



POLICIES AND PROCEDURES

MARCH 2000

Acceptable Use of the Internet

Policy

Internet access is now available to all staff members of this Center through:

- E-mail (electronic mail)
- World Wide Web
- Intranet

Use of the Internet is for Center business only, and this Center may monitor staff members' use of the Internet to ensure that it is being used only for business purposes. There is to be no personal use of the Internet. In addition, staff are not to download any programs from the Internet or other items like weather, "smiley" faces, etc.

All staff members using the Internet are expected to abide by these rules:

1. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. Users should not represent themselves as someone else by using another's account.
2. Users must respect the legal protection provided by copyright license to programs, books, articles and data.
3. Users must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
4. No advertising for profit or campaigns for political office are allowed.
5. Use of the Center's network for playing any type of computer game during Center hours of operation is not permitted.
6. Users must respect the rights of others and not use language that is abusive, profane or sexually offensive.
7. E-mail is not guaranteed to be private. Messages dealing with illegal activities may be reported to the appropriate authority.
8. Users must exercise care in protecting their passwords. Staff members who believe that someone else may have their password should immediately change it and report the problem to the President.

Acceptable Use of the Internet

- Continued-

Policy

9. Users must abide by all existing federal and state laws regarding electronic communication. This includes, but is not limited to, accessing information without authorization, giving passwords out or causing a system to malfunction.
10. Access to the Internet is a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges and may be subjected to disciplinary action, including termination.
11. Staff members are not to use their e-mail to communicate with anyone for personal reasons.
12. Staff members are requested to only send business related e-mails to other staff members.
13. If a staff member is accidentally forwarded to an inappropriate web site (i.e., pornography, gambling, etc.), this must be immediately reported to the President or the Director of Administration.

All staff members will be asked to sign an Acceptable Use of the Internet Acknowledgment form.

Last revised: 09/04/04

App: 6.14

March 2000

Acquired Immune Deficiency Syndrome

Policy 2.4

AIDS, or Acquired Immune Deficiency Syndrome, is a disease caused by a virus that does not survive well outside the human body. Research has shown that AIDS is a very difficult disease to catch, because it is not spread by casual contact. Since it was first identified in the United States in 1981, medical scientists have ascertained that AIDS is most often transmitted in two ways: 1) through sexual contact, or 2) through sharing contaminated intravenous needles. Infected mothers can pass AIDS on to their unborn babies. There is very little risk of catching AIDS from a co-worker in the normal course of business relations.

Therefore, this center will not discriminate against individuals who have AIDS or those with the Human Immunodeficiency Virus (HIV) that usually leads to AIDS. Staff members and persons served by this center may not legally be denied access to services or terminated from their jobs because of their AIDS condition. This center will also strive to provide a caring, supportive environment for staff members or persons it serves with AIDS.

Last revised: 01/04

ADA Compliance

Policy

This Center welcomes applications from people with disabilities and does not discriminate against them in any way. This Center complies with the Americans with Disabilities Act (ADA) of 1990. For example by...

- Considering all applicants with disabilities for employment using the same criteria as are used for the employment of persons without disabilities.
- Considering staff members with disabilities for promotion using the same criteria that are used for the promotion of staff members without disabilities.
- Taking steps to make its facilities barrier-free and accessible according to appropriate federal and state statues.
- Making scheduling and other adjustments to reasonably accommodate staff members with disabilities.
- Educating all staff members to the fact that individuals with disabilities are employed by the Center and should not be discriminated against.
- Posting notices explaining the provisions of ADA and staff rights under the law.

Last revised: 01/04

Advance Pay

Policy

Pay advances are granted at the Center's discretion and only in cases when a staff member will be on vacation when there's a payday, or in cases of extreme emergency (e.g., a house fire or a car engine that blows up).

The following expenses are not considered emergencies: rent, house payments, car payments, groceries or other normal monthly bills. Pay advances are considered early payments of wages, and at no time will payment be made when there is not adequate work time or vacation time to cover the pay advance. Requests must be made in writing to the supervisor and approved by the President.

Last revised: 01/04

Anniversary Date

Policy

The first day a staff member reports to work is his or her "official" anniversary date. The anniversary date is used to compute various employment conditions, including annual performance evaluations and benefits described in this manual. Should a staff member move from part-time status into full-time status, their anniversary date will be adjusted to the first day of full-time employment to accommodate benefits.

Last revised: 01/04

ATTENDANCE POLICY

The A.C.E. (Academic and Communication Excellence) charter school is dedicated to providing a learning environment for your child that will prepare him/her with the skills necessary to be successful in communication skills and the academic setting.

In order to accomplish this, it is important that your child attend school on a regular basis.

Our school has a continual waiting list for children hoping to enter our school. If a child does not attend on a regular basis, he/she risks loosing the spot set aside for them at the A.C.E. Charter school

Therefore, if a student fails to attend a minimum of 35 out of each 45 day block of school days, he/she will possibly loose their space at the A.C.E. Charter school and their space will be given to a child waiting to enter the program.

Should a child miss more than 10 days each quarter for a reason other than serious illness, which must be documented by a physician, or due to a death in the family, he/she will be dismissed from the program

I _____, the parent/guardian of

_____ have read and understand the above Attendance Policy and agree to comply with its terms.

Signature

Relationship to student

Date

At-Will Statement

Policy 3.6

The staff member understands that any employment at this Center is at-will and of indefinite duration, and that either the staffer or the Center may terminate employment at any time, with notice and for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the President.

Last revised: 01/04

AUTHORIZATION FOR TREATMENT

In any case of my/our not being available, I/We ask that the A.C.E. Charter School take care of our minor child, _____.

A.C.E. Charter School is authorized to perform or arrange for whatever treatment may consider necessary in our absence.

1. Is child currently on prescription drugs? If yes, what: _____

2. Does the child have any allergies to drugs or food? If yes, what:

I understand that I must have a doctor's statement in order for any medication, including over the counter medications, to be given to my child.

Should a specialist be advised or treatment required, our preferences are as follows:

Hospital of Choice _____

Clinic of Choice _____

Pediatrician _____

Family Physician _____

In addition to ourselves, please notify _____
Of the advisability of treatment, if any is to be performed under this authorization.

Witness Date Authorized Signature Date

Relationship

NOTARY SEAL:

WITNESS my hand and official seal, this _____ day of _____

A.D., 20____. My commission expires _____.

Notary Public, State of Florida at Large
12/04/00/srs

Bulletin Boards

Policy

The purpose of bulletin boards is to provide a permanent and official channel of communication to all employees. Important information about the Center will be prominently displayed on the bulletin board in the Front Office or conference room. Information will be of the following four types:

1. legally required posters and notices,
2. safety rules and related information,
3. memos and announcements including job postings, and
4. Center sponsored social and recreational events.

All employees will be responsible for regularly checking and reading the bulletin board and for following the rules, regulations, and instructions posted there.

Procedure

- Information to be posted on the bulletin board or in the lobby must be approved in advance by the President or supervisor.
- The President or designee will be responsible for maintaining the orderly appearance of the bulletin board, posting new information and removing dated material.

Last revised: 01/04

Chain of Command

Policy

The Center's Board of Directors is responsible for setting policies for staff members. The Board employs the President, to whom it delegates responsibility for the administration of the Center. The President, in conjunction with the Director of Administration, manages the staff, using policies approved by the Board of Directors.

This Center's staff members are accountable only to the President. The President then channels all communication to the Board of Directors. A staff member who does not follow the stated policy of channeling information through the President and then to the Board through the President is subject to disciplinary action.

An organizational chart can be found in the appendix. Please refer to the chart for a visual diagram of the Chain of Command.

Last revised: 03/04

A.C.E. Charter School Cleaning Checklist

A	TASK TO BE COMPLETED
B	Chairs sanitized daily
C	Mats sanitized daily after each use
D	Trash can emptied 2 x daily & sanitized each time
E	Cubbies wiped down daily
F	Equipment sanitized weekly
G	Inside play equipment sanitized daily
H	Daily attendance completed
I	Menu posted daily
J	Paint center cleaned daily including brushes cups
K	Area outside clean & free of debris
L	Sanitizing solution made fresh daily AM
M	Sinks & fixtures sanitized daily
N	Door handles sanitized daily
O	Tables sanitized after each use
P	Teachers personal items & materials stored above child's sight & Level
Q	All outdoor equipment sanitized weekly including trikes, slides, climbing equipment, & swings
R	Sheets, dress up clothes, & cloth toys washed weekly
	ITEMS TO BE CLEANED MONTHLY ON THURSDAY
T	Fire Drill each month
U	
V	
W	
X	
Y	
Z	

DISCIPLINE POLICY

The A.C.E. (Academic and Communication Excellence) Charter School maintains a positive, safe environment for its students. The staff will maintain such an environment.

Should a student not comply with the behavior expectations within the classroom, the following steps will be taken:

- ❑ If a student is a danger to himself, the staff, and/or other students, he/she will be removed from the classroom and taken to the administrative staff to discuss appropriate behaviors to be observed in the classroom.
- ❑ If a child continues to display such behavior he/she will be removed from the classroom, placed in an office with the administrator or her designee.
- ❑ If inappropriate behaviors persist, the family of the student will be notified for remove from the classroom for the remainder of the day.
- ❑ If a student persists in behavior that jeopardizes a safe, learning environment for the remaining students and staff, the student will be removed from the program and every effort will be made on the part of the A.C.E. Charter school to locate alternate placement for the student that will best meet his/her needs.

Dismissal

Policy 5.6

Dismissal occurs when other disciplinary action has failed to achieve improvement or when the staffer commits a serious offense. Prior to dismissal the president should ensure that the staffer has been properly counseled in writing concerning any deficiencies in performance, given sufficient time to correct these deficiencies, and informed that failure to correct them may result in termination.

However, some offenses warrant immediate dismissal. These include but are not limited to:

- 1) Theft—including, but not limited to, the removal of company property or the property of another staffer from company premises without prior authorization.
- 2) Drugs/Alcohol—possession, use, sale, purchase or distribution on center property of alcohol or any illegal drugs or illegally possessed drugs. Also: reporting to work after having ingested alcohol or illegal drugs or illegally possessed drugs, in a condition that adversely affects the staffer's ability to safely and effectively perform his or her job functions, or which would imperil the safety of other staffers.
- 3) Falsifying or altering company records.
- 4) Sabotaging or willfully damaging center equipment or the property of other staffers.
- 5) Walking off the job without supervisory permission.
- 6) Insubordination involving, but not limited to, defaming, assaulting or threatening to assault a supervisor.
- 7) Fighting or provoking a fight on company premises.
- 8) Absence for three consecutive working days without notice to the center, in which event the offending staffer will be deemed to have quit voluntarily.
- 9) Sleeping on the job.
- 10) Working for another employer while on leave of absence without written consent of the center.
- 11) Carrying concealed weapons on center property.

r:01/04

Educational Leave

Policy

Staff members desiring to participate in workshops and conferences should submit a request to their immediate supervisor for approval (see appendix). Each request should include the purpose of the educational expense, justification for attendance, the dates of the meeting, the dates the staff member will be absent from work, and a list of the costs involved. The staff member's supervisor and the President must approve education leave. Approval is at the discretion of the President is based on the perceived value of the training to both the staff member and the Center. If funds are not available in the budget, the employee may take the time off with pay or loss of ETO without reimbursement for the training.

The Center will pay for all speech-language pathologists and audiologists who are qualified to attend the annual state speech and hearing conference. Each staff member is expected to obtain a minimum of 12 CEU hours that can be used toward the renewal of their state license.

This benefit will continue to be in effect as long as the Center has the funds to pay for this conference.

The staff member will not be reimbursed for the cost of the training.

Last revised: 03/04

EEO & Affirmative Action

Policy

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

This Center believes that equal opportunity of all staff members is important for the continuing success of our organization. In accordance with state and federal law, this Center will not discriminate against a staff member or applicant for employment because of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff members based on qualifications and job requirements.

AFFIRMATIVE ACTION STATEMENT

This Center provides equal employment opportunity to all persons without regard to race, color, religion, disability, sex, age, or national origin, and promotes the full realization of this policy through a positive, continuing program of affirmative action. This Center is committed to equal opportunity for all applicants and staff members in personnel matters including recruitment and hiring, benefits, training, promotion, compensation, transfer and layoff or termination. We strive for a staff that reflects diversity.

We will attempt to achieve and maintain a diverse work force. These steps may include, but are not limited to, the following:

1. Ensuring that this Center's policy regarding equal employment opportunity is communicated to all staff members.
2. Ensuring that hiring, promotion and salary administration practices are fair and consistent with the policy of the Center.
3. Reporting periodically to the Personnel Committee on all activities and efforts to implement the Center's policy of equal opportunities.
4. To the extent that our staff members are not diverse, we will make special recruitment efforts as part of this plan.

Each supervisor and member of the management staff must provide equal opportunity for all staff members with regard to work assignments, training, transfer, advancement and other conditions and privileges of employment, and to work to assure a continuation of this policy of equal employment opportunity.

Last revised: 02/04

March 2000



A.C.E. Charter School
(Academic and Communication Excellence)
EMERGENCY INFORMATION 2000-2001

I understand that it is my responsibility to notify my child's school of any changes in the information recorded on this form and to provide the school with information if there are any custody restrictions involving my child.

School _____ Date _____

Student _____ Date of Birth _____
Last First Middle Month/Day/Year

Polk ID# _____ Social Security Number _____

____ Court Order on file at school ____ Car Rider ____ Bus/# _____

Home Address _____
Street Apt.# City Zip

Mailing Address _____
Street Apt.# City Zip

The people listed below are the only ones who may be allowed to have access to or pick up my child at school.

Father's Name _____

Phone
Numbers _____ / _____ / _____ / _____
Home Work Cell Other

Mother's Name _____

Phone
Numbers _____ / _____ / _____ / _____
Home Work Cell Other

Child Lives with _____ Relationship _____

Phone
Numbers _____ / _____ / _____ / _____
Home Work Cell Other

Other _____ Relationship _____

Phone
Numbers _____ / _____ / _____ / _____
Home Work Cell Other

-OVER-

Employee Background Checks

Policy

To ensure that individuals who join this Center are well qualified and have a strong potential to be productive and successful, it is the policy of this Center to check the employment references of job candidates.

It is also the policy of this Center to require all employees to be fingerprinted prior to their first day of employment. The Center will then have a background check completed for each employee. If the background check shows cases on file, an employee can be terminated immediately at the discretion of the President.

Last revised: 04/04

Employee Expectations

Policy

The following guidelines of expectations are for all staff members of this Center. These guidelines are incorporated as part of your job description.

As a staff member, you are expected to do the following:

- **Be courteous.** Be friendly, helpful, and supportive. Use a person's name and use such phrases as "please," "thank you," and "may I help you?" whenever appropriate.
- **Promote team spirit.** Work together and cooperate in an effort to promote quality patient services and enhance staff relationships. Help fellow staff members perform their work. Share responsibilities. Recognize the achievements of others.
- **Anticipate and meet the needs of those we serve.** Be observant; and be aware of and react to the individual's needs. The dignity of those we serve is of primary importance.
- **Participate in making the quality of work better.** Suggest improvements to your supervisor. Help others learn correct procedures. Be open to new ideas and methods. Maintain current knowledge in your area of skill and expertise, and strive to improve your own work.
- **Report to work on time as scheduled.** You should be at your work assignment ready to begin work at scheduled starting times.
- **Make efficient use of your time at work.** Establish priorities with your supervisor and use your time wisely.
- **Communicate effectively.** Be open, honest, and truthful with yourself and others. Talk to your supervisor. Ask questions. Give your supervisor pertinent information, stating the facts without concealment or exaggeration.
- **Maintain confidentiality.** Keep information concerning those we serve or co-workers confidential. (Refer to patient confidentiality policy.)
- **Maintain an appropriate appearance.** Make sure clothing is clean and you are neatly groomed. It is very important that every staff member portray a positive and professional image. (Follow specified dress code policy.)
- **Know the structure, philosophy, and purpose of the Center.** Know how you fit into the structure and purpose of the Center. Maintain and promote its philosophy.

Last revised: 03/04

A.C.E. Charter School

Policy

Noncertificated Instructional Personnel

EMPLOYMENT PROCEDURES

The following procedures should be followed prior to an employee of the A.C.E. Charter school beginning their position:

- Have a completed application on file
- Complete fingerprinting process
- Provide proof of current training
- Sign a Letter of Agreement between A.C.E. Charter school and staff member within 30 days of employment
- Complete all paperwork with the accounting department/human resources department within the first three days of employment
- Signify that they have read the Policies and Procedures by signing the appropriate form.

Rev: 09/04

8/04

Employees with Life-Threatening Illnesses

Policy

This Center is committed to providing equal opportunity to all staff members, including those who have life-threatening illnesses, including, but not limited to, acquired immune deficiency syndrome (AIDS), cancer and heart disease.

The Center is also committed to providing a safe work environment that meets or exceeds state and federal regulations. Consequently, staff members who have a life-threatening illness will be treated like other staff members as long as they meet performance standards and medical and other evidence indicates that their condition is not a threat to themselves or others.

The Center further acknowledges that continued employment for a staff member with chronic or life-threatening illness may sometimes be therapeutically important in the remission or recovery process, may help prolong that staff member's life and that such a staff member is valuable to the Center

The Center also recognizes that a supporting and caring response from co-workers is an important factor in maintaining the quality of life for a staff member with a disabling or life-threatening illness. When necessary, efforts will be made to provide reasonable accommodation to staff members who have a disabling or life-threatening illness. Reasonable accommodations include, but are not limited to, flexible or part-time work schedules, leaves of absence, work restructuring or job reassignment.

The President or designee will act as a resource for supervisors and staff education, referral to agencies and organizations that offer supportive services, and benefit consultation to assist staff members and supervisors in effectively managing leave and other benefits. Staff members or supervisors with questions or concerns about disabling or life-threatening illnesses are encouraged to discuss these with the President.

Last revised: 03/04

Ethics Questions

Policy

In order to maintain the highest possible ethical standards in our business and to maintain our image in the community, we encourage staff members to discuss freely with your supervisor any situations or requests that they feel may be of a questionable nature. If you prefer, bring your concern to the attention of the President.

All staff members who currently hold state licensure/certification are required to follow the ethical practice parameters that accompany said licensure/certification. Specifically, a licensee is in violation of state law if they do not report unethical activity.

Last revised: 03/04

ETO (EARNED TIME OFF) POLICY

It is the policy of the A.C.E. (Academic and Communication Excellence) Charter School that each full-time employee of the A.C.E. Charter School shall qualify for Earned Time Off with pay.

Earned Time Off is to be used any time a full-time employee is out of the school for any reason other than the following:

- Paid Holidays
- Continuing Education Activities that have been approved by the Director
- Serving on Jury Duty

An employee begins accruing ETO from the first month of employment. It is not available to be used until 90 days probation has been successfully completed.

Upon completion of probationary period, a full-time employee may take ETO. Following the completion of each month, an employee earns eight hours, i.e., should an employee complete three months of employment, they have accrued 24 hours of ETO.

Exit Interview

Policy

This Center has a considerable investment in its staff members. Therefore, it is of interest to the organization to evaluate the circumstances surrounding the separation of a staff member, whether voluntary or involuntary. Exploring a staffer's reasons for resigning, or the factors resulting in termination, enables the Center to better evaluate whether the work environment is conducive to staff satisfaction or whether changes can or should be made.

Exit interviews should be conducted by the staff member's immediate supervisor in a private area during the staff member's regular work hours on the last date of employment. If the staff member prefers, the interview may be conducted by the President. At the staff member's request, the Management Team may be included in the exit interview.

Information shared by the staff member shall be maintained in the staff member's personnel file.

The staff member has the option of requesting or declining to discuss the reasons for the separation.

In conducting an exit interview, the Center will use an exit interview survey form to provide structure for the discussion. The following items may be included on the exit interview survey form:

- equipment/key return
- reasons for the separation
- limitations of employment with the Center
- plans for the immediate future and contact information
- benefits of employment with the Center
- verification of final pay and reimbursements
- COBRA information (continuing health insurance coverage)
- Interest in re-employment
- Staff member's suggestions and comments

Experience in Lieu of Academic Credentials

Policy

If a person is highly qualified for a position by reason of experience, but does not possess the academic training required by the job description, a substitution of experience may be permitted. The experience should be directly related to the position sought. Similarly, education may be substituted for experience. All staff members are encouraged to continue work-related education and training for purposes of self-improvement and career advancement.

This policy does not apply to staff members with required state licensure/certifications.

Last revised: 03/04

FIELD TRIP POLICY

All field trips taken by the staff and children at A.C.E. Charter School must be approved by the administrative staff at least 30 days in advance.

A permission form must be received from each child, signed by their parent/guardian, before the day of the trip, if the child is to participate. The form shall have the date, location, type of transportation and time of the field trip.

If supplies are required for the field trip, it will be stated on the permission form.

The staff will be required to take emergency cards on each student who will be leaving the premises of the A.C.E. Charter School.

The A.C.E. staff and administration will be responsible for arranging field trip transportation.

Firearms/Weapons

Policy 5.15

The possession of firearms or other dangerous weapons by employees of this Center in the workplace is strictly forbidden. Any staff member found to possess such items while on Center property is subject to immediate termination.

Last Revised: 03/04

ILLNESS POLICY

It is the policy of the A.C.E. (Academic and Communication Excellence) Charter school that students shall be kept at home if they are ill.

All students will have an emergency card on file in the school office that will list the names and phone numbers of individuals to contact should a student need to leave school for any reason.

Should a child become ill while at school, the staff shall notify an administrator that the student is sick and that the family and/or emergency contact are to be notified to come and take the student home.

If a student present with a rash or fever which may indicate that they are contagious, the family or designated individuals shall be notified and the student may need to go home. Should such a situation occur, the student will need to remain at home until they are no longer contagious as determined by a physician or the equivalent.

Immigration Reform and Control Act of 1986

Policy 3.26

The Immigration Reform and Control Act of 1986 requires that this Center ensure that staffer members are authorized for employment in the United States. Therefore, only individuals lawfully authorized for employment in the United States will be employed.

In connection with the Immigration Reform and Control Act of 1986, the Center must collect certain information on INS form 1-9 and review certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, please inform the President immediately.

Last Revised: 04/04

A.C.E. Charter School

Policy

Noncertificated Instructional Personnel

INSTRUCTIONAL PRACTICES AND POLICIES

All staff are to follow the current curriculum incorporated into the charter for the A.C.E. Charter School. The staff and administration will review the effectiveness of the curriculum to insure that it is benefiting each student. If changes need to be implemented, steps will be taken to provide a smooth transition for all involved.

Rev: 09/04

Keys

Policy

Each staff member will be issued a key to the building during their first week of employment. All keys are individually numbered and are of the type that shall not be duplicated. When receiving a key from the Administrative Assistant, the staff member shall sign a form that indicates that he/she has received a key.

For security reasons, certain areas of this Center are locked. Keys and combination numbers have been issued to those staff members who should have access to these areas. Keys or combination numbers are never to be given to any person other than those designated to have them.

Lost keys should be reported immediately to the President for further action.

Upon termination of employment, all keys will be returned to the President or designee.

Last Revised: 01/04

Letter of Resignation

Policy

All staff members who voluntarily resign from employment at this Center will be asked to give notice of such resignation in either letter or memorandum form. The letter or memorandum should give the staff member's reasons for resigning and be signed by the staff member. The letter or memorandum should be dated and give the staff member's last day of employment. All staff members are required to give a minimum two weeks notice, one month if possible.

r:03/04

A.C.E. Charter School

Policy

Noncertificated Instructional Personnel

POLICIES FOR LICENSED AUDIOLOGISTS OR SPEECH
PATHOLOGISTS

The A.C.E. Charter school shall contract for audiology and speech-language therapy services based on the needs of the students as stated on their IEP's (Individual Education Plan). Each professional shall provide proof of current state licensure, malpractice insurance, and background check/fingerprinting. All of these requirements will be in place prior to initiation of any contract for services.

Rev: 09/04

A.C.E. Charter School

Policy

Noncertificated Instructional Personnel

POLICIES FOR LICENSED OCCUPATIONAL THERAPISTS OR
PHYSICAL THERAPISTS

The A.C.E. Charter school shall contract for occupational or physical therapy services based on the needs of the students as stated on their IEP's (Individual Education Plan). Each professional shall provide proof of current state licensure, malpractice insurance, and background check/fingerprinting. All of these requirements will be in place prior to initiation of any contract for services.

Rev: 09/04

Appendix 20

School Employee Handbook

(to be provided by School)

Mail Services

Policy

Incoming mail

The File Room Coordinator will review and distribute the mail based on the following guidelines:

- Distribute all mail to the appropriate staff members in their mailboxes.
- Checks are routed to the Business Office.
- Give all envelopes containing checks to the appropriate individual in the Business Office.
- Unspecified personal/confidential mail is to be routed to the Business Office manager.
- Bills are routed to the accounting department.

Special deliveries should be signed for by a member of the Business Office and then the intended staff member should be promptly notified of the delivery.

Outgoing Mail

- First-class mail is normally used for standard size letters.
- Mail is sent out in the most economical way dependent upon delivery needs.
- Large bulky packages should be sent at third-class rate or a service such as United Parcel Post (UPS).
- All correspondence destined for overseas should be sent Airmail. If an overseas letter or package is particularly heavy or bulky, consult with management as to its urgency and determine the best way to ship it.

Pick-up Service

We have this service available with various mail couriers such as UPS and Federal Express. Overnight express services, paid for by the Center, are to be kept to a minimum and used only in cases of emergency. Please check with the President or Director of Administration prior to using this service.

Postage Meter

The Center maintains a postage meter. This meter is to be used for the mailing of non-bulk rate Center related materials only and is not intended for the personal use of staff members.

The Business Office manager will be responsible for the operation and the training of the staff members in the correct usage of the meter. He/she will insure that the postage in the meter is kept at a constant level and that it does not run out of postage.

Mail Services

(Continued)

Policy

Prior to the delivery of daily mail, staff members may bring outgoing mail to the File room for the file room staff member to meter. Following daily mail delivery, outgoing mail should be placed unmetered in the appropriate bin for the next day pick-up. The file room coordinator will meter this mail the following business day.

If a staff member anticipates a major mailing, they are to obtain a check from either the President or the Accountant and do one of the following:

- Go to the Post Office and buy adequate postage for the mail out or
- Take the mailing to the Post Office and fill out the check for the exact amount of postage needed.
- In either event, the staff member is to return both copies of the check to the Accountant, along with the receipt, as soon as they return from the Post Office.

Staff members are not to use the Center's postage meter or accounts with any pick up services (UPS, FedEx, etc.) for their own personal use.

Last Revised: 04/04

Medication Policy

It is the policy of the A.C.E. (Academic and Communication Excellence) Charter School to follow the policy of the Polk County Schools when distributing medications to students.

- Students are not allowed to keep any medications in their personal possession while in school
- Medications (either over-the counter or prescription) are described as being used in the treatment of a physical condition, and/or illness, which shall included but not be limited to all forms of pills, tablet, capsules, lozenges, liquids, creams, etc., that may be taken internally or applied to the body.
- All medications that are to be administered to the student while at school, unless administered by the parent, must be in a properly identified container and given to a designated school staff member, together with the medication form (which can be obtained by a staff member) which must be completed by the student's physician indicating the dosage, time requirements, and other instructions.

Ordering Office Supplies

Policy

The Center generally purchases office supplies on a monthly basis. If a staff member needs office supplies, they are requested to do the following:

1. Send an e-mail to the Administrative Assistant to request the item(s), or
2. Write the item on the form provided inside the office supply cabinet.

If you take the last of an item from the supply cabinet or notice that the quantity of an item needs to be replaced, please follow the same procedure as above.

Last Revised: 01/04

OUT-OF-COUNTY FIELD TRIP

I _____ give permission for my child, _____

To participate in the field trip to _____ with the A.C.E. Charter
School on _____.

Should my child need medical attention on this date, A.C.E. Charter school has the
Authority to seek said care.

In this event, I can be reached at _____.

My child's medical doctor can be reached at

Name _____

Phone Number _____

I have attached a copy of my child's insurance card.

Signature

Relationship

Date

PARENTAL CONSENT

School _____ Grade _____

Student's Full Name _____ Date of Birth _____

In case of serious accident or illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to contact one of the other persons listed on the reverse side of this form. In the event the persons listed on this form cannot be reached, the school may make whatever arrangements are necessary to provide care and treatment for my child. When necessary, and in the event that I or any other person listed on this form cannot be reached, school personnel have my permission to request transport of my child to the nearest emergency room. Under such circumstances, school personnel have my permission to release the information on this form to emergency personnel. I understand and agree that I will be responsible for any emergency medical services fees.

In case of accident or illness where, in the best judgment of school personnel, emergency treatment of my child is not needed, but where he/she is unable to remain at school, I request the school to contact me to arrange transportation for my child. If the school is unable to contact me, I understand that one of the other persons listed on the reverse side of this form will be contacted and requested to arrange transportation/care for my child until I can be reached.

I understand that it is my responsibility to notify my child's school of any changes in the information recorded on this form and to provide the school with information if there are any custody restrictions involving my child.

I certify that the information provided on this Emergency Information card is accurate, true and correct.

Date

Parent/Guardian Signature

-Over-

A.C.E. Charter School

Policy

Noncertificated Instructional Personnel

POLICIES FOR PART-TIME PERSONNEL

The A.C.E. Charter School shall employ part-time personnel based on the needs of the students enrolled in the school. Each part-time staff member shall follow the same guidelines as full-time staff members. These guidelines include fingerprinting/background check. In addition, each part-time staff member will meet the minimum requirements of the position for which they are employed. All part-time staff members shall abide by the policies and procedures that have been adopted and approved by the BOD (Board of Directors) for all staff members of the A.C.E. Charter School.

Rev: 09/04

Personal Articles

Policy

Occasionally the direct physical action of a client results in damage to, or the destruction of, personal articles that are non-clothing, owned by staff members that are being used in the scope and course of their duties. If reasonable care has been shown by the staff member, then the Center will reimburse the staff member for the cost for repair or the actual cash value of the item (cost less depreciation), upon approval by the President.

The Center is not responsible for articles that are stolen, whether stolen from a facility or from a staff member's car while in or otherwise near a facility, or facility parking lot. In addition, the Center is not responsible for vehicles stolen from the facility parking lot.

Last Revised: 04/04

Personal Photocopying and Facsimile Policy

Staff members are discouraged from using the Center's photocopying equipment for personal use. It increases unnecessary wear and tear on the copy machine and it adds to the cost of our service agreement that is based on the number of copies made.

If a staff member needs to make personal copies, he or she will be required to pay ten (10) cents per copy for all copies over a five-page limit per day. A log sheet will be maintained near the copy machine for documentation of the amount of personal use. Staff members are requested to indicate the date, number of copies made and their name. On a monthly basis, the log sheet will be given to the Accountant by the File Room Coordinator so that the cost of personal copies can be billed to the staff member for collection.

The Center recognizes that staff members occasionally may need to use the fax machine for personal reasons. While this is permitted, staff members should inform their supervisor first, then follow these procedures:

- Staff members must sign a form near the fax machine reflecting the date the fax was transmitted, the fax number and the staff member's signature. This form will be forwarded to the accounting department who will inform the staff member, upon receipt of the fax bill, the cost for transmitting the fax, which the staff member is obligated to pay.
- If staff members anticipate receiving a personal fax, they will be charged \$.20 a page to cover the cost of paper. After receiving a personal fax, staff members must record the following on the form provided at the fax machine:
 1. The date the fax was received
 2. The number of pages
 3. Total charge
 4. Staff member's signature

Staff members must give this form to the accounting department with the appropriate amount due.

Last Revised: 04/04

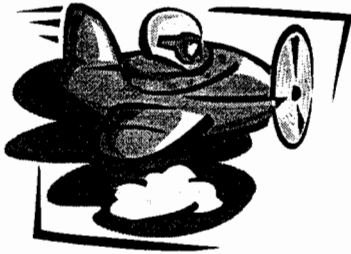
Petty Cash

Policy

The Center maintains a petty-cash fund for those times when staff members may need to buy or pay for inexpensive, incidental work-related items (\$40.00 or less). The proper procedure is to obtain the department supervisor's signature on a voucher slip for the expenditure. Then the staff member requesting the funds will submit the signed voucher to the accountant for receipt of the appropriate money. After the purchase, the receipt and any remaining monies shall be given back to the accountant.

Any items over \$40.00 will need a check request form (see Appendix) filled out and given to the accountant. Allow a 2-day turnaround for the processing of the check.

Last Revised: 03/04



A.C.E. Charter School
Academic and Communication Excellence
710 E. Bella Vista St.
Lakeland, FL 33805
Phone: 863-686-3189
Fax: 863-682-1348

PHOTO RELEASE FORM

The A.C.E. Charter School has my permission to use photos of my child

_____ in news releases, brochures,
Child's Name

newsletters, exhibits (trade shows and health fairs) or anywhere

else the school deems appropriate to help promote the charter school and
its uniqueness in our community.

Parent or Guardian

Date

PROCEDURES FOR RECEIPT OF PAYROLL

Policy

In order to insure that we have a safe and secure way to receive the staff payroll, the following procedures have been put into place.

- The payroll package from Paychex Business Solutions is generally hand delivered one or two days prior to the payroll date.
- Usually a person from the Business Office actually takes the payroll from the delivery person. This person is to write their name across the envelope flap to indicate they received it and it was received "UNOPENED".
- The package is then given to the Accounting Manager or the President. If neither of these staff members is in the building, the payroll is to be given to the Manager on Duty.
- The management staff member who receives the payroll will open the package and count the number of checks received, write the number on the outside of the envelope, reseal the envelope, and write their name across the envelope flap.
- It is the responsibility of the Accounting Manager or the President to insure that the correct number of checks has been issued.
- The management staff person will then lock up the checks until they can be distributed.
- If any staff member is not in the office to personally receive their check, the checks will remain in the Accounting Department. Staff members are requested to pick up their check upon their return to the office.
- If a staff member wishes to receive their paycheck in any other manner, they need to provide those instructions, in writing, to the Manager on Duty, prior to payday.
- When a staff member leaves the Center, their final paycheck or expense check(s) will be delivered "live" to the Center (no direct deposit) and must be received, in person, by that staff member.

9/16/04

A.C.E. Charter School

Policy
Noncertificated Instructional Personnel

PUPIL WELFARE

A.C.E. Charter School staff and administration will insure that all decisions, with regards to development of policies shall always be in the best interest of the students.

In addition, the day-to-day operations of the school will, at all times, continually focus on the safety and welfare of both the students and the staff.

Rev: 09/04



CENTRAL FLORIDA SPEECH AND HEARING CENTER

710 E. BELLA VISTA
LAKELAND, FLORIDA 33805-3009
(863) 686-3189 (Voice or TDD)
(863) 682-1348 (Fax)



RELEASE OF MEDICAL RECORDS

I authorize _____

To release the medical records of _____

To the CENTRAL FLORIDA SPEECH & HEARING CENTER, 710 E. Bella Vista Street,
Lakeland, Florida 33805.

SIGNED: _____

RELATIONSHIP TO PATIENT: _____

DATE: _____

Sign In/Sign Out Sheet

Policy

In order for the Center to function smoothly and provide the best services for our patients, it is important that all staff members use the "Sign In/Sign Out" sheet located in the Business Office. By utilizing this procedure, all staff members can appropriately answer requests about where a staff member is or when they will return to the Center. In particular, this method greatly assists the Business Office staff who must answer the telephone and locate staff members.

Each staff member is to sign in the exact time they arrive at the Center in the column labeled "IN" and the exact time they leave in the column labeled "OUT."

If a staff member leaves the Center, for any reason, they are to log the time they leave, destination, when they expect to return and then actually sign in when they do return.

Staff members must inform their supervisor if they leave the Center for anything other than lunch or a service that is displayed on their daily schedule. Unexcused leave is cause for dismissal.

Staff members are also requested to utilize the "In/Out" magnetic board on the wall in the Business Office.

Last revised: 01/04

Staff Member Injured on an Off-Duty Job

Policy

A staff member who sustains an injury or illness in connection with off-duty employment will not be entitled to receive worker's compensation benefits provided by this Center.

In those cases where an off-duty, employment-related injury or illness results in a staff member's temporary disability, the staff member must either request and obtain a leave of absence without pay, or request and use accrued paid time off (ETO or Sick Bank).

Rev: 01/04

VOLUNTEERS

All person willing to volunteer their time are to fill out a volunteer information form. Each volunteer must be fingerprinted and pass a background clearance check. Once this has been completed, volunteers can be used to aid in field trips. In addition, volunteers may be used in the classroom setting on an as needed basis.

When a volunteer is working with the children, whether it be on a field trip, the playground, or in the classroom setting, the following procedures **must** be followed:

- A volunteer **must** be with a staff member at all times when interacting with a child
 - Bathroom
 - Classroom
 - Kitchen
 - Playground
 - Field trip
- Volunteers **must** wear a visitors badge
- Volunteers **must** sign in/out at the front desk and make administration aware of their presence