubt as to the lawfulness of any proposed activity, advice must be sought from the Corporation's president, the directors and/or legal counsel.
- B. Violation of applicable laws, rules or regulations may subject the Corporation, as well as any Director, Officer, employee, or charter school personnel involved, to severe adverse consequences, including imposition of injunctions, monetary damages, fines and criminal penalties, including imprisonment.
- C. Directors, Officers, employees and charter school personnel who fail to comply with this Code of Ethics/Conflict of Interest Policy and applicable laws will be subject to disciplinary measures up to and including termination of employment or relationship with the Corporation.
- D. To ensure that the Corporation operates in a manner consistent with its non-profit purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 1. Whether compensation arrangements and benefits are reasonable and is the result of arm's-length bargaining.
 2. Whether partners and joint venture arrangements and arrangements with management services organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes, and do not result in inurement or impermissible private benefit.
 3. Whether agreements to provide education and agreements with other employees and third parties further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.
 4. Whether interested persons have relationships with individuals that would be contrary to applicable law, code, or rule.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to be kept on file for the Board.

- I. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member(s) or me on one hand and the School on the other.

Initials

- II. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and the School on the other:

Initials

For-profit corporate directorships, positions, and employment:

Nonprofit trusteeships of positions:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time:

- III. I have read and understand the School Conflict of Interest Policy and agree to be bound by it. I will promptly inform the board chair of the School of any material change that develops in the information contained in the foregoing statement.

DIRECTOR'S SIGNATURE

DATE

PRINT NAME

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BOARD ATTENDANCE POLICY - 0103

The Board of Directors of Enterprise High School requires that each Director adhere to the provisions set forth in the "Board Attendance Policy." The Director is required to review and sign the "Board Attendance Policy Form."

I. Purpose

This policy is intended to provide for the participation of all Directors of the Enterprise High School Board of Directors. If this policy should contradict the provisions set forth in the Articles of Incorporation or Bylaws, the Articles or Bylaws shall supercede this policy. All Directors receive a copy of this official policy. The policy is reviewed once a year at the annual meeting and maintained in the Board's Corporate Records Book. The policy has been reviewed and authorized by the Board (see signature, resolution number, and date approved below.)

II. Definition of a Board Attendance Problem

To address the issues related to the school appropriately, it is a requirement that the Board of Directors meet throughout the year. A Board-attendance problem occurs if either of the following conditions exists with regard to a Director's attendance at Board meetings:

- A. The Director has two un-notified absences in a row ("un-notified" means the Director did not call ahead to either the Board Chair or Board Liaison before the upcoming meeting to indicate they would be absent from said meeting).
- B. The Director has three notified absences in a twelve-month period.

III. Response to a Board-Attendance Problem

If a Board-attendance problem exists regarding a Director, the Board Chair, or designee, will promptly notify the sponsor of the issue. The Chair will also contact the Director to discuss the problem. The Director's response will promptly be provided to the Board at the next Board meeting by the chair or designee.

Notwithstanding the non-attendance of a Director, the Governing Board, retains the right to terminate a Director for any reason.

If the Director is removed consistent with the provisions outlined in the Bylaws, the Board will promptly initiate a process to recruit a new Director.

IV. Board Termination Policy

The Board Chair will address a Directors' attendance problem at a meeting of the Board. At the Board meeting, the Board will decide whether the failure of the Director to attend meetings violates the policy and whether it is appropriate to terminate his/her Director position. The Board Chair will notify the Director of the Board's decision to terminate his/her position pursuant to the terms of the policy.

If it is determined that the policy was violated, the Chair will request a letter resignation from the Director to be returned within two weeks. If received within the proscribed time period, the Board will vote at the next scheduled Board meeting with regard to the acceptance of the Director's resignation.

Prior to being elected as a Director, I had the opportunity to review, discuss, and ask questions regarding the expectations and responsibilities of a Director. I acknowledge that as a Director of Enterprise High School Board of Directors that my responsibilities are set forth in the Board Attendance Policy.

DIRECTOR'S SIGNATURE

DATE

PRINT NAME

PUBLIC PARTICIPATION POLICY - 0104

The Enterprise High School is a public school. The Board of Directors adheres to applicable Florida statutory provisions with regard to its Board and Committee meetings. The Board of Directors welcomes public comment consistent with the "Public Participation Policy." A "Request to Speak Form" must be completed by the individual requesting the opportunity to address the Board of Directors.

Oral communications from persons other than Directors, Board of Directors ("the Board") concerning matters before the Board or of interest to the Board shall be encouraged within reasonable limitations and shall be received at regular Board meetings within and subject to the following procedures:

- I. A "Request to Speak Form" ("the Form") shall be available at each Board meeting or Committee meeting. The Form shall provide for the person's name, address, the organization the person represents and the item or topic that the person will address when allowed to comment.
- II. A request to Speak Form shall be submitted to the Secretary or any Director prior to convening the Board meeting or committee meeting. Individuals requesting to address an item/topic with the Board are required to complete the Form prior to being called to speak to the Board or Committee. The Secretary shall organize the requests in chronological order according to the Board/Committee agenda. To Item/topics appropriately assigned to new or unfinished business shall be presented at a time consistent with the agenda;
- III. Unless otherwise permitted by the President of the Board and agreed to by a majority of the Board in attendance, no person shall speak for more than three (3) minutes and, at the prerogative of the President, may address only one item or topic per meeting. No individual shall be allowed to give or transfer his/her time to speak to another individual;
- IV. Unless otherwise permitted by the President and agreed to by a majority of the Board in attendance, no more than three (3) individuals shall be permitted to speak about any single issue/topic;

- V. Individuals addressing the Board/Committee shall initially state his/her name and address for the record. All comments shall be made to the Board/Committee. No individual other than a Director or the individual who has been called to address the Board/Committee shall be permitted to engage in any discussions, either directly or through a Director without the permission of the President.
- VI. Any questions or suggested solutions relating to the quality of education at the school or within the District will be welcomed by the Board/Committee;
- VII. All persons speaking at any Board or Committee meeting shall restrict his/her remarks to the item or topic noted on his/her Request to Speak Form. All speakers presenting an item or topic to the Board shall not make any derogatory comment concerning any individual or organization, or act in a disorderly manner. Any violation of this paragraph shall result in the individual losing his/her opportunity to address the Board/Committee and may result in the individual being barred from attendance at the Board/Committee meeting at the discretion of the President or his/her designee; and
- VIII. Any recording equipment must be silent, unobtrusive, self-contained, self-powered and not interfere with the ability of others present to hear, see and participate in the proceedings.

REQUEST TO SPEAK FORM

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Organization _____

Issue/Topic that you will address when requested by the Board to speak: _____

Agenda Item Number (if applicable)_____

PUBLIC RECORDS POLICY – 105

The Enterprise High School adheres to applicable Florida statutory provisions with regard to public records. The Board of Directors has adopted a “Public Records Policy.”

I. Definition

The term public records, “ as defined in Fla. Stat.§ 119.011(1), includes “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business.

II. Records Custodian

Public records shall be maintained in accordance with Fla. Stat. § 119.01 (4). The School designates NewPoint Education Partners in conjunction with the Administrator or his or her designee as the School’s Records Custodian.

III. Methods for Requesting Public Records

Persons may request public records wither verbally or in writing. Requests are encouraged to submit requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be examined or copied.

IV. Time Constraints for Public Records

Prior to the duplication of any public record, the Custodian shall notify the requester of the estimated cost. Prior to the assessment of any special service charge, the Custodian shall notify the requester if the information does not appear to be readily identifiable, possibly does not exist, or will require additional time to review and copy. Upon agreement by the requester and payment of estimated charges, if any, the Custodian will proceed to complete the request.

V. E-Mail

Many e-mail messages created or received in the transaction of official business are public records open to public inspection pursuant to Fla. § 119.01. The content is the critical factor, rather than the medium. Depending on the context and topic of a particular message and the Custodian's approved retention schedule, the E-mail may or may not be exempt from public inspection under Florida's Public Records Law. Each user is individually responsible for maintaining the public accessibility of his/her own incoming and outgoing e-mail messages as required by the Public Records Law.

Pursuant to Fla. Attorney General Opinion 97-39, the Custodian shall not be required to furnish copies of its electronic public records in a format other than the standard format routinely maintained by the Custodian in accordance with Fla. Stat. § 119.083(5). The Custodian is not required to incur additional costs to convert its existing electronic records, which are maintained in a mainframe computer data system in some standard format into another format, pursuant to Fla. Attorney General Opinion 97-39. Electronic copies of non-exempt computer files will be provided in the format in which they are maintained by the Custodian, pursuant to Fla. Attorney General Opinion 91-61.

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VI. Schedule of Fees

The School's Records Custodian will provide an estimate concerning the cost of reproduction to the requester. When a deposit of the estimated fees and charges is required, the Custodian will not proceed with request until the estimated fees are received.

- A. In the event the requester fails to remit additional monies to cover costs in excess of the monies deposited, the Custodian may withhold the release of any public records pursuant to the request until those amounts are paid in full.
- B. The following Schedule of Fees are established consistent with Fla. Stat. § 119.07(1). Wherever the term "actual cost" appears in this Schedule, it shall mean "the cost of the material and supplies used to

duplicate the record, but it does not include the labor cost or overhead cost associated with such duplication,” as defined in Fla. Stat. § 119.07 (1) (a).

Type of Record Duplicated	Fees
1. Legal page, one side	\$0.15
2. Letter page, one side	\$0.15
3. Legal page, double-sided	\$0.20
4. Letter page, double-sided	\$0.20
5. Audio tape	Actual cost (approx.. \$3.00 per tape)
6. Computer diskette	Actual cost (approx.. \$0.45 per diskette)

VII. Special Service Charge

For any copies not listed above, the charge shall be limited to the actual cost of duplication, as defined in Fla. Stat. § 119.07(1)(a). However, a special service charge may be added for extensive use of clerical or supervisory assistance or extensive use of information technology resources. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance by personnel of the Custodian, a reasonable special service charge, which shall be *in addition* to the duplication charge, pursuant to Fla. Stat. § 119.06(4)(d).

- A. The term “extensive use” means any time longer than one hour needed to complete all tasks defined as:
 - 1. The term “extensive use of clerical or supervisory assistance” includes longer than one hour of locating and retrieving of records; reviewing records for statutorily exempt information; preparing records for inspection or copying by redacting or excising exempt or confidential information from records prior to review or copying; monitoring of the inspection or copying of records when necessary to ensure the integrity of the records; and instructing, or supervising personnel in performing the foregoing tasks when responding to a particular public records request;
 - 2. The term “extensive use of information technology resources” includes longer than one hour of writing or executing software commands or setting up information technology resources. Under Fla. Stat. § 119.07(4)(d), the term shall include data processing hardware, software, or services; and/or communications, supplies, personnel, facility resources, maintenance, and technology training required to fulfill a given public records request. The term does not include videotapes or VCRs.
- B. Fees
 - Actual cost (varies, but approx. average may be \$25.00 per hour)
 - 1. The special service charge for “extensive use” may be based on the labor cost actually incurred by, or attributable to, the Custodian for clerical or supervisory assistance of the personnel providing the service.

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- C. When a special service charge is based, in whole or in part, on labor costs, the time may be computed to the nearest one-sixth (1/6th) of an hour, and the charge will be based on the current hourly rate of pay (excluding benefits) of the personnel whose time contributes to the “extensive use” of clerical or supervisory assistance required to fulfill the records request.
- D. As stated in the Attorney General’s *Government-in-the-Sunshine-Law Manual 2002*, Part II, § L.7.c(2), when “extensive use” consists of clerical tasks such as locating documents in a filing cabinet or making photocopies, the Custodian will charge a clerical rate even if, due to staff shortages, a more highly-paid person actually does the work.

- E. However, when the “extensive use” consists of tasks that should be performed by an attorney, law clerk, or paralegal, such as reviewing materials for exemptions and confidential information requiring redaction, the Custodian may reasonably charge the attorney’s or law clerk’s/paralegal’s hourly salary (excluding benefits), as explained in the Attorney General’s *Government-in-the-Sunshine-Law Manual 2002*, Part II, § L.7.c(2),.

MEDIA RELATIONS POLICY - 106

The Enterprise High School, has adopted a “Media Relations Policy” concerning media relations.

I. Media Relations

The Board of Directors respects the public's right to information and recognizes the value of positive media relations by supporting open, fair and honest communications. In order to develop and maintain positive media relations, the Board of Directors and the educational service provider retained by the Board, NewPoint Education Partners ("Management Company"), desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

II. Media Relations Contacts

The President of the board will serve as spokesperson for the Board. All statements authorized to be made on behalf of the Board shall be made by the President, or if appropriate, by the Management Company, Administrator, or other designated representative.

The Management Company names its CEO, its President, its Vice Presidents and its Director of Marketing and Communications as Media Relations designees. When media representatives contact the Administrator, the Administrator may, as appropriate, relay the requests to the Board and Management Company designees.

III. Media Relations Procedures

The Board of Directors and Management Company are partnering to ensure the School's success. Both parties are intimately involved in the business matters of the School; therefore, both parties are appropriate for media inquiry. Dependent upon the request, one party may be more aware of detail than the other, or if it is a specific School question, the Administrator may be more knowledgeable of the situation.

- A. When a media inquiry is received by the School or Management Company staff, the request is forwarded to the board President or above listed Management Company designees to be distributed or responded to by the appropriate party.
- B. Media representatives are welcome at all Board meetings, as they are open to the public, and shall receive a copy of the meeting agenda upon attending.
- C. Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.
- D. In order to protect the privacy and safety of students, a media representative who wishes to interview or photograph students on school grounds should first make arrangements with the Administrator.

IV. Media Communications Plan

In order to assist in developing strong relations with the media, the Board authorizes the Management Company to develop regular and ongoing practices for relaying proactive communications to the media. Said communications may include, but not be limited to, information related to school programs and needs, student awards, school accomplishments, events of special interests, graduations, and issues facing charter schools.

V. Crisis Communications Plan

During an emergency or crisis situation, the first priority of the Administrator, Management Company and School is to ensure the safety of the students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. In an emergency or crisis situation, the Management Company will immediately make an effort to contact the Board President. If the Board President is not available, the Management Company will contact the Board legal counsel to ensure interested parties are advised of the situation in a timely fashion.

The Board also recognizes that the media have an important role in relaying this information to the public. In order to allow the media and School work together effectively, the Board authorizes the Management Company to develop an emergency/crisis plan to identify communication strategies to be taken when appropriate.

I. Objective

It is the objective of the School's Non-Profit Board of Director ("Non-profit") to provide equal educational opportunities for all students attending the School. Therefore, it is the intent of the Board of Directors to access available state and Federal funds designed to enhance educational opportunities, the educational environment, and physical and mental growth for each student.

II. Non-Profit Responsibility

The Non-Profit regards the use of available State and Federal Funding for the School as a public trust and holds its responsibility in the highest regard, the Non-Profit forbids the use of these monies for any purpose not specifically authorized by the programs in which it participates. All State and Federal funds received by the School will be used in accordance with the applicable laws and regulations. The Educational Service Provider ("ESP"), New Point Education Partners ("NEP"), or affiliates, as the duly authorized representative of the Non-Profit, as assigned and referenced in the Management Agreement, is also charged with this responsibility.

III. Educational Service Provider Responsibility

The ESP, NEP, will assist in identifying and applying for grants. NEP will assist in spending and administering any grant funding obtained with the specific terms and conditions of said grants and participating in any audits relating thereto.

- A. NEP, from time to time, may apply for said available grants in the name of the Non-Profit, which will provide additional funding; and
- B. Aid the Non-Profit in fulfilling the terms of the Contract; and/or
- C. Provide additional services and programs to the students.

IV. Board Action

The implementation of the policy and annual approval of the same constitutes official board action to approve the application of, the acceptance of, and the expenditures as detailed in the Non-Profit's financial reporting of appropriate State and Federal funds for which the School is eligible.

TRAVEL POLICY - 0108

The following procedures and standards will apply to the handling of travel and transportation expenses of all Board Members.

Any Director traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes (taking a round-about or lengthy route), delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. Directors will be responsible for any unauthorized costs and expenses incurred for personal preferences or convenience.

Prior approval for any travel, aside from travel to and from Board or Committee Meetings, must be obtained by properly completing the Request for Travel Approval ("Travel Request"), in the form attached hereto as exhibit A, and submitting it to the Board President or Board Treasurer for approval. If a Director travels without having prior approval of the travel, the request for reimbursement of expense may be denied.

I. Cost Standards

A. Transportation

1. Common Carrier – Travel by air, rail or bus must be at the lowest and best available rate.
2. Private Car-Reimbursement will be at the current IRS rate.
3. Mileage is payable to only one of two or more Board Member traveling on the same trip and the same vehicle.
4. Costs resulting from parking or traffic violations are not reimbursable.
5. Use of a rental car is not reimbursable unless identified on the Travel Request and pre-approved by the Board President or Board Treasurer. The Board will only reimburse at the mild-sized sedan rental rate unless otherwise approved (e.g., van for seven people).

B. Hotel

1. A single room is the standard for reimbursement. A detailed original bill showing payment must be submitted for reimbursement. If the hotel/motel bill does not show payment, other proof of payment must be provided. Extra charges on the hotel bill will be reviewed for propriety. Telephone calls of a business nature must be identified for reimbursement.

C. Meals

1. A receipt must be submitted for each reimbursable meal to support the reimbursement.
2. Meals and incidentals will be reimbursed at the IRS maximum per diem rate. (See IRS Publication 1542). No increased meal allowances are permitted. Use of meal and incidental allowances for purchase of alcohol is prohibited. Incidentals are expenses for laundry, cleaning and pressing of clothing and fees and tips for services, such as for porters, waitresses/waiters, and baggage carriers.
3. Travel must occur during a reasonable mealtime for the meal to be reimbursed.
4. Meals that are part of seminar costs (normally paid as a registration fee) will not be additionally reimbursed. Meals included as part of your registration fees should be detailed on the registration form included with your Travel Expense Reimbursement Report. If meals are included as part of registration, you will not be reimbursed for a meal purchased during the time when the seminar is providing a meal. Continental breakfasts will not be considered a meal.
5. Meals paid for locally will only be reimbursed if they are part of a seminar or training registration or incurred while conducting business (i.e., lunch meeting with consultants). Locally is considered within 30 miles of the worksite.

D. Miscellaneous Expenses:

1. Expenses incurred for fax copies, storage of baggage, telephone calls on official business, and rental of equipment for temporary meetings or office facilities necessary for the conduct of official business may be reimbursed. Such items must be itemized, receipted, and explained.
2. Parking, bridge, highway and tunnel tolls, taxis fares, etc. are reimbursable items if accompanied by original receipts.
3. Any receipt that appears to be altered will not be reimbursed.

II. Travel Reimbursement Report

- A. The Travel Expense Reimbursement Report, an example of which is attached hereto as Exhibit B, is to be completed and submitted to the Board Treasurer for approval.
- B. Copies of the meeting/conferences agenda must be attached to the Travel Expense Reimbursement Report that is being processed approval.
- C. Procedures of completing a Travel Expense Report are:
 - 1. The Report should be completed within thirty (30) business days after returning from the trip.
 - 2. All expenses should be detailed in the appropriate space and ORIGINAL receipts should be attached.
 - 3. All expenditures will be audited for content, accuracy, reasonableness, and for acceptable supporting documentation.

Failure to complete a Travel Expense Reimbursement Report within 60 days will result in denial of travel expenditures. Directors are personally liable for unauthorized expenses and any unpaid sums owed to the Board by a Director may be deducted from future payments payable to the Director.

GRADUATION EXPENSE POLICY - 0109

- I. As approved by the Board of Directors of the Enterprise High School at a public meeting, the following policy, procedures, and standards will apply to the handling of graduation costs and expenses for the New Start High School graduates.
- II. The Board of Directors finds that by honoring its graduation students with an appropriate ceremony, gift, and/or award, it will serve the public purpose of encouraging students to obtain their education as there rewards associated with earning a high school diploma.
- III. The Board of Director wishes to recognize the importance of the Enterprise High School students earning a high school diploma and finds a public purpose in honoring graduating students with an appropriate ceremony, gift, and/or award. All students are eligible to attend and receive the aforementioned ceremony, gift, and/or award upon completion of the graduation requirements of the Enterprise High School. A summary of sample eligible and approved expenses is listed below for reference.
- IV. The Board of Directors authorized reasonable to funds graduation activities which may include, but are not limited to:
 1. Graduation ceremony including facility expenses
 2. Honor aria for commencement speakers
 3. Graduate celebration meal for students and their guest (excluding alcohol) not to exceed \$ 1500.00.
 4. Awards and/or gifts consistent with the school's mission (excluding gift of cash or cash equivalents). Such awards and/or gifts should be limited to a dollar amount of \$45.00 or less per graduate, and could include, but are not limited to:
 - a. Personalized gift such as a plaque or award
 - b. Reference book
 - c. Publication of interest
 - d. Writing utensil
 - e. Framed announcement
 - f. Other graduate appropriate gift as agreed by the Board

EDUCATOR MISCONDUCT POLICY - 0201**Policy**

Enterprise High School was established as a charter school to provide appropriate education to the students that it serves. NEP believes that the educators (or “instructors”) employed to provide education to the students must conduct themselves in an ethical and appropriate manner. Thus, in addition to the causes for disciplinary action referenced in the Employee Handbook, NEP adopts the following Educator Misconduct Policy for the NEP instructional staff.

Code of Ethics

NEP adopts the Code of Ethics for the education profession in Florida as referenced in F.A.C. 6B-1.001. The rule provide in part:

- I. 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.
- II. 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.
- III. 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.

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” (“Principles”), F.A.C. 6B-1006 and is adopted for the Educator employed by NEP:²

- I. Obligation to the student requires that the Educator:
 - 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 the 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, material status, handicap, sexual orientation, violation of any of these principles may subject the Educator, who is certified in the State of Florida, to revocation or suspension of the individual educator’s certificate, or other penalties as provided by law. Or social and family background and shall make reasonable effort to ensure 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 services, unless the disclosure serves professional purpose or is required by law.

¹ F.A.C. 6B-1006.

² Violation of any of these principles may subject the Educator, who is certified in the State of Florida, to revocation or suspension of the individual educator's certificate, or other penalties as provided by law.

EDUCATOR MISCONDUCT POLICY

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- II. Obligation to the public requires that the Educator:
 - A. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the Educator is affiliated.
 - B. Shall not intentionally distort or misrepresent facts concerning 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.

- III. Obligation to the education profession requires that the Educator:
 - A. Shall maintain honesty in all professional dealing.
 - B. Shall not act on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicap, if otherwise qualified, or based on the individual's 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 ensure 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 the professional judgment of colleagues.
 - G. Shall not misrepresent one's own professional qualifications.
 - H. Shall not submit fraudulent information on any document in connection with his/her 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 not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles and other applicable Florida Statutes and State Board of Education Rules.
 - L. Shall self-report within forty-eight (48) hours to the school Administrator any arrest, including, but not limited to, an arrest 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 notice be admissible for any administrative proceeding. In addition, the Educator shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment to the school Administrator.

- M. Shall report to appropriate authorities any known allegation of a violation of the Educator Misconduct Policy for LSC, the Florida School Code or State of Education Rules.
- N. 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.

EDUCATOR MISCONDUCT POLICY

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Conduct of Educator

The NEP Educator is subject to discipline, including, but not limited to, dismissal for the following:

- I. immorality, misconduct, incompetency, gross insubordination, and the willful neglect of duty;
- II. failure to report actual or suspected child abuse or the failure to report alleged misconduct by an Educator or a school Administrator or Staff which effects the health, safety, or welfare of a student;
- III. incompetence with regard to teaching or performing duties as an employee of the school;
- IV. commission of an act involving moral turpitude;
- V. the revocation, suspension, or surrender in another state of his/her educator certificate;
- VI. for being convicted or found guilty of, or entering a plea of guilty to, regardless of adjudication of guilty any felony or misdemeanor, not including minor traffic offenses;
- VII. personal conduct that seriously reduces that person's effectiveness as an employee of the school;
- VIII. violating the Principles of Professional Conduct.

Procedures

- I. It is the responsibility of all Educators and Staff ("the employees") to promptly report any complaint alleging a violation of the Educator Misconduct Policy for NEP, the Florida School Code or State Board of Education Rules.
- II. If allegations arise against an employee who is a certified teacher pursuant to s.1012.56, Florida Statutes, and employed in a certificated position, the school shall file in writing with the Department of Education a complaint within thirty (30) days after the date on which the subject matter of the complaint came to the attention of the school.

Investigation of Complaints

- I. The school will cause to be investigated expeditiously any complaint filed with it or otherwise called to its attention which, if legally sufficient, relates to violations of the policy.
- II. When an allegation of misconduct by an Educator or school Administrators is received, if the alleged misconduct affects the health, safety, or welfare of a student, the school will immediately suspend the Educator from regularly duties, with pay, and reassign the

suspended Educator to a position that does not require direct contact with students. Such suspension shall continue until the completion of the proceedings and the determination of sanctions.

Notification to Law Enforcement

The school may, as a result of the allegations made, submit the complaint to a law enforcement agency or the district for investigation.

Certified Educators

The Educator that is certified pursuant to s.1012.56, Florida Statutes, is subject to the provisions as set forth in s. 1012.795, Florida Statutes, regarding the Educational Practices Commission. The school will report the violations as referenced in Florida Statutes s.1012.795 to the Educational Practices Commission. The school Administrator will report to the Department the name of any individual certified pursuant to s. 1012.56:

EDUCATOR MISCONDUCT POLICY

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- I. Who has been convicted of, or who has pled nolo contendere to, a felony, misdemeanor, or any other criminal charge, other than a minor traffic infraction;
- II. Who the Administrator has reason to believe has committed or is found to have committed any act which would be grounds for a revocation or a suspension; or
- III. Who has been dismissed or severed from employment because of conduct involving an immoral, unnatural, or lascivious act.

Sanctions

Educators violating the above referenced provisions are subject to sanctions, including termination.

SECTION 504/ADA POLICY - 0202

- I. Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against persons with a disability in any program receiving Federal assistances. The Americans with Disabilities Act (“ADA”) prohibits discrimination on the basis of disability in public accommodations and employment. For the purpose of this policy, a person with a disability is defined as an otherwise qualified individual whom:
 - A. Has a physical or mental impairment, which substantially limits one or more major life activities (major life activities include function such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
 - B. Has a record of such an impairment; or
 - C. Is regarded as having such impairment.

- II. In order to fulfill its obligations under Section 504 and ADA, the Board of Directors New Start High School recognize its responsibility: to avoid discrimination in policies and practices regarding its personnel and student; to provide equal opportunity for employment; and to make accessible to persons with disabilities its facilities, programs and activities. No discrimination against any individual with a disability will be knowingly permitted on the basis of that disability in any of the programs, activities, policies and/or practices in the District. This nondiscrimination obligation shall apply to admission or access to, participation in, or treatment or employment in, the district’s program and activities.

- III. The Board of Directors has designed the Administrator in coordination with the District (Sponsor) designee (Lead Education Agency) to comply with Section 504, ADA and this Policy. A copy of the Rehabilitation Act of 1973 and Section 504’s implementing regulations may be obtained from the Director. The Director may be reached at New Start High School 2461 McMullen Booth Rd Building B Clearwater, Florida 33759.

- IV. It is the intent of the Board of Directors to ensure that students within its jurisdiction who are disabled within the definition of Section 504 are identified, evaluated and provided a free appropriate public education (FAPE) regardless of the nature or severity of their disabilities. Students may be disabled and eligible for services under Section 504 and this Policy even though they do not

qualify for or require services pursuant to the individuals with Disabilities Education Act (IDEA). A student eligible for services under IDEA shall be served according to that student's individual Education Plan (IEP). If a student has a physical or mental impairment that substantially limits a major life activity, does not require specially designed instruction to benefit educationally, but does require reasonable but more than standard modifications of the regular classroom or curriculum in order to have the same access to an education as a student without disabilities, then she/he may, if appropriate, be deemed a person with a disability and a Section 504 Plan would be developed and implemented in compliance with the applicable law and its implementing regulations. If a student has a physical or mental impairment, but it does not significantly limit his/her learning or other major life activity or she/he does not need modifications to the regular classroom greater than what is normally provide to all students, then she/he is not a student with a disability within the definition of Section 504. However, if deemed appropriated, she/he may still be eligible for a Child Study Team (CST) Plan.

- V. Under Section 504, the Board of Directors has the specific responsibility to identify and evaluate if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.
- VI. Parents/guardian/custodian ("parents") may participate fully in the evaluate process. If the parents disagree with the determination made by the professional staff, they have the right to file a complaint as described in the administrative guidelines developed by the Administrator in coordination with the District (sponsor) designee (Lead Education Agency) or to request a due process hearing with an impartial hearing officer.
- VII. Notice of the Board's policy on nondiscrimination in employment and education practices will be posted in the school and published in any of the school's recruitment statements or general information publications.

SECTION 504 / ADA POLICY

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- VIII. The Board directs the Administrator to refer to his/her District 504 Procedural safeguards to assist in facilitating prompt, fair and appropriate identification, referral, evaluation and placement of students with disabilities who qualify for accommodations under Section 504.
- IX. The procedural safeguards provide for prompt and equitable resolution of complaints alleging violations of section 504, ADA and this Policy. Due process rights of students with disabilities and their parents under Section504 will be enforced.
- X. The Board will provide in-service training and consultation to staff on the education of persons with disabilities, as necessary and appropriate

Legal Ref: 29 U.S.C. §794 (Section 504 of the Rehabilitation Act of 1973); 42 U.S.C. §1201 *et seq.* (ADA); 20 U.S.C. §1400 *et seq.* (IDEA)

COMPLAINT POLICY AND PROCEDURE - 0203

The Board of Directors ("Board") and NEP believe that Complaints from parents or other members of the community should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity. Complaints are best resolved where the issue originated, typically with the teacher.

- I. Initially, Complaint shall be addressed formally or informally with the school teacher. Complaints must be made in a civil/respectful manner in order to be considered by school personnel. Where appropriate, the Complaint should be in writing on a form developed by the Administrator and should contain a statement of the fact and the specific outcome desired by the parent/guardian or other person making the Complaint ("Complainant"). The Complainant may sign the Complaint and should be given a copy. The teacher should work with the Complainant to resolve the issue in a timely, professional, and courteous manner. The efforts used to resolve the Complaint and the outcome should be noted on the form. Allegations involving illegalities should be report immediately to the Administrator, who will advise NEP Designated Representative, their counsel, and the Board's legal counsel.
- II. Complaints unresolved through a parent/teacher communication or Complaints involving teacher or staff members should be in writing as noted in 1. Above, and directed to the Administrator. The Administrator shall investigate and attempt to resolve the issue in a fair and

timely manner. The outcome should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Administrator cannot resolve the issue, the Complaint (with documented history or preceding steps) is forwarded in written form to the NEP Designated Representative.

- III. The Nep Designated Representative shall conduct an independent investigation by contacting appropriate persons involved. The outcome of the investigation should be noted on the form further documented by letter or email as appropriate under the circumstances. If the NEP Designated Representative cannot resolve the issue, the Complaint (with documented history of preceding steps) shall be forwarded to the Sponsor Representative assigned to the School and the Board's attorney. The Sponsor Representative shall conduct an investigation by contacting all parties involved and report the result to the Board, NEP and the Sponsor. The Board shall inform the Complainant, and any other necessary parties about the results of its investigation. The complainant may address the board during the Public Comment period at a Board meeting. Where appropriate, it should also be slated as an item for report on the Board's next meeting agenda and handled in accordance with all confidentiality restrictions.
- IV. The resolution of any Complaint reaching the Board shall be filed as part of the Board's records.
- V. Complaints received directly by the Board, the Sponsor or the District shall be handled in accordance with the Board's Complaint Policy and Procedure and should go through steps 1 and 2 when possible. Upon receipt of a Complaint, the Sponsor shall forward it to the Administrator to address the Complaint at the local level first. Upon receipt of a Complaint from the Sponsor, the Administrator shall forward a copy of this Complaint Policy and Procedures to the Complainant request that the Complainant complete the designated Complaint form. The Sponsor shall facilitate the Complaint by:
 - A. Directing the Complaint to the appropriate school official first;
 - B. Notifying the appropriate NEP Designated Representative of the Complaint;
 - C. Investigating the Complaint if warranted or if requested by school officials; and,
 - D. Reporting the resolution of the Complaint to the Sponsor so that the Complaint may be tracked and closed.
- VI. Upon closure of a complaint, the Administrator will issue a letter to the Complainant of one of the following:
 - A. Compliance-(finding were unsubstantiated and school has complied); or
 - B. Non-Compliance- (Noting the areas of non-compliance, recommending possible change/technical assistance and statement that the school will respond to complainant with a corrective action(s) plan letter)

All documentation of the Complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

COMPLAINT POLICY AND PROCEDURE

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TEST SECURITY POLICY - 0204

So that the measurement accuracy of our student's achievement is not compromised, test security for all tests is of extreme importance. According, security measures are to be followed, as set forth below.

- I. The Administrator is responsible for all test security during the entire time such tests are in their possession (from the moment materials are received by the school until after the testing is completed and they are shipped back to the appropriate provider).
- II. The Administrator is responsible for designating a test coordinator for his site and that individual will serve as the contact person for all testing programs. The testing coordinator will conduct pre-testing workshops for all Administrators and Proctors to administer the spring and fall testing programs in accordance with the Test Manual/Handbook prepared and distributed by Department of Education.
- III. The Administrator is responsible for all correspondence/materials received concerning all formal test.
- IV. Upon receipt at the School, the Administrator/Principal or a designee shall be the only person to open all tests.
- V. It shall be the Administrator's responsibility to check received tests to ensure they are correct in number and form.
- VI. At no time shall any test materials be left unattended or unsecured.

- VII. All testing materials shall be secured in a dedicated, locked storage cabinet that is only accessible to the Administrator or a designee. Except when test are being distributed, used, and/or collected, they are to remain secured or attended at all times.
- VIII. The Administrator shall develop a list of all person designated as Test Proctors and the number of test copies each Test Proctor is to be given.
- IX. For each testing location and session, the Test Proctors shall develop, monitor, and implement a sign in/out system, which shall include, where applicable, the code numbers of each test distributed, as well as the signature of the person taking/returning the tests.
- X. All Test Proctors shall abide by the test publisher designed testing procedures and will not participate in the reproduction of any or procedures, or distribute such materials to any person other than the appropriate person(s) at the time of testing.
- XI. Each Test Proctor is responsible for ensuring that all test security provisions are met while each test administrator session is in progress. He/she must account for all test materials received from the Administrator. Each day at the end of the testing session, each Test Proctor Will return all test materials to a second location.
- XII. Only the Administrator or authorized personnel may be present in the testing room while the tests are being administered.
- XIII. Any suspected test security violations, including, but not limited to cheating or missing test materials, shall be reported to the Administrator immediately upon discovery.
- XIV. Within ten (10) school days of the conclusion of the Administrator's investigation of a possible violation, he/she shall notify the proper Authorities at the Department of Education if a violation has, in fact, been found or remains unresolved.
- XV. If circumstances warrant that the Department of Education needs to assign an investigator to hold a hearing regarding any alleged breach, a school representative shall be present at any and all such hearings. It is imperative that all employees shall testify honestly and openly.
- XVI. If the result of the investigation reveals cheating or wrong-doing by a staff member, it shall be grounds for termination.
- XVII. In addition to the above policy guidelines, all Department of Education guidelines for test security shall be followed.

TEST SECURITY POLICY

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INTERNET SAFETY POLICY - 0205

The use of technology is a privilege and an important part of the School's overall curriculum. The School will. From time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

It is the policy of the school to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school

resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. NO. 106-554 and 47 USC 254 (h)].

I. Access to Inappropriate Material

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the NEP Technology Team or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy. By using the filter program as well staff monitoring student use, School is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School intends to eliminate includes:

- A. Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- B. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

II. Parent/Student Contract

By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:

- A. To abide by all School policies relating to the use of technology;
- B. To release all School employees from any and all claims of any nature arising from the use or inability to use the technology;
- C. That the use of technology is a privilege; and
- D. That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

III. Disciplinary Actions

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- A. Altering system technology, including but not limited to, software or hardware;
- B. Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or message;
- C. Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- D. Using technology resources for commercial, political, or other unauthorized purposes since the School technology resources are intended only for educational use;
- E. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;

INTERNET SAFETY POLICY

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- F. Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- G. Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- H. Interfering with other's use of technology;
- I. Installation of software without consent of the School;
- J. Allowing anyone else to use an account other than the account holder; and
- K. Other unlawful or inappropriate behavior.

IV. Loss of Access Privileges and/or Appropriate Legal Action

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The user must also know and further agrees that:

- A. Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any all repair costs;
- B. The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- C. Should the user intentionally destroy information or equipment that cause damage to technology resources, the user(s) will be liable for any and all costs; and
- D. Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in any in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

V. Definitions

CIPA defines the above references terms as follows:

- A. A minor is anyone under the age of 17.
- B. "Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
 - 1. Obscene, as that term is defined in section 1460 of title 18, United States code;
 - 2. Child Pornography, as that term is defined in section 1226 of title 18, United States
 - 3. "Harmful to minors" means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. "Sexual act" and "sexual contact" have the meanings given such terms in section 2246 of little 18, United States Code.

- I. Enterprise High School will allow access to records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliances with FERPA, parents have the right to inspect student records. Parents are required to submit their request to inspect student records in writing to the Administrator to allow him/her to schedule a reasonable and appropriate

time and date for the parent to review the record. Records will be provided for parental inspection only under the direct supervision of Administrator or his/her designee. The Enterprise High School must comply with the parent's request for inspection within forty-five (45) days. Copies of records only will be provided as required under FERPA.

- II. Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the Administrator in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.
- III. Parents and students eighteen or older (or a former student eighteen or older) have the right to request a school to amend information contained in the student's records that is deemed inaccurate, misleading, or violation of the student's privacy or other rights.
 - A. Parents and students eighteen and older must submit requests for correction in writing to the Administrator in a letter that includes the basis for such correction.
 - B. The Administrator must respond to the request in writing or in person within fourteen (14) days of receipt as to whether or not the school will comply with the request.
 - C. If the school refuses to amend the record, it must inform the requesting parent or student and advise him/her of the right to a hearing.
 - D. The parent or student can then request a hearing in writing to the Chairperson of the Board of Directors.
 - E. The Chairperson responds to the hearing requests in writing within thirty (30) days.
 - F. Hearings will be scheduled for the Board meeting that immediately follows the date of the Chairperson's response and the requesting parent or student must be given notice of the date, place, and time of the hearing.
 - G. Regardless of the decision whether or not to change the record, the decision must be put in writing and must include a summary of the evidence presented and reasons for decision.
 - H. If the school determines that the record in question should be amended, the school must do so and notify the parent or student in writing.
 - I. If the school determines that the record in question should not be amended, the school must inform the parent or student of the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the school's decision.
- IV. Parents have the right to file a complaint with the Department of Education if they think the school is not complying with the federal laws or regulations regarding student records.
- V. **Non-Custodial Records Access and Release**

Enterprise High School will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- A. Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- B. Health records;
- C. Psychological records;
- D. Parent conferences and lab observations.

- VI. Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.
- VII. Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.
- VIII. The stepparent does not have access to the stepchild's records unless the stepparent adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

SAFE SCHOOL POLICY - 0301

Florida law establishes a zero-tolerance policy concerning crime and victimization on school grounds or at school activities, events and functions. The goal is to allow students to learn in a safe environment.

In conjunction with Enterprise High School's ("NHS") rules for a "Drug Free School," a "Weapons Free School," the "Administrative Search Policy" and other LSC policies, the "Safe School Policy" ("the policy") is established. The policy is adopted to place all students who attend NHS, as well as and their respective parents and guardians on notice that the school will have "zero-tolerance" for:

- I. Crime and substance abuse, including the failure to report delinquent acts and crimes occurring at school and school related activities, events and functions, whether on school premises or off the premises where the school activity, event or function is conducted; and
- II. Victimization of students, including the failure to take appropriate steps to protect the victim of any violent crime from further victimization at school or at school related activities, events and functions on the school premises or off the premises at school related activities, events or functions.

Definitions

- I. "Firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any of any such weapons; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime
- II. "Weapon" means any dirk, metallic knuckles, slingshot, billie, tear gas gun, stun gun, chemical weapon or device, or other deadly weapon carried on or about a person in such a manner as to conceal the weapon from the ordinary sight of another person.
- III. "Controlled substance" means any substance named or described in Schedule IV of s. 893.03, Florida Statutes. Controlled substances are deemed to be contraband.
- IV. "During paraphernalia" mean all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of s.877.111, Florida Statutes. Drug paraphernalia is deemed to be contraband.
- V. "False report" means willfully providing, orally or in writing, false information or a report regarding the possession of a firearm or weapon or the threat to use a firearm or weapon.
- VI. "Posses" means to have personal charge of or exercise the right of ownership, management, or control over the firearm or weapon.
- VII. "School" means the New Start High School facility and/or grounds.

Prohibited Acts

EHS will have zero-tolerance for a student who commits the following acts. The student shall not:

- I. have within his/her possession a firearm or weapon at school, on school grounds or at any school activity, event or function;
- II. make a threat concerning the use or discharge of any firearm or weapon with intent to do bodily harm to any person or with intent to do damage to any property;
- III. make a false report ,with intent to deceive, mislead or otherwise misinform concerning the possession or use of any firearm or weapon; and
- IV. Victimize a student who has been subject previously to any act or conduct that violates school policy and/or the laws of this state.

Sanctions

A student who commits a zero-tolerance offense is subject to expulsion by the school for one (1) year from the date of the expulsion.

BULLYING, HARASSMENT AND HAZING POLICY - 0302**I. Introduction**

It is the policy of the Enterprise High School (“the school”) that all of its students, administrator(s), educators and staff have educational setting that is safe, secure and free from bullying, harassment, or hazing in any form. The school will not tolerate bullying harassment and/or hazing of any type. Conduct that constitutes bullying, harassment and/or hazing is prohibited. Students who engage in bullying, harassment and/or hazing are subject to disciplinary action, which may include counseling, suspension or expulsion from the school.

Bullying, harassment and/or hazing is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. It is important to change the social climate of school and the social norms with regard to bullying, harassment and/or hazing. This requires the efforts of everyone in the environment – administrators, educators, staff, parents or legal guardians, and students. The purpose of the “Bullying, Harassment and Hazing Policy” (“the policy”) is to assist in the prevention and to respond to acts of bullying, harassment and/or hazing.

This policy applies not only to students, administrator(s), educators, and staff who, by their conduct, condone or support another student’s act of bullying, harassment and/or hazing.

The misuse of technology to tease, intimidate, defame, threaten, or terrorize a student, administrator, educator, staff, volunteer, or visitor by sending or posting e-mail message, instant message, text messages, digital pictures or images, or website posting, including blogs, also may constitute an act of bullying and/or harassment regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

This policy applies to any students or school administrator, educator or staff whose conduct at any time or in any place constitutes bullying, harassment and/or hazing that interferes with, or obstructs, the mission or operations of the school or the safety or welfare of the student, other students, or administrator(s), educators or staff subject of the conduct.

II. Statement of policy

The school prohibits bullying, harassment and/or hazing of any type directed at a student, administrator, educator, or staff by either a student or a group of students, administrator, or educator, staff, volunteer or visitor. Bullying, harassment and/or hazing are expressly prohibited on school property or at school related functions.

- A. No administrator, educator, staff, volunteer or visitor shall permit, condone or tolerate bullying, harassment and/or hazing.
- B. The apparent permission or consent by a student being bullied, harassed or hazed does not lessen the prohibitions contained in this policy.
- C. Reprisal or retaliation against a victim, an individual who reports the conduct in good faith, or a witness of bullying, harassment and/or hazing is prohibited.
- D. False accusations or report of bullying, harassment and/or hazing against another student is prohibited.
- E. A person who engages in an act of reprisal or false reporting of bullying, harassment and/or hazing, or permits, condones or tolerates bullying, harassment and/or hazing shall be subject to discipline for that act in accordance with school policy.
- F. The school will act to investigate all complaints of bullying, harassment and/or hazing and will discipline or take appropriate action against any student, administrator, educator, staff, volunteer, or visitor of the school who is found to have violated this policy.
- G. The submission of a good faith complaint or report of bullying, harassment and/or hazing will not affect the grades or employment of the individual reporting the conduct.

III. Definition

- A. *Bullying* means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school administrator(s), educators or staff. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an individual including students, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; that may involve, but is not limited to:
1. Teasing
 2. Social exclusion
 3. Threat(s)
 4. Intimidation
 5. Stalking
 6. Physical violence
 7. Theft
 8. Sexual, religious, or racial/ ethnic harassment
 9. Public humiliation
 10. Damage to or destruction of property
 11. Placing a student in reasonable fear of harm to his or her person or property
 12. Cyber bullying, as defined herein.
 13. Cyber-stalking as defined herein.
- B. *Course of conduct* means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct." Such constitutionally protected activity includes picketing or other protests.
- C. *Cyber bullying* means the use of electronic communication or technology devices, including but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e. g. MySpace, Facebook, etc.), internet chat rooms, internet postings, digital picture or images, and defamatory websites to engage in acts of bullying and/ or harassment regardless of whether such acts are committed on off school property and/ or with or without the use of school resources. Cyber bullying includes off-campus conduct, when the off-campus causes, or threatens to cause, a substantial disruption at school or interferences with the rights of students to be safe and secure.
- D. *Cyber stalking* means to engage in a course of conduct to communicate or to cause to be communicated, words, images, or language by through the use of electronic mail or to that person and serving no legitimate purpose.
- E. *Harass* mean to engage in conduct directed to a student, administrator(s), educator or staff that cause substantial emotional distress in such person and serves no legitimate purpose.
- F. *Harassment* means threatening, insulting or dehumanizing gesture, use of data or computer software, or written or verbal or physical conduct directed against a student or school employee that:
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performances, opportunity of benefits; or
 3. Has the effect of substantially disrupting the orderly operation of the school.
- G. *Hazing* mean any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student enrolled at the school for purposes including, but not limited to, initiation or admission into or affiliation with any organization

operating under the sanction of the school. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating states or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that would subject the student the extreme mental stress, such as sleep deprivation, forces exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contest or competitions or any activity or conduct that furthers a legal and legitimate objective.

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- H. *Bullying and harassment* also include:
1. Any act of retaliation by student, administrator, educator or staff against another student, administrator, educator, or staff member who alleges, asserts or reports a violation of this policy or participates in the investigation of a bullying, harassment and /or hazing complaint. A report of an act of bullying, harassment and/or hazing that is not made in good faith is considered retaliation.
 2. Perpetuation of conduct listed in the definition of bullying, harassment and/or hazing by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to student, administrator, educator, or staff by:
 - a) Incitement or coercion;
 - b) Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school's system;
 - c) Acting in a manner that has an effect substantially similar to the effect of bullying and/or harassment;
 - d) Cyberstalking as defined herein; or
 - e) Hazing.
- I. *Unwanted harm* means conduct directed towards a student with regard to his/her actual or perceived traits or characteristics, including, but not limited to, age, gender, race, creed, national origin, handicap, religion, material status, sexual orientation, gender expression and/or identify physical attributes, physical, mental or educational ability or disability, ancestry, socio-economic background, political beliefs, linguistic preferences, or familial status.
- J. *Immediately* means as soon as reasonably possible but within 24 hours or the next school day.
- K. *On school property or at school-related functions* mean all school buildings, school grounds, and property adjacent to school grounds, bus stops where students enter/exit public transit, public transit buses used by students to travel to and from school, and the grounds where school related functions, school-sponsored activities, events or trips. School property includes a student's route to or from school by foot travel for purposes of attending school or school related functions, activities or events. Notwithstanding the school prohibiting bullying, harassment and/or hazing, the school is not responsible for providing supervision, nor does the school or the educational provider (NEP), assume any responsibility or liability for the conduct at the referenced locations and/or school related functions, activities or events.

IV. Expected a Conduct on School Property or at School Related Functions

- A. The school expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students, administrator(s), educators and staff and the care of school facilities and equipment. In addition to conducting themselves in an appropriate and professional manner with supervisors, colleagues, and students, the school administrator(s), educators, staff, volunteers and visitors will treat others with civility and respect, and will refuse to tolerate bullying, harassment and/or hazing. The school finds that bullying, harassment and/or hazing, in an active or passive form, of any student or school administrator, educator or staff, volunteer or visitor is prohibited:
- B. The school believes that standards for student behavior must be set cooperatively through interaction among the students, parent(s) or legal guardian(s), administrator, educators, staff and community member, to create an atmosphere the encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school property on the part of students, the administrator(s), educators and staff.

- C. All administrators, educators and staff will collaborate with students, parents, guardians, and community members to incorporate methods to recognize and promote, through positive reinforcement, good conduct, conformance to reasonable standards of socially acceptable behavior by respecting the person, property, and rights of others, obedience to authority, responsiveness to those who hold that authority, self-discipline, and good citizenship.
- D. Students are encouraged to support other students, refrain from acts of bullying, harassment and/or hazing, and report such acts to the school administrator or his/her designee.
- E. Student are expected to conform to reasonable standards of socially acceptable behavior; respect other persons, property and rights; obey authority; and respond to the administrator, educators and staff at the school.

BULLYING, HARASSMENT AND HAZING POLICY

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V. Prohibited Conduct

During school and any school related program, function or activity, bullying, harassment and/or hazing is prohibited;

- a. During school and any school-related or school-sponsored program, function or activity;
- b. While on school property as defined by this policy; or
- c. Through the use of any electronic device, computer, or computer software that is accessed through a computer, computer system network of the school. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

VI. Investigation of Complaints

- A. The school shall cause to be investigated any complaint filed or otherwise complained of which, if legally sufficient, would be cause to substantiate a violation(s) of the policy.
- B. When it is alleged that a school administrator(s), educator, or staff has violated his policy, and if the conduct affects the health, safety, or welfare of a student, the school will immediately suspend the administrator(s), educator, or staff from regularly assigned duties, with pay, and reassign the suspended administrator(s), educators, or staff to position that does not require direct contact with students. Said suspension shall continue until the completion of the investigation and the determination of sanctions, if appropriate.

VII. Consequences for Prohibited Conduct, False Reporting and Reprisal or Retaliation

To determine that conduct constitutes a violation of this policy requires that an investigation be conducted the facts and circumstances of the alleged conduct. The location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. When an act of bullying, harassment and/or hazing, false reporting, reprisal or retaliation is committed, the following consequences shall be applicable:

- 1. Students who commit an act of bullying, harassment and/or hazing shall be disciplined up to and including suspension or expulsion.
- 2. Administrators, educators or staff who commit an act shall be disciplined in accordance with the NHS policies. Additionally, an act of bullying, harassment and/or hazing by certified educators may result in a sanction against an educator's state issued certificate.
- 3. Parent(s), guardian(s), visitor(s) or volunteer(s) who commit an act of bullying, harassment and/or hazing shall be addressed as determined by the administrator.
- 4. Consequences for a student, administrator, educator, staff, parent, guardian, volunteer, or visitor may include reporting the conduct to a law enforcement agency or the district.
- 5. The administrator is responsible for the imposition of any disciplinary sanction.

VIII. Reporting of Prohibited Acts

The school administrator or designee shall be responsible for receiving a complaint alleging violations of this policy.

- A. Any person who believes he or she has been subject of bullying, harassment and/or hazing or any person with knowledge or belief of conduct that may constitute bullying, harassment and/or hazing shall report the alleged acts immediately to the school administrator or designee.
- B. All educators and staff who receive a report of, observe, or have other knowledge or belief of conduct that may constitute bullying; harassment and/or hazing shall inform the school administrator or designee immediately.
- C. The school administrator shall establish and prominently publicize to students, educators, staff, volunteers, visitors, parents, and guardians how a report of bullying, harassment and/or hazing may be filed and how the report will be addressed.
- D. A student, parent or guardian, volunteer or visitor may report bullying, harassment and/or hazing incidents anonymously, on a designated complaint form, or in-person to the school administrator or designee. However, a student may make a report of bullying, harassment and/or hazing to any school employee. The school employee will assist the student in reporting the conduct to the school administrator or designee.
- E. The school administrator or designee will develop a procedure for the anonymous filling of a report of bullying, harassment and/or hazing by a student, parent, guardian, volunteer or visitor. Such formats may include electronic, drop-box, or telephone techniques for reporting, but the chosen format must promote safety and privacy. Although a report may be made anonymously by student, parent, guardian, volunteer or visitor, formal disciplinary action may not be based solely on an anonymous report. Independent evidence corroborating the anonymous report will be necessary in order for any disciplinary action to be imposed.
- F. Any written or oral reporting of an act of bullying, harassment and/or hazing will be considered an official report of said conduct.

IX. Investigation of Complaints

- A. The investigation of a report act of bullying, harassment and/or hazing is deemed to be a school related activity and beings with a report of said conduct.
- B. The school administrator or designee will conduct a prompt investigation of the reported incident, but such investigation shall be commenced no later than the following school day. The individual investigating the conduct may not be the accused perpetrator or the individual subject to the conduct. The investigation will be conducted during the subsequent ten (10) school

days. The investigation will be completed on or before the tenth school day, unless good cause is present to extend the period for a reasonable time period.

- C. The investigation will include interviews of the individual subject to the conduct, alleged perpetrator, and witnesses. Interview will be conducted individually, in private, and will be confidential. Each individual (subject to the conduct), alleged perpetrator, and witnesses will be interviewed separately. At no time will the alleged perpetrator and individual subject to the conduct be interviewed together. The individual conducting the interview will document the interview(s) by preparing a written document to memorialize the interview.
- D. The individual investigating the conduct will collect and evaluate the following, including, but not limited to:
 - 1. Description of conduct, including the nature of the behavior;
 - 2. Context in which the alleged conduct(s) occurred;
 - 3. How often the conduct occurs;
 - 4. Whether there were past incidents or a continuing pattern of behavior;
 - 5. The relationship between the parties involved;
 - 6. The characteristics of parties involved, i.e. age, gender physical or mental status of the individuals involved, etc.
 - 7. The identity and number of individuals who participated in bullying, harassing and/or hazing behavior;
 - 8. Where the alleged incident(s) occurred;
 - 9. Whether the conduct adversely affected the student, subject of the conduct, education or educational environment;
 - 10. Whether the student, subject of the conduct, felt or perceived an imbalance of power as a result of the reported conduct; and
 - 11. The date, time and method in which parents or guardians of all parties involved were contacted.

BULLYING, HARASSMENT AND HAZING POLICY

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- E. Whether a particular action or conduct constitutes a violation of this policy shall require a determination based on the facts and circumstances. The determination shall include:
 - 1. Recommended remedial steps necessary to stop the bullying, harassing and/or hazing behavior;
 - 2. The individual investigating the conduct will prepare a written report that includes the above referenced information to memorialize the investigation, including the finding; and
 - 3. A written final report by the school administrator will be prepared if the administrator did not conduct the investigation.
- F. If the school administrator or designee is directly involved with a complaint, either as an alleged perpetrator, witness or victim or has a close relationship with the party involved in the complaint, the school administrator shall recuse himself/herself from the process. In response, the management company will be responsible for conducting the investigation.

X. Notification to Law Enforcement

The administrator may, as a result of the allegations made, submit the complaint concerning bullying, harassment and/or hazing to a law enforcement agency or the district for investigation.

XI. Notification to Parents or Guardians

- A. The administrator or designee shall promptly report to the parent or guardian of a student who has been reported as an individual subject to bullying, harassment and/or hazing, and the custodial parent or guardian of the alleged perpetrator of act of bullying, harassment and/ or hazing. Said notification will occur at the start of an investigation, and may be made by telephone, electronic mail, U.S. mail, or personal conferences. All notification shall be consistent with the student privacy rights.
- B. If the incident results in the perpetrator(s) being charged with a crime, the school administrator or designee shall by telephone, electronic mail, U.S. mail or personal conference, inform the parent or guardian of the student subject of the investigation.

XII. Publication, Training and Education

- A. This policy shall be referenced in the Board Manual Policy and the New Start High School Parent/Student handbook, and other means as determined by the school administrator.
- B. The school may implement programs and other initiatives to prevent bullying, harassment and/or hazing. To respond to bullying, harassment and/or hazing in a manner that does not stigmatize the individual subject of the conduct, and to make resources or referrals to resources available to victims of bullying, harassment and/or hazing.

XIII. Reporting of Bullying and Harassment

Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline required under Section 1006.09(6), Florida Statutes. The school administrator or designee will report each incident of bullying and harassment, and the resulting consequences, including discipline and referrals, in the Safety Environmental Safety Incident Reporting (SESIR) Statewide Report on school Safety and Discipline Data. The report shall also include bullying/harassment as an incident code, as well as the "bullying-related" element code to situations that meet the definition of bullying along with an accompanying behavior, i.e. "Battery, Bullying-related," as required by state laws.

XIV. On-going Reporting to Target's Parents/Guardians

Following and appropriate investigation, the school administrator or designees will report to the parent or guardian of the student subject of the conduct what steps have been taken to protect the student. Follow-up reports will be designed based on the interventions and will continue in a manner that is deemed necessary by the school administrator. Notification will be consistent with the student's privacy rights.

XV. Privacy and Confidentiality

- A. To the greatest extent possible, all complaints will be treated as confidential and in accordance with Fla. Stat. 1002.22(3) (d); the Family Educational Rights and Privacy Act ("FERPA"); and any other applicable laws.
- B. Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action to ensure the health, welfare and safety of the students may supersede an individual's right to privacy.
- C. The complainant's identify shall be protected, but absolute confidentiality cannot be guaranteed.

XVI. Constitutional Safeguard

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions or debate that is conducted at appropriate times and places during the school day and is protected by federal and state laws.)

SEARCH POLICY - 0303

Enterprise High School hereby establishes a zero-tolerance policy concerning school violence, crime, and the possession or use of firearms and weapons on school grounds or at school functions. The zero-tolerance policy is part of a comprehensive approach to reduce violence in schools. Federal Law also allows schools to take reasonable steps in an effort to provide a safe, drug-free environment for students. The goal is to allow students to learn, in a safe environment, while their respective civil rights are protected.

In conjunction with EHS policies, an “Administrative Search Policy” (“the policy”) is hereby established. The Administrative Search Policy permits a search of any student and/or visitor who enter the EHS charter school facility or grounds, or any student who attends any EHS activity, function, or event regardless of whether the activity, function, or event is at the EHS charter school. The administrative search authorized, pursuant to this policy, provides for the search and seizure of any firearm(s), weapon(s) and/or contraband found in possession or controlled by the individual searched, and/or in his or her possession which may include a person’s automobile if parked on EHS property and the appropriate search parameters are met. Illegal firearm(s), weapon(s) and contraband include any item(s) that are in violation of local, state or federal law, and/or in violation of any Enterprise High School Code of Conduct rule, policy, or guideline.

The Administrative Search Policy is supplemented by the “Procedures for School Officials” that outlines how searches will be conducted. While this is a comprehensive policy, nothing outlined in this policy restricts or limits school officials, school police officers, school security officers, or law

enforcement from searching students or visitors where reasonable suspicion or probable cause, independent of an administrative search, exists. If a metal detecting device alerts to the presence of metal during the course of an administrative search, it gives rise to reasonable suspicion. This policy also outlines searches performed when reasonable suspicion exists where an administrative search has not been conducted.

I. Administrative Searches

- A. Introduction to Administrative Searches and General Considerations
 1. The primary purpose of the metal detector searches authorized, pursuant to this policy, is to locate any firearm(s), weapon(s) and/or contraband in order to provide a safe school environment for students, teachers, staff, and administrators. The primary purpose of the searches is not to collect evidence for criminal prosecution or to penalize students. However, law enforcement authorities will be summoned and may arrest the individual while seeking criminal prosecution against an individual if a search reveals that the individual is in possession of any firearm(s), weapon(s) or contraband.
 2. Administrative searches using a metal detector may be conducted randomly or may be at a set location at locations at the school facility, on the school grounds, or at locations where a EHS activity, function or event is held.
 3. The searches will be conducted in the least intrusive manner so that individuals' rights are balanced with the requirements of this policy. Administrative searches using a metal detector may be conducted by any member of the Search Team, regardless of gender, if the Search Team member has been trained to properly conduct searches using an approved metal detector. Pat-down searches will be conducted by an individual of the same gender as the individual being searched. Under no circumstances will a "strip search" be conducted by school officials pursuant to this policy. (Security personnel and law enforcement officials shall not be limited by this paragraph and shall follow appropriate training).
 4. The Search Team, including the school Administrator or designee(s), will oversee any and all metal detector searches. The school Administrator or designee(s) will be required to follow the policy with regard to administrative searches and will be required to address the discovery of firearm(s), weapon(s) or contraband as set forth within the search policy procedures.
 5. The Search Team will be trained to conduct administrative and reasonable suspicion searches.
 6. Nothing in the Administrative Search Policy shall limit the authority of the school Administrator, or designee(s), law enforcement, or school security officers to search an individual or an individual's possessions when reasonable suspicion or probable cause exists that the individual is in possession of an illegal firearm(s), weapon(s) or contraband.
 7. All students and legal guardians are required to sign a written acknowledgement, prior to attending school, concerning this policy in addition to the Enterprise Student/Parent Contract. The acknowledgement will provide written notice to the student(s), parent(s) and legal guardian(s).
 8. Signs will be posted at the school facility notifying students and visitors that any student or visitor is subject to random administrative searches.

SEARCH POLICY

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- B. Administrative Searches
 1. All students and visitors entering the facility or grounds or any student in attendance at any EHS activity, function, or event regardless of whether the activity, function, or event is at the EHS facility or grounds are subject to a walk-through and/or hand-held metal detector search for firearms, weapons, and/or contraband. The determination as to the random searches of students and visitors will be made pursuant to the procedures for conducting metal detector searches. The search will be random and will use neutral and even-handed criteria for determining individuals subject to the search.
 2. No student or visitor shall be selected to be searched based solely upon his/her gender, race, ethnicity, physical appearance, manner of dress, or association with any particular group of persons.
 3. Pursuant to the administrative search policy, school officials are prohibited from selecting a specific individual(s) to be searched without reasonable suspicion that the individual is in possession of a firearm, weapon, and/or contraband. This policy may not be used as a pretext to "single out" a particular individual or group of individuals.
 4. Searches will be performed on random days, times, and locations. Advance notice of a search will not be provided.
 5. Students and visitors to be searched will be advised that an administrative search is being conducted; will be advised of the procedures; and will have the opportunity to ask questions prior to the search.
 6. Students and visitors may refuse to submit to the search.

7. No student/visitor selected to be searched will be allowed to enter or remain in the facility or on the grounds if the individual does not submit to the search. School officials should immediately advise the school police officer or security officer and contact law enforcement when an individual objects to an administrative search.
8. The individual to be searched will be asked to remove any firearm(s), weapon(s), and/or contraband from his/her person or personal possessions before the search. These items will be placed in a designated container or space, in public view, until the search is completed. Any firearm(s), weapon(s), and/or contraband removed for the search will be confiscated and seized by the school police officer or security officer.
9. Subsequent to the removal of items referenced above, students and visitors will be searched with a hand-held metal detecting device. For each individual searched, there will be a body scan for any firearms, weapons, and/or contraband. Any personal possessions (i.e., backpacks, briefcases, bags and containers) of the individual will also be scanned for firearms, weapons, and/or contraband.
10. Reasonable efforts will be made to avoid bodily contact with the individual being searched and the device.
11. If the hand-held metal detector alerts during the body scan, the school official conducting the scan will direct the individual being searched to remove any remaining metal objects from his/her person or possessions and place the item(s) in the designated container. Any firearm(s), weapon(s), and/or contraband removed will be confiscated and seized by the school police officer or security officer. The school official will then conduct a second scan.
12. If the metal detector alerts to the presence of metal during the second scan, the individual will be subject to a pat-down search. This expanded search will be based on reasonable suspicion and include a limited pat-down of the area for which the device was activated. The search will be further expanded should the pat-down, or some other grounds for reasonable suspicion, indicate a concealed firearm(s), weapon(s), and/or contraband may be in possession of the individual. Expanded or more intrusive searches will be conducted as outlined pursuant to the Reasonable Suspicion Searches section of this policy.
13. Any weapon(s) and/or contraband will be confiscated and seized by the school police officer or security officer. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to school policy. Additionally, the student and/or visitor will be subject to criminal prosecution, including arrest, detention, and incarceration.
14. Any item(s) that is not prohibited such as a firearm(s), weapon(s) and/or contraband will be returned to the individual at the conclusion of the search. A school official shall have the sole discretion with regard to making the determination that the item(s) does not pose any threat to the health and/or safety of individuals within the facility and/or grounds.
15. If a student or visitor is subject to a medical condition, or pregnancy, that prevents or inhibits the use of a metal detector, the individual will be required to present proper documentation to the school Administrator or designee(s) when enrolling at the NHS charter school or prior to an administrative search. If a student who is subject to an administrative search fails to provide proper documentation, the student will not be excused from an administrative search. This documentation will be verified and kept on file by the school Administration. Documentation will be valid for the current academic year, for the duration of the medical condition or pregnancy, or if the student or visitor has a terminal or permanent condition, until the end of the current academic year. For individuals providing proper documentation for a valid medical reason, administrative searches will be conducted pursuant to a pat-down search.

SEARCH POLICY

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II. Reasonable Suspicion Searches

- A. Introduction to Reasonable Suspicion Searches and General Considerations
 1. Reasonable suspicion depends on the information and observations available to the school official in determining whether there is reasonable suspicion to conduct a search. Reasonable suspicion depends on both the content of information possessed by a school official and its degree of reliability. Both factors, the quantity and quality of the information and the degree of reliability, are considered with regard to the totality of the circumstances. All available information must be considered when evaluating whether there is reasonable suspicion to conduct a search. Thus, if the information available has a relatively low degree or reliability, more information will be required than if the information was more reliable.
 2. Reasonable suspicion may exist independent of an administrative search. School officials may conduct searches of any student, at any time, if reasonable suspicion exists that the individual is in possession of a firearm(s), weapon(s), and/or contraband. Where reasonable suspicion is developed concerning the possession of a firearm(s), weapon(s) and/or contraband, an expanded or more intrusive search is necessary via a pat-down search.

3. Prior to conducting the search, the school Administrator or designee(s), overseeing the search, will request the student sign Consent to Search Form. If the student refuses to consent, school officials retain the authority to conduct a search even though the student does not execute a consent form. The student is subject to discipline, including expulsion, for the failure to consent to a search. The search will be limited to the basis of reasonable suspicion, i.e., information and/or observations obtained with regard to the individual's possession of a firearm(s), weapon(s), and/or contraband. Failure of a student to consent may result in discipline, pursuant to the policy.
4. When there is reasonable suspicion that an individual is in possession of firearm(s), weapon(s), and/or contraband, school officials will contact the school police officer or security officer to conduct the search.
5. During the search, if other illegal contraband is found; the item(s) will be confiscated and seized by the school police officer or security officer. The individual possessing a firearm(s), weapon(s), and/or contraband will be subject to the discipline pursuant to school policy.

B. Reasonable Suspicion Search Procedure

1. A search based on reasonable suspicion involves a pat-down of an individual and/or a physical inspection of the individual's possessions.
2. The pat-down search will be conducted at the school facility or on school grounds in an area a safe distance from other students. If the search is to be conducted at an EHS school activity, event, or function, the search will be conducted in an area a safe distance from other individuals. The search will be conducted by a school official, school police officer, or security officer of the same gender as the individual being searched, whenever possible. All searches will be witnessed by school official(s), in addition to the school official, school police officer, or security officer conducting the search.
3. Where a reasonable suspicion search is conducted as the result of a metal detector activating, the search shall be conducted only in the area of the body for which the device alerted. The search will include patting-down the exterior of the individual's clothing for the limited purpose of discovering the item(s) which may have caused the metal detector to alert to the presence of metal. If the device alerts to the individual's personal possessions, the possessions will be inspected and opened to determine the presence of a firearm(s), weapon(s), and/or contraband.
4. If the school official, school police officer, or security officer conducting the search observes or feels an object which may have caused the metal detector to alert, and there is a reasonable belief that the object may be a firearm(s), weapon(s), and/or contraband, the school official, school police officer, or security officer conducting the search will ask the individual being searched to remove the item(s). If the individual refuses, the school official, school police officer, or security officer has the authority to remove the item from the individual's person or possessions without consent.
5. If the item(s) removed is determined to be what caused the metal detector to alert the search will cease, unless reasonable suspicion still exists. If reasonable suspicion exists sufficient to continue the search, the search will continue.
6. If the item(s) removed is determined to be what caused the metal detector to alert to the presence of metal, the search will cease. No further reasonable suspicion will exist. The individual and/or his/her possessions will then be re-scanned with the metal detector. If the device alerts again, the individual or his/her possessions will be subject to an additional search. If the device does not alert again, the search is complete.

SEARCH POLICY

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7. If the removed item is a firearm(s), weapon(s), and/or contraband, it will be confiscated and seized by the school police officer or security officer. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to school policy. Additionally, the student and/or visitor will be subject to criminal prosecution, including arrest, detention, and/or incarceration.
8. Any item(s) that is not prohibited as an illegal firearm(s), weapon(s), and/or contraband will be returned to the individual at the conclusion of the search. A school official shall have the sole discretion with regard to the determination that the item(s) do not pose any threat to the health or safety of individuals within the facility and/or grounds.

- I. With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the school recognizes the role it can play in building nutrition knowledge and skills in children to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health, and reduce childhood obesity.

- II. The main goal of nutrition education is to influence students' eating behaviors. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and developed of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns.

- III. The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity, and meets the requirements of the Child Nutrition and Women, Infants and Children WIC Reauthorization Act of 2004. These requirements include, but are not limited to the following:
 - A. Goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
 - B. Nutrition guidelines for all foods available during the school day;
 - C. A plan for measuring implementation including designating one or more persons charged with operational responsibility; and
 - D. Involving parents, students, school food service providers if available, school administration, and the public in developing a wellness program.

- I. No medication will be administered by the staff at Enterprise High School including asthma inhalers.

- II. However, pursuant to the F.S. 1002.20(3)(h) students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. In addition, F.S. 1002.20(3)(i) permits a student to carry and use an epinephrine auto injector to treat anaphylaxis (an intense allergic reaction) aka epi-pen.

- III. To carry either inhaler or an auto-injector, written approval must be obtained from the student's physician, and, if the student is a minor, from the student's parent or legal guardian.

The physician's written approval must include the following information:

- A. The name and address of the student;
 - B. The school in which the student is enrolled;
 - C. The name and dose of the medication contained in the inhaler or auto injector.
 - D. The name of the drug and the dosage to be administered;
 - E. The times or intervals at which each dosage of the drug is to be administered;
 - F. The date the administration of the drug is to begin;
 - G. The date the administration of the drug is to cease (if applicable);
 - H. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector.
 - I. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
 - J. Special instructions for administration of the drug by the student;
 - K. Instructions outlining procedures to follow if the medication does not provide adequate relief;
 - L. A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
 - M. And any other special instructions.
- IV. To carry either an inhaler or an auto-injector, written approval must be obtained from the student's physician, and, if the student is a minor, from the student's parent or legal guardian.
- V. Enterprise High School must have the above stated documentation provided by the physician and parent or guardian, if the student is a minor, in order to allow a student to use an asthma inhaler or epinephrine auto injector or any other necessary self-administered medication.
- VI. A school employee will request assistance from an emergency medical service provider whenever a student is administered epinephrine at a public school or at an activity, event, or program sponsored by the school or in which the school is a participant. This request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

ENTERPRISE HIGH SCHOOL



PARENT/STUDENT HANDBOOK 2013-2014

Enterprise High School
2461 McMullen Booth Road
Building B
Clearwater, Florida 33759
727-474-1237

Mission Statement
To Reach the Heart,
Educate the mind,
And Graduate the whole student

Vision Statement

Enterprise High School is the leading individualized-learning charter school in Florida, known for effective, efficient, and compassionate delivery of student-centered education and forging strong community relationships. We graduate students who are educated and empowered to succeed in the 21st century.

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Introduction

Enterprise High School is a special place for students. You will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will enable you to be successful in life, on the job, and with your continuing education.

You can graduate from Enterprise High School with a state-recognized, fully accredited High School Diploma, well prepared to live as a productive and responsible citizen in your community. You will leave feeling confident of your abilities and prepared to find a good job, enter a trade, an apprenticeship, or attend a postsecondary educational program.

You will work hard and learn to give your best effort on your own behalf. Everyone at Enterprise High School is treated with respect. We require and demand a commitment from you, not just in following the school rules, but also in working to make you the best person you can be, and make this school the best one in the area.

Admission Information

A. Enrollment

Applications are accepted any time of the year at Enterprise High School.

1. Complete an Enterprise High School application and return it to the school.
2. In order to complete your enrollment application, you will also be required to submit copies of your Birth Certificate, a monthly utility bill, lease, or mortgage statement. A photo ID is also required.
3. Once you have submitted your enrollment application and required documentation, you will be scheduled for orientation.
4. During your orientation, you will be assigned to a session, lab, and teacher. The orientation process includes a confidential assessment test, introduction to your administrator(s), training on the computer programs you will be using, and a career orientation from the Vocational Specialist.
5. In the event that enrollment exceeds capacity, Enterprise High School will perform a blind, random lottery to determine which students are enrolled and which students are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences may only be given to existing students, siblings of existing students, and re-enrolling students.

B. Fees

There is no tuition of any kind at Enterprise High School.

C. Non-Discrimination Policy

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Enterprise High School also will not discriminate in its pupil admissions policies or practices, whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

D. Student Immunizations

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. Students attending school are in violation of Florida law if:

- A student's immunization record is not on file
- The student still needs their initial Measles, Mumps, or Rubella (MMR) vaccine
- The student still needs their initial dose of DTaP vaccine
- The student still needs their initial dose of Polio vaccine

If a student's Immunization Records have not been received by the school by the 15th day of enrollment, the student will be released from school and will not be able to attend until they can acquire their medical records from their last school of attendance or primary physician or until they can prove that they have begun the Immunization process and have received at least one dose of DTaP/DPT/DT, MMR, Polio and Hepatitis B. A student who has been released for not submitting a copy of their Immunization Records will be counted as an unexcused while the student is not attending school.

If a student has received at least one dose of DTaP/DPT/DT, MMR, Polio and Hepatitis B, s/he is may remain in school. However, s/he must finish the series as soon as the scheduled intervals between dose permits. Any student with partial immunizations has until the end of the school year to complete their immunization vaccines.

For a student, grades 9-12, required doses include:

- 4 DPT, DTaP, or DT (Pediatric)
- 3 Polio Vaccine
- 2 MMR Vaccine
- 3 Hepatitis B Vaccine

E. Re-Enrollment

Students who have withdrawn from Enterprise High School during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Student and Parent will need to meet with administrator to sign a re-enrollment agreement to ensure success. Any variation to this process requires the approval of administration.

F. Annually Required Documents

At the beginning of each school year (July 1st), the schools must distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- Current school year Board-approved Parent/Student Handbook (no collection necessary)
- Current school year Board-approved School Calendar (no collection necessary)
- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18) and collected
- Title One Compact – must be completed, signed by the parent or student (if over 18) and collected for both school wide and targeted schools (if applicable)
- Free and Reduced Lunch Form (if applicable)

G. Change of Address/Phone Number

It is the student's responsibility to inform Enterprise High School office of any change of address or phone numbers. Any other relevant information must also be updated in the office.

H. Non-Sectarian School

Enterprise High School is a public, non-sectarian school.

Student Responsibilities

A. Code of Conduct

Enterprise High School recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to guarantee the rights of every student at Enterprise High School.

Students at Enterprise High School are required to know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of Enterprise High School is very important.

Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function or event;
4. Traveling to and from school, including actions on any school or public conveyance.

Under this Code of Conduct, the following definitions will apply:

Student:

A person, adult or minor, enrolled in Enterprise High School

Parent:

- a) Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Florida government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required)
- b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives
- c) For married and independent adult students ages 18-20 and for all students 21 years old or above, the student him/herself

Spouse:

The legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or a sovereign nation

The following behaviors are considered OFFENSES at Enterprise High School and will result in corrective action, up to and including a suspension, expulsion, or withdrawal, at the discretion of the Administration of the school.

1. Truancy – Absent without permission from the school.
2. Dress Code Violation – Not dressed according to Enterprise High School dress code.
3. Disruption – Interfering with school policies or classroom routine.
4. Cheating – Copying someone else’s work or in any way trying to take credit for work not done by the student himself/herself.
5. Profane Language – Use of profane or unacceptable language.
6. Sexual Misconduct – Including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, note, etc. The prominent display of “hickies” or passion marks is prohibited.
7. Smoking – Smoking in the school building is strictly prohibited.
8. Sleeping – Activity which results in student non-performance.
9. Disobedience to the lawful instructions of a teacher – Disobeying the lawful instructions of an administrator, teacher, or other staff member of Enterprise High School.
10. Out-of-Bounds – Being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority.
11. Misuse of Electronic Devices –MP3, CD players, and radios are permitted but must not pose a distraction in class or to students and others.
12. Non-completion of assigned activities – Failure to finish academic work.
13. Failure to provide name or identification to school employees – Refusal to provide Enterprise High School staff with their name identification, or other necessary information including, but not limited to current phone number, address, etc.
14. Theft – Taking the property of another without right or permission
15. Fighting or violence – Participating in physical contact and/or verbal abuse with one or more students.
16. Vandalism – Purposeful destruction of school or student property.

17. Gang Activities – Participating in gang activities.
18. False fire and/or bomb alarm – Willful intent to cause panic by submitting false information.
19. Arson or attempted arson – Setting fire or attempting to set fire to any school or building property.
20. Drug/Alcohol/Other Substances – Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance.
21. Weapons – Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.
22. Wrongful conduct – Actions that impede, obstruct, interfere with or violate Enterprise High School’s mission, philosophy, and regulations.
23. Property – Destruction and or intentional harm to person or property.
24. Harassment – Sexual harassment, misconduct, and or improper language or inappropriate touching.
25. Disrespect of the rights of others or other’s property – Willful destruction or rudeness towards others (staff or students).
26. Conduct which endangers themselves or others – Any form of physical contact which jeopardizes others including but not limited to horseplay and throwing objects.
27. Harassment, Intimidation, or Bullying – Any harassing, intimidating, or bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events.
28. Unauthorized websites and misuse of Internet – Students misuse or actions related to the Internet (See Internet Safety Policy).
29. Other Behaviors – Any other behaviors that the Director deems as offenses that will result in corrective action.

B. Dress Code & General Guidelines

1. No sunglasses or bandanas are permitted. (The only exception is for religious purposes.)
2. Cell phones, MP3, CD players, and radios are permitted with restrictions. (See Offenses: Possession of prohibited items, page 7).
3. Each student must maintain a neat, clean, professional appearance at all times.
4. The Director may make exceptions to the dress code based on physical disability or other conditions.
5. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
6. Students not conforming to the Dress Code will be sent home and will be deemed absent. Phone calls will be made to the parents of student who are under 18. Students can enter school later that day if they return in appropriate dress.

For males: Shirt choices: Enterprise High School shirt or more conservative shirt, including button up oxfords, polo shirts, plain clean T-shirts, etc. All shirts must have sleeves – no tank tops are permitted. Pant choices: Slacks, shorts, or jeans. All pants must cover undergarments. Other items: Shoes must be worn at all times. Bedroom slippers and pajamas are not permitted to be worn at school.

For females: Shirt choices: Enterprise High School shirt or more conservative shirt, including button up oxfords, polo shirts, plain clean T-shirts, blouses, etc. All shirts must have sleeves – no tank tops are permitted. No excessive visible skin will be tolerated. Pant choices: Slacks, jeans, skirts, and shorts. Skirts and shorts must be mid-thigh or longer. Other items: Shoes must be worn at all times. Bedroom slippers and pajamas are not permitted to be worn at school.

All students who attend Enterprise High School must adhere to the dress code policy as stated.

C. Attendance Policy

All students should strive to maintain an 80% in seat attendance rate (at least four out of five days per week) while enrolled at Enterprise High School. Students at Enterprise High School are expected to attend their academic session and be on time.

Students must sign a daily attendance sheet at the beginning of their session. These sheets are kept as attendance records at the school.

If the student needs to miss school, a written excuse must be brought to school upon the student’s return. Unexcused absences will reduce the student’s overall attendance percentage. Excused Absences will also reduce the student’s overall average attendance percentage but will be taken into account should the total attendance percentage drop below 80%.

EXCUSED ABSENCES

Excused absences require written documentation such as a doctor’s note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to Enterprise High School on the first day they return to school. An excused absence will be granted if the student is not in school for the following reasons:

1. Medical appointment with appropriate written documentation
2. Under a doctor's care with appropriate written documentation
3. Automotive with appropriate tow truck or repair shop receipt
4. Scheduled road test for a driver's license with appropriate written documentation
5. Employment (which cannot be conducted outside of school hours) with appropriate written documentation from employer (Hours must conflict with school hours)
6. Death of an immediate family member with appropriate written documentation
7. Personal Illness with appropriate written documentation
8. Court appointment with appropriate written documentation
9. Other appointments which cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) with appropriate written documentation
10. Other absences as deemed appropriate by the Director

Any prolonged absence due to illness or other documented reason will also be excused. Excused absences with documentation, such as a doctor's note or verification from the court, can still count against a student's average attendance percentage.

UNEXCUSED ABSENCES

Unexcused absences include the following:

1. Any absence that is not excused
2. Any absence where a student fails to provide appropriate written documentation of the absence (Students should have written documentation for absences in-hand on the first day that they return to school)
3. Attending school for less than 1 hour. Any exceptions to this need to go through administration.
4. Any other unexcused absence defined by the school Director.

Any student whose unexcused absences reach 11 consecutive days may be automatically withdrawn from school per Enterprise High School Policy. Students may be permitted to re-enter the school, if there is a seat, after attending a scheduled meeting with a school official.

D. Truancy Policy

Enterprise High School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant.

E. Tardy Policy

1. Students will be counted tardy if they are at Enterprise High School less than the required 4 or 5 hours per day. If the student can make up the missed hours from a given day during the same week, the Tardy may be changed to a Present Day.
2. Students who are tardy more than three (3) times within two weeks warrant a conference with administration. The third of these tardies may be changed to an Unexcused Absence by the Director.
3. The administration will handle all special circumstances on a case-by-case basis.

F. Suspension & Expulsion Procedures

Rules of suspension and expulsion follow due process requirements as mandated by the District in which the school operates.

Suspension

1. The Director may suspend any student at Enterprise High School for violation of Code of Student Conduct.
2. No suspension shall exceed ten (10) school days.*
3. The Director must give written notice of the intention to suspend and the reason for the suspension to the student.
4. The student shall be given the right to appear at an informal hearing before the Director and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing should take place within five (5) days, if practical, immediately following the infraction.
5. Before returning to school following a suspension, the student and/or the parent/guardian (required for students under 18) must have a conference with the Director or designee prior to returning to class in order to discuss expected behavior.
6. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Director or Board of Directors.
7. A parent/guardian or the student, if over 18, has the right to appeal the suspension, which must be submitted, in writing, to the Director within fourteen (14) school days of the written notice of suspension. The Director shall immediately forward this written appeal Enterprise High School's appeal hearing designee.

*Rule 6A-6.03312, Florida Administrative Code, Discipline Procedures for Students with Disabilities states that students may not be removed from the school for more than 10 consecutive school days for any violation of school rules, unless his behavior is a manifestation of his disability.

Expulsion

1. The Director of Enterprise High School may recommend expulsion to the school district.
2. Expulsion is the removal of a student from school for the remainder of the year plus one additional year.
3. The Director shall provide the student and the parent/guardian written notice of the recommendation for expulsion. The written notice shall include reasons for the intended expulsion.
4. The Director will abide by all of the school district policies regarding expulsion.
5. All expulsion proceedings will be handled by the school district.
6. The time frame for expulsion will be determined by the school district.

G. Student Search and Seizure

Source: F.S. 1006.09(9)

School personnel may search students reasonably suspected of being in possession of contraband or other prohibited items while on board-owned property or wherever students are under the official supervision of board employees, such as on field trips, at extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers, or by other means of conveyance.

School personnel may conduct a search of a student, a student's possessions, a student's locker, or any other storage area on school property without a warrant when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed on a student's person or in a storage area.

School personnel are encouraged to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances, or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

School personnel have the authority to search a student's backpack, purse, or wallet, upon reasonable suspicion, if the student refuses to reveal the contents inside.

For more information please refer to the Board of Director's Student Search and Seizure policy

H. Emergency Removal

The school Director may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided with a hearing within five (5) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the procedures outlined in the Expulsion section of this Handbook will be followed.

I. Withdrawal Policies and Procedures

Mandatory Withdrawals – 11 Consecutive Days

Per Enterprise High School policy, students may be withdrawn if they are absent for 11 consecutive days and have not provided the school with documentation of approved excused absences. A student will be sent a warning letter if the student is unexcused absent for 25 consecutive hours (5 school days). If a student reaches 11 consecutive days, they may be withdrawn. Final withdrawal letters will be sent to the parents or student (if 18 or older) and the appropriate truancy procedures will begin as well as being reported to the Department of Motor Vehicles to suspend the student's driver's license when deemed appropriate.

Mandatory Withdrawals – Students Age 21/22

When a student reaches the age of 21 for regular education students, 22 for special education students, they will be withdrawn from Enterprise High School at the end of the school year. The appropriate withdrawal letters will be sent to the student at the time of withdrawal.

Voluntary Withdrawals

If a parent wishes to withdraw their student or an adult student wishes to withdraw from Enterprise High School, they must complete and sign a Withdrawal form.

Curricula Cut-Off

All curricula in progress at the time of withdrawal will be deleted from the system. Should a student choose to re-enroll, he/she will begin those classes again. The administration will handle all special circumstances on a case-by-case basis.

J. Parent & Student Surveys

By contract, parents and students are asked to complete a Parent & Student Satisfaction Survey as well as any other school surveys deemed appropriate by the school's Director.

Academics

A. The Curriculum

The curriculum is a combination of academics, life skills preparation and workplace instruction and experience. Each student works on an individualized computer program, participates in small group sessions and completes independent work in order to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the Internet for their academic lessons and vocational exploration. One-on-one tutoring is also available if needed.

Students receive an individual academic and career plan based upon their academic needs and vocational/employment plans. The Vocational Specialist works with each student to assist with job placement, vocational opportunities, and career advancement.

B. Academic Sessions

Non-working/non-volunteering students are to attend one, five (5) hour academic session per day, Monday – Friday. Students who have obtained employment or who are currently volunteering are to attend one, four (4) hour academic session per day, Monday – Friday. A change of selected session times must go through the administration to verify there is availability in the requested session.

Working Students

Session 1 7:00 a.m. – 11:00 a.m.

Session 2 11:00 p.m. – 3:00 p.m.

Non- Working Students

Session 1 7:00 a.m. - 12:00 p.m.

Session 2 11:00 p.m. – 4:00 p.m.

Working/Volunteering students will earn credits towards graduation. Every 60 hours that are reported to and verified by the Vocational Specialist will earn the student one-half (.5) credit. These credits can be earned from employment, volunteering, vocational counseling or other activities deemed suitable. Students may earn a lifetime maximum of four (4) credits that are counted towards the elective credits needed for graduation. Exceptions to this requirement are only permitted after the School Administration performs an in-depth review of the student's individual circumstances, and approval is obtained from the Graduation Committee and administration.

Any student not participating in volunteer activities, vocational counseling, community organizations, or working will be required to attend a fifth (5th) hour of instruction at Enterprise High School. All activities, except working and verifiable volunteering, need to be approved by the administration and documented so the student can receive Enterprise High School credits.

C. Grading

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. Students must receive 80% or better to receive credit for a class. Some courses require a passing score on an End of Course Assessment in order to earn credit. Please refer to the 2013-14 Course Code Catalog for further information regarding this requirement.

D. Progress Reports

Enterprise High School uses a Complete/Incomplete grading system. Progress Reports are issued to each student four (4) times per school year.

Grading periods will end on or about:

- Period 1: October 21st 2013
- Period 2: January 21st, 2014
- Period 3: April 4th, 2014
- Period 4: June 23, 2014

Or as otherwise set forth in Enterprise High School Calendar provided to each student.

E. Grade Levels

Unlike traditional high schools, classrooms at Enterprise High School are not split by grade level. However, since we are part of the state education system, the student is assigned to a grade level. Student will progress each year to the following grade level until they are in 11th grade. In order to be promoted to 12th grade, the student must have 17 credits prior to the beginning of the school year or prior to the start of the second semester of the school year (mid to late January).

F. Conferences

Conferences are strongly encouraged throughout the year. Parents/legal guardians may be contacted to meet with instructors and the student at least once a trimester. The school encourages parents to request a conference at any time.

G. Transferring Credits

Student credits from former high schools do transfer to Enterprise High School.

Note: An official transcript has a raised seal. Enterprise High School MUST have an official transcript in order for the credits to appropriately transfer to this district if coming from another county or state.

H. Graduation Requirements

Students may work toward earning one of following: Standard Diploma, Special Diploma, or Certificate of Completion.

Requirements for a Standard Diploma - 24 credits (in the areas specified below), a cumulative GPA of 2.0 on a 4.0 scale, and pass the FCAT READING and MATH.

Please refer to Course Code Catalog for any clarification on graduation requirements based on year when student started high school.

Course Category	Credits Needed	Requirements
English/Language Arts	4 credits	
Math	4 credits	1 credit in Algebra 1 or higher (plus 1 credit of Geometry or higher if freshman in 2010-11 or later)
Social Studies	3 credits	1 credit World History 1 credit American History
	.5 credit American Government	.5 credit Economics
Science	3 credits	Two courses with labs are required. (Including 1 credit of Biology if freshman in 2011-12 or later)
Fine Arts/Practical Arts		1 credit
HOPE	1 credit	2007-08 or later (students who started high school prior to 07-08 need 1.5 credits in Personal Fitness, PE, and Health)
Electives	8 credits	

Requirements for Certificate of Completion:

Same as standard diploma, but not achieving a passing score on one or both of the FCAT required tests.

Requirements for Special Diploma:

In order to achieve a special diploma, students must have successful completion of all coursework and a cumulative GPA of 2.0 on a 4.0 scale; and satisfaction of all applicable School Board and state requirements for students with disabilities. District policies and procedures are followed at the school.

Students earn credits by passing academic competencies through the computer-based courses and off-line assignments. Students may take pre and post-tests to show mastery of the competencies.

Other requirements for graduation include:

- Completion of one-half (.5) credit of Employability Skills coursework.
- Reporting 120 validated working or volunteering hours
- Taking an exit Discovery test or other school approved exit exam.

Exceptions to the graduation requirements are only permitted after the School Administration performs an in-depth review of the student's individual circumstances, and approval is obtained from the Graduation Committee, Director, and the School District liaison.

School Facilities

A. Hours of Operation and School Address

Enterprise High School hours of operation are 7:00 a.m. to 4:00 p.m. Monday – Friday. If you need to contact the school after hours, voice mail is available. The address is 2461 McMullen Booth Road, Bldg B, Clearwater Florida 33759, and the phone number is 727-474-1237.

B. Smoking and Eating

Smoking by minors within 1,000 feet of a school is illegal. Also, if a student is caught smoking inside a school building s/he may receive a written citation from local law enforcement. The first time a student receives a citation the court may fine the student up to \$100. For any additional citations, the court may fine a student up to \$500.

Food and beverages are allowed in the classroom or the computer labs per teacher permission. Vending machines are available for student use during assigned break times. Enterprise High School also participates in the Free and Reduced Lunch Program.

C. Parking

If you drive, you may park only in the area designated for students.

D. Transportation

The school does not provide transportation. However, the school is easily accessible to various city public bus services. The school provides city bus passes to students who live two (2) or more miles from the school. In order to participate in the bus pass program, a student must be at school for a minimum of four hours for working students and 5 hours for non-working students, unless otherwise approved by the administration. Only one bus pass will be given per school day. In addition, if the student was previously issued a bus pass, s/he must return the used bus pass to get a new one for that day. This program is federally funded, and there are very specific rules that must be followed for Enterprise High School to be able to provide this service.

E. Visitors

Enterprise High School is a closed campus school. If an emergency arises the student will sign out and, if need be, the party picking up the student will also sign the student out with information as required by the school. All students must and will be accounted for while on campus.

Parents, graduates, and other visitors are always welcome with advanced notice and approval of Enterprise High School office. Exceptions to the advance notice and approval are made in the event of an emergency. No children are permitted in the classroom at any time. If children would like to visit the school, an appointment for a tour must be scheduled with the main office.

All visitors are required to report to the school office prior to their visit and may be escorted while in the building. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building. Visitors will need to have a valid picture ID or Driver's License upon signing in, and this information may be input into the national sexual predator database system for safety and security of our students based on the Jessica Lunsford Act.

Visitors must pre-arrange any meetings or visits with teachers or administration prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time.

When parents are visiting, they are asked not to attempt a parent-teacher conference while students are in the classroom.

F. Emergency Phone Calls

Students may give the school's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible.

G. School Closure Policy

Should it be necessary to close Enterprise High School due to weather or other unforeseen emergencies, information will be given over radio and television stations. Students and parents are asked not to call the school. Due to severe weather events, Enterprise High School will be in alignment with Pinellas County Schools' decision to open or close.

Safety

A. Fire Alarm

When the fire bell rings, exit the building through the nearest exit in an orderly fashion according to instructions given by the attending adults. Instructions are also posted in each classroom.

B. Reporting Injuries

If a student is injured at Enterprise High School, he/she must immediately report the injury to a teacher or administration. The main office will complete a copy of the injury report.

C. Harassment

Any form of Harassment, Intimidation, or Bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events, is strictly forbidden. Students who are determined to have engaged in such behavior are subject to disciplinary action, in accordance with the Board of Director's Safe School Policy, which may include counseling, suspension or expulsion from school. The school's commitment to addressing Harassing, Intimidating, and Bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty or school personnel.

If a student believes that he/she is a victim of harassment, he/she should refer to the Board of Director's Safe School and Complaint Policies for further explanation and direction. He/She can call the anonymous hotline which is posted throughout the school or can call the Director's cell phone.

D. Drug-Free School

In accordance with Federal Law, Enterprise High School prohibits the use, possession, concealment, or distribution of drugs by a student on school grounds, or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by State statute, or any substance that could be considered a "look alike." These substances may be legal or illegal but can be used as intoxicant, hallucinogen, mind-altering agent, or may be used for some other unsafe purpose. Examples include, but are not limited to, inhalants, over-the counter drugs, bath salts, and spice cannabinoid. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Enterprise High School.

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18.

The complaint process in effect ensures that all matters will be investigated and resolved in accordance with the steps outlined in the Board of Director's Complaint Policy and Procedure.

E. Weapon-Free School

Enterprise High School is a Weapon-Free School. No student at any time, for any reason, shall knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of Enterprise High School or at any Enterprise High School sponsored

activity held away from school property. Pocket knives or any knife with a blade equal or exceeding 4 inches will be considered a weapon. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Enterprise High School.

The complaint process in effect ensures that all matters will be investigated and resolved in accordance with the steps outlined in the Board of Director's Complaint Policy and Procedure.

F. Gang Activity

Students are prohibited from engaging in gang activities while at Enterprise High School, on school property, to or from school, or at a school related function or event.

G. Lost and Found

Any personal items that have been left at Enterprise High School will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. Enterprise High School is not responsible for lost money, jewelry, cell phones, electronics, or other personal items.

H. Backpacks, Desks, and Other Personal Storage Areas

Desks and other storage areas provided to students for their use remain the property of Enterprise High School. Students by State Statute have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area. Unapproved locks will be removed and destroyed.

Backpacks, desks, and other personal storage areas may be searched at any time for any reason. The Director may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

I. Medication Administration

If medication needs to be administered during school hours, parent/student must complete appropriate forms and have medication in original prescription bottle. Medication will be secured in a locked cabinet and documentation will occur when medicine is taken. However, students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. In addition, students may carry and use an epinephrine auto injector to treat anaphylaxis (an intense allergic reaction). Identified Staff members will be trained to administer the epi-pen when necessary for students with health plans. Written approval must be obtained from the student's physician, with all Enterprise High School required information listed as detailed in the Medication Administration Policy. If a student is a minor, a parent's approval must also be obtained.

Confidentiality of Records

At Enterprise High School we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the school except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

Student Directory Information

It is the policy of Enterprise High School not to release any personal information such as names, home address, and phone numbers or any directory information, as that term is defined by Florida and Federal law, to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc. Unless a parent/guardian or adult student permits the distribution of any personal information, the School will not release the information.

Directory Information consists of:

- Student's Name
- Student's Address
- Student's Telephone Number
- Student's Date of Birth
- Dates of Attendance
- Date of Graduation
- Scholarships Received
- Awards and Honors Received
- Participation in Officially Recognized Activities and Sports

Audio-Visual Information

Enterprise High School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and /or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include Enterprise High School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school if you have any questions or concerns. You may also notify the school in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

Release of Student Records

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and/or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the Director to allow her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of Director or a designee. Enterprise High School must comply with the parent's request for inspection within forty-five (45) days.

Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.

Parents have the right to file a complaint with the Department of Education if they think the District is not complying with the federal laws or regulations regarding student records.

Non-Custodial Parent Records Access and Release

Enterprise High School will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the stepparent.

Enterprise High School, Parent, and Non-Custodial parent must act in accordance with the Board of Director's Student Records Policy when addressing student records issues.

Child Find

Enterprise High School is participating in an effort to assist the State of Florida in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Florida are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we must know that a need is present.

Enterprise High School is interested in meeting the needs of children with disabilities. If you know a child who may have disabilities, contact the school for more information.

Parent's Right to Know Teacher Qualifications

Parents have the right to request the following regarding their child's teacher(s):

Licensure and certification information

Emergency or provisional status

Educational background

Qualifications of Instructional Aides (if applicable)

Parent Involvement Policy

Enterprise High School is intended to foster and enhance parent-involvement in the school. The goal of Enterprise High School is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, notes sent/mailed home, parent newsletters, parent/teacher conferences, and informal personal/telephone conferences.
2. Open Door Policy. Parents are invited to come to the school to observe the education of their children on any day with prior notification.
3. Volunteer Program. All parents are invited to volunteer in the school on any given day of the week with prior notification.
4. Curriculum. We provide a high quality curriculum to enable our students to meet high standards, and prepare for the state graduation exam. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

Complaint Policy

A student or parent may file a written complaint that should be submitted to a teacher or the school administration. If the teacher and/or school administration cannot resolve the matter informally, the steps in resolving the complaint should adhere to the Governing Board's Complaint Policy and Procedures.

Initially, complaints should be addressed formally or informally with the teacher in a civil/respectful manner in order to be considered by school personnel. To file a complaint with the Director, the complaint must be in writing on a form developed by the Director with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, Sponsor, or Florida Department of Education shall be handled in accordance with the Board's Complaint Policy and Procedure.

Upon resolution of the Complaint, the Director will issue a letter to the Complainant of:

- Compliance – Findings were unsubstantiated and school has complied; or
- Non-Compliance – Noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the school will respond to Complainant with a corrective action(s) plan letter within 10-15 business days.

All documentation of the Complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

Internet Safety

The use of technology is a privilege and an important part of Enterprise High School's overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

The Internet Safety Policy provides full guidance of the rights, permissions and restrictions of school Internet use.

It is the policy of Enterprise High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a staff member of Enterprise High School or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School intends to eliminate includes:

- Unauthorized access, including so-called 'hacking', and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Parent/Student Contract Page at the end of this Handbook, the parent and student agree to abide by all rules in the Internet Safety policy.

As noted on Enterprise High School application, the student and parent/guardian acknowledged and agreed to abide by all policies and procedures as stated in Enterprise High School Parent/Student Handbook.

Enterprise High School
Parent/Student Contract
2013-14

Student's Name: _____

Parent/Guardian's Name: _____

(If student is under 18 years of age)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support the school's rules and regulations, INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES, as outlined in the Parent/Student Handbook.

Although this Parent/Student Handbook reflects the current policies of Enterprise High School, it may be necessary to make changes from time to time to best serve the needs of the school and its students.

Agreed by:

Student's Signature _____
Date

Parent/Guardian's Signature (if student is under 18 years of age) _____
Date

This agreement will be placed into the student's file.

Not returning this signed agreement will be cause for student dismissal.

