



MASON  
CLASSICAL  
ACADEMY

NAPLES, FLORIDA

# Mason Classical Academy

## Policies Manual

### Volume I

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## **Foundation**

### **Mission Statement**

The mission of Mason Classical Academy is to develop within its students the intellectual and personal habits, values, and skills upon which responsible, independent, and productive lives are built, in the firm belief that such lives are the basis of a free and just society. The Academy prepares its students to be leaders in their homes and communities, entrepreneurs in business and statesmen in government. Through its rigorous curriculum and a strong emphasis in civics, Mason Classical Academy provides a classical education with a constant view towards developing exceptional American citizens.

### **Organizational Philosophy**

In carrying out its responsibilities the Academy is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board of Directors will attempt in every case to act in the best interest of its students.

### **Organizational Structure**

Mason Classical Academy is a not-for-profit corporation incorporated within the state of Florida. Mason Classical Academy is directed by the Board of Directors who set the policies and guidelines for Mason Classical Academy and delegate to staff day-to-day responsibilities for operational matters. The **Principal Executive Director** consults with staff members in order to allow for the greatest possible staff participation in the decision making of Mason Classical Academy.

### **Decision Making**

The Board of Directors is responsible for setting the budget, establishing organization wide policies and overseeing the general operation of Mason Classical Academy. It is the **Principal's Executive Director's** responsibility to ensure these policies are carried out, and to develop a system that ensures the input of staff, students and community.

### **Non Discrimination**

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.

The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

## **Athletic Policies**

### **Policy ATH 1.0 – Statement of Athletic Philosophy and Vision**

Mason Classical Academy’s Athletics program conforms to the stated mission and vision of Mason Classical Academy. As such, the vision and goal of MCA Athletics is to enhance the character development of students through the development of physical skills, teamwork, leadership, and maturity via the medium of interscholastic sports. Through team and individual sports, the student athlete will develop a knowledge and appreciation of the rules of the game, as well as the physical skills necessary for competition. Sportsmanship, self-discipline, perseverance, self-sacrifice, and contribution to the team are goals that the Mason student athlete must consciously pursue. Student athletes, coaches, administrators, and parents involved in athletics will adhere to the Eight Pillars of Virtue embraced by the MCA community and their expression in the competitive arena. In Mason Athletics, character is prized above victory, and the cultivation of virtue and contribution to the team is prioritized over individual athletic achievement. Through this philosophy and vision, the MCA Athletics program seeks to build school community, to instill in athletes an understanding of and appreciation for sport, and to further the student’s development of virtue and leadership.

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 20 February 2020

### **Policy ATH 2.0 - Eligibility of Student Athletes**

Participation in Mason Classical Academy Athletics is a privilege, not a right. Students of Mason Classical Academy are eligible to participate in athletic programs with parental consent and by meeting all other rules and requirements of eligibility. Parents and students must submit all required forms and agree to abide by the regulations and obligations of athletic participation at MCA. Participation in MCA Athletics is considered an agreement to abide by the Athletic Code of Conduct, the Athletic Policies, and the coach’s rules as laid out at the beginning of the season.

It is the philosophy of MCA Athletics that academics come first. A middle school student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester. Once a student has completed 10<sup>th</sup> grade, he/she must have the cumulative 2.0 GPA for the remainder of his/her high school career. Ineligible students will remain ineligible for the remainder of the following quarter. Two disciplinary referrals (“pink slips”) in one quarter or three in one semester may render a student ineligible for any athletic participation for the remainder of that quarter. Four disciplinary referrals may render a student ineligible for



participation in athletics for the remainder of the school year. Additionally, the Principal may deem a student ineligible for athletics at his/her discretion due to academic or disciplinary concerns.

Adopted: 28 September 2015  
Amended: 26 October 2015  
Amended: 8 November 2017  
Amended: 20 February ~~20~~ 2020

### **Policy ATH 2.1 – Proof of Insurance & Sports Physical**

All students wishing to participate in MCA Athletics must provide proof of current health insurance, as well as a completed sports physical examination, proof of parental consent, and the Acknowledgement Form pertaining to the Athletic Code of Conduct. Documentation of these items must be on file with MCA before tryouts.

Adopted: 28 September 2015  
Amended: 8 November 2017  
Amended: 20 February 2020

## **Policy ATH 3.0 – Participation in Athletics**

### **Policy ATH 3.1 – Attendance Policy**

Mason Classical Academy Athletics are a priority. Students who routinely miss practices or games not only lose important opportunities for skill development and personal growth, but also do not contribute their fair share of effort to the team and may be taking opportunities away from other students to participate in athletics. MCA athletic practices and games take precedence over other regularly scheduled extracurricular activities. Every effort will be made to communicate athletic schedules in advance so that families can make decisions concerning extra-curricular activities.

- a. Unexcused Absences: It is important that team members attend all practices and games in their entirety. Student athletes with three unexcused absences from practices or games will be dismissed from the team to allow other students the opportunity to participate.
- b. Excused Absences: There are times when students have various commitments or emergencies which require missing an occasional practice or game (e.g., doctor's appointment, meeting with a teacher, family emergency, etc.). Student athletes are responsible to notify their coach of these events with as much advance notice as possible. Practices missed due to illness are considered excused absences. After five excused absences in a season not due to illness, the coach may discuss with the student athlete and his/her parent the feasibility of the student's continued participation on the team.
- c. Dismissal from Athletic Events: Student athletes may not be dismissed from a

practice or game until cleared by their coach. Unless there is an exceptional situation cleared with the coach, student athletes are not to leave practices or competitions early.

d. Game Eligibility: Students must be in attendance for at least half the school day in order to play in a game. Students who miss the last practice before a game for any reason will not start in the game, although they may play at the coach's discretion.

e. Illness/Injury: When student-athletes are sick, they should notify their coach. Student athletes will not be penalized for missing practices or games while sick. Injured student athletes are not excused from games or practices unless cleared by their coach. Instead, injured student athletes should attend practices and games to encourage their teammates, assist where possible, and continue to grow in their knowledge of the sport and their development of character. If the injury requires medical attention by a physician, the student athlete must obtain the doctor's written permission to return to full participation in athletic activities.

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 20 February 2020

### **Policy ATH 3.2 – ~~Athlete~~ Athletic Code of Conduct**

Student-athletes will be held to the expectations and standards of the Athletic Code of Conduct, both on and off the competitive arena. Before committing to participate in MCA Athletics, students and parents should read the Athletic Code of Conduct and submit the Acknowledgement Form to be kept on file at MCA.

Adopted 28 September 2015

Amended: 10 August 2020

### **Policy ATH 3.3 – Game Play Policy**

There is no guarantee that every athlete will play in every game at the middle school or high school levels. Coaches will determine game time by what is best for the team.

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 20 February 2020

### **Policy ATH 4.0 – Athletic Issue Resolution Procedure**

If a parent wishes to discuss an athletic concern with a coach, the following steps should be taken:

- i. Before becoming involved, encourage your student athlete to seek resolution for him/herself by speaking to the coach.

- ii. It is advised that no contact between parents and coaches be made until, at least, the day after the incident/event.  
Also known as the, “24 Hour Rule”.
- ii. Email the coach to set up an appointment.
- iii. Do not attempt to confront a coach before, during, or after an athletic practice or game. Feelings can be heightened at these times. **Absolutely no conflict resolution should take place between a coach and a parent with students present.** Conflict resolutions should take place outside the athletic arena.
- iv. If the issue could not be resolved through discussion with the coach, the parent should then email the Athletic Director (or Principal, if applicable) to set up an appointment. At this meeting the next appropriate step will be determined.

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 20 February 2020

### **Policy ATH 5.0 – Middle School Interscholastic Athletics**

Mason Classical Academy will conform to the Collier County Middle School Athletic regulations and policies for interscholastic sports.

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 20 February 2020

### **Policy ATH 6.0 – Team Captains**

Captains of MCA Athletics teams will be appointed at the coach’s discretion. Team captains may be chosen by team or coach’s vote. Captaincy is an honor and privilege, and the captain(s) of each athletic team are responsible to model virtuous character and conduct for their teammates. Captains will be chosen for their demonstration of character and leadership skills, their attitudes towards others in practice and in play, their sportsmanship, and their physical skills. MCA team captains are not permitted to run team practices or take over other responsibilities of the coach. Instead, MCA team captains are to assist the coach where necessary, represent the team to referees, opponents, and the community, and lead by example. Team captains who fail to conduct themselves according to these rigorous standards will be relieved of the responsibilities and honor of being team captain.

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 20 February 2020

## **Policy ATH 7.0 – Coaching Eligibility**

The Athletic Director for MCA (or Principal, if appropriate) will be in charge of finding and appointing coaches. Coaches shall be qualified via experience in their chosen sport, character, leadership, and proper certification. Proper certification includes but not limited to a FLDOE Athletic Coaching Certificate (if the candidate is not a faculty or staff member of MCA), fingerprints via CCPS and a Level Two clearance training through ~~the~~ Mason Classical Academy ~~Vice-Principal~~. Coaches are to consider themselves as teachers in the classroom of the court and field. It may be in the best interest of the athletes not to offer a sport if a qualified coach is not available.

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 20 February 2020

**Amended: 10 August 2020**

## **Policy ATH 8.0 – ROLE OF THE PARENTS:**

Parents need to set the standard of exemplary sportsmanship while attending games/matches and when discussing MCA athletics with others and at home. Parents must trust the school and coach as partners in education and development of their child. Coaches are certainly fallible people who will make mistakes at times. However, there must be a trust that the coach is doing everything that he/she can to help your child in their growth as athletes and as young adults. Mutual trust, respect, and encouragement among coaches, players, and parents will result in a top quality athletic program at Mason Classical Academy. This is not to say that parents of a student-athlete should remain silent if a problem arises. Like relationships with teachers, parents should feel free to have open, constructive discussions with the coach on issues pertaining to their child. Parents should expect that the coach will respond with honesty, respect, and a mutual concern for the well-being of their child. In addition, parents should use discretion and restraint when determining whether to bring a concern forward to a coach. In all such cases, **Policy ATH 4.0 – Athletic Issue Resolution Procedure**, should be employed. Spectators should remember that school athletics are learning experiences for the students and that mistakes are sometimes made. Athletes from all sports should be praised in their attempts to improve themselves as athletes and as people. In addition, appreciation for outstanding play by either team should be shown. More specifically, spectators should be aware that it is a privilege to observe the game/match. Respect should be shown to the opposing players, coaches, spectators, and support groups. Game officials should be treated with respect. Understand that they, like all of us, are fallible and are doing their best to promote the student-athlete. Admire their willingness to participate in full view of the public and be eager to accept their authority.

## Policy ATH 8.1 – PARENT GUIDELINES:

- 1) Parents are not permitted to sit or stand on the player/coaches side of the court or field before, during or after any contest or practice.
- 2) Photographs: Out of courtesy for others, please limit your post of pictures on social media to your child. Other student-athletes may not want their picture posted on the internet. With this in mind, Mason Classical Academy accumulates a list of students who elected not to have their pictures posted on the MCA website. All pictures on the Mason Classical Academy website will originate from MCA staff, yearbook photographers, the MCA photography club, or a person designated by MCA. These pictures will be properly vetted to ensure the student-athletes in the photograph elected to have their pictures posted on the MCA website.
- 3) All formal team and individual pictures will be organized through the Athletic Director.
- 4) Volunteer coaches and staff require a Level Two clearance through Collier County Public Schools.
- ~~5) Remember the Eight Pillars of Virtue Mason Classical Academy is built upon:- Responsibility, Respect, Perseverance, Integrity, Honesty, Courage, Citizenship and Cooperation.~~

Adopted: 28 September 2015

Amended: 8 November 2017

Amended: 3 March 2020

Amended: 10 August 2020

## Policy ATH 9.0 – CONSEQUENCES OF STUDENT SUBSTANCE USE/ABUSE

**NOTE:** Consequences imposed for code violations must be served even if the violation(s) occur outside of the participant's active season. If no activities in which the student would participate are scheduled at the time of the code administration, the participant shall be ineligible for the first calendar days and / or contests, as determined by the specific code violation, of the next regularly scheduled activity in which the participant would otherwise have participated.

### 1. TOBACCO/VAPES (e.g. Juuls)

A participant who uses and/or possesses any tobacco product shall be in violation of the **Athletic Code of Conduct**. If a violation of ~~the~~ **this** Code for possession or use of tobacco occurs, then the following consequences will result:

**a. FIRST OFFENSE** – A participant who commits a first offense will be ineligible for the next seven (7) calendar days from the time of administrative action. The first offense does not carry with it a suspension from practice(s). (Suspension from athletics/activities includes a suspension for one (1) contest).

**b. SECOND OFFENSE** – A participant who commits a second offense shall be ineligible for the next fourteen (14) calendar days from the time of administrative action. Additionally, a second offense carries with it a suspension from a minimum of two (2) contests.

**c. THIRD OFFENSE** – A participant who commits a third offense shall become

ineligible from any interscholastic or extracurricular activity participation for the rest of the season.

## **2. "IN ASSOCIATION WITH" PERFORMANCE-ENHANCING DRUGS\*, NARCOTICS, BEVERAGES CONTAINING ALCOHOL AND OTHER ILLEGAL DRUG USE**

\*A performance-enhancing drug is defined as a drug or supplement used to boost athletic performance, ward off fatigue and/or enhances physical appearance.

\*A participant who is "in association with" alcohol and/or other controlled substances will be in violation of the ~~Activity~~/Athletic Code of Conduct. "In association with" is defined as, "any participant who is in attendance at any location where alcohol or other controlled substances are being used illegally and who knew or had reasonable belief that such would be used, or who, without foreknowledge of such, chose to remain at the location after the illegal use became known to the participant."

**a. FIRST OFFENSE** – A participant who commits a first offense will be ineligible for the next seven (7) calendar days from the time of administrative action. The first offense does not carry with it a suspension from practice(s). (Suspension from athletics/activities includes a suspension for one (1) contest).

**b. SECOND OFFENSE** – A participant who commits a second offense shall be ineligible for the next fourteen (14) calendar days from the time of administrative action. Additionally, a second offense carries with it a suspension from a minimum of two (2) contests.

**c. THIRD OFFENSE** – A participant who commits a third offense shall become ineligible from any interscholastic or extracurricular activity participation for the rest of the season.

## **3. CONFIRMED POSSESSION AND/OR CONSUMPTION OF PERFORMANCE ENHANCING DRUGS, NARCOTICS, BEVERAGES CONTAINING ALCOHOL AND OTHER ILLEGAL DRUG USE AND DRUG PARAPHERNALIA.**

A participant who is confirmed to have consumed and/or possessed any performance enhancing drug, alcoholic beverage or other illegal drug, and/or drug paraphernalia shall be in violation of the ~~Activity~~/Athletic Code of Conduct. If a violation of the Code for consumption and/or possession of a performance enhancing drug, alcohol or illegal drug and/or drug paraphernalia occur, then the following consequences will follow:

**a. FIRST OFFENSE** – A participant who commits a first offense, under this section, shall be ineligible from the time of administrative action as follows:

Twenty-one (21) calendar days, and a suspension for a minimum of three (3) contests.

**b. SECOND OFFENSE** – A participant who commits a second offense, under this section, shall be ineligible from the time of administrative action as follows:

Thirty-five (35) calendar days, and a suspension for a minimum of five (5) contests.

**c. THIRD OFFENSE** – A student who commits a third offense shall become ineligible for any interscholastic or extracurricular activity participation for one calendar year. In order to regain eligibility, a student must also satisfy the requirements set forth in this

section. Additional conditions, including but not limited to follow-up drug testing and/or a behavioral contract, may also be a prerequisite for reinstatement, at the discretion of the Principal.

Adopted: 20 February 2020

Amended: 10 August 2020

## **Board Policies**

Having a ~~The~~ Board of Directors is a legal requirement for a charter school organized as a not for profit organization and ensures its operations continue to focus on service to the public. In addition to its legal responsibilities, the Board of Directors supports Mason Classical Academy mission and seeks to promote it by advocating the educational philosophy.

All affairs of Mason Classical Academy shall be overseen by the Board of Directors. The Board of Directors primary duties include, but are not limited to, the hiring and evaluation of ~~the Executive Director the Principal~~, setting of Policies and Procedures, strategic planning and assessment of Mason Classical Academy in accomplishing the missions of Mason Classical Academy as well as the oversight of the public trust.

The Board of Directors serves as guardians of the “public trust” since they are in charge of the direct or indirect assistance from state and federal governments and are put in a position of governance as a result of state charter school legislation, as well as nonprofit corporate law. This structure makes Mason Classical Academy’s management accountable to the Board of Directors, who due to their voluntary nature, can effectively provide financial oversight since no personal gain is involved.

Election to the Board of Directors carries with it a responsibility of stewardship. The directors are the custodians of the integrity of Mason Classical Academy; they hold in trust the school’s reputation as created by its founders, and as developed by those who have shaped the school in the past. Current directors accept the obligation to not only preserve, but also add to this organization. In this way board members help form not only the present, but also the future composition of Mason Classical Academy.

### **Policy B 1.0 - Board Membership**

#### **Board Powers**

The Board of Directors (BOD) affirms that the directors, officers, administrators, faculty and other employees of Mason Classical Academy have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of Mason Classical Academy. Other than described within these policies, individual members of the Board of Directors hold no authority or decision making ability outside of official meetings of the Board of Directors.

#### **Election Process**

The Directors of Mason Classical Academy shall be elected annually by the Board of Directors at the annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is convenient. Vacancies may be filled or new

offices created and filled at any meeting of the Board of Directors. When a newly elected Board member in filling a vacancy, that member shall fill the remainder of the original member's term, and then be eligible for reelection to continue on the Board. Each officer shall hold office until his or her successor shall have been duly elected.

The Board will evaluate the needs of the Board of Directors at the annual meeting of the Board for the coming school year. After review of all nominees and applicants the Board shall vote on the acceptance or denial of present nominees.

**The governing board shall consist of five board members with staggered 1, 2, and 3 year terms.**

Candidates for the Board must meet the following criteria (These criteria shall not apply to already existing board members.):

- ┆ Must be an individual over the age of eighteen years.
- ┆ Have read and support wholeheartedly the views presented in the following five books:
  - *Cultural Literacy* by E.D. Hirsch Jr.
  - *Why Johnny Can't Tell Right from Wrong* by William Kilpatrick
  - *The Schools We Need and Why We Don't Have Them* by E.D. Hirsch Jr.
  - *The Making of Americans* by E.D. Hirsch Jr.
  - *The Knowledge Deficit* by E.D. Hirsch Jr.
- ┆ Visit at least one class in each of the three school's grade levels (Elementary, Middle, and High School).
- ~~┆ Have a demonstrated history and continued commitment to volunteering in the school a minimum of 10 hrs per month, excluding transportation, for at least 12 months prior to his application to run for the board.~~
- ┆ Embrace the ideals of classical education.

Each potential candidate must affirm in writing that he has read and agrees wholeheartedly with the books listed above and embraces the ideals of a classical education.

The Board of Directors can waive any or all of these foregoing criteria in its sole discretion upon the affirmation vote of a majority of its members.

### **Board Member Resignations**

Any Board member who wishes to resign from office shall inform the School Board Chairperson in writing. The resignation shall become effective upon receipt of the letter unless an alternative date is suggested within the resignation letter. The Board Chairperson shall certify to the Board that the office is vacant. The Board will then appoint a replacement to serve using the process described within these policies.

### **Removal Process**

Any Director or agent elected or appointed by the Board of Directors may be removed by the Board whenever, in its judgment, the best interests of Mason Classical Academy would be served thereby, but such removal shall be without prejudice. In order to remove a director, the Board must vote on the issue and must have quorum to take the vote. The removal of a director requires a 2/3 majority of all directors.



## Operational Procedures

Upon the election or appointment of new board members, the ~~Principal~~ Executive Director or designee shall provide the new Board member with copies of important documents such as:

- Florida School Laws relating to charter schools
- State Board of Education Rules relating to charter schools
- Articles of Incorporation
- Bylaws
- Policies and Procedures
- current Charter contract
- current annual budget, and
- other documents the Principal deems essential to an understanding of the operation of Mason Classical Academy.

The ~~Principal~~ Executive Director or designee shall set aside such time as is necessary to answer any questions arising from the study of these documentations and shall cooperate fully in assisting the new member to become an informed and active Board member.

New Board Members shall be required to complete statutorily required training.

Mason Classical Academy shall provide the new Board member opportunities to attend a charter school conference or other training opportunities in regards to the responsibilities of Charter School Board Members.

Board members are required to complete the following documents:

- Board Duties and Responsibilities
- Board Principles for Policy
- Pillars of ~~Character~~ Virtue Development
- Board Member Confidentiality Agreement

Within 90 days of receiving Board documents, the Board members will certify that he/she has read and understand said documents.



## BOARD DUTIES AND RESPONSIBILITIES

1. A board member's first obligations are to become informed about the school's history, philosophy of education, contractual goals, current operations and concerns. Accordingly, each board member will possess and read the approved charter Application and Operating Contract, The By-Laws, and Articles of Incorporation, and sign the Board Duties and Responsibilities Agreement. As well as read the following five books: *Cultural Literacy* by E.D. Hirsch, Jr., *Why Johnny Can't Tell Right from Wrong* by William Kilpatrick, *The Schools We Need and Why We Don't Have Them* by E.D. Hirsch, Jr. *The Knowledge Deficit* by E.D. Hirsch, Jr. and *The Making of Americans* by E.D. Hirsch, Jr. Each Board Member will be familiar with the Core Knowledge Sequence, high school curriculum and supplemental programs.
2. A board member should come to meeting prepared, having read the minutes of previous meetings and other pertinent materials, and should participate in the consideration of all matters before the Board. Each Board member will ensure he/she understands an issue before voting.
3. An individual Board member should never seek to impose a personal agenda on the school's principal or become involved in specific management issues unless directed by the board.
4. Directions from the BOD should come through the president or designee.
5. A member must always respect the confidentiality of Executive Sessions.
6. Board members should seek out and volunteer for assignments, particularly those that may lessen the special burdens carried by the principal.
7. Board members must guard against any conflict of interest, whether business-related or personal. Board members must take particular care to separate the interests of the school from those of their own children.
8. A Board member has a responsibility to support the **Principal Executive Director or designee** actively and to demonstrate that support within the school community.
9. A Board member who learns of a problem should bring that problem to the attention of the Board. A Board member should not attempt to deal with such a situation on an individual basis.
10. Each Board member, not just the treasurer, has a fiduciary responsibility for the funds entrusted to the school and for sound budgetary management.
11. Board members as leaders of the school must have moral character and embrace the values of a democratic society. They are to adhere to the policies and procedures of the school, e.g., getting children to school on time. Board members are expected to set the standard.
12. The MCA Board Chair will personally respond to all reasonable correspondence from parents within 72 hours, copying the full board and **Principal Executive Director or designee**. Other board members should not respond other than to acknowledge receipt.

## Board Principles for Policy

1. The primary function of the Board is to uphold and support the vision and mission and philosophy of MCA. All decisions will be made in light of the mission, philosophy, goals and objectives of MCA as stated in the application. The framework document is a touchstone of all decisions made.
2. The Board must ensure the provision of its quality educational program to all students at the School. Every decision or action taken by the Board must be made in the best interest of *all MCA* students – not what is in the interest of the Board, or the staff or the parents.
3. The Board is responsible for providing strategic leadership for the School. It must plan for the long-term operation of the school. The Board is responsible for the oversight and approval of fund-raising, grant requests and direct donations.
4. The Board will operate as a policy maker.
5. The Chair of the Board will be the school’s contact with the Collier school district, through the secretary of the Board of Education and the appropriate assistant superintendent of schools and will assist the principals in getting questions answered.
6. The Board is responsible for developing leadership within the parent body so that there are always qualified candidates to run for Board positions.
7. The Board will maintain a policy book so that governing decisions made over a period of years may be readily available to subsequent leadership and administration.
8. The Board has a fiduciary responsibility to ensure that the community and MCA students receive the maximum benefit from the educational resources the School has at its disposal.
9. The Board has complete and final responsibility in all fiscal affairs of the school, including assets represented by buildings and grounds.
10. The Board will operate in openness and keep communication frequent and clear.
11. The Board will ensure that the school has sufficient public relations capacity, under competent leadership to convey the school’s message to the public and to the school’s constituencies.
12. The Board will do an annual review of all committees, to ensure their effectiveness and that they are not relying too heavily on the principal and staff. ~~The principal shall also annually evaluate the Board.~~

### Board Member Agreement

I, \_\_\_\_\_ as a member of the Mason Classical Academy Board of Directors will adhere to the *Board Duties and Responsibilities* and *BOD Principles for Policy* in order to be a valuable, productive, member of the Board of Directors of Mason Classical Academy.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**MASON  
CLASSICAL  
ACADEMY**

**PILLARS OF CHARACTER VIRTUE DEVELOPMENT**

*IT WAS PLATO WHO BELIEVED THAT CHILDREN SHOULD BE BROUGHT UP IN SUCH A WAY THAT THEY WOULD FALL IN LOVE WITH VIRTUE*

Character development is an ongoing learning process that I am committed to.

I \_\_\_\_\_pledge: signature of BOD member

**CITIZENSHIP**

To honor rules and laws and act with obedience toward authority. To give of my time and abilities to serve others. To uphold social equality and fairness through respect for individual differences and knowledge of our democratic system.

**COOPERATION**

To take turns, share and pay attention. To work with others for the good of all involved with a positive attitude. To be a team player by doing my best and to support others to do their best.

**COURAGE**

To always do what I know is right despite hardship and challenge. To resist negative peer pressure and provide positive peer pressure. To defend the rights of others and myself.

**HONESTY**

To always be truthful with my words and actions, no matter how difficult.

**INTEGRITY**

To make the best choices with my words and behavior by knowing the difference between right and wrong; and to ask for adult help if I am not sure. To be a person of strong ethical values.

**PERSEVERANCE**

To complete a task or project to the best of my ability. To not give up or act on discouragement. To be committed to creatively finding a solution.

**RESPECT**

To treat others and myself with kindness. To be polite and considerate. To appreciate the good in others and myself and show compassion. To treat others and the property of others as I wish to be treated.

**RESPONSIBILITY**

To do what I say I will do and be someone others can count on. To use self-discipline when choosing my words, actions and emotions. To learn from the consequences of my choices, challenges and mistakes rather than making excuses or blaming others.

Board Member Signature \_\_\_\_\_Date\_\_\_\_\_



**MASON  
CLASSICAL  
ACADEMY**

## **Board Member Confidentiality Agreement**

Directions: Read this policy, and then sign at the bottom acknowledging you read, understand and agree to follow it.

No board director at this charter school shall knowingly disclose confidential information gained by reason of information shared at a board meeting. This includes details about:

- Children enrolled and their families
- Property
- Operations
- Personnel
- Policies
- Affairs of the charter school

Board directors shall not use information to advance any personal interest, financial or otherwise.

The charter school shall maintain confidentiality of employee and student records, and no board director shall accept employment or engage in any business or professional activity that might be expected to induce him or her to disclose confidential information acquired by reason of serving this board.

A breach of this policy will be reviewed and, in accordance with the provisions of the By-laws, may result in dismissal from the Board.

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Board Director's Signature

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Date

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Printed Name

Adopted: 13 April 2014

Amended: 11 April 2016

Amended: 26 September 2019

**Amended: 10 August 2020**

## **Policy B 2.0 - Adoption/Revision/Retraction of Board Policies**

The BOD shall be solely responsible for adopting, repealing, or amending policies for Mason Classical Academy. Action by the BOD shall be accomplished as set forth in the bylaws.

Proposals for adopting, repealing, or amending policies for Mason Classical Academy may be made in writing by any member of the BOD. The proposal shall be submitted through an administrator or BOD member of the school.

Procedures for the adoption of new MCA Board policies or the revision or retraction of existing Board policies are as follows:

### **Development Stage**

1. The appropriate staff should develop and/or review all changes.
2. All changes must be approved by the appropriate MCA Department head.

### **First Reading**

~~After approval by the Department Head, the Principal should place the item(s) on the agenda for the appropriate Board meeting as follows:~~

- ~~1. All policies must be entered as separate agenda items unless they are related in some way, such as policies affecting instructional, support and administrative staff.~~
- ~~2. The item should be an "Information" item~~
- ~~3. All policies must be included as attachments to the agenda item. Revised policies must be in the strike out, underlined (or bolded) version to indicate changes. Attachments will be uploaded to the MCA server for Board review.~~
- ~~4. Any financial impact must be estimated and explained. If there is not financial impact, that should be so stated.~~
- ~~5. The Principal or designee should be prepared to make a brief presentation at the Board meeting or workshop. A power point is neither necessary nor recommended unless an item will necessitate a detailed explanation.~~

### **Post approval**

1. After Board approval, final clean hard copies must be sent to the Board Secretary for inclusion in the formal copy of the Board policy manual.
2. All department heads shall review each change and update any affected artifacts.
3. ~~Notice of the policy change approval will be included in the school newsletter.~~

Adopted: 13 April 2014

Amended: 11 April 2016

Amended: 16 September 2019

Amended: 10 August 2020

## **Policy B 3.0 - Board Meetings**

All meetings of the Board of Directors shall be held in accordance with Florida Government in the Sunshine laws. Agendas will be posted prior to the meeting. The agenda will be prepared

by the Board Chair with input from the, ~~Chair~~ **Principal Executive Director or designee**. Input into the agenda should consist only of the placement of items on it and not used as a means to circumvent the ~~sunshine law~~ **Florida Sunshine Law**. A working agenda will be uploaded to the drive five (5) calendar days prior to the meeting for input prior to the distribution of the final agenda except for special meetings as described below. These meetings will be held at a location open to the public.

### **Governance Meetings**

The Board of Directors shall fulfill these duties by meeting no less than two times per year. In compliance with the Florida Law the Board publishes the schedule of its meetings and holds them in open session. The Board will meet in accordance with the Florida Sunshine Law, Section 286.011 and shall meet in executive session only when and to the extent permitted by Florida law.

### **Annual Meeting**

The annual meeting of the Board of Directors shall be held in July of each year. At the annual meeting the new Board Members will be elected.

### **Quorum**

A majority of current board members must be present at a meeting to constitute a quorum, and no business shall be conducted in the absence of a quorum.

### **Presiding Officer**

The Chair shall preside at all meetings of the MCA Board. In the absence, disability, or disqualification of the Chair, the Vice-Chair shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

### **Meetings**

The MCA Board shall hold at least two regular meetings each year and may call special meetings as needed. The sessions will be held in any appropriate public place in the county, provided due public notice is given.

In accordance with law, all meetings at which official acts are to be taken are declared to be open public meetings, and no resolution, rule, policy, regulation, or formal action shall be considered binding except as taken or made at such a meeting. All meetings of the Board shall be open to the public, except as provided by Florida statute, and the order of business of any regular meetings shall include an opportunity for the public to address the Board.

### **Agendas**

The Board Chair shall establish the agenda for MCA Board meetings in consultation with the ~~Principal~~ **Executive Director or designee**. Individual members of the Board may request to place items for discussion on an agenda by advising the ~~Principal~~ **Executive Director** or

designee of their desire to do so. The ~~Principal Executive Director~~ shall establish reasonable procedures and deadlines for the receipt of requests to place items of business on the agenda.

1. The agenda for each Board meeting shall be sent to the ~~Compliance Officer Executive Director~~ for posting on the MCA website. The agenda will be posted in advance of the meeting.
2. The agenda of the regular monthly meeting or special meetings shall be accompanied by descriptive materials from the Board Chair, ~~Principal Executive Director~~ or designee of information relating to the MCA Board with such recommendations as she/he shall make. Attachments will be uploaded to the MCA server for Board review.
3. A Working agenda for each regular meeting shall be provided to each Board member so as to allow proper time for the member to study the agenda. Generally, the working agenda should be provided no later than five (5) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member.
4. The agenda for a special meeting shall be delivered at least forty-eight (48) hours before the meeting, consistent with provisions calling for special meetings.
5. The Board shall transact business according to the agenda prepared by the Board Chair with input from the ~~Principal Executive Director~~ or designee and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.
6. Consent Agenda

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

A member of the Board may request any item be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the ~~Principal Executive Director~~ or any Board member thinks the item requires further discussion.

7. The agenda for special meetings called by the Board Chair ~~Principal Executive Director~~ or on the request of a majority of the Board members, shall be prepared upon the calling of the meeting but not less than forty-eight (48) hours prior to such a meeting. The order of business at special meetings of the Board shall be established by the Board.

### **Meeting Documents**

All relevant documents given to the Board that concern agenda topics to be discussed in the Meetings will be uploaded in advance, meaning before, the board meeting takes place. During the board meeting if additional items are addressed, relevant documents will be uploaded a reasonable time after the meeting.

### **Notice of Board Meetings**

Notice of meetings of the Board of Directors, including Committees of the Board as described elsewhere within these policies, will be given in a manner to reasonably inform the public of the



matters to be considered by the Board.

Notice of the time, date, and place of the meeting will be provided at least seven (7) days prior to regularly scheduled meetings of the Board of Directors. For special meetings or committee meetings the notice must be given at least twenty-four (24) hours prior to the meeting.

In order to maximize public participation, notice of Board meetings will be posted on the school's calendar, on the school's website and when possible in school publications such as newsletters. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board.

### **Special Meetings**

Special meetings shall be called by the Chair, the ~~Principal~~ Executive Director or by three (3) members of the MCA Board by serving a written notice of the time, place, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting.

The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

### **Recess**

The MCA Board may at any time move for a recess or intermission in the day's proceedings. If a recess is provided for in the agenda, the Chair, when the time arrives, announces the fact and says the assembly stands in recess, to the specified time. When the Board meets at the time that the recess is to conclude, the Chair calls the assembly to order and the business proceeds as a continuation of the previous session. (Reference: Robert's Rules of Order, Newly Revised)

### **Adjourn**

The MCA Board may, at any time during a meeting, adjourn the meeting to a specified date and time. Before accepting a motion to adjourn, the Chair should be sure that no important matters have been overlooked. If there are announcements to be made they should be attended to before adjournment.

### **Executive Session**

The MCA Board reserves the right to meet privately in executive session for those issues authorized by law.

### **Work Session**

Work session may be called by the Chair of the MCA Board, the ~~Principal~~ Executive Director, or a majority of Board members solely for the purpose of exploring matters which constitute the business of the MCA system. Each Board member shall be formally notified of such work session through the office of the ~~Principal~~ Executive Director sufficiently in advance of the session to enable all members to attend. Notification shall include the general subject areas for discussion. Work Sessions are public meetings; proper notification shall be made on the school's website.

A. The Board Secretary shall take minutes of all matters discussed during work sessions to

be read and approved at a future meeting.  
Work sessions are solely for the purpose of communicating information and general discussion. The Board shall take no formal action in a work session nor shall they agree to any decisions with respect to issues which may be brought forward at a regular or special Board meeting.

### **Voting**

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. Upon the demand of any member of the MCA Board, the vote shall be recorded by roll call.

Abstentions shall only be permitted as authorized by law.

All actions requiring a vote can be conducted electronically, by voice vote, or show of hands, unless a roll-call vote is requested or required. Each vote and abstention shall be recorded. Proxy voting is prohibited.

### **Use of Electronic Mail**

Since E-mail is a form of communication that could conflict with the Sunshine Law, under no circumstance shall Board members use e-mail to discuss Board business among themselves that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

### **Audience Participation**

The MCA Board recognizes the value to MCA governance of public comment on educational issues and the importance of allowing members of the public to express themselves on MCA matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at those public meetings of the Board during which action may be taken and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

1. Public participation shall be permitted as indicated on the order of business and before the Board takes official position on any action item under consideration.
2. Attendees must register their intention to participate in the public portion of the meeting.
3. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name.
4. Each statement made by a participant shall be limited to three (3) minutes duration,

unless changed by the presiding officer. Persons will be recognized in the order in which the requests were received.

5. All statements shall be directed to the presiding officer; no person may address or question Board members individually. Staff members shall not be expected to answer questions from the audience unless called upon by the Board Chair or the **Principal Executive Director**.
6. Tape or video recordings are permitted under the following conditions:
  - a. No obstructions are created between the Board and the audience.
  - b. No interviews are conducted in the meeting room while the Board is in session.
  - c. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
7. The presiding officer may:
  - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting
  - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

### **Voting by Proxy**

Board Members may not vote by proxy. In circumstances where attendance at the meeting is impossible, the Board member may participate electronically provided that all members and the public are able hear all discussion and votes. A director participating in a meeting electronically, is deemed to be present in person at the meeting.

### **Records of Proceedings**

The Board Secretary shall cause to be kept official minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public.

The minutes of Board meetings shall be considered at a future meeting where they shall be read (unless waived by law), corrected, and approved.

The approved minutes shall be filed in the Board office in a prescribed minutes book as a permanent record of official Board proceedings.

The approved minutes shall be forwarded to the ~~MCA Website webmaster~~ **Executive Director** for posting.

The minutes of the governing 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 in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was

present, and the governing 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 discussions 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 with the proceedings.
3. A written memorandum from the interested person explaining the nature of the interest to be filed within 15 days after the vote to which s/he had exercised recusal steps under policy as described above.

### **Board Communication**

Communications from the Governing Board to the parent community will be specified as either communication from the Governing Board or from an individual board member, as needed.

Adopted: 13 April 2014

Amended: 8 June 2015

Amended: 11 April 2016

Amended: 15 October 2019

Amended: 15 November 2019

Amended: 20 February 2020

Amended: 10 August 2020

## **Policy B 4.0 - Public Records Request**

### **Procedure**

It is the policy of Mason Classical Academy that all public records made or received in connection with the official business of the agency be made available upon request of any person for inspection, examination, and copying in accordance with applicable law and the following policy guidelines:

All public records shall be available for inspection or copying under the supervision of the custodian (or designee) of the public records at reasonable times during normal office hours. All public records that are presently provided by law to be confidential or prohibited from being inspected by the public, whether by general or special law, are exempt from production.

The **Principal Executive Director** may from time-to-time direct that public records requests be handled in a specific manner in order to ensure that the public records are protected, that requests are complied with as expeditiously as is reasonably possible given the nature and scope of the request, and that confidential and exempt records are not disclosed except as required by law. Such directives must not be used in any way to hinder, delay, or circumvent a person's right of access to the public records.

The fact that the originator of a public record asks or directs that it remain confidential does not in fact make that document confidential. Such record is still subject to disclosure unless the law makes it confidential or exempt. Except in the case of student records, if a public record contains information that is confidential or exempt by law, a true and correct copy of the original record shall be made, the confidential or exempt portions of copy shall be redacted, and the redacted copy of the record shall be made available to the requesting party. In the case of

student records, the entire record is confidential and exempt and shall not be disclosed except as required or permitted by applicable law.

The requesting party need not demonstrate any special or legitimate interest in the requested public records. Requests for public records shall be complied ~~with~~ regardless of the motivation of the requesting party.

No automatic waiting period shall be imposed. The only delay permitted is that which is reasonably necessary to allow the custodian to compile the requested records and protect against disclosure of those records or portions of records that are confidential and exempt.

Public records made or received by a third party pursuant to a contract or agreement with the agency shall be subject to disclosure to the same extent as public records in the physical custody of the agency.

If a public records request is insufficient to identify the records sought, the requestor shall be promptly notified that more information is needed in order to produce the records. The agency shall offer reasonable assistance to the requestor in describing the nature and extent of such information.

### **Fees**

The maximum cost of duplication prescribed by law, shall be charged and collected before and as a condition to production. The requesting party shall be advised of these costs in advance of the duplication of the requested records.

A duplication fee of fifteen cents (\$0.15) per page or twenty cents (\$0.20) per two (2) sided copy, and an additional fee of \$1.00 per copy for a certified copy, shall be charged. For all other copies, the actual cost of duplication of the public record shall be charged. The requestor shall also be charged the cost of mailing the records, when requested to do so. The requestor shall be advised of these costs in advance of the duplication of the requested records.

A fifty percent (50%) deposit will be required if the estimated cost of duplication exceeds \$50.00. For estimated costs in excess of \$100.00, full payment is a condition of production.

In the absence of a statutory exemption, all public records requested shall be produced regardless of the number of records involved or the time and inconvenience associated with the production. However, in addition to the actual cost of duplication, a special service charge shall be imposed for the cost of the extensive use of information technology resources or of clerical or supervisory personnel, where such extensive use is required because of the nature or volume of public records to be inspected, examined or copied. The requesting party shall be given an estimate of the cost before the services are undertaken. Such estimated cost shall be collected from the requestor before duplication of the public records. In the event that the actual cost exceeds the estimate, the difference shall be collected from the requestor before production of the public records. If the actual cost is less than the estimate, the requestor shall be reimbursed the difference at the time the public records are produced. For purposes of this rule, "extensive" means that it will take more than fifteen (15) minutes to identify, locate, compile, review, copy, and re-file the requested records. This service charge shall be computed to the nearest quarter hour exceeding fifteen (15) minutes based on the current rate of pay of Mason Classical Academy employee(s) and/or supervisors who perform these services.

Definitions:

**Public Records:** The term public records 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 by the agency. Public records encompass all materials used to perpetuate, communicate, or formalize knowledge, regardless of whether they are in final form.

**Public Records Request:** The term public records request means a request by any person, whether written or verbal, for inspection, examination, or copying of public records.

**Request for Information:** A request for information, as distinguished from a public records request, is one in which the requested information does not already exist in public record form.

### **E-mail**

While incoming and outgoing e-mails of all school personnel, including MCA Board members, are subject to Public Records Law, the MCA Board must provide certain safeguards to ensure exempt information contained within those e-mails is protected from disclosure. For this reason, electronic access to MCA school e-mails by anyone other than MCA School employees and Board members is prohibited. However, the following procedures are to be followed to ensure that the public's right to review and/or copy MCA School e-mails is maintained.

Whatever the scope of the request, there may be a cost associated to compile, review, and print the e-mails matching the parameters provided by the requestor. An estimate of those costs will be provided to the requestor before work begins. Applicable deposits and/or full payment will be collected as a condition to production.

1. Requests to Inspect E-mails
  - a. A preliminary search will be performed to determine the number of e-mails matching the requestor's specifications and to estimate the amount of staff time required to facilitate the request. The staff time would include time required to retrieve and print the e-mails, review for exempt information, and prepare for review by requestor.
  - b. The MCA Board will advise the requestor of the estimated cost. Upon agreement by the requestor and payment of estimated charges, the MCA Board will proceed to complete the request.
  - c. The prepared e-mails will be available in the office of the MCA Board for review by the requestor.
  - d. Copies of any or all of the prepared e-mails may be purchased according to the applicable fees outlined in these administrative procedures.
2. Requests for Copies of E-mails
  - a. The same procedures for inspecting e-mails will be followed except that the requestor, upon payment of all applicable fees including copy charges, will be provided with the prepared e-mails.

Adopted: 13 April 2014

Amended: 11 April 2016

Amended: 10 August 2020

## **Policy B 5.0 - Committees**

### **Development of Committees**

The Board of Directors by resolution adopted by a majority of voting members may designate one or more committees.

### **Meetings**

Committees that have been designated by the Board of Directors to have delegated “decision-making authority,” must be held in accordance with Florida’s Government in the Sunshine law. The ~~Executive Director~~ ~~Principal~~ shall ensure that all meetings are posted in the same way as Board of Directors Meetings are posted at least one (1) day prior to the meeting.

### **Committee Reports**

All Board Committees are subject to the direction and control of the Board and a designated Board member serving on that committee will serve as chairman or appoint a chairman who will report directly to the Board in the public Operational Board meeting, unless a Special Meeting is called and lends itself to the function of the committee.

### **Authority**

The designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual member thereof of any responsibility imposed on it, him, or her by law. Committee recommendations are not binding until and unless adopted by a majority vote of the Board of Directors in session, provided a quorum is present.

Adopted: 13 April 2014

Amended: 11 April 2016

Amended: 26 September 2019

Amended: 10 August 2020

## **Policy B 6.0 - Conflict of Interest Policy**

The purpose of the conflict of interest policy is to protect the interest of Mason Classical Academy when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Mason Classical Academy or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations generally and public charter schools specifically, nor is it meant to replace any contractual requirements of the school within its Charter Agreement with the Sponsor.

### **Definitions**

**Interested Person:** Any director, principal officer, owner, president, chairperson, governing board member, or member of a committee with governing board delegated powers and any superintendent, principal, other administrator, or any other person employed by Mason Classical Academy who has equivalent decision-making authority who has a direct or indirect financial interest, as defined below, is an interested person.

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

1. An ownership or investment interest in any entity with which Mason Classical Academy has a transaction or arrangement,
2. A compensation arrangement with Mason Classical Academy or with any entity or individual with which Mason Classical Academy has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Mason Classical Academy is negotiating a transaction or arrangement.

**Family:** A “family” member means: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

**Compensation:** Compensation includes direct and indirect remuneration as well as loans, gifts, in-kind services, favors or anything of value. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Duty to Disclose**

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

### **Determining Whether a Conflict of Interest Exists**

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

### **Procedures for Addressing the Conflict of Interest**

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether Mason Classical Academy can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether



the transaction or arrangement is in Mason Classical Academy's best interest, for its own benefit, and whether it is fair and reasonable.

5. In conformity with the above determination, Mason Classical Academy shall make its decision as to whether to enter into the transaction or arrangement, EXCEPT if the interested person or his/her spouse or child (i.e., immediate family) has a direct material interest in a transaction involving the purchase, rent or leasing of any realty, goods or services, Mason Classical Academy is prohibited from entering into such transaction without subjecting the decision to competitive bidding.

### **Violations of the Conflicts of Interest Policy**

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

### **Compensation**

1. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Mason Classical Academy for services is precluded from voting on matters pertaining to that member's compensation.
2. No governing board member or his/her spouse or minor child may either solicit or accept anything of value (including a gift, loan, reward, promise of future employment, favor, or service) that is based on any understanding that the vote, official action, or judgment of the governing board member would be influenced by such gift. Gifts from family are not prohibited, nor gifts associated primarily with the recipient's employment or business. Food or beverage consumed at a single sitting or event may be accepted.
3. Board members may receive compensation for expenses spent on behalf of Mason Classical Academy if such expenditures are approved within the Budget or by the Board of Directors. This includes travel to conferences, meetings, seminars and conventions related to charter schools or Mason Classical Academy. The Director shall follow the reimbursement processes described elsewhere within these policies.

### **Nepotism**

Mason Classical Academy is prohibited from appointing, employing or promoting a family member of an interested person.

### **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflict of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and

4. Understands Mason Classical Academy is (i) charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes and is (ii) a public charter school subject to applicable state and federal laws and regulations.

### **Periodic Reviews**

To ensure Mason Classical Academy operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to Mason Classical Academy's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Use of Outside Experts**

When conducting the periodic reviews as provided for in this policy above, Mason Classical Academy may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted: 13 April 2014

Amended: 26 September 2019

## **Policy B 7.0 - Financial Interest**

Members of the Board shall not receive any monetary compensation for their services nor shall they have any financial interest in Mason Classical Academy other than their own monetary donations to Mason Classical Academy.

Adopted: 13 April 2014

## **Policy B 8.0 - Employer Responsibilities**

### **Purview of Private Employer Matters**

Although the Principal is responsible for all faculty hiring and evaluations the Board sets general guidelines for the qualifications of staff, terms of contracts, performance evaluation expectations, administrative grievance procedures, non-renewal and termination processes.

### **Private Employment Matters**

Most private employment matters will be effectively handled by the Principal of Mason Classical Academy. On occasion, should the Principal need additional advice or recommendations, the Principal will consult with either the employee leasing company's HR department, or an employment attorney.

Adopted: 13 April 2014  
Amended: 11 April 2016

### **Policy B 9.0 - Fund Raising**

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

Fundraising activities must not undermine the mission and philosophy of the school. Students of MCA will not engage in door-to-door sales of any kind.

Adopted: 13 April 2014  
Amended: 11 April 2016  
Amended: 26 September 2019

### **Policy B 10.0 - Donation Policy**

Mason Classical Academy gratefully accepts financial donations. Directed donations will only be used in accordance with the donor's request once the BOD ensures they fit within the vision, mission, philosophy, and priorities of the school. Undirected donations will be directed by the BOD to areas most benefitting the school, in accordance with MCA philosophies, priorities, and programs (details are outlined on the MCA Donation Form.) No donations will be comingled with the General Fund. A copy of the donation form will be issued as a receipt upon request.

Adopted: 13 April 2014

### **Policy B 11.0 - Charity Donations Policy**

MCA cannot make any contributions to individuals but only to established, known, organizations in which the activities contribute to tangible physical needs of people, regardless of religious affiliation.

Adopted: 13 April 2014

### **Policy B 12.0 –~~Use of the Production Color Printer/Copier~~ Reserved**

~~The production color printer/copier is leased by MCA primarily for the use of the yearbook staff and for the printing of the school's brochure. The color printer/copier may also be used by the art department.~~

~~All parties utilizing the color printer/copier will reimburse the general fund for the cost.~~

~~The Board approved procedure must be adhered to. Inability to comply with the set procedure will result in loss of ability to utilize the equipment.~~

Adopted: 13 April 2014

Redacted: 10 August 2020

## **Policy B 13.0 - Violation of Established Policies**

~~Established policies exist in order to communicate clearly the philosophy and mission of Mason Classical Academy. Policies are established for the best interest of the school. Violation of established policies creates situations that compromise the educational, philosophical, and/or fundamental mission of the school. Prevention of policy violations is in the best interest of the school.~~ Anyone who experiences a violation of a policy is encouraged to notify the school Administration, and/or Board of Directors.

Anyone found in violation of an established policy will receive a written notice immediately. The written notice will state the policy and clearly explain its violation.

A copy of the notification will be submitted to the Board of Directors or its designee which will mediate any discrepancy regarding the violation.

The following notifications will also be filed as follows:

- BOD Violations - Written notice will be reviewed at the next Board of Directors meeting and included in the BOD minutes.
- School Administration Violations – Written notice will be reviewed at the next Board of Directors meeting and included in the BOD minutes.
- Parents of Mason Classical Academy’s students Violations - Written notice will be reviewed at the next Board of Directors meeting and included in the BOD minutes, without the name/names of violators made public.
- Teachers/Staff Violations - Written notice will be reviewed at the next Board of Directors meeting and included in the BOD minutes, without the name/names of violators made public.
- Students of Mason Classical Academy Violations – Review and inclusion in BOD minutes will only occur if the Administration finds it necessary, especially if revision of the policy is found to be required.

Adopted: 13 April 2014

Amended: 11 April 2016

Amended: 10 August 2020

## **Policy B 14.0 – Reserved**

## **Policy B 15.0 - ~~Principal~~ Executive Director Report**

The ~~principal~~ Executive Director will ~~be required to~~ provide a ~~Principal’s~~ report to the Board ~~once a month~~ at least once per quarter. ~~The following elements are required in the report:~~

- ~~a) Enrollment Data with Trend Analysis~~
- ~~b) Staff Changes~~
- ~~e) Summary of School Discipline~~
- ~~d) Outcome and Parameters~~
  - ~~a. Issues~~
  - ~~b. Plan to resolve~~
  - ~~e. Status against goals~~

Adopted: 13 April 2014

Amended: 11 April 2016

Amended: 10 August 2020

## **Policy B 16.0 - IRS Form 990 Review and Approval Policy**

As a non-profit organization, Mason Classical Academy is required annually to file Internal Revenue Service Form 990, the “Return of Organization Exempt from Income Tax.” The principles underlying Form 990 are increased transparency and promotion of tax compliance. Accordingly, non-profit organizations are required to disclose in this form, among other things, information regarding their programs and services, finances, governance, compensation structure and whether they have in place certain policies and procedures, including policies addressing conflict of interest, whistleblowing, document retention and destruction, investment and/or joint venture, gift acceptance and executive compensation.

The purpose of this policy is to establish a procedure by which Form 990 is appropriately reviewed, approved, signed and filed by or on behalf of the Board of Directors.

### **Policy**

The MCA Business Office or appropriate staff will coordinate and supervise the preparation of the Form 990 by our Tax preparer CPA. The MCA Business Office or appropriate staff will submit the Form 990 to the entire Board of Directors for its review and approval for filing with the Internal Revenue Service.

The Board of Directors shall contemporaneously document the meeting(s) at which the Form 990 is reviewed and approved for filing. Following approval by the Board of Directors, the MCA Business Office or appropriate staff shall ensure the filing of the Form 990.

Adopted: 13 April 2014

Amended: 20 February 2020

## **Policy B 17.0 - Management Compensation Review Policy**

The ~~Principal~~ Executive Director is the person responsible for the efficient operation of

Mason Classical Academy. Therefore, it is the desire of Mason Classical Academy to provide a fair yet reasonable and not excessive compensation for the **Principal Executive Director** (and any other highly compensated employees and consultants).

The annual process for determining compensation is as follows: MCA shall [either the full board or a compensation committee/executive committee] annually evaluate the **Principal Executive Director** on his/her performance, and ask for his/her input on matters of performance and compensation.

Concurrent Documentation. To approve the compensation for the **Principal Executive Director** (and other highly compensated employees and consultants) the board must document how it reached its decisions, including the data on which it relied, in minutes of the meeting during which the compensation was approved. Documentation will include:

- a) A description of the compensation and benefits and the date it was approved;
- b) The members of the board who were present during the discussion about compensation and benefits, and the results of the vote;
- c) A description of the comparability data relied upon and how the data was obtained; and
- d) Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by anyone who is otherwise a member of the board but who had a conflict of interest with respect to the decision on the compensation and benefits.

Independence in Setting Compensation: The Chair of the board of directors, who is a volunteer and not compensated by MCA, will operate independently without undue influence from the **Principal Executive Director**.

Adopted: 13 April 2014

Amended: 26 September 2019

**Amended: 10 August 2020**

### **Policy B 18.0 - Roberts Rules of Order Policy**

In the normal course of its meetings, the board will follow its own informal procedures, rules and practices, however, in the event that a member perceives that an intractable problem has arisen or that the discussion has gone beyond the bounds of civility and decency or reasonable time limits, he or she may invoke strict adherence to Robert's Rules of Order Newly Revised in its current edition by citing this policy.

Adopted: 13 April 2014

### **Policy B 19.0 - Board and Volunteer Travel Policy**

Board member and volunteer travel must be approved by the Board. They will follow the requirements of policy ES 30.0 in regards to allowable expenses

Adopted: 13 April 2014

## Policy B 20.0 - ~~Executive Director, Principal, and Staff Communications~~

### I. OBJECTIVE:

To establish the policy governing communication between the Governing Board Members, Committee Members, ~~PTCA Members Executive Director, and the~~ Principal, and Staff.

### II. POLICY:

The Board of Directors of Mason Classical Academy recognizes, establishes and maintains the following guidelines in its relationship with the ~~Executive Director~~, Principal and Staff:

A. It is recognized that good and consistent communication is one of the most important factors in the success of the Academy. In exercising its governance responsibilities, the Board of Directors reserves its authority to establish policy, approve plans and programs and delegate authority to its ~~Principal Executive Director~~, except those that are by law, the Articles of Incorporation and Bylaws of the Academy conferred upon or reserved to other parties.

B. Primarily, the purpose of this policy is to define the communication flow between the Governing Board Members and ~~the Principal and his/her Staff MCA employees~~. The Board of Directors recognizes that efficient management of the Academy can exist only through transparency, mutual understanding and complete cooperation between the Board of Directors and the ~~Principal Executive Director~~. The ~~Principal Executive Director~~ is expected to produce results and to exercise independent judgment in executing policies of the Board of Directors. The Board of Directors acknowledges that obligation, and gives the ~~Principal Executive Director~~ the latitude of judgment and discretion, and expects faithful performance in carrying out all of the policies of the Board of Directors.

C. It shall be the policy of the Board of Directors that no Governing Board Member, Committee Member ~~or PTCA Member~~, as individuals, shall lobby or give any directives to ~~the Principal or Staff MCA employees~~. Any and all directives or suggestions must be the voice of the entire board by majority vote ~~and delegated to the Executive Director~~.

D. The Board further recognizes that should any Governing Board Member, ~~or~~ Committee Member ~~or PTCA Member~~ undertake in private conversation with ~~MCA employees the Principal or Staff~~ to give directives, make commitments or representations on behalf of the Academy, that member becomes involved in a serious breach of policy which might disrupt the entire organization. The member may be subject to rebuke from the Board of Directors should he or she attempt to make commitments or representations unofficially for the Board.

E. At the request of the ~~Principal Executive Director~~, the Board of Directors may confer with Staff. ~~at regular or special meetings of the Board~~.

### III. RESPONSIBILITY:

A. The Governing Board Members, Committee Members, ~~PTCA Members, Principal and Staff~~ and all MCA employees shall be responsible for adhering to this policy and immediately bringing knowledge of non-adherence to this policy before the Board of Directors.

Adopted: 27 April 2014  
Amended: 11 April 2016  
Amended: 10 August 2020

## **School Environment Policies**

### **Policy SE 1.0 - Personal Hygiene**

All students of Mason Classical Academy must be independent in toileting. On occasion students may have “accidents”. When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

If there are repeated “accidents”, a meeting with the parents, assistant principal, and school nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

Exceptions to this policy may be granted for students with disabilities on a case by case basis under the direction of the Principal and ESE Manager.

Adopted: 13 April 2014  
Amended: 8 June 2015

### **Policy SE 2.0 - Mass Communication Policy**

The Principal or designee must approve all letters and bulletins, including e-mail (excluding class assignments by teachers) from teachers or parents or other interested parties.

Adopted: 13 April 2014  
Amended: 11 April 2016

### **Policy SE 3.0 - Dissemination of Information**

Any person responsible for coordinating any special classroom event must give appropriate information to the front office.

Adopted: 13 April 2014

### **Policy SE 4.0 - Attendance**

Florida statutes 1003.21 (1)(a)1 states, in part, that “All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.”

Regular attendance is important to ensure achievement in school. We discourage vacations and



trips taken during the school year. We also discourage doctors' and other appointments when avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement.

School starts promptly at:

Elementary: ~~7:55~~ 8:00 a.m.

Upper School: ~~7:55~~ 8:00 a.m.

**Students are expected to be in the building no later than 7:55 a.m.**

### **Parental Reporting**

The parent must call the school explaining the absence before the end of the school day at 4:00 PM. If that contact does not occur, the absence will be recorded as unexcused. In the case that an unexcused absence is recorded, the school will attempt to contact the student's parent or legal guardian regarding the absence to prevent a pattern of nonattendance. Under some circumstances, more than parental notification may be required by the Principal.

### **Excused Absences**

The following absences will be considered excused:

1. Student is ill. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the Principal).
2. Major illness in the family. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the Principal).
3. Death in the immediate family of the student. A student's immediate family includes biological parents, grandparents, siblings, or adults and siblings from an immediate extended family unit, at the Principal's discretion.
4. Religious holiday of the student's faith. This requires a parent's note seventy-two (72) hours prior to the absence.
5. Religious institutes, conferences, or workshops (only two days allowed if the request is signed by a parent and given to the school at least forty-eight (48) hours before the absence).
6. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the school's Principal (or designee). This includes detention at a juvenile center in which the student continues his/her education.
7. Mental health counseling for the student. A note on business stationery from the mental health facility or personnel may be required by the Principal.
8. A major disaster, as decided by the administration.
9. Any absence, including those for field trips or other parental requests as judged appropriate by the school's Principal, provided that the request is submitted to the Principal forty-eight (48) hours in advance of the absence. The Principal may waive the requirement for advance notice if extenuating circumstances exist.

## **Tardiness**

Mason Classical Academy believes it is extremely important that students arrive at school on time and ready to learn. Students are allowed to enter the building 15 minutes prior to the start of school. We recommend students arrive a minimum of 5 minutes prior to the start of school to ensure ample time to reach their classroom before the start of class. We have created strict guidelines in regards to students who are tardy to school in the morning:

1. Students who are not in class at the time class begins will be considered tardy.
2. For the legal purposes of truancy numerous tardies can be equated to absences. If a student is excessively tardy (defined as an hour or more late to school), three (3) such events will equate a single absence. Six (6) occurrences of tardiness less than one hour will equate to a single absence. The Principal can disallow individual instances of being tardy from this rule if a written explanation is provided to the school upon the return of the student.

## **Early Removal / Dismissal**

Students are expected to attend the entire day of school. The early release of students causes disruption to academic performance of all students and may create safety and security concerns. Students who are removed early from school are missing valuable instruction time, and this will be treated in the same manner as tardiness. A student who is removed an hour or more early from school three (3) times will be equated to one (1) absence. Six (6) occurrences of being removed from school less than an hour will equate to a single absence.

## **Make Up Work**

Students who miss school for any reason (excused or not) will be expected to make up all work missed during their absence, tardiness, early removal from school or suspensions. Parents may contact the school to request work, but should provide at least a 24-hour turn around to prepare such materials. Students whose absences are excused will not receive an academic penalty for made up work unless the work is not made up within the time limits explained within the Homework Policy.

## **Truancy Consequences**

If a student has at least five (5) unexcused absences within a calendar month, or ten (10) days out of ninety (90), the student's homeroom teacher shall report to the Principal that there may be a pattern of absence existing. After this referral, the Principal will consider referring the student to the School Based Leadership Team (SBLT). The SBLT is a "child study team" for the purposes of satisfying the requirements of § 1003.26, Florida Statutes. If the SBLT finds a pattern of nonattendance, the team will meet with the parent to identify potential remedies; the Principal must notify the School District's charter school office of the identified pattern of nonattendance. If the initial meeting with the parent does not resolve the problem, the SBLT shall implement the following pursuant to Florida Statutes:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

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

If the parent refuses to participate in the remedial strategies because he or she believes those strategies are unnecessary or inappropriate, the parent may appeal to the Principal.

### **Driver's License and Truancy Court**

Accruing excessive unexcused and/or validated absences will cause a student to be designated "habitually truant" and will result in a referral of the student to Truancy Court or recommendation for revocation of the student's driver's license.

NOTE: F.S. 1003.26, 1003.27, 39.01(73) (a), and 984.03(27) requires each school principal or designee to report each habitually truant student to the designated District administrator. Further, it requires school district superintendents or designees to report to the Department of Highway, Safety, and Motor Vehicles the name and other identifying information of students who are habitually truant. The definition of habitually truant is a student who has fifteen (15) unexcused absences within ninety (90) calendar days.

### **High School Course Credit Denial**

High School course credit shall be a function of demonstrated mastery of the student performance standards in the course of study as provided by the rules of the Board. FS 1003.436 stipulates that, for the purposes of requirements for high school graduation, one full credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards. Thus, at the high school level and for high school courses taken at middle school, credit is earned by attaining a passing average for the semester and by accumulating no more than nine (9) days absent for the semester. No distinction will be made between excused, validated, and unexcused absences when calculating absences for earning of credit. The final decision of Credit Denial will be made at the discretion of the Principal.

Adopted: 13 April 2014

Amended: 31 May 2017

Amended: 23 January 2019

## **Policy SE 5.0 - Behavioral**

### **Code of Student Conduct**

Unless otherwise spelled out within these organizational policies, Mason Classical Academy will adhere to Mason Classical Academy's Code of Student Conduct. Copies of Mason Classical Academy's student policies and the School's Code of Conduct will be made available all parents and students.

### **Foundation**

Mason Classical Academy believes that children learn in a variety of ways, and that our teachers provide an environment that meets the needs of our students. Utilizing our approach to education we believe that through student engagement we reduce the number of behavioral concerns within the classroom. However, we realize that when dealing with children, issues

may arise which may require the school to address student behavior. In doing so, the school believes behavioral correction should be a learning opportunity, where students are given the opportunity to learn and demonstrate appropriate behavior, and cooperatively accept responsibility and be accountable for their actions. Mason Classical Academy believes we have a unique partnership with like-minded parents who share this philosophy of behavioral management and positive parental role modeling.

### **Removal of Students from Class**

On occasion, a student's behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Due to the nature of our school, teachers do not have the option of requesting permanent removal from class. Should a situation arise that a student requires removal from class, the student may be issued a 10-15 minute cooling-off period to reflect and regroup. The student will be placed in the office until they regain both self-control and a cooperative attitude before returning to class. If necessary, the student may meet with the Principal (or designee) to discuss the concern and ways of remedying the situation. If necessary, the Principal (or designee) may meet with other involved or uninvolved students and/or the teacher(s) to identify ways to rectify the situation, towards allowing the student to return to class. Parents will receive notification by either a telephone call and/or in writing (e.g. email) if a child is removed from class for serious or repetitive behavioral concerns.

### **Behavioral Expectations**

Students are expected to behave in a respectful manner while under the responsibility of school staff (this includes during the school hours, after school activities, or any activity in which school staff members are responsible for the students). The Principal shall ensure that a document explaining student expectations and sample misbehaviors are developed which clearly describe behavioral expectations and consequences for misbehavior. This document shall be shared with families at the start of each school year and as often as needed thereafter. Each year, the school staff shall review the document and may make appropriate revisions.

### **Behavioral Consequences**

The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.

#### **Verbal Warning**

If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, should give the child verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference.

#### **Written Warning**

If the behavior was a minor infraction and/or was the first or second occurrence, the student may receive a written warning to let the student know that if similar inappropriate behavior continues there will be similar and more significant consequences in the future. This written notice will be sent home through either written or email form for the parents to make them aware of the issue.

## Referral To Permanent File

A referral to a permanent file will be a paper that is completed by the Principal (or designee) after an internal investigation, including the student's comments regarding the misbehavior. This hard copy must be taken home, signed by the parent, and returned to school the next school day. Indication of the incident will be recorded within the student's permanent school records, and appropriate sanctions levied according to existing behavioral expectation guidelines. If the student does not return the referral with a parent signature, they may receive additional consequences, and the parent will be called.

## Detention

A detention is an extension of the school day where the students will be expected to stay **before or** after school. The student must report ~~immediately after school~~ **promptly at the assigned time** and stay until the time designated by the Principal. If the student does not report immediately on the assigned school day, or is absent for any reason (except having an official doctor's note on physician stationery), that detention will be rescheduled and an additional penalty detention added.

## ~~In-School Suspension~~

~~An in-school suspension is a consequence which secludes a student from his or her peers and allows the student time to reflect on his or her misbehavior. Students will be removed from class and located in an area outside the common areas where students are typically present. While suspended, students are not allowed to participate in any school related activities, including common lunch room. In school suspensions shall not be considered an absence from school. However, students are required to complete, on their own time, all make up work from the time missed. Computers may not be used by students in ISS, unless a teacher gives specific permission. When returning to normal class schedules, the student will not be allowed to participate in extracurricular activities or non-educational field trips for a period of thirty (30) days following the suspension.~~

## Out of School Suspension

An out-of-school suspension will be time away from school to consider and reflect their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. **At the Principal's discretion, students returning from out-of-school suspensions may not be allowed to participate in extracurricular activities or field trips.** ~~When returning, students will not be allowed to participate in extracurricular activities or non-educational field trips for a period of thirty (30) days following the suspension.~~

## Alternative Placement

Under rare, serious circumstances, Mason Classical Academy may consider recommending the student be reassigned to another school by the School District. Alternative placement may be recommended to the District, by the Principal, of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school including threats to cause serious bodily

harm or physical damage. Additionally, the Principal may refer such students to mental health services.

### Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with Mason Classical Academy's discipline policies apply to all students. When appropriate, the School may discipline a student with a disability who has not complied with the discipline organization's policies. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

### Appeal Process

#### Foundation

Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and issuing referrals. However, should a parent/guardian feel that such issuance is unwarranted; they may use the following procedure to appeal the referral.

#### Requesting An Appeal

If a parent/guardian wishes to request an appeal to a referral, the parent/guardian must submit such a request in writing to the Principal **or designee** within four (4) calendar days of the issuance of the referral. Failure to make a written appeal will forfeit the parent/guardians right to any further appeal hearing. Upon receipt of the request, the Principal shall decide if the request is warranted. If the Principal decides to overturn the referral he or she may do so. If not, the appeal will be referred to the staff behavior team.

#### Student Consequences

During the appeal process, the consequences the student was issued will stand and must be met by the student while any final decision is pending. If the student was suspended, he or she must also honor the terms of the suspension including accompanying consequences until the behavior team makes its decision. If the referral is appealed successfully all record of the consequence will be expunged and the students will be excused from any missed work during that time.

#### ~~Behavior Team Meeting~~

~~After receiving a request and deciding not to overturn the referral personally, the Principal will coordinate a behavior team meeting, making an effort to schedule the meeting at a time that is convenient for all involved, including the parent/guardian who requested the appeal. The meeting shall be scheduled within four (4) school days of receiving the request. At the meeting the parent/guardian will be allowed the opportunity to present their case as to why the referral is being contested. The Principal (or designee) shall provide information regarding the investigation and justifications for why the referral was earned by the student. The behavior team can ask questions of either the parent or Principal in clarifying the issue. At the appeal meeting the Principal will serve as non-voting members of the team, and the Principal will leave with the parents during the committee's deliberation of the appeal and decision-making process.~~

~~After gathering information, the team's deliberation shall be limited to the following:~~

- ~~1. Deciding whether the student's behavior or act was in clear violation of Mason Classical Academy's policies, the behavioral expectations outlined by the school, Mason Classical Academy's Code of Student Conduct, and/or the mission of the school;~~
- ~~2. Deciding whether the student(s) is/are known to have committed the violation;~~
- ~~3. Deciding whether to uphold the initial findings and decision, or whether an appropriate alternate sanction should be issued based on established parameters of the Behavior Program for the school.~~

#### ~~Reporting of Decision~~

~~Under most circumstances, the behavior team will make a decision at the initial meeting, however, the team reserves the right to meet within four (4) school days to review and make a final decision. The final decision will be determined by a simple majority vote and will be presented to the Principal. The decision of the committee will be documented and a copy of the decision will be mailed to the parent/guardian within four (4) business days of the completion of the appeal committee's hearing. The decision of the behavior team is considered a final decision. In all cases, members' individual votes remain confidential.~~

#### ~~Further Appeals~~

~~Should a parent/guardian be dissatisfied with the decision of the behavior team-Principal, they the parent may further appeal the decision only on the grounds that the school violated a procedural safeguard by contacting the Grievance Committee and following the MCA grievance policy. The parent/guardian may submit a written request to the Principal requesting an appeal to the Board of Directors. The Board of Directors will only consider whether procedures were followed, and will not address questions or concerns regarding the appropriateness of a consequence. Parents are advised to consider that all meetings of the Board of Directors are considered public meetings, and as such any information shared with the Board is a matter of public record.~~

#### **Student Conduct on Buses**

The safety of students during their transportation to and from school as well as while on field trips is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. Students are subject to all school rules and potential consequences while utilizing school transportation. Additionally, suspension of transportation privileges is another possible consequence for misbehavior during transportation.

#### **Teen Dating Violence and Abuse**

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

#### **Definition**

Teen Dating Violence and Abuse shall be defined as a pattern of emotional, verbal, sexual or

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

### Reporting

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

### Investigation

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

### Consequences

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

### Support and Reasonable Accommodations

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



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

Students should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal or designee shall immediately notify law enforcement immediately if a restraining order has been violated.

#### Other violations

Individuals who maliciously or knowingly make a false report or complaint of teen dating violence and abuse, or individuals who retaliate against a person who has made such a report or was a witness in such an investigation shall be subject to disciplinary actions as elsewhere within these policies. Additionally, any staff member who does not inform the Principal of a report or suspicion of teen dating violence and abuse shall be subject to disciplinary action as defined within the Employee section of this policy manual.

#### Confidentiality

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

#### Education and Training

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

#### **Student Participation in Secret Organizations and Gangs**

Mason Classical Academy prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by Mason Classical Academy. Mason Classical Academy feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, Mason Classical Academy acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership

- or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
  3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
    - a. Soliciting others for membership in any gangs.
    - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
    - c. Committing any other illegal act or other violation of school District policies.
    - d. Inciting other students to act with physical violence upon any other person.

Adopted: 13 April 2014

Amended: 2 November 2018

Amended: 10 August 2020

## **Policy SE 5.1 Dating, Personal Relationships, PDA in the School Environment**

Mason Classical Academy does not wish to regulate personal or “dating” relationships between students outside of school: decisions to partake in such relationships rest solely with students and their parents. Relationships of an exclusive, personal nature, however, should not interfere with students’ academic performance and the environment of the school in general. To that end, public displays of affection are not permitted between students during school hours, at school functions before or after school hours, or while on school property. Interactions of a personal or exclusive nature between students that are deemed distracting or disruptive by the Principal may be subject to disciplinary action, including, but not limited to, demerits and/or communication with parents. Parents and students are expected to comply with and support this policy to promote MCA’s unique learning environment and the development and cultivation of both virtue and knowledge while at school.

Adopted: 13 April 2015

## **Policy SE 6.0 - Student Leadership**

Any student leader must demonstrate high moral character and be in good academic standing.

Adopted: 13 April 2014

## **Policy SE 7.0 - Discipline**

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the Code of Conduct and ~~Character~~ Pillars of Virtue as they have agreed to. If a student does misbehave, the consequences for the infraction will be immediate, relevant and effectual. In evaluating consequences, teachers and Principals will determine if the act is a “first time,” a “repeated,” or a “habitual” offense.

In accordance with this policy Mason Classical Academy have adopted the following procedure

for disruptive behavior that requires an office referral. The teacher issues the student a Discipline Referral form, and the student is required to visit the Assistant Principal. The following actions will be taken according to the number of referrals. Referrals are cumulative throughout the school year.

1. Student removed from class, sees administrator.
2. Student removed from class, sees administrator, calls home.
3. Student removed from class, sees administrator, calls home, leaves that day, and may not return without parent attending school as a volunteer with the student for the entire day.
4. Student removed from class, sees administrator, calls home, must attend 10 hrs of detention – 5 consecutive days, 2 hrs each day.
  - a. One-day suspension. Student will not be allowed to attend ~~the school~~ **picnic special events**.
  - b. Automatic suspension from attending field trips (7-12). Elementary students may attend if accompanied by a parent.
5. or more -Automatic two-day suspension for each referral.
  - a. Student removed from class, sees administrator, calls home, leaves that day, and may not return without parent attending school as a volunteer with the student for the entire day.
  - b. Possible request for expulsion from Collier School District\*.
  - c. Student is ineligible for any MCA awards/scholarships for the current school year.

Suspended students will not be on the honor roll for that quarter. Students may be suspended for reasons other than receiving the fourth pink slip. Such suspensions may render a student ineligible for field trips and other activities.

Students' misbehavior will not be used to “teach” the class a lesson.

At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth.

Mason Classical Academy desires to educate all students who enter our school, expecting nothing less than the best from each one.

Note that ESE students Out of School Suspensions are limited to 10 days.

\*Collier School District is the sole arbiter of expulsions. MCA may only recommend expulsion of a student to CCPS. The expulsion process and proceedings will follow all CCPS policies that apply. When students are expelled, they are expelled from the Collier School district, which includes Mason.

What Happens After 3 & 4 Pink Slips?

Mason Classical Academy cannot and does not tolerate students who disrupt class. Mason Classical Academy requires all students to be “polite and attentive.” All other behavior is disruptive.

Students who disrupt class are sent to the office with a disciplinary referral, or “pink slip.” The

levels of discipline are indicated on this form. The following action will be taken when students go beyond their fourth disciplinary referral.

A two-day suspension will be given for every disciplinary referral over four. When a student is issued over four referrals he or she will be considered a habitually disruptive student by MCA. If a student is issued four or more disciplinary referrals, Mason Classical Academy may request the Collier School District Board of Education to expel that student from school. Any student expelled from Mason Classical Academy would also be expelled from the Collier School District. Florida State Law clearly states that a student can be expelled for “continued willful disobedience or open and persistent defiance of proper authority.”

Adopted: 13 April 2014

Amended 9 May 2016

Amended: 10 August 2020

## Policy SE 8.0 - Suspension

A Principal or designee has the authority to suspend students as appropriate.

Suspensions last from one to five days depending on the severity of the infraction. All suspensions will require a parent-principal conference. ~~A remedial student discipline plan will be created during this conference.~~ The conference will occur before the student is readmitted to class. The Assistant Principal may require the parent to attend ~~(as a volunteer)~~ a full day of class with the student upon return.

*According to Florida statute 1003.53 (1)(c)3., a student that has a history of disruptive behavior in school or has committed an offense that warrants out-of-school suspension or expulsion from school according to the district school board’s code of student conduct. For the purposes of this program, “disruptive behavior” is behavior that:*

- a) Interferes with the student’s own learning or the educational process of others and requires attention and assistance beyond that which the traditional program can provide or results in frequent conflicts of a disruptive nature while the student is under the jurisdiction of the school either in or out of the classroom; or
- b) Severely threatens the general welfare of students or others with whom the student comes into contact.

Mason Classical Academy policy states that a student may be declared habitually disruptive by MCA after being suspended three times in one year for causing a material and substantial disruption in the class, on school grounds, on school vehicles, or at school activities or events because of behavior that was initiated, willful and overt on the part of the student, and the suspensions were made for:

- a) Continual, willful disobedience or open and persistent defiance of proper authority
- b) Willful destruction or defacing of school property
- c) Behavior on or off school property, which is detrimental to the welfare or safety of other students or of school personnel
- d) Serious violations in a school building or on school property
- e) Repeated interference with a school’s ability to provide educational opportunities to other students

A request to ~~CPPS-CCPS~~ for Expulsion from Mason Classical Academy, ~~will be mandatory~~ **may be initiated** for the following violations\*:

- a) Carrying, bringing, using or possessing a dangerous weapon, as determined by Mason Classical Academy;
- b) Sale or distribution of a drug or controlled substance;
- c) The commission of an act which, if committed by an adult, would be robbery, assault or battery.

\*Collier School District is the sole arbiter of expulsions. MCA may only recommend expulsion of a student to CCPS. The expulsion process and proceedings will follow all CCPS policies that apply. When students are expelled, they are expelled from the Collier School district, which includes MCA.

Adopted: 13 April 2014

~~Amended: 10 August 2020~~

## **Policy SE 9.0 - Plagiarism**

Plagiarism will not be tolerated by any teacher in any subject. Students progress academically only by receiving comments and corrections on work they turn in and by taking these comments and corrections to heart in order to improve their performance. The entire system of assessment rests on the assumption that the work a student turns in is his own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed.

1. The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work. The teacher will also write a brief description of the instance of the plagiarism. These materials will be placed in the student's permanent record.
2. The teacher will inform the Principal of the plagiarism.
3. Either the teacher or the Principal will inform the student's parent of the plagiarism.
4. The student will receive an F on the assignment if it is the first offense.
5. For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.

~~A disciplinary referral will be issued if plagiarism has occurred.~~

High School students found guilty of academic dishonesty or similar serious offenses will not be ranked, and therefore cannot be Salutatorian or Valedictorian.

Adopted: 13 April 2014

Amended: 10 August 2020

### **Policy SE 10.0 - Cheating**

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his/her own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his/her own are examples of cheating. Whenever a teacher suspects two students of cheating, he should confront the students individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A student who allows others to copy his/her work will also be held accountable in the same fashion.

~~A disciplinary referral will be issued if cheating has occurred.~~ High School students found guilty of academic dishonesty or similar serious offenses will not be ranked, and therefore cannot be Salutatorian or Valedictorian.

Adopted: 13 April 2014

Amended: 10 August 2020

### **Policy B 10.1 - MCA Gift Policy**

Our company gift policy is a no-gift policy. To avoid a conflict of interest, the appearance of a conflict of interest, or the need for our Board members and employees to examine the ethics of acceptance, our company and its Board members and employees do not accept gifts from vendors, suppliers, potential employees, potential vendors or suppliers, under any circumstances.

Our company code of conduct requires that all Board members and employees demonstrate our organization's commitment to treating all people and organizations, with whom we come into contact or conduct business, impartially. MCA Board members and employees demonstrate the highest standards of ethics and conduct. Board Members and employees practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all vendors, suppliers, employees, potential employees, potential vendors or suppliers.

#### **Company Gift Policy (or No-Gift Policy) Standards and Requirements**

As one effort to demonstrate our commitment to these standards and behavior, all Board members and employees must abide by the following no-gift policy requirements.

- No gifts of any kind, that are offered by vendors, suppliers, customers, potential employees, potential vendors and suppliers, no matter the value, will be accepted by any employee, at any time, on or off the work premises. By "gift," MCA means any item including pens, hats, t-shirts, mugs, calendars,

bags, key chains, portfolios, and other tchotchkes as well as items of greater value.

--This "no-gift" policy includes vendor or potential vendor or supplier-provided food, beverages, meals, or entertainment such as sporting events.

--This "no-gift" policy includes any business courtesy offered such as a product discount or any other benefit if the benefit is not extended to all employees.

### **Gift Policy Exceptions:**

--Exempted from this policy are gifts such as t-shirts, pens, trade show bags and all other tchotchkes that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event. This includes attendance at and food, beverages, and tchotchkes provided at events, exhibitor trade show floor locations, press events, and parties funded by conference or event sponsors.

--Exempted are cards, thank you notes, certificates, or other written forms of thanks and recognition.

--Exempted are food, beverages, and moderately priced meals or tickets to local events that are supplied by and also attended by current customers, partners, and vendors or suppliers in the interest of building positive business relationships. This moderately priced entertainment is provided as part of a "working" meeting or session to benefit and advance positive working relationships and company interests. These activities are expected to be reciprocated by our company in turn.

- Employees are required to professionally inform vendors, potential vendors and others of this no-gift policy, and the reasons the company has adopted the policy. Employees will request that vendors respect our company policy and not purchase and deliver any gift for our employees, a department, an office or the company, at any time, for any reason.
- If an employee or department receives a gift:
  - If feasible, the gift is returned to the vendor.
  - If not feasible to return the gift, the gift must be raffled off to all employees. Proceeds from the raffle will be donated to a charity that the company has identified for the calendar year. If employees are uninterested in the raffled item, the gift will be donated to a designated charity.
  - Plants or flowers will be displayed in the lobby, or at another central location where all employees may enjoy their presence.
  - Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee. Under no circumstances may an employee take a food gift home; food gifts must be shared with and distributed to all staff, with email notice, during work hours, in central, worksite locations.
- This policy is supplemental to other company codes of conduct, ethics, standards, values, and policies in the employee handbook and in other company documents.
- If any Board member or employee has questions about and / or needs clarification of any aspect of this policy, the Board member or employee should check with their supervisor. If the supervisor is uncertain, the Principal is the arbiter of the gift policy to ensure consistent employee treatment across the company.

Adopted: 13 April 2014

## **Policy SE 11.0 - Medical Policies**

### **Inoculations of Students**

All students accepted by Mason Classical Academy are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with the state requirements will result in the students being unable to attend classes, and receiving unexcused absences, until proof of compliance is provided.

The Principal shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled, and for the completion of all necessary reports in accordance with guidelines prepared by the Florida Department of Health.

### **Exemptions**

**A child may attend school without a valid DH Form 680, Florida Certification of Immunization, only if the student presents a completed DH 680 Certificate of Immunization Temporary Medical Exemption, Permanent Medical Exemption, or completed DH Form 681, Religious Exemption from Immunization. This policy pertains to both students who currently attend school in the District and those eligible to attend.**

### **Homeless Children**

**Florida statutes require that school districts grant homeless children a temporary exemption for thirty (30) school days to submit the certification of immunization.**

### **F.S. 1003.22**

#### **Administering Medications**

It shall be Mason Classical Academy's policy that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. Mason Classical Academy recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

For those students who require medications, the parents must complete a medication form, and all doses administered must be administered according to standard school health procedures.

CPPS Medication Policy 5530 will be used as an example when developing day to day procedures.

#### **Students With Communicable Diseases**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Principal or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.



School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with Mason Classical Academy's policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Mason Classical Academy will implement reporting and disease outbreak control measures as necessary if a communicable disease seems to be spreading amongst the student body.

### **Student Physical Examination**

Mason Classical Academy may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

Mason Classical Academy may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from attending the school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

Adopted: 13 April 2014

### **Policy SE 11.1 – Use of Medications**

Notwithstanding the provisions of the Nurse Practice Act, F.S. Chapter 464 and pursuant to F.S. 1006.062, MCA personnel shall be authorized to assist students in the administration of prescription and non-prescription (over-the-counter) medication providing the following conditions have been met:

#### **A. Personnel**

The school Principal shall designate the personnel authorized to assist students in the

administration of prescription and/or non-prescription medication. Those personnel so designated shall be trained in and shall follow the required medication administration procedures according to the MCA Health Services Manual and shall follow all its requirements.

B. Medical Authorization Form

For each prescription or non-prescription medication, the student's parent or legal guardian shall provide to the Principal or the person designated to administer medication, a completed Medication Authorization Form which shall grant permission to assist in the administration of medication. This form shall explain the necessity for such medication to be provided during the school day, including when the student is away from school property on official school business.

C. Receipt and Storage of Medications

Medication shall be received, counted, and stored in the original container in a secure manner under lock and key in a location designated by the principal.

D. Self-Carry and Self-Administration of Medications and Procedures

Students with certain chronic medical conditions, including but not limited to, asthma, life threatening allergies, diabetes and cystic fibrosis shall be permitted to self-carry and self-manage medications, supplies, and equipment in the manner directed by the healthcare provider without additional assistance or direction while in school when there is a written order from the authorized licensed healthcare provider and parent/guardian consent. A student with a life-threatening allergy that is permitted to self-carry an epinephrine auto-injector may be permitted to self-carry a single dose (tablet or liquid) of an antihistamine if it is part of the student's life-saving regimen, included in the Emergency Action Plan, and ordered by the student's health care provider. The school nurse shall assess the ability of the student to safely and effectively self-manage his/her health condition while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities. A self-carry contract and individualized healthcare plan will be completed and on file at the school.

E. Prescription/Non-Prescription Medications

The authorized physician/licensed practitioner shall complete the Medication Authorization Form for all prescription medications and for non-prescription medications that exceed the recommended dosage as specified on the label. Only a duly licensed practitioner authorized by the laws of the State of Florida may prescribe medication. Medications not approved by the FDA and alternative medications including natural, herbal remedies, homeopathic medicines, food supplements and vitamins may not be administered at school, with the exception of prescribed pancreatic enzymes or prescribed dietary products to treat lactose intolerance.

Other medical/medication procedures conducted at school shall comply with F.S. 1006.062.

Adopted: 11 January 2016

## **Policy SE 12.0 - Releasing a Student from School**

Mason Classical Academy is concerned about the safety of our students. Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult. In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

Adopted: 13 April 2014

## **Policy SE 13.0 - Relations with Law Enforcement Authorities**

It is Mason Classical Academy's policy to cooperate fully with law enforcement agencies in promoting the welfare of students, staff and the community.

Adopted: 13 April 2014

## **Policy SE 14.0 - Child Abuse, Molestation, Neglect**

Mason Classical Academy considers the welfare of students to be of paramount concern in its responsibilities. Therefore, all organization employees and volunteers are directed to take whatever action may be necessary as required by Chapter 39, and 827 F.S. and all statutes and laws of the State of Florida as regards to all instances of suspected child abuse, molestation and child neglect.

Any employee of Mason Classical Academy or volunteer who has reasonable cause to suspect child abuse shall immediately make an oral report to the Department of Children and Families Abuse and Neglect Hotline. A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Further, a person who does make a report of suspected abuse in good faith has immunity from civil and criminal liability pursuant to § 39.203, F.S. The person making the call (if other than the Principal) shall notify the building Principal immediately. Any person who reports should keep a record of the date and time they made the report, whom they spoke to and the general information they provided to the Abuse Hotline. The Principal should maintain records of the report but these should not be placed in a student cum folder.

The report shall be made under the following circumstances: When there is reasonable cause to suspect that child abuse or maltreatment has been inflicted through willful or negligent acts which result in neglect, malnutrition, sexual abuse, physical injury, or mental injury. Neglect is a failure to provide sustenance, clothing, shelter or medical condition. Abuse or maltreatment may also include aiding, abetting, counseling, hiring or procuring a child to perform or participate in any photographic motion picture, exhibition show, representation or other presentation which, in whole or in part, depicts sexual conduct, sexual excitement or masochistic abuse involving a child as defined by law.

Adopted: 13 April 2014

## **Policy SE 15.0 - Interviews, Interrogations and Removal From School by Law Enforcement**

***Interview or Interrogation*** - The School has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the Principal or designee will be present and the interview will be conducted in private.

The Principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The Superintendent/CEO ordinarily will make reasonable efforts to notify the student's parents/guardians.

**Removal of Students From School** - Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the Principal will verify the official's authority to take custody of the student. The school Principal will attempt to notify the student's parent/guardian that the student is being removed from school.

Adopted: 13 April 2014

## **Policy SE 16.0 - Dances**

Mason Classical Academy may periodically sponsor dances for students. Attendance is limited to those students who are enrolled with Mason Classical Academy, are achieving academically (as determined by the Principal), and following the rules of conduct set forth by the school. Dances may be held separately for different age levels. Students are required to follow the rules and regulations of Mason Classical Academy while attending any dance. All Dress Code intent for modest and acceptable fashion wear would apply. Parents are encouraged to attend as chaperones.

Adopted: 13 April 2014

## **Policy SE 17.0 - Reporting Violent Behavior**

Mason Classical Academy requires all school employees to report acts of school violence to teachers and other employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff member's portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus or while involved in school activities.

In addition, the Principal will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses which are committed on school property, including school buses or while involved in school activities.

Adopted: 13 April 2014

## Policy SE 18.0 - Reserved

## Policy SE 19.0 – Uniform and Dress Code

A strong correlation exists between student appearance and the perception of excellence.

**Mason Classical Academy** students are required to dress and groom themselves in a way that aligns with our philosophy of maintaining a learning environment focused on the development of each student's academic potential, personal character and leadership skills.

The MCA School Board requires mandatory uniforms for all elementary, middle school and high school students. There are many positive reasons for uniforms, including:

- Uniforms encourage students to express their individuality through personality and academic achievements, not outward appearances
- Uniforms put the focus on academics, not fashion, because students project a neat, serious, businesslike image
- Uniforms create a school environment conducive to fewer discipline problems because students are not distracted
- Uniforms reduce the time needed to correct dress code violations through a readily available inventory of compliant attire.
- Uniforms can be less expensive
- Uniforms minimize the visible socio-economic differences between children
- Uniforms eliminate pressure to wear brand name clothing, "gang colors," etc.
- Uniforms create a sense of school pride and belonging

Our uniform policy and dress code foster an atmosphere in which the **Eight Pillars of Character Virtue** can thrive: **Citizenship, Cooperation, Courage, Honesty, Integrity, Perseverance, Respect and Responsibility**. Daily reinforcement of strong personal habits promotes courtesy, the honor of self and others, modesty, and discipline. Adherence to the code diminishes economic and social barriers between students; increases a sense of belonging and school pride; encourages good judgment; models good citizenship and encourages all to perform at their highest level.

All **Mason Classical Academy** students are expected to be in school uniform during school hours and during all school activities and events unless otherwise specified. Attire which attracts undue or negative attention or which infringes on the rights or values of others is not considered to be in the spirit of the dress code not only for students, but also for staff and parents visiting the campus. Attire is expected to be clean, in good condition, business-like, and properly sized to fit. The **Mason Classical Academy** school crest will be visible at all times. Students are allowed to wear their Full Dress Uniform on *any day of the week*, if preferred. However, elements from Full Dress and Everyday Uniforms cannot be interchanged and Everyday Uniforms cannot be worn on Full Dress Days. Every Friday is Full Dress Uniform Day. At the Principal's discretion, other Full Dress Uniform Days may be announced.

By signing the registration documents, students, staff, parents, and volunteers agree to abide by the policy and remain dedicated to interacting with one another as ladies and gentlemen. In doing so, we are choosing to be actively engaged in the safe and secure, nurturing environment of this exceptional learning community. Students not adhering to the uniform policy may not attend class. Repeated violations may result in consequences determined by the Principal.

### **Accommodations for Religious, Disability and Medical Conditions**

Any medical, disability or religious concerns or limitations that might preclude meeting the uniform guidelines should be addressed with the School Principal to determine if reasonable accommodations are necessary.

Exceptions to the uniform dress code shall be permitted when:

- A student's parent requests a reasonable accommodation to address the student's disability or medical condition. Such request shall be provided in writing and submitted to the principal for approval; or
- The wearing of clothing in compliance with the uniform dress code violated a student's sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy.

It is recommended that students' clothing be labeled; everything will look alike in the lost and found.

Any questions regarding the uniform dress code and standards should be sent to:  
info@masonacademy.com.

### **Ordering Mason Classical Academy Uniforms**

Uniforms and logo wear must be ordered exclusively from **Lands' End** by shopping online, ~~or by visiting the Lands' End department of a Sears store. Returns can also be made at any Sears location.~~

From the **LandsEnd.com** site, you can find the **Mason Classical Academy** site by:

1. Clicking on "School Uniforms" at the center of the homepage.
2. Click the "Find Your School" link on the bottom left side.
3. Search by school name and city: **Mason Classical Academy**, Naples, FL or enter the **Mason Classical Academy Preferred School Number: 900160839**
4. Search by gender and your child's grade level.
5. Customer service can be reached at 1-800-469-2222.

To avoid back-order situations, polo shirts in the same style and color can be purchased in alternate constructions if necessary. (For example, a **Lands' End** navy blue embroidered "solid performance mesh" polo shirt can be substituted for a **Lands' End** navy blue embroidered "solid interlock mesh" polo shirt, if needed.) These guidelines have been established with the company.

~~Uniform items can be tried on before ordering in the Lands' End section of a participating Sears to determine correct sizes and avoid the need to re-order items. The nearest Lands' End Shops at Sears are:~~

1. ~~Lands' End Shop at Sears, Westfield Sarasota~~
  - ~~8201 South Tamiami Trail, Sarasota, FL 34238 T. (941) 921-8233~~
2. ~~Lands' End Shop at Sears, Town Center at Boca Raton~~
  - ~~5900 Glades Road, Boca Raton, FL 33431 T. (561) 338-1173~~

~~3. Lands' End Shop at Sears, The Gardens~~

~~• 3101 PGA Blvd., Palm Beach Gardens, FL 33410 T. (561) 775-8414~~

**Shoes (Monday-Friday)**

- Flat, closed toe, non-marking sole
- Black or Navy Blue with non-contrasting laces and markings
- White soles are acceptable

**YES**



**NO**



## UNIFORM POLICIES COMMON TO BOYS AND GIRLS

<b>Shirts</b>	Buttoned to one below top. Must have a collar and be tucked in at all times.
<b>Vests, Sweaters, Cardigans</b>	Approved uniform shirt must be worn underneath at all times. Sleeves must not extend past the wrists and cover the hands.
<b>Ties</b>	Ties must be cinched to the top of the shirt and not hanging loose or askew. The optional bow tie, if preferred, may be worn by boys in grades 9-12 for Full Dress uniform.
<b>Pants and Shorts</b>	Must come within one inch of natural waist. Long pants should be below the ankle.
<b>Belts</b>	Must be worn with both Full Dress and Everyday Uniforms pants and shorts. Black only, plain in color and design, and they must not dangle.
<b>Socks and Hosiery</b>	Socks must be navy blue or black. Socks must be visible and cover the ankle (i.e. ankle and “no show” socks are not permitted). Thigh-high hosiery is not permitted. Crew, dress, trouser, and knee socks are acceptable. Girls are required to wear navy blue knee socks with Full Dress uniforms. Girls may wear white socks with Everyday uniforms if preferred.
<b>Undergarments</b>	Undergarments or straps must not be visible and must therefore be skin-toned or of similar/lighter color to the uniform. With white dress shirts, undergarments must be solid white; no other colors, prints or designs are permitted. Long sleeve undergarments under short sleeve shirts are also not permitted.
<b>Hair</b>	Hair must be clean, neat, and out of the eyes. Only natural colors are allowed. Hair styling or coloring arrangements which are disruptive or distracting are not permissible.
<b>Jewelry</b>	Any jewelry which might create a safety hazard or distraction should not be worn. Body/facial piercings and gauges are not permitted. Necklaces and bracelets should be discrete and simple, not wider than ½ inch and no bright colors. Eyeglasses may not be overly ornate, and may not be shaded indoors or otherwise restrictive to the vision. Watches are permitted if they only function as a watch, are discrete, simple in design, and are without logos. “Smart” watches, watches that play games, or watches that have other functions such as a calculator, are not permitted. Watches are not to make any noises.
<b>Sun Protection</b>	Items such as hats and sunglasses may be worn only when outdoors.
<b>Outerwear</b>	All outerwear and bags are to be plain in color and design. No blatant advertising, no large corporate logos, sports teams, television or other organization or media logos or designs are permitted. Outerwear is not to be worn inside the building and should be removed as soon as is practical when entering the school. Hoodies are considered Spirit Wear and outerwear and may not be worn inside the buildings.
<b>Other</b>	No visible tattoos are permitted. Any tattoos acquired before admission to MCA will be dealt with on an individual basis by the Principal. No hats, no scarves and no bandanas are permitted indoors.



**SPECIFIC TO GIRLS**

<b>Skirts, Skorts, and Jumpers</b>	As a general guideline, skirts, skorts, and jumpers are to be worn no higher than halfway between the top of the kneecap and the tips of the fingers when standing up straight with the arm hanging straight down. They must be a modest length and the waistband must not be rolled over. The top of skirts and skorts must be worn within one inch of the natural waist. Skorts are for girls in grades K-12. Jumpers are only for girls in grades K-8.
<b>Jumper (K-8)</b>	Must be worn with navy blue shorts, tights or leggings underneath.
<b>Hosiery</b>	Navy blue tights or leggings can be worn under skirts, skorts, or jumpers if desired. Girls are required to wear navy blue knee socks with Full Dress uniforms. Girls may wear white socks with Everyday uniforms if preferred.
<b>Undergarments</b>	Camisoles following undergarment color requirements are acceptable. Bras are required for girls for whom support is necessary for modesty. Shorts (other than PE uniform) should not be visible under hemline with no visible logo and must be navy blue or black in color.
<b>Hair</b>	Hair accessories should be minimal, appropriate for an academic environment and not distracting. Headbands in one solid color (navy blue, black, white, yellow, cobalt blue or pale blue matching our school colors) are permissible. Classic navy plaid headbands purchased from Lands’ End are also acceptable.
<b>Jewelry</b>	Female students are allowed to wear one pair of small earrings, with no more than one earring in each ear and no larger than ½” in diameter. Dangling or hoop earrings are safety hazards and are not permitted. Gauges are not permitted.
<b>Cosmetics</b>	Girls in kindergarten through 8th grades are prohibited from wearing any nail polish, make-up or hair dye. Girls in 9th through 12th grades may wear make-up which is conservative and light and should be virtually invisible. Nail polish should be light and natural, i.e. “nude” colors only.
<b>Ties</b>	Girls in grades 5-12 are required to wear the conventional neck tie assigned to their grade level. Bow ties are not permitted for girls.

**SPECIFIC TO BOYS**

<b>Shorts</b>	Shorts are to be worn at knee-length.
<b>Hair</b>	Hair accessories are not permitted.
<b>Jewelry</b>	No earrings or gauges are permitted.
<b>Cosmetics</b>	None permitted.

### **Spirit Wear**

Spirit Wear is not part of the school uniform, but can be worn outside of school to show support for the school. Volunteers will often wear Spirit Wear when serving at the school. Spirit Wear can be purchased by parents and supporters of MCA through **Lands' End** website. Hoodies, tote bags, beach towels, baseball caps and other garments and spirit items are available.

### **Backpacks, Book Bags and Totes**

Backpacks, book bags and totes are not considered technically to be a part of the school uniform. However, they are expected to be clean, in good condition and appropriate for a school environment. For safety and space reasons, wheeled backpacks are not permitted. Any item which attracts undue or negative attention or which infringes on the rights or values of others will not be allowed.

### **MCA Crest Embroidery**

If students would like to purchase items with the MCA crest embroidered, it must be purchased through the MCA Spirit Wear section of **Lands' End** Uniforms. Individual monograms can be embroidered on **Lands' End** backpacks by calling customer service at 1-800-469-2222.

### **Volunteers**

Volunteers may wear everyday clothing of their choice. Whereas this is a school environment, however, attire is expected to be safe, modest, and not distracting to students and staff. Guidelines for students' garment lengths are to be followed by volunteers.

### **Uniform Sets**

The distinct uniform pieces are meant to represent three different school levels at **Mason Classical Academy**.

Adopted: 13 April 2014

Amended: 13 April 2015

Amended: 29 June 2016

Amended: 8 August 2016

Amended: 12 January 2017

Amended: 25 August 2017

Amended: 10 August 2020

### **Policy SE 20.0 - Reserved**

### **Policy SE 20.1 – Reserved**

### **Policy SE 21.0 - Phone Policy**

#### **Student Mobile Phones**

~~Mason Classical Academy allows for TracFone phones (that do not include cameras, internet access, Facebook or texting features) to be on campus, only if they turned "off" and stored in students' back packs at all times.~~

Mobile phones and any internet-capable device are not allowed on campus. If a student is found with such a device, he/she will be suspended as per the discipline policy.

### **School Telephones**

Telephones are provided for business use only. Personal use of telephone systems should be for emergency use only. Staff members shall refrain from making or receiving outside calls while they are responsible for the supervision or education of students.

### **Staff Mobile Phone Use**

Staff members use of personal mobile phones are prohibited while responsible for the supervision or education of students. Staff may use personal cell phones during scheduled breaks, planning time, etc.

### **Electronic Devices**

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

Adopted: 13 April 2014

Amended: 7 March 2016

Amended: 12 January 2017

Amended: 10 August 2020

### **Policy SE 22.0 - Reserved**

### **Policy SE 23.0 - Textbook Policy**

Students will be issued books in some of their classes, which remain the property of the school. Textbooks include either the physical copy of the book itself, or the digital version (i.e. CD-ROM). Any lost, stolen, or damaged books are the sole responsibility of the student whom the book has been checked out to. If something occurs to this property, the incident must be reported immediately. Students not returning books or returning severely damaged books or digital media will be required to make payment for the replacement or repair costs to the school.

Adopted: 13 April 2014

Amended: 12 January 2017

### **Policy SE 24.0 - Student Fees**

The collection of monies from a student or parents in the form of fees or tuition as a condition of enrollment or participation by a student in any course or program that represents a part of the student's basic required instruction is prohibited.

The collection of dues from students for use by clubs and student organizations may be permitted.

Exceptions to the above may be authorized by the principal when specific fees are justified as in the best interest of the school program.

#### General Policies Concerning Fee Assessment

1. A fee may be charged for participation and admission for interscholastic athletic contests, dramatic events, concerts, special music programs, gymnastic exhibitions, field trips and similar optional activities.
2. A charge may be assessed for food, graduation expenses, yearbooks, student pictures, and the sale of scholastic accident insurance and other extra-curricular activities and optional summer education programs wherein the student does not receive a grade or is evaluated and academic credit is not granted.
3. A fee shall be charged for damages or loss of school property.
4. A student may be required to pay material costs of projects wherein the student elects to retain the item for personal use.
5. A student may be assessed a reasonable fee for musical instruments, or other items to defray maintenance, repair, or replacement costs of such items.
6. As a convenience to the parents of a student, the principal may prepare a list of personal, general supplies expected of a student for use in the classroom. Such items shall be supplied by the student and may include pencils, pens, paper, notebook, and other items consumed or used by students in the classroom or for homework.
7. Additional fees may be charged as noted in other policies.

Adopted: 13 April 2014

Amended: 8 August 2016

### **Policy SE 25.0 - Computers and Internet Acceptable Use Policy**

By virtue of using a school computer, network or online tool the students and parents of Mason Classical Academy agree to abide by Mason Classical Academy's acceptable use policy. ~~This policy will be sent home annually.~~ If a parent wishes to opt out of accepting this policy, they should notify the school in writing, and access to all school electronic resources will be denied for the individual student.

#### **Acceptable Use Policy**

Mason Classical Academy offers Internet access for student and staff use at school and various online tools for staff, student and parent use. This policy is the Acceptable Use Policy for your use of our online tools and Internet use at school. The Internet system and online tools have been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities as well as research. It has not been established as a public access or public forum and Mason Classical Academy has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Florida. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the Principal or his or her designee and your parents. This policy applies to the use on school equipment at school, or the use of services established or maintained by the school which may

also be used off property.

The following uses of Mason Classical Academy's Internet are acknowledged:

#### Personal Safety

1. You will not post contact information (e.g., address, phone number) about yourself or any other person.
2. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

#### Illegal Activities

1. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
2. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
3. You will not use our system to engage in any other disruptive or illegal act, such as cyber bullying, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

#### System security

1. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use your accounts. Under no condition should you give your password to another person.
2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
3. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.

#### Inappropriate Language

On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

#### Respect for Privacy

1. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
2. You will not post private information about yourself or another person.

### Respecting Resource Limits

1. You will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
2. You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).

### Plagiarism and Copyright Infringement

1. You will not plagiarize materials that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright to a teacher.

### Inappropriate Access to Material

1. You will not use the Mason Classical Academy’s computer system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
2. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
3. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents’ instruction in this matter.

### Your Rights

1. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons. The school will not restrict your right to free speech on the basis of its disagreement with the opinions you express.
2. Search and Seizure. You should expect no privacy of the contents of your personal files on the school system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this acceptable use policy, the school disciplinary code or the law.
3. Due Process. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Mason Classical Academy’s Internet system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of our system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and

federal law. Additional restrictions may be placed on your use of your Internet account.

### Other Acknowledgements

Mason Classical Academy makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. Mason Classical Academy will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Anyone caught breaking these rules will be subjected to disciplinary procedures depending upon the severity of the infraction. Additionally, any student caught intentionally damaging or vandalizing a school computer may be disallowed from utilizing computer resources. Any such act may result in partial or full restitution being required by the student and/or family.

### Social Media Policy

Mason Classical Academy realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, Mason Classical Academy has developed the following guideline to provide direction for instructional employees, students and the school community when participating in online social media activities. Whether or not a Board member or employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion it is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. ~~Mason Classical Academy's social media guidelines encourage Board members and employees to participate in online social activities. But~~ It is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by Mason Classical Academy teachers and students is a reflection on the entire organization and is subject to Mason Classical Academy's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

### Social Media Guidelines for Faculty & Staff

Blogs, Wikis, Podcasts, Digital Images & Video

- Personal Responsibility
  - Board members and organizational employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
  - Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
  - When posting to your blog be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of Mason Classical Academy (See Blogging Rules)

- Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an organizational employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Mason Classical Academy.
- When contributing online do not post confidential student information.
- Disclaimers
  - Mason Classical Academy's employees must include disclaimers within their personal blogs that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and don't necessarily represent my organization's positions, strategies, opinions or policies."
  - This standard disclaimer does not by itself exempt organizational employees from a special responsibility when blogging.
  - Classroom blogs do not require a disclaimer, but teachers are encouraged to moderate content contributed by students.
- Copyright and Fair Use
  - Respect copyright and fair use guidelines. See U.S. Copyright Office - Fair Use (<http://www.copyright.gov/fls/fl102.html>)
  - A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to Mason Classical Academy's acceptable use policy.
  - It is recommended that blogs be licensed under a Creative Commons Attribution 3.0 United States License.
- Profiles and Identity
  - Remember your association and responsibility with Mason Classical Academy in online social environments. If you identify yourself as an organizational employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents and students. How you represent yourself online should be comparable to how you represent yourself in person.
  - No last names, addresses or phone numbers should appear on blogs or wikis.
  - Be cautious how you setup your profile, bio, avatar, etc.
  - When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Also remember not to utilize protected images. Images should be available under Creative Commons or your own.

#### Personal Use of Social Media such as Facebook, MySpace and Twitter

- Mason Classical Academy's Board members and employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.



- By posting your comments having online conversations etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you “say” online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a “private conversation” may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, Board members and staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Micro blogging (Twitter etc.) Comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.

#### Social Bookmarking

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to tag or describe the bookmark.
- Be aware of URL shortening services. Verify the landing site to which they point before submitting a link as a bookmark. It would be best to utilize the original URL if not constrained by the number of characters as in micro blogs -- i.e. Twitter.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

#### Instant Messaging

- Mason Classical Academy’s employees are required to get authorization to have instant messaging programs downloaded on their school computers.
- Mason Classical Academy’s employees also recognize this same authorization is required for access to instant messaging programs that are available through web interfaces with no download
- Avatar images and profile information should follow the same guidelines as the above Profiles and Identity section
- A written request must be submitted to the Principal for approval.
- When submitting a request to the Principal please include your name, grade level, and provide a statement explaining your instructional purposes for using the program.
- It would also be beneficial if you can tie your request to state curriculum standards or the student or teacher National Educational Technology Standards.

## Requests for Social Media Sites

- Mason Classical Academy understands that 21st century learning is constantly changing technology and that many sites that are currently "blocked" by internet filter may have pedagogical significance for teacher and student use.
- If you would like to request that another online site be accessible to use for teaching and learning, please email the Principal to make such a request.
- Requests will be reviewed and the district social media guidelines will be updated periodically throughout the school year.
- A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
- A link to the site's privacy policy should be included if possible.

## Social Media Guidelines for Students:

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students enrolled with Mason Classical Academy should adhere to when using the Internet in the classroom.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

## Social Media Guidelines for Parents:

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. Mason Classical Academy encourages parents to view and participate by adding comments to classroom projects when appropriate.

1. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
2. Parents will not attempt to destroy or harm any information online.
3. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
4. Parents are highly encouraged to read and/or participate in social media projects.
5. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
6. Parents should not upload or include any information that does not also meet the Student Guidelines.

Board Members, Chairs of BOD Committees, other committee chairs, club and activity sponsors, athletic coaches and anyone acting in a position of authority on behalf of Mason Classical Academy may only access and utilize the school furnished internet and email for business pertaining to Mason Classical Academy.

All electronic communications pertaining to MCA should be received and sent through the Mason Classical Academy email account (simultaneous use of MCA email account and personal account is not preferred but acceptable for non-employees). Email should be responded to in a timely fashion.

Board members, faculty and staff of Mason Classical Academy may not communicate with students on any social networking site including but not limited to, Facebook, MySpace, Twitter, texting, personal email, and chat rooms.

Access to the MCA parent and Student accounts can be achieved through your home computer.

Adopted: 13 April 2014

Amended 9 May 2016

Amended: 10 August 2020

## **Policy SE 26.0      Student Parking**

In order to obtain a MCA Parking Permit, applicants must complete two mandatory forms:

1. Mason Classical Academy Application For Use Of Private Automobile
2. Mason Classical Academy Student Parking Agreement

Student parking passes are available on a lottery basis. The Student Parking Lottery applications will be opened on 1 July of each year school year. The first lottery will be conducted on 1 August. If required, subsequent lotteries will be conducted at the beginning of every month. The lottery applications will be posted on the school website.

If all spots are assigned, a waiting list will be created for students who were unable to get a

permit.

In order to receive and maintain the privilege to park on school grounds, please keep this in mind:

- Parking on school grounds is a privilege, not a right.
- Failure to obey MCA rules will result in loss of parking privileges for the remainder of the school year.
- Students who meet any of the following criteria throughout the school year will risk losing their parking privileges.
  - Six (6) or more unexcused class tardies.
  - Two (2) or more unexcused isolated class period absences.
  - Any incident of leaving school grounds without permission.
  - Any violation of the MCA rules where the punishment according to the MCA discipline policy is the revocation of parking privileges.
    - 3<sup>rd</sup> Pink slip
    - 6 unexcused absences
    - < 2.0 GPA

Adopted: 11 April 2016

Amended 31 May 2017

## **Policy SE 27.0 - Network Use**

### **Student Network Acceptable Use Policy**

Mason Classical Academy recognize the importance of the network and Internet access as a valuable resource in the educating today's youth. We also recognize the need of supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. It is understood that this access is a privilege, not a right, and all students and staff are expected to practice proper and ethical use of these systems. The use of these systems is monitored and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education. Mason Classical Academy do not assume responsibility for system failures that could result in the loss of data.

### **User Accounts**

Access to the network requires the granting of a user account. The following criteria will govern the granting of an account:

- ┆ No user accounts will be granted to K – 4th grade students.
- ┆ User accounts for the Internet for grade 5 - 12 students may be granted for classroom or research purposes only.

### **Electronic Mail**

Students are not allowed unsupervised access to or use of personal electronic mail resources.

## Etiquette

During supervised classroom activities on the network, such as "*Pen Pals Abroad*," students are expected to

observe the same standards of behavior as they do in the classroom.

- ┆ Be polite and courteous.
- ┆ Never reveal any personal information about yourself. This includes addresses, phone numbers, and credit card numbers.
- ┆ Do not reveal addresses or phone numbers of any other student or member of the staff.

## Network Security

Periodically you may be allowed to access other networks and/or computer systems. These are to be used for research purposes only. Do not make copies of copyrighted materials.

Penalties for Inappropriate Actions: (See discipline policy)

Adopted: 13 April 2014

## Policy SE 28.0 - Movies in the Classroom

From time to time videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Principal in order to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate. ~~A Video Viewing Permission Slip is to be distributed to parents by each teacher who intends show a video, and teachers are to abide by the choice of the parents.~~

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

### Copyright

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

### ~~Elementary Students~~

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

### ~~Middle School Students~~

~~Students in grades six through eight may be shown "G" or "PG" rated movies without parental permission. Movies with are rated "PG-13" require that the teacher notify parents at least one~~

~~week in advance using the school's online communication system, giving parents the option to opt their students out of watching the video.~~

### **“R” Rated Movies:**

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

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy SE 29.0 - Searches by School Personnel**

In accordance with the state and federal law, should a school staff member have reasonable suspicion that a crime or violation of school rules has occurred; a school administrator has the authority to conduct an appropriate search.

Reasonable suspicion is defined to mean that the person initiating the search has a well-founded suspicion -- based on objective facts that can be articulated -- of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

If reasonable suspicion exists, and if the school staff can justify the search at its inception a reasonable search can be conducted by a school administrator to prove or disapprove the stated suspicion prior to starting the search.

Student lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material that violate school rules, stolen properties, weapons, items posing a danger to the health or safety of students and school employees or evidence of a violation of school policy. In addition, the Board authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives and other contraband. The Board does not need reasonable suspicion to utilize drug sniffing dogs.

Students or student property may be searched based on reasonable suspicion of a violation of School rules, policy or state law. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, preferably both the individual conducting the search and the witness will be of the same gender as the student. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student.

Law enforcement officials may be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

Adopted: 13 April 2014

## **Policy SE 30.0 - Security Checks**

The School may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

Adopted: 13 April 2014

## **Policy SE 31.0 – Reserved**

## **Policy SE 32.0 - Student Publications**

Mason Classical Academy encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. Mason Classical Academy recognizes that freedom of speech and press, bring corresponding responsibilities. The Principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications. The Principal or designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Student publications must uphold Mason Classical Academy mission, philosophy, character pillars, and board policies. The purpose of such publications is to inform the Mason Classical Academy's community of school- related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted in the student newspaper subject to prior review of the Principal. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

Adopted: 13 April 2014

## **Policy SE 33.0 - Supervision of Students**

Students are to be supervised at all times while under the control of Mason Classical Academy. This includes the time students are attending school, while away from the school on school-sponsored events, or while participating in extracurricular activities, such as clubs. Supervision will be provided for 15-minutes prior and 15-minutes after the start and end of school. ~~Parents will be notified of supervision times at least twice per year in writing through the school's newsletter.~~ Students may not be left alone without supervision.

Adopted: 13 April 2014

~~Amended: 10 August 2020~~

## **Policy SE 34.0 - Student Records**

In order to provide appropriate educational services and programming, the MCA Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and control access to students' personally identifiable information.

Parents, guardians, and students in MCA shall have the right of access, right of challenge, and right of privacy with respect to their student's "records and reports" and the rules shall be made available for the exercise of these rights.

"Records and reports" means any and all official records, files, and data directly related to students that are created, maintained, and used by the school system, and are incorporated into each student's cumulative record folder or materials required by teacher assignment and intended for school or school system use including without limitation academic work completed; level of achievement records, including grades and standardized achievement test scores; attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; and/or teacher rating and observations.

### **(a) Notification of Rights Under FERPA**

Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to a student's educational records. These include: an annual written notice to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable information data, and the location and availability of MCA's policy on educational records of students. Alternative methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the MCA's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

### **(b) Parent/Guardian/Adult Student Access to Student Records**

Student records shall be available only to students and their parents, eligible students, designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted within the limitations of F.S. 1002.22 and/or FERPA. Access includes, but is not limited to, requesting and being provided copies of any list, record, materials, or report requested and shall be furnished to the parent, guardian, or student upon request, or, when reasonably possible, as determined by the administrator in charge. Access shall be accomplished within thirty (30) days of the request. The term "parents" includes



legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.

In instances where records are opened to parents, guardians, or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies, at the current MCA copy rate, upon request. The copy rate will include actual reproduction costs and will not include the labor costs for retrieval.

(c) Waiver of Access to Confidential Letters or Statements

Parents, guardians, and eligible students may waive their right of access to confidential letters or statements of recommendations or evaluation. Such waiver shall be made in writing to the custodian of the records and shall be signed by the parent, guardian, or eligible student. Such waiver shall apply to recommendations or evaluation only if:

1. the parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and
2. such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

(d) Copying Fees

The maximum cost of duplication prescribed by law, shall be charged and collected before and as a condition to production. The requesting party shall be advised of these costs in advance of the duplication of the requested records.

A duplication fee of fifteen cents (\$0.15) per page or twenty cents (\$0.20) per two (2) sided copy, and an additional fee of \$1.00 per copy for a certified copy, shall be charged. For all other copies, the actual cost of duplication of the public record shall be charged. The requestor shall also be charged the cost of mailing the records, when requested to do so. The requestor shall be advised of these costs in advance of the duplication of the requested records.

A fifty percent (50%) deposit will be required if the estimated cost of duplication exceeds \$50.00. For estimated costs in excess of \$100.00, full payment is a condition of production.

(e) Education Records Types and Locations

Type Record	Location	Custodian	Address
Active and inactive student records as specified in the current Guidelines for Educational Records	Record Storage file cabinet	Principal	As shown on school website

Inactive student cumulative records (Category A) as specified in the current Guidelines for Educational Records	Archive Record Storage file cabinet	Principal	As shown on school website
Individual exceptional student education records as specified in the current Guidelines for Educational Records	ESE Record Storage file cabinet	Principal	As shown on school website
Individual student psychological records as specified in the current Guidelines for Educational Records	Guidance Counselor Record Storage file cabinet	Principal	As shown on school website

(f) Consent Not Required for Disclosure of Personally Identifiable Information

MCA may, without consent of parents, guardians, or eligible students, provide access to school officials to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family, and psychologists within the School District providing they have a legitimate educational interest.

Whenever a student has attained eighteen (18) years of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by MCA, shall thereafter be required of and accorded to the eligible student only, unless the eligible student is a dependent of his/her parents as defined in Title 26 U.S.C. Section 152 of the Internal Revenue Code of 1954. MCA may, in this instance, disclose personally identifiable information from the education records to the parents without the prior consent of the eligible student.

(g) Consent Is Required for Disclosure of Personally Identifiable Information

Whenever a student has enrolled in a postsecondary institution, regardless of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the postsecondary institution shall thereafter be required of and accorded to the eligible student only. However, if the student is not eighteen (18) years of age, then the permission and consent required of and rights as to the student records maintained by MCA shall be retained by the parents.

Record Request logs shall be used to record all requests and disclosures required by law.

(h) Maintenance and Security of Student Records

The Board is responsible for the records of all students who attend or have attended MCA. Only records

mandated by the State or Federal government and necessary and relevant to the function of MCA or specifically permitted by this Board shall be compiled by MCA employees.

MCA shall maintain a permanent cumulative record for each student enrolled in the school which shall contain the data as prescribed by Administrative Rule F.A.C. 6A-1.0955. Specific procedures are contained in the Student Records Manual located at our Registrar's office.

All student records shall be stored in locked filing cabinets or in locked rooms with limited, controlled access.

Student records are confidential and exempt from public disclosure requirements. Access to cumulative folders is restricted to those individuals and circumstances designated by law.

(i) Health and Safety Emergencies

In connection with an emergency, MCA may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

(j) Directory Information

MCA shall make available, upon request, certain information known as "directory information" without prior permission of the parents or the eligible student. The Board designates as student "directory information": a student's name; address; telephone number.

MCA will disclose limited directory information for eleventh and twelfth grade students to military recruiters and postsecondary institutions of higher education, upon request.

The parent/legal guardian or eligible student shall have the right to inform the school in writing of the directory information that may not be released without the parent/legal guardian or eligible student's prior written consent.

Such notification shall be made to the school, in writing, within thirty (30) days of the initial enrollment of the student each year.

If the parent/legal guardian fails to provide written notice to the principal within thirty (30) days after the student has enrolled for the school year, the parent/legal guardian shall have consented to the release of limited directory information to military recruiters and postsecondary institutions of higher education.

Any written objection of parent/legal guardian or eligible student to any or all of the directory information being released shall be filed in the student's cumulative folder and recorded on the designated field of the MCA's student database.

MCA will notify parents/legal guardians or eligible students annually in the MCA Website that they may request that directory information not be provided.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student

is under the guardianship of an institution, the Principal shall appoint a person who has no conflicting interest to provide such written consent.

Directory information shall not be provided to any organization for profit-making purposes.

MCA may disclose "directory information" on former students without student or parental consent.

(k) Challenging the Student Record Content

School officials shall provide requesting parents, guardians, or eligible students an opportunity for a hearing to challenge the content of their child's or the eligible student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

(l) Accuracy of Student Records

Periodic review for elimination of outdated information in student records by the custodian or designees shall be made in accordance with F.S. 1001.52, and the approved MCA records management program. Such review shall be made on a regular basis. The custodian of the student records shall be responsible for maintaining the accuracy of information.

Updated: 8 June 2014  
Adopted: 13 April 2014

**Policy SE 35.0 - Reserved**

**Policy SE 36.0 - Up-To-Date Records**

It is the parent/legal guardian's responsibility to keep the school office informed and up to date regarding any changes of names, addresses, telephone numbers, email addresses, etc. so that important student information may be received from or provided to the parent/legal guardian in a timely manner for the benefit and well-being of the student.

Adopted: 13 April 2014

**Policy SE 37.0 - Emergency Procedures**

**Fire Drill Procedures**

Mason Classical Academy shall maintain an evacuation plan to be used in the case of fire or other emergency situations. This plan will be reviewed annually by Mason Classical Academy's administrators for effectiveness. All students and staff members will be made aware of the plan, and maps highlighting the escape routes will be posted in all school rooms. Fire drills will be conducted at least once per month. Drills will be held at various times throughout the day and will test various types of fire emergencies. Documentation of the drills will be maintained by

Mason Classical Academy for review. Our fire drills are a routinely practiced orderly response and relocation to an audible signal as required by NFPA 101 Life Safety Code, section 14.7.2.3 requires ten (10) Fire Drills (evacuation) per year; two (2) in the first two weeks of the school year.

### **Tornado Drill Procedures**

Mason Classical Academy will maintain an emergency plan for use during tornado and inclement weather. This plan will be reviewed annually. All staff and students will be made aware of this plan. The plan will be practiced at least twice per year. Documentation of the drills will be maintained by Mason Classical Academy for review. One drill will be conducted in September and the second drill should coincide with the statewide annual tornado drill.

### **Hurricane Closures**

Mason Classical Academy will follow the same emergency closures as the authorizing school district. Parents should monitor local news outlets during inclement weather. If the public schools are closed, Mason Classical Academy will also be closed. In the event that too many closures occur, and time must be made up.

### **Intruder / Lock Down Procedures**

Mason Classical Academy will maintain an emergency Intruder / Lock Down Procedure. This plan will be reviewed annually for effectiveness and to ensure compliance by school personnel. All staff and students will be made aware of the procedures. The procedures will be practiced at least twice per year, and documentation of such will be maintained by Mason Classical Academy for review. The emergency procedures described within this policy are confidential documents which pursuant to Florida State Statute 1006.07(4) is not subject to open record laws.

Adopted: 13 April 2014

## **Policy SE 38.0 - Photographs of Students**

### **Portraits**

Mason Classical Academy will sponsor one or two formal portrait days for students. A company which best meets the needs of the families for a reasonable cost will be selected by school staff. These photos will be utilized for the creation of the yearbook in addition to being sold to the families.

### **Snapshots**

Frequently throughout the school year school staff may take pictures of events that happen during the school day. Should a parent not want their child photographed in such a way, they must submit written notification of their request to the Principal. This request will then be passed along to school staff. Snapshots may periodically be used for promotional materials for the school. Every attempt will be made to receive parental permission prior to the publishing of promotional materials which include the photograph of students. Additionally, the school reserves the right to utilize such snapshots through electronic media which do not individually identify any specific student. If a parent or guardian requests the removal of such a photograph,

the school staff will comply with the request within 72 hours.

Adopted: 13 April 2014

### **Policy SE 39.0 - Gifts**

Collections of funds from students by students for the purpose of giving gifts to a staff member of Mason Classical Academy is discouraged.

Adopted: 13 April 2014

### **Policy SE 40.0 - Volunteer Background Checks**

All individuals who are not employed by Mason Classical Academy must enter through the main office. Should they wish to go beyond the main office, their identification must be scanned by the background check system, and printed a badge to wear, identifying that they have properly checked in through the office. It is the responsibility of all staff members to help police the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to ensure they are signed in properly.

#### **Background Check Concern**

If, during the background check, an individual is identified as having a background as a sexual predator, the Principal will immediately be notified by the system. The person running the check should call the Principal and/or designee to decide what to do about the situation. The following guidelines are in place:

- If the person trying to gain entry has a relative who is a student attending the school, and there are no outstanding court orders barring that person from having contact with the child, the person may enter the school only with a staff member escort. The individual may not be left alone with any student on school property.
- If the person trying to gain entry has a relative who is a student attending the school, and there are restrictions on the visitation, the appropriate action will be taken as identified by the court documents. In most situations, the Police Department will be notified.
- If the person trying to gain entry does not have any relatives attending this school, they will not be permitted access to the building, and the Police Department will be notified.
- If the person trying to gain access is a volunteer, the person will not be granted entry until after their information has been entered into school district's volunteer background check system, and a clearance is given from the offices of Professional Conduct through the district offices.

#### **Student Supervision Background Checks**

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

Adopted: 13 April 2014

## **Policy SE 41.0 - Parental Involvement and Volunteering Policy**

Mason Classical Academy (MCA) is a school of choice. When parents have the opportunity to choose the kind of education they prefer for their children, they find the necessary energy, time, and resources to devote themselves to this education. MCA anticipates that parents will be directly engaged in tutoring, coaching, and providing other necessary and invaluable assistance, including sponsoring, chaperoning, and leading Mason Classical Academy's sanctioned off-site events.

Off-site and on-site parental assistance is encouraged in order to assist MCA in meeting its goal of volunteer involvement.

To achieve this goal MCA asks each family to volunteer 5 hours each year. Volunteers performing on-site volunteer activities must complete a volunteer application and information form and comply with all guidelines and rules for volunteering outlined in the charter contract. Volunteers who participate in Mason Classical Academy's sanctioned off-site events, must also comply with all guidelines and rules for volunteering outlined in the charter contract.

- ┆ Volunteers are an integral part of Mason Classical Academy. All on-site volunteers must have a signed and current volunteer form on file with the school.
- ┆ The teacher has primary responsibility for student learning in the classroom. Volunteers who wish to volunteer on-site in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with a volunteering style, the volunteer will need, either to adjust his style or find a more compatible volunteer opportunity.
- ┆ If a volunteer has an issue, concern, or grievance, the volunteer should address the issue with the classroom teacher first, before seeking an additional remedy.
- ┆ Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in this handbook. Under **NO CIRCUMSTANCE** is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.
- ┆ Volunteers who will tutor in a specific subject or skill may be required to receive prior training.
- ┆ Off-site volunteers must be registered to ensure the safety of all MCA students. NOTE: Parents if your student participates in off-site school related activities, you are responsible to make sure that the event has been sanctioned by the school, ensuring volunteer registration. A list of all MCA sanctioned off- site events and activities is available in the front office.
- ┆ Mason encourages every adult—parents, stepparents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of Mason's students, to act as mentors and tutors, and to instill in every student a love of learning. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their children. To this end, volunteers are responsible for knowing and understanding the contents of Mason's Charter and are encouraged, but not required, to participate on school committees and provide other volunteer services.

As indicated on the Mason Classical Academy volunteer form, volunteers may be removed for conflicts of interest or violation of confidentiality. Volunteering is a privilege. The privilege of volunteering may be removed by the administrator or BOD if either believes it is in the best interest of the school.

~~Parents are reminded of our 8 pillars of virtue in the self tracking and self reporting of all volunteer hours through the MCA Website.~~

Enrollment in the school is not contingent on meeting MCA volunteer guidelines.

Adopted: 13 April 2014

Amended: 27 July 2015

Amended: 26 October 2015

Amended: 10 August 2020

## **Policy SE 42.0 - Reserved**

## **Policy SE 43.0 - Volunteer Confidentiality Policy**

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential.

If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Principal, or a member of the BOD. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Adopted: 13 April 2014

## **Policy SE 44.0 - Chaperone Policy**

The number of chaperones for an event will be established prior to the occurrence of the event. This number will be strictly adhered to.

No siblings or individuals other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy.

Chaperones must attend to assigned duties and must model the MCA Pillars of **Character Virtue**.

Violators of this policy will not be allowed to chaperone any future events. Chaperones are also bound to the Volunteer Confidentiality Policy.

Adopted: 13 April 2014

Amended: 10 August 2020



## **Policy SE 45.0 - Student Social Activities**

All MCA social functions will have a faculty or staff sponsor and adult chaperones, minimum of one faculty member. There will be no MCA event outside the preceding guidelines.

Adopted: 13 April 2014

## **Policy SE 46.0 - Bullying and Harassment**

Statement prohibiting bullying and harassment

It is the policy of Mason Classical Academy that all of its students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. Mason Classical Academy will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

### **Definition of bullying and definition of harassment**

Bullying means intentionally and repetitively inflicting physical hurt or psychological distress on one or more students or employees and may involve, but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking, including cyber stalking as defined herein
6. Physical violence
7. Theft
8. Sexual, religious, racial or gender orientation harassment
9. Public humiliation
10. Destruction of property

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

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

Bullying and harassment also encompasses:

- Retaliation against a student or employee by another student or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass or cause emotional or physical harm to a student or school employee by:
  - Incitement or coercion
  - 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
  - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment
- Cyber stalking, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. See s. 784.048(1)(d), F.S.

### **Expected Behavior**

Mason Classical Academy expects students to conduct themselves as appropriate for their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Mason Classical Academy believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, school administration, faculty, staff and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying. Mason Classical Academy upholds that bullying of any student or employee is prohibited:

1. During any education program or activity conducted by the school;
2. During any school-related or school-sponsored program or activity;
3. On a school bus; or
4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the district school system.

### **Consequences for an act of bullying or harassment**

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or reassignment, as outlined in school's policies. Consequences and appropriate remedial action for an employee found to have committed an act of bullying or harassment may be disciplined in accordance with school policies, procedures and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC, The Principles of Professional Conduct of the Education Profession in Florida.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials. Accusations made in good faith, even though subsequently determined to be false, shall not be subject to discipline consequences or remedial action as called for by this section.

## **Consequences for intentional misreporting**

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or reassignment, as outlined in school's policies. Consequences and appropriate remedial action for an employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

## **Reporting an act of bullying or harassment**

The Principal or designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal or designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Principal or designee. In order to report incidents of bullying, individuals may meet with either the Principal or designee to make the report. Any report in person should be followed within one day with a written report or a written explanation to the school's office. Should the Principal wish, other forms of reporting may be created. The methods of reporting bullying will be prominently publicized to students, staff, volunteers, and parents/legal guardians, as well as how the report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. An employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate official and who makes this report in compliance with the procedures set forth in the school policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Written and oral reports shall be considered official reports. Reports may be made anonymously but formal disciplinary action may not be based solely on the basis of an anonymous report.

## **Investigation of whether a reported act is within the scope of the school**

The Principal (or designee) will investigate procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the school. The trained designee(s) will provide a report on results of investigation with recommendations for the Principal to make a determination if an act of bullying or harassment falls within the scope of the district and will act according the following protocols:

1. If it is within the scope of the school, further investigation will commence in accordance with the following subsection;
2. If it is outside scope of the school, and determined a criminal act, refer to appropriate law enforcement.
3. If it is outside scope of the school, and determined not a criminal act, inform parents/legal guardians of all students involved.

## **Prompt investigation of a report of bullying or harassment**

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

The Procedures for Investigating Bullying and/or Harassment include:

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

Where the victim is a student, according to the severity of the infraction, the Principal (or designee) shall promptly notify the parent/legal guardian of the victim via telephone or personal conference of any actions being taken to protect the victim. The frequency of notification will depend on the severity of the bullying incident. The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

## **Determination of consequences and due processes for a perpetrator:**

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

1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, or reassignment as outlined in Mason Classical Academy's policies and school district's Code of Conduct.
2. Consequences and appropriate interventions for an employee found to have committed an act of bullying will be instituted in accordance with school policy. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate (Rule 6B-1.006F.A.C.).

3. Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
4. These same actions will apply to persons, whether they are students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.
5. If a complaint of bullying or harassment is made by the alleged victim during or after the commencement of an investigation into employee or student misconduct, it shall not be a defense to the allegations of employee or student misconduct but may be considered as a mitigating factor under school policy, if appropriate.

### **Providing immediate notification to the parents/legal guardians of a student victim:**

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

If the bullying incident results in the perpetrator being charged with a crime, the Principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “A student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

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

### **The Hope Scholarship Program**

Pursuant to section 1002.40, the Hope Scholarship Program allows students who were subjected to an incident of violence or bullying an opportunity to transfer to another school, or to apply for scholarship funds to assist in enrolling and transferring to a private school. The school where the reported incident is responsible for the following:

- 1) Upon receipt of a report of an incident, the school principal, or his or her designee, shall provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as required by s. 1006.09(6). Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- 2) Within 24 hours after receipt of the report, the principal or his or her designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent.
- 3) Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the principal or his or her designee shall notify the parent of the

Hope Scholarship Program and provide the parent with a completed Hope Scholarship Notification Form. It is important to understand that the incident does not need to be substantiated in order for the school to notify the parent of the Hope Scholarship Program. The school shall retain a copy of the form in the student records and provide the original document to the parent.

### **Referral of victims and perpetrators of bullying or harassment for counseling**

After an investigation has determined that an act of bullying has occurred, as defined herein, the school shall discuss with both the victim's and perpetrator's parents/legal guardians options

available for counseling. This may include referrals to community agencies or partner agencies the school has relationships with. Parents/legal guardians will be notified that the school does not have a counselor or mental health specialists on staff.

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

### **Providing instruction regarding bullying and/or harassment**

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

Students, parents/legal guardians, all school staff and, and school volunteers shall be offered instruction at a minimum on an annual basis on the school's Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

### **Regularly reporting of actions taken to protect the victim**

The Principal (or designee) shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has determined an act of bullying has occurred. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Publication of the policy**

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

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

Adopted: 13 April 2014

Adopted: 16 May 2019

## **Policy SE 47.0 – Reserved**

## **Policy SE 48.0 - Civility Policy**

In order to ensure all individuals associated with Mason Classical Academy behave civilly and with fairness and respect, several policies are in place to ensure proper behavior. Students are obligated to meet school expectations as defined elsewhere in this policy. Adults are subject to the following civility policies:

### **Civility of Staff**

All employees of Mason Classical Academy shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the school. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.

Any uncivil behavior should be reported to the immediate supervisor or the principal. A record shall be made of the alleged incident and the action taken, which may include disciplinary action as defined in within this policy manual. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending person. Students and employees may be subject to additional action under other state statute or school policies. Retaliation against a person who reports a claim of uncivil behavior shall be prohibited. Nothing in this policy should be construed to limit open and frank discussions of issues.

### **Civility of Parents and Patrons**

All parents and patrons of Mason Classical Academy shall behave with civility, fairness and respect in dealing with fellow parents, patrons, staff members, students, and anyone else having business with the school. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.

Any uncivil behavior by parents or patrons shall be reported to school administration. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending individual. Repeated incidents of uncivil behavior can result in the individual being banned from the school premises. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Adopted: 13 April 2014

## **Policy SE 49.0 - Prohibition Against Firearms and Weapons**

The presence of firearms or weapons poses a substantial risk of serious harm to organization students, staff and community members. Therefore, possession of firearms or weapons is prohibited on school premises at all times except for law enforcement officials, and may constitute a criminal act under Florida law. As used in this policy, the phrase “school premises” includes all organization buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on organizational property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including reassignment as provided elsewhere within this policy manual. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from organizational properties and activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through organizational property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

Adopted: 13 April 2014

## **Policy SE 50.0 - Research Requests**

Requests for research studies involving students and/or staff of Mason Classical Academy must be submitted to the Principal for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of the Principal.

Mason Classical Academy will provide the university with the necessary information and data to conduct research and make decisions to support and improve Charter Schools. Student privacy will be respected in all such matters.

Adopted: 13 April 2014

## **Policy SE 51.0 - Parent Communications to Administration, Faculty, and Staff**

Parents may use any of the following ways to contact/communicate with Administration, Faculty, and Staff of Mason Classical Academy

- ┆ email
- ┆ note placed in mailbox in MCA Office (a secretary will deliver to the appropriate box)
- ┆ voice mail
- ┆ face-to-face meeting (this must be scheduled in advance using one of the means above)

Useful Guidelines



*\*For guidelines regarding best person to contact please follow chain of command.*

- ┌ Principals and Guidance Counselor: Due to the amount of day-to-day responsibilities facing them they will have to requests; you can expect to be contacted in no more than 3 business days.
- ┌ Registrar, Enrollment Coordinator, Purchasing, Health Tech: Will make every effort to respond within 1 business day, and no more than 2 business days.
- ┌ Faculty: Will make every effort to respond within 1 business day, and no more than 2 business days.
- ┌ Staff/Front Office: You will receive a response from someone in the office within 1 business day.
- ┌ TA's: Questions and concerns regarding students should be directed to the teacher; if the TA's input is needed, the teacher will contact the TA.
- ┌ Paraprofessionals: Questions and concerns regarding students should be directed to the Guidance Counselor; if the paraprofessional's input is needed the Guidance Counselor will contact the paraprofessional.
- ┌ Recess/Lunch Monitor, Substitute Teacher, Custodian: Please contact the direct supervisor, Assistant Principal.

The MCA spam filter sometimes “junks” new addresses, so if you are not getting a response via email please try one of the other means of communication.

Adopted: 13 April 2014

## **Policy SE 52.0 - Reserved**

## **Policy SE 53.0 - Grievances**

In accordance with our Charter **all grievances must be resolved at the school**. Though we are chartered through CCPS, the District does not have general oversight of MCA operations. Only violations of the amended charter shall be reported to CCPS. The Sponsor has agreed that all complaints by members of the school community shall be redirected to Mason's Grievance Committee and the District will not consider complaints from the school community until the Complainant's have exhausted their administrative remedies at MCA.

This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance shall be resolved using the following chain of command. Issues that arise in a particular classroom shall always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

Mason Classical Academy is committed to providing the best possible conditions for all members of the school community including students, families, teachers and administrators. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question

receives a timely response from school supervisors and administrators. Fair and honest treatment of all students, family members and employees is our goal. In pursuit of that end, we encourage everyone to treat others with respect.

If a student or parent/guardian disagrees with established rules of conduct, policies or practices, or feels that they have been treated unfairly, they must express their concerns through the following grievance procedure. No person shall be retaliated against or penalized formally or informally, for voicing a complaint with Mason Classical Academy in a reasonable, professional manner, or for participating in the investigation of a complaint pursuant to the grievance procedure set forth below. Failure to follow the mandatory grievance procedure as set forth below shall be grounds for disenrollment of the student from MCA.

A student, parent or guardian must initiate the grievance procedure to appeal any final decision of school personnel, except this policy does not apply in the case of alleged sexual harassment where the provisions of the Sexual Harassment Policy apply.

**Step I – Teacher** – Parents shall schedule a meeting with the teacher through the office. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his own.

**Step II – Assistant Principal Conference** – If the Grievance is not resolved with the teacher or does not involve the teacher, the complainant may request an Assistant Principal Conference. A parent or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the Assistant Principal to discuss the grievance and seek resolution according to the following:

(a) No grievance shall be heard unless it has been filed in writing within thirty (30) calendar days after the act or condition giving rise to the grievance and such filing must state with particularity the basis for the grievance, the policy, regulation and/or procedure, rule or law believed to have been violated, and the remedy sought.

(b) The Assistant Principal shall initiate an adequate, reliable and impartial investigation and grant a conference within five (5) school days following receipt of the written complaint.

(c) The person making the complaint shall be permitted to present any information, documents, or witnesses that they would like to be considered as part of this conference and investigation. All information related to the conference and investigation shall remain confidential, unless disclosure is required under Florida's Public Records Act.

(d) Within ten (10) school days of the conference, the Assistant Principal shall complete the investigation and respond to the complaint in writing summarizing the outcome of the investigation and any corrective or remedial action necessary.

(e) If the grievance is against the Assistant Principal, the Principal shall assume all duties assigned to the Assistant Principal in Step II.

**Step III – Appeal to the Grievance Committee** – If the grievance is not resolved at Step II, the complainant must appeal the decision in writing to the Grievance Committee. If the grievance is with the Principal the complainant must file it in writing to be addressed by the Grievance

Committee.

(a) The Grievance Committee shall consist of no fewer than ~~three (3)~~ five (5) members to be composed of ~~at least one parent, one staff member, and one member of the community~~ parents, teachers, and a community member if possible. Members of the Grievance Committee shall be appointed by the Mason Classical Academy ~~Governing Board~~ Board of Directors. The parental liaison may be seated as an ex officio member of the Grievance Committee.

(b) The appeal must be made within five (5) school days following receipt of the Assistant Principal's written response. The Grievance Committee shall review the complaint, the Assistant Principal's response, and all information and evidence collected as part of the investigation. Additionally, the Grievance Committee may choose to meet with witnesses or individuals involved in the investigation. All information related to the Grievance Committee investigation shall remain confidential, unless disclosure is required under Florida's Public Records Act.

(c) Within fifteen (15) school days of receiving the appeal, the Grievance Committee shall set a meeting of the Grievance Committee to hear the appeal. This meeting shall be a private meeting closed to the public. Only the complainant, and their invited guests, shall be allowed to meet with the Grievance Committee. The complainant shall send the Grievance Committee a complete list of their invited guests no later than one (1) school day prior to the scheduled meeting of the Grievance Committee.

(d) Within ten (10) school days of the appeal to the Grievance Committee, the Grievance Committee shall respond to the complaint in writing summarizing the outcome of the investigation and any corrective or remedial action necessary.

**Step IV – Appeal to Mason Classical Academy Governing Board** – If the grievance is not resolved at Step III, it must be appealed in writing to the Mason Classical Academy ~~Governing Board~~ Board of Directors.

(a) Within 30 school days of receiving the appeal, the Mason Classical Academy Governing Board shall set a meeting to hear the appeal as an Agenda Item at a publicly noticed Regular Meeting or Special Meeting. The Mason Classical Academy Governing Board shall review the complaint, the Assistant Principal's response, the Grievance Committee's response and all evidence and information collected as part of the investigation. The Mason Classical Academy Governing Board shall then take a vote on whether to grant the appeal, deny the appeal, or take any appropriate action.

As part of Step IV, the complainant acknowledges that the Mason Classical Academy Governing Board is subject to Florida's Sunshine Law, section 286.011, Florida Statutes, and that meetings of the Mason Classical Academy Governing Board are open to the public. Therefore, while the Mason Classical Academy Governing Board is mindful of the sensitivity of certain information, it may be necessary to disclose certain sensitive or previously confidential information in order for the Mason Classical Academy Governing Board to hear the appeal. By having the appeal heard at a public meeting, the complainant waives any right to bring an action under the Family Educational Rights and Privacy Act ("FERPA") or any related state or federal law.

(b) Within five (5) school days of the appeal to the Mason Classical Academy Governing Board, the Mason Classical Academy Governing Board shall provide the complainant with a letter summarizing the outcome of the appeal and any remedial action necessary. The decision of the Mason Classical Academy Governing Board shall be final.

Adopted: 13 April 2014  
Amended: 9 May 2016  
Amended: 8 August 2016  
Amended: 26 August 2019  
Amended: 15 November 2019  
Amended: 20 February 2020  
Amended: 10 August 2020

### **General Concerns/Questions/Suggestions**

The Board of Directors will not entertain anonymous complaints, nor can they hold information in confidence when it is not in the best interest of the school.

Adopted: 13 April 2014  
Amended: 9 May 2016  
Amended: 8 August 2016

### **Policy SE 54.0 - Advertisements of Opportunities**

#### Outside Opportunities

Opportunities that arise for students through the school district, parents, employees, etc. may be posted on an information board at the school and on the website after approval by an administrator or BOD. These opportunities will not be part of the weekly communications.

#### School-Sponsored Opportunities

School-sponsored opportunities that arise for students through the school district, parents, employees, etc. may be advertised in the weekly communications.

Adopted: 13 April 2014

### **Policy SE 55.0 - Prom Attendance**

Prom is a much-anticipated event for high school students. Since MCA is small, it is important that the Prom be an event that is best enjoyed by our attending MCA students, and an event that is remembered by the exiting senior class. However, every year we have non-MCA prom attendees and the following prom guidelines are set forth to protect the school and its students.N

- Non-High School Guests: Only juniors or seniors may ask a guest who is not a high school student. This guest must be under 21, and the MCA student inviting this guest must get a parent permission form signed, as well as a waiver that the parent(s) accepts full financial liability in the event of damage or an accident related to the attendance of the guest of their graduating senior.
- Such guests must abide by all rules, guidelines, policies, procedures, and requests of MCA, of the venue of the prom, and of the chaperone of this event.

- MCA alumni are considered MCA guests and therefore exempted from #3 the above bullets.
- Invited guests that have been withdrawn from Mason Classical Academy **ARE NOT** eligible to attend the Prom.
- Students Under Disciplinary Referral: No student who has been suspended from school during the school year will be allowed to attend prom, seniors included.
- After prom: If there is a school-sponsored after-prom party, all policies stated above regarding students under disciplinary referrals apply to after-prom. No student who has lost the privilege of attending prom may attend a school sponsored after-prom event. No student who has been asked to leave prom for any reason will be allowed to attend an after-prom event, either alone or with their guest. Any students who attempt to gain admittance for students excluded from these events will be sent home immediately and given a disciplinary referral on the next school day.
- Prom and after prom dress codes will be announced prior to the events. Other aspects of the standard of appearance will be followed for both events.
- All other MCA policies related to student behavior and attendance at events are considered a part of this policy.

Adopted: 13 April 2014  
Amended: 26 April 2018

## **Policy SE 56.0 - Attendance of MCA Events by Alumni and Former Students**

### **MCA Alumni**

- ┌ Are welcome at any “public” (Athletic events, Plays, Concerts, MCA graduation, Student-Faculty Games) or “all-school” (Family Picnics, MCA Annual Meeting) events.
- ┌ May attend specific clubs, events, etc. if a minimum of 1 week prior to the event he is invited by the event sponsor and approved by the Principal and Assistant Principal.
- ┌ May not attend MCA dances, game nights, or other social events unless a specific need/duty (chaperoning if over age 21) is determined. There also must be prior approval following the guidelines outlined above.

### **MCA Former Students (non-alumni)**

- ┌ Are welcome at any “public” (Athletic events, Plays, Concerts, MCA graduation, Student-Faculty Games) events.
- ┌ May not attend “all-school” (Family Picnics, MCA Annual Meeting) events unless they are a family member of an enrolled student and accompanied by parent or guardian until the age of 18, at which time he is not allowed unless the parent or guardian requests his attendance a minimum of 1 week prior to the event and his attendance is approved by the Principal and Assistant Principal.
- ┌ May not attend specific clubs, events, etc.
- ┌ May not attend MCA dances, game nights, or other social events.

Adopted: 13 April 2014  
Amended: 26 April 2018

## **Policy SE 57.0 - Admission of Students**

Mason Classical Academy is a public charter school which complies with all applicable requirements of state law and the public school system as well as our Charter. Federal Law may also apply if the school is the recipient of federal grant funds. As such, we must admit all students based on space availability with a controlled enrollment process.

### **Parent Due Diligence**

Prior to registration, parents can opt to take a tour of the school, meet with the Principal, and/or meet with the ESE Specialist, to discuss what MCA can offer their child. The parent could choose to share information regarding their child that would assist us in meeting the student's needs as is permitted under the law.

### **Applications to attend MCA**

Applications to attend MCA will be accepted during prescribed timeframes. Application periods will be advertised publicly as well as on our website.

### **Lottery**

Once the application period has ended, in the event that more students have applied to a specific grade than there are spots available by the deadline established by Mason Classical Academy, a lottery will be held to determine which students will be offered the open seats. The following students may be given a priority in the admission process under State law:

1. Students who were enrolled with Mason Classical Academy the year before.
2. Students whose parents are employees of Mason Classical Academy.
3. Students whose parents are on the Board of Directors of Mason Classical Academy.
4. Students who have siblings enrolled with Mason Classical Academy.

Sibling preference may not be used if the primary student previously unenrolled from MCA. Sibling preference may ONLY be used the primary student is enrolled and attends MCA for the first two full calendar weeks (10 days) of school.

Once the application period has passed, a randomized lottery will be run for all applicants. Applicants who are given priority based on the four categories above will be randomized at the top of the list; all remaining applicants will be randomized for the remainder of the list. This list will be used to determine the order in which students will be offered any available seats per grade. MCA will use Florida State's Class Size Amendment to determine available seats per grade. All students who are offered a seat will be notified with a deadline to respond. If the parent fails to confirm their acceptance within the prescribed deadline, the next student on the waiting list will be offered that seat until every open seat has been filled. After the first application period and lottery, subsequent application periods and lotteries may be administered which would randomize new applications to the bottom of the first application period's lists.

### **Withdrawals**

Students who choose to leave Mason Classical Academy are required to return all textbooks. MCA will transfer all required documentation to the student's new school. Mason Classical Academy reserves the right to follow up with the student's future placement to ensure compliance with compulsory attendance laws.

Adopted: 13 April 2014  
Amended: 9 May 2016  
Amended: 14 December 2018

### **Policy SE 58.0 - Grade Level Placement of Newly Enrolled Students**

The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. If students new to the school are found to be reading more than 1 grade level behind their existing peer group, they may be required to enroll in the grade level deemed appropriate by the teacher and principal.

Adopted: 13 April 2014  
Amended 9 May 2016

### **Policy SE 59.0 - Classroom Placement**

The classroom placement policy is designed to promote educational excellence and fairness by optimizing the learning environment at each grade level while meeting special needs of individual students.

Parents may provide a written notification if there are any student conflicts with other students. Prior and future teachers at each grade level will provide information to the enrollment coordinator regarding classroom dynamics, special needs, balance of boys and girls, friendships, diversity of student achievement, etc., to assist in determining classroom assignments in order to provide a fair and common education for all students. Classroom assignments must be approved by the principal.

Adopted: 13 April 2014  
Amended 9 May 2016

### **Policy SE 61.0 - Vital Parent Information**

#### **Health Services**

Limited health services are available at school. Do not bring sick children to school. Mason's health office is staffed by one health technician. Please note that it is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. Keep school records up to date, especially phone numbers and emergency contacts. Immunization records must be current for students to remain in school.

**Mason Classical Academy policy requires that no medication, whether prescription or over-the-counter medication (including aspirin, cough drops, vitamins, etc.), will be given to a student by any school personnel, including the nurse, except on written orders of the parents and physician.**

Students may not self-medicate at the school. When medication is to be given at school a physician or dentist's instructions are required by the school prior to the administration of the medication. All medications must be in a pharmacy-labeled container including the student's name, name of the drug, dosage, name of the physician, and current date. Medical Request Forms are available at Mason's front office.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

In compliance with state law, all children in Florida schools must have a complete, up-to-date immunization record on file in the Mason office. ***Parents opposed to immunizations for religious, or medical reasons must file an exemption form with the school office.*** This record includes proper shots for measles, rubella, diphtheria-pertussis-tetanus (DPT) and polio.

Students may not continue enrollment without up-to-date immunization records.

### **Health and Safety**

- ┆ Mason Classical Academy considers safety of vital importance. An Emergency Management Plan has been developed and will be undergoing continuous BOD review.
- ┆ Mason Classical Academy is an **Asbestos Free School**. We have a management plan and it is available for review.

### **Parental Responsibility**

In order to ensure safe management of your child, please notify the office of any and all changes in our child's address, phone number, emergency numbers, and parent work numbers as soon as possible. It is vital that the office keep this information up to date in case of personal or school emergencies. It is the parent's responsibility to keep this information updated. You must give your information to the office on the Emergency Contact Form.

### **Communications**

#### Communication Folders/Student Agenda

Communication between the school and students and their parents is crucial for the overall success of the school. Every week, students in grades K-6 may receive a large envelope or folder filled with all the written communication for that week. This may include, but not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, homework, and teacher requests. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, initial, date and return the envelope with the necessary paperwork the next school day with your student.

Whether communication occurs through papers sent home or notes in the student's agenda, parents are expected



to read them carefully.

Please be aware that any “School-to-Home Communications” are critical to the success of Mason and to the parents of Mason students. Volunteers, teachers, and parents who help distribute these communications are not to add foreign matter to the communications, nor permit others to do so, without prior written approval by the Principal or the Mason Board of Directors. In addition, classroom teachers have the authority to approve items going home with students after receiving approval by the Principal.

### **Phone Calls – Messages**

Parents, please try to make arrangements with your students for activities, rides, etc. prior to dropping them off at school. We understand that sometimes changes to schedules occur and you need to communicate with your student during the day. ~~If these situations arrive, please call the Front Office to make arrangements.~~

~~K-6: If these situations arise, messages will be taken to the classroom teacher for students in K-6. 7-12: There is a message board by the front office for the secondary students. Messages will be posted, classes will not be interrupted. It is your student’s responsibility to check this board.~~

### **Official Posting Place for Communications**

Committee Meeting times and agendas are posted ~~on the bulletin board in the front office and~~ on the MCA website. Board of Directors meeting agendas are also posted ~~on the bulletin board in the front office and~~ on the MCA website.

### **Teacher Conferences**

Parent/Teacher conferences are scheduled in the Fall and Spring semesters, generally between 4-8 p.m. Arrangements for additional conferences may be made with your child’s teacher before or after school hours.

### **Lost and Found Items**

Lost clothing, notebooks, lunch boxes, and other items will be placed in the lost-and-found box ~~located in the hall between the kindergarten and gym~~ and kept for two weeks. Unclaimed lost-and-found items will be given to a local charity or thrown away. Books will be returned to the classrooms. Valuable items will be kept in the front office for safekeeping, and identification will be required for their return.

### **Other Information**

All employee and employment policies can be found on the website or in the Mason Classical Academy Policy ~~Book Manual~~. New policies or revisions to existing policies will be communicated ~~to parents and students through the School Newsletter as they are developed~~ via the MCA website.

### **Notification of Rights**

#### **Family Educational Rights Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives the request for access. Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the School to amend records that they believe is inaccurate or misleading. They should write the School principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

According to Health Department Guidelines we are required to notify you that Mason Classical Academy is an asbestos-free site.

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy SE 62.0 - Collaboration with Private Instructional Personnel**

This Policy is established to implement the provisions of Senate Bill 1108 (Laws of Florida 2013-236) which pertain to collaboration with "Private Instructional Personnel," as defined herein and in statute.

### Allowable Times for Provision of Services so as Not to Interfere with FAPE or Fulfillment of Other Legal Requirements

The School remains responsible for provision of a Free and Appropriate Public Education (“FAPE”), which includes implementation of Individual Education Plans, Education Plans, 504 Plans and other similar plans (“Student Plans”). Appropriate education must also meet the standards set forth by the Florida Department of Education and federal and State law. Any provision of private instructional services must not interfere with the provision of FAPE, implementation of Student Plans or delivery of educational services and standards required by law. FAPE includes all courses required by law. Therefore, this Policy limits the times and places at which Private Instructional Personnel may provide services at the School. Moreover, because the School remains responsible for FAPE, no services provided under this Policy will be included in Student Plans.

### Procedures

If a parent/guardian/educational surrogate would like to have private instructional personnel provide services at the School, observe the student in an educational setting or collaborate with instructional personnel in an educational setting, the parent/guardian/educational surrogate must obtain a Private Instructional Personnel Access Agreement (“Access Agreement”) and Parental Consent Form (Private Instructional Personnel) (“Consent Form”) from the School. The parent/guardian/educational surrogate must complete the Consent Form. The Access Agreement and Consent Form are attached to and made a part of this Policy. The private instructional personnel must complete the Access Agreement and fully comply with the terms therein and this Policy. The term of the Access Agreement will not exceed one school year. A separate Consent Form must be completed for each student that is provided services by Private Instructional Personnel.

### Requirements

1. Services provided and classroom observations and collaboration shall be subject to the following:
  - a. The times and place at which said services may be provided to the student at the School or observations of the student or collaboration at the School shall be subject to the specific approval of the School’s Principal and the student’s teacher or teachers.
  - b. No access to a student will be provided until compliance with the access terms contained herein have been verified by the School.
  - c. No access to a student will be provided in a manner which interferes with the delivery of FAPE or with the provision of statutorily required instructional minutes.
  - d. Services will not be delivered in a student’s classroom, unless the School’s Principal and the classroom teacher determine that such services may be delivered in the classroom without disruption to the educational process and without disrupting other students in the classroom.
  - e. Classroom observation of a student is subject to reasonable advance notice of at least forty-eight (48) hours (business days) to the School’s Principal. The standard frequency and duration for observations shall be once in a sixty (60) day period for 60 minutes, in order to minimize classroom disruption of statutorily required instructional minutes or FAPE. Any deviation from this standard may be approved at the discretion of the School’s Principal.
  - f. The availability of a non-classroom area shall be the decision of the School Principal and subject to payment of a fee consistent with fees paid for use of similar School facilities by instructional or non-instructional vendors.
3. The Private Instructional Personnel, prior to entry at the School pursuant to the Access Agreement, shall:
  - a. Submit to a Level 2 fingerprint background screening by officials of the Collier County School District, at the expense of the Private Instructional Personnel; and,

- b. Comply with the Level 2 background screening/background security check requirements set forth in §435.04, Fla. Stat., subject to exclusion from participation under the Access Agreement pursuant to §435.06, Fla. Stat., all as required by §§1003.572(3), 1012.32 and 1012.321, Fla. Stat.; and
  - c. Provide documentation that such Private Instructional Personnel are: (i) individuals certified under Fla. Stat. s. 393.17 or licensed under Fla. Stat. Chapter 490 or Chapter 491 for applied behavior analysis services as defined in Fla. Stat. ss. 627.6686 and 641.31098; (ii) speech-language pathologists licensed under Fla. Stat. s. 468.1185; (iii) occupational therapists licensed under part III of Fla. Stat. Chapter 468; (iv) physical therapists licensed under Fla. Stat. Chapter 486; (v) psychologists licensed under Fla. Stat. Chapter 490; or (vi) clinical social workers licensed under Fla. Stat. Chapter 491; and
  - d. Present photo identification (such as a valid Florida driver's license) each time entering the School to perform services or observations pursuant to the Access Agreement; and
  - e. Sign in upon arrival at the School and sign out upon leaving.
- (e) The Private Instructional Personnel are independent contractors and shall be solely responsible for determining the services to be provided to a given student, shall be solely responsible for the delivery of such services to a given student, and shall not be subject to the direct supervision or supervisory control of School, its employees or agents regarding the determination of services to be delivered and the delivery of such services. No Private Instructional Personnel providing services under the Access Agreement shall be considered an employee, agent, servant, or representative of the School and such persons are not authorized to represent themselves as employees, agents, servants, or representatives of the School, or to obligate or bind the School in any manner.
- (f) Florida law provides that the collaboration of public school personnel and 1003.572 Private Instructional Personnel shall be designed to enhance, but not supplant, the school district's Responsibilities under IDEA, and that the provision of private instruction personnel by a parent does not constitute a waiver of the student's or parent's right to a free and appropriate education under IDEA. Moreover, Florida law provides that collaboration of public and private instructional personnel will work to promote the educational progress and assist students in acquiring essential skills. Public and private instructional personnel shall undertake collaborative programming. Thus, the Private Instructional Personnel shall collaborate with the student's parent(s), teachers, and principal to avoid duplication or conflicting services or plans.
- (g) The Private Instructional Personnel shall:
- a. Provide evidence of commercial general liability insurance on an occurrence basis with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability:
    - i. There shall be no exclusions for contracted liability;
    - ii. The School shall be named as an additional insured for claims arising out of this policy without limitation or exception.
  - b. Shall provide evidence of workers' compensation insurance for all employees providing services under the Access Agreement, unless exempt by law.
  - c. Shall provide evidence of professional liability & errors and omissions coverage for each individual serving in a professional status. Liability coverage shall be on a claims basis policy, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - d. All coverage must be written by a carrier that has and maintains a rating of "A" or better and a financial size category of "VII" or better according to A.M. Best Company, and is licensed in the State of Florida
  - e. All insurance required shall be subject to approval by the School's Principal as to coverage and the insurance carrier.
- (h) Private Instructional Personnel shall fully comply with the requirements of §1002.22, Fla. Stat; Fla. Admin

Code R. 6A-1.0955; 20 U.S.C.1232g (FERPA); 34 C.F.R. §99.31 and §99.33; and any other law or regulation, either federal or state, regarding confidentiality of student information and records. For purposes of FERPA, the Private Instructional Personnel is not under the control of the School, and disclosure of any educational records by School to the Private Instructional Personnel is made only under the express consent set forth in the Consent Form.

- (i) Private Instructional Personnel are expected to maintain a professional attitude and demeanor while at the School. Private Instructional Personnel shall not discuss with others any behavior of other students or teachers that may have been observed while providing services under the Access Agreement unless otherwise required by law. Any concerns regarding behavior of students or teachers at the School shall be discussed solely with the School Principal. Private Instructional Personnel and the School agree not to disparage each other. Private Instructional Personnel understands a breach of the agreement to refrain from disparaging the school will result in termination
- (j) The Private Instructional Personnel providing services under the Access Agreement, and their Employing Agency/Company, if any, shall defend, fully indemnify, and hold harmless School, and its employees for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorney's fees and investigation expenses (pre-suit, suit, trial appeal, an post appeal proceedings) on account of any intentional or negligent acts or omissions of the Private Instructional Personnel, or Employing Agency/Company, if any, or negligent acts or omissions of Employing Agency/Company's employees, agents, or servants arising out of the use of any facility, or the provision of any services pursuant to the Access Agreement and for any violation of the rights of School students under the Access Agreement including any violation of confidentiality or student records laws.

Adopted: 9 March 2015

## **Policy SE 63.0 Food and Beverage Brought to School**

Parents who send lunches to school with their child should make every effort to include items of high nutritional value.

The following items are not permitted for students to consume on school property, at school functions, or during school hours:

- Chewing gum
- Alcoholic beverages of any type
- Hot beverages (spilled hot beverages are a safety risk to students)
- Energy supplement drinks of any type, e.g. Monster
- Energy supplement tablets or snacks of any type

Students should be getting plenty of rest and exercise in order to have energy during the school day without relying on energy supplements.

Adopted 31 August 2015

## Accounting Policies

### Policy A 1.0 - Banking Policy and Relations

The ~~Principal or designee~~ Executive Director in conjunction with the Board Treasurer can arrange with several financial institutions to provide for the operational requirements of Mason Classical Academy and can invest excess capital funds in certificates of deposit, money market funds, Treasury Notes, Bonds and bills, equities, mutual funds and professionally managed accounts. Further, Mason Classical Academy will maintain positive relations with all sources of capital and banking service providers.

#### Banking Relations

The ~~Principal or designee~~ Executive Director will be the charter school's primary representative in dealing with financial institutions. The Principal or designee will be responsible for meeting with personnel of the primary financial institutions on an as-needed basis to provide consistent financial information reporting and updates on the charter school's operations to financial institution officials. The ~~Principal or designee~~ Executive Director will be responsible for promoting a positive working relationship with the financial institutions. The ~~Principal or designee~~ Executive Director will also provide the institution officials with the charter school's anticipated capital needs or financial service requirements to provide institution officials adequate time to understand, approve and prepare for the charter school's needs.

The Board Treasurer or designee will also perform an ongoing evaluation of the institution's abilities to satisfy the needs of Mason Classical Academy and will make appropriate changes whenever necessary. Criteria to be used in the evaluating institutions can include:

- Institution Size (appropriate size to meet charter school needs while being small enough to be responsive)
- Financial safety and capital structure
- Reputation
- Location
- Flexibility and lending philosophy/attitudes
- Operating efficiency and accuracy (computerization, employee training, etc.)

#### Banking Policy and Arrangements

The charter school shall establish a separate account for each fund and/or account group (internal funds, FTE funds, etc.) which will be used for all deposits and disbursements related to the fund.

Adopted: 13 April 2014

Amended: 10 August 2020

### Policy A 2.0 - Accounts Payable, Cash Disbursements and Accrued Expenses

Proper internal control will be followed to ensure that only valid and authorized payables are recorded and paid. Accounting procedures will be implemented to ensure the accuracy of amounts, coding of general ledger accounts and appropriate timing of payments.

## Documenting Accounts Payable

All Purchase Orders and/or purchase requisitions, if applicable and Vendor invoices will be placed in an accounts payable file.

### Recording of Invoices and Check Requests

- The invoices will be matched to the purchase request from each campus.
- All approved invoices will identify the general ledger account and other special instructions for payment, if applicable.
- The ~~Principal Executive Director~~ or Business Manager will approve all invoices before being delivered to the administration office.
- Approved invoices will be entered into the accounting system for proper coding and payment.

### Payment of Accounts Payable

Weekly, accounts payable invoices will be selected for payment according to their payment terms unless otherwise determined by the ~~Principal Executive Director~~ or designee. Any credit balances (amounts owed to Mason Classical Academy) should be applied to the invoice amount when determining payment.

The original checks will be paper clipped to the invoice. The original checks and all backup will be sent to the ~~Principal Executive Director~~ or designee for final approval and signature.

Original checks will be mailed as assigned by the ~~Principal Executive Director~~ or designee, while the attached backup will be returned to the administration office for filing.

### Accrued Expenses

The ~~Principal Executive Director~~ or Business Manager will ensure that at the end of each month records are prepared for accrued expenses. Accrued expenses represent amounts due for services or benefits that the charter school has received but are not yet payable. Once all amounts have been determined, the accrued

expenses will be recorded in the accounting system. All entries to the accounting system must be signed by the preparer of the entry and the ~~Principal Executive Director~~ or Business Manager as reviewer/approver of the entry, and must include copies of all applicable backup.

### Check Storage & Check Log

Blank checks must be stored in a locked cabinet. The ~~Principal Executive Director~~ or Business Manager must inspect the check stock on a monthly basis and sign off on the check log, which is prepared by the Business Manager or designee. The Business Manager cannot sign off if he prepared the list.

Adopted: 13 April 2014

Amended: 10 August 2020

## Policy A 3.0 - Bad/NSF Checks

When a check is returned for NSF (non-sufficient funds) the Business Manager will notify the issuer in

writing. No other checks will be accepted from the issuer until the NSF check is made good. If a subsequent check is written prior to the correction of the NSF check the business manager will notify the issuer in writing of the need for cash, cashier's check, money order, or credit card.

In the event of a second NSF check, the issuer will not be permitted to utilize checks as a method of payment to Mason Classical Academy. The Business Manager will notify the issuer in writing. All future transactions must be made in cash, by cashier's check, money order, or credit card.

Any NSF banking fees will be added to the amount owed.

Checks returned by the bank and designated uncollectible are to be processed in a method to avoid confronting or embarrassing clients/donors while ensuring that the funds will be collected.

### **Re-Deposited Checks**

In the event a re-deposited check is returned or if sufficient funds do not exist to cover the check, the check or bank notice should be turned over to the Principal or Treasurer immediately.

Further, when more than one bad check is issued by the same party within any three-month period, the **Principal Executive Director** or Business Manager will be notified. Do not redeposit the check unless instructed to do so. The **Principal Executive Director** or designee should contact the issuer by phone to report the problem and discuss how the matter will be resolved. At the **Principal Executive Director's** or Business Manager's discretion, a check may be re-deposited. Whenever a check is returned for insufficient funds, a handling fee of \$30.00 will be charged to the issuer.

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy A 4.0 - Bank Account Reconciliations**

Errors or omissions can be made to the cash records due to the many transactions that occur. Therefore, it is necessary to prove periodically the balance shown in the general ledger. Cash on deposit with a bank or other financial institution is not available for count and is therefore proved through the preparation of a reconciliation of Mason Classical Academy's record of cash in the bank/financial institution and the bank/financial institution's record of Mason Classical Academy's cash that is on deposit. Cash account balances in the accounting system should be reconciled to the online bank account balances each business day. The reconciliation should be performed by someone other than the individual responsible for journal entries and check writing.

### **Format**

Mason Classical Academy's format for monthly bank/financial institution reconciliations, is composed of two distinct sections. One section begins with the balance as shown on the bank/financial institution statement and works to a corrected balance. That is the balance the bank/financial institution statement would show if all transactions were recorded by the bank (e.g. outstanding checks, deposits in transit, etc.)

The second section starts with the balance shown by the charter school records and also works to a corrected balance, the balance that should be shown in Mason Classical Academy's records after all transactions are properly recorded (e.g. bank charges, interest, etc.).

### **Preparation and Reconciling Items**



Upon receipt of the monthly bank/financial institution statement including cleared checks, deposit slips and any other transaction notifications, the monthly bank/financial institution reconciliation will be prepared by the accountant, bookkeeper or designee utilizing the following process:

- The first section of the monthly reconciliation will be started with the ending balance per the bank/financial institution statement.
- Next, any deposits in transit that were made by Mason Classical Academy, but were not yet recorded by the bank/financial institution will be listed and added to the bank/financial institution balance.
- Next, any checks that were written on the account prior to month-end but which have not yet cleared the bank/financial institution, will be listed and deducted from the bank/financial institution balance.
- From these steps, the "corrected" ending balance will be derived for the first section.
- The second section of the monthly reconciliation will be started with the ending balance per the charter school's books.
- Next, any interest or any other bank/financial institution credit items will be listed and added to the balance.
- Next, any bank/financial institution charges, transfer fees, etc. will be listed and deducted from the balance.
- From these steps, the "corrected" ending balance will be derived for the second section and should equal the "corrected" balance for the first section.
- Any discrepancies between these two balances will require research by the accountant, bookkeeper, or designee to determine the cause, such as recording errors, omissions, mispostings, etc. This can also include recalculation of the bank/financial institution statement for any possible errors made by the bank/financial institution.

### **Adjustments and Journal Entries**

Any book reconciling items such as interest, bank/financial institution charges and any recording errors will be summarized and drafted in journal entry form for recording in the general ledger. Further, any outstanding checks over six months old will be reviewed for disposition including write-off by journal entry. All journal entries must be signed by the preparer and the **Principal Executive Director** or Business Manager as reviewer.

### **Review and Approval**

The monthly bank/financial institution reconciliation for each account should be reviewed and approved by the **Principal Executive Director** or designee (an individual who did not prepare it), via signature and date on the completed forms.

Adopted: 13 April 2014

**Amended: 10 August 2020**

## **Policy A 5.0 - Bank Loan Applications**

The financial management function is responsible for developing Mason Classical Academy's financing plan for capital needs. To expedite loan approval processes, prepare for loan officer questions and as an aid in negotiating loan rates and other terms with multiple lenders, the treasurer or designee will prepare loan proposals according to established procedures. Borrowing of funds, including the issuance of bonds, equity line of credit, unsecured or secured business loans, or any other material debt

must be approved in advance by the school's board of directors. Debt should be avoided except for extraordinary circumstances (such as for large capital purchases). Debt to finance continuing operations of the school is discouraged.

### **Assessment of Capital Requirements**

The Chairman of the Board of Directors will be responsible for directing the Finance Committee in developing borrowing and financial plans to meet the needs of Mason Classical Academy's operations. These plans shall take into account current and projected business conditions and can include the following criteria:

- Capital requirements to satisfy Mason Classical Academy's growth in relation to risk.
- Ability of Mason Classical Academy to meet present obligations as well as new debt under worse case conditions.
- Appropriateness of capital or debt structure.
- Level or type of debt does not preclude future borrowing or funding capacity.
- Cost of capital in relation to return on investment from use of funds obtained.

The Board Chairman will designate which institutions are to be contacted for borrowing purposes and will prepare loan applications with all required supporting analyses and documentation.

### **Preparation of Loan Applications**

Loan proposals will be drafted and presented to the Board of Directors with the following information, if applicable:

- **Date:** The proposal for each bank should be dated with the current date the proposal will be given to the bank.
- **Borrower:** The specific legal name of the intended borrowing entity should be listed. This will avoid confusion with other organization subsidiaries and personal loans to officers.
- **Type of Loan:** The specific type of loan requested should be listed (i.e. equipment loan, line of credit, etc.) This eliminates any guessing or assumptions by the loan officer.
- **Amount:** The amount of the loan requested should be determined and listed. It is very important to establish credibility with the loan officer and committees. All numbers should be carefully forecasted and supported with documentation. Asking for too much or too little money can convey uncertainty or doubt about Mason Classical Academy's ability to implement successfully the plans for the loan proceeds.
- **Use of Proceeds:** As above, the use of proceeds should be listed and well supported by documentation in Mason Classical Academy's business plan and forecasts.
- **Term:** The desired term of the loan should be listed. If deemed possible, longer terms should be requested to avoid the process of having to renew the loan frequently.
- **Closing Date:** Set a closing date. For renewals, approximately 30 days after application; for new bank or loan applications, approximately 60 days after application.
- **Takedown at Closing:** The amount of funds to be drawn immediately at closing of the loan should be listed. As above, this should reflect the business plan and conveys that Mason Classical Academy understands its business and financial requirements.
- **Collateral:** Any assets (i.e., equipment, inventory, accounts receivable, etc.) to be used as collateral for the loan should be listed and appropriately reflect the type of loan.
- **Guarantees:** This should normally be completed with "none." Mason Classical Academy should always propose loans based upon Mason Classical Academy's credit worthiness.

However, in certain situations, personal guarantees by the officers may be necessary in which case they must be indemnified by the school.

- **Rate:** For negotiating purposes, rather than have the bank "suggest" the interest rate, it is better to state a reasonable but fair rate for the charter school. The rate should reflect the type of loan and the level of risk we think the charter school represents to the bank.
- **Repayment Schedule:** A realistic repayment schedule should be determined and should correspond to the charter school's business plan and financial forecasts.
- **Source of Funds for Repayment:** The specific source of cash flow to be used for repayment should be identified.
- **Alternate Source of Funds for Repayment:** To satisfy concerns by banks that in the event Mason Classical Academy does not meet financial projections, the plans on how Mason Classical Academy would meet the repayment schedule should be listed. For example, liquidating assets, etc., could be used to repay the loan.

Adopted: 13 April 2014

Amended: 9 May 2016

## **Policy A 6.0 - Capitalization & Depreciation of Fixed Assets**

Assets acquisitions with a useful life expectancy of greater than one year and with a material unit cost of over \$750 will be capitalized by Mason Classical Academy and depreciated.

### **Capitalization**

Capitalization is the process of recording the purchase of a fixed asset that is generally recorded individually on an asset schedule. Examples of capital expenditures are purchases of land, buildings, machinery, office equipment, leasehold improvements, computer software and vehicles.

All assets with a useful life of greater than one year and a material unit cost of over \$750 will be capitalized and (except for land) will be recorded in the depreciation records. Any asset that does not meet the above criteria will be expensed such as small tools and equipment or repairs and maintenance.

The cost basis of furniture and equipment assets will include all charges relating to the purchase of the asset including the purchase price, freight charges and installation if applicable.

Leasehold improvements are to be capitalized if they relate to the occupancy of a new location or a major renovation of an existing location. Expenditures incurred in connection with maintaining an existing facility in good working order should be expensed as a repair.

The cost of buildings should include all expenditures related directly to their acquisition or construction. These cost include materials, labor and overhead incurred during construction and fees, such as attorneys and architects and building permits.

### **Depreciation**

Depreciation represents the write-down or write-off of the cost of the asset over its estimated useful life.

In general, the depreciation methods/lives for assets should be selected for consistent financial reporting and tax purposes. The following depreciation methods and useful lives should be used for the following

asset classifications for financial reporting purposes:

Asset Class	Useful Life	Method
Vehicles	Five Years	Straight Line
Office Equipment and Computers	Three Years	Straight Line
Furniture and Line Machinery	Seven Years	Straight Line
Leasehold Improvements	Remaining Life Of Lease Term, Including Option Renewals	Straight Line
Buildings	Thirty Years	Straight Line

The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

Adopted: 13 April 2014

### **Policy A 7.0 - Check Payments**

To ensure efficient processing and record keeping all checks will be prepared on vendor invoices or from a written check request form.

#### Origination

Vendor invoices will be paid by check upon receipt of an invoice and approval of the invoice by the **Principal Executive Director**, according to the vendor's payment requirements. When an employee requires a manual check to be issued, such as picking up items or for cash on delivery items, a Check Request form should be completed with all pertinent information and receive appropriate approval by the **Principal Executive Director**.

#### Processing

The approved invoice or completed Check Request Form should then be forwarded to the bookkeeper for check preparation and signature by the authorized check signers. If a check is to be mailed directly to the vendor, any applicable documentation, such as order forms, etc., should be attached to the form.

#### Check Signing Authority

A limited number of employees and board officers will be authorized to sign checks, and there shall be no fewer than three individuals at all times.

#### Authorized Check Signers

Authorized check signers must be approved in writing and require Board of Directors authorization. The **Principal Executive Director and Principal** will have check signing authority. Additional individuals with or without dollar limitations may be authorized as necessary.

The Chairman may revoke check-signing authority. Any person who is no longer entitled to sign charter school checks will be notified in writing. The Board Treasurer will oversee the proper notification of the charter school's financial institutions whenever authorized signature changes are made.

#### Signature Levels Required

The following signature levels will be required according to the dollar amount of the check:

**Less than \$1,000** - A check issued for an amount less than \$1,000 requires only one signature, typically by the Principal.

**Less than \$10,000 but greater than \$5,000** - A check issued for an amount greater than \$5,000 requires two different authorized signatures.

**Greater than \$10,000** - A check issued for greater than \$10,000 requires two signatures, one of which must be that of the Treasurer of the Board of Directors or President of the Board of Directors. The second signature can be that of any authorized check signer.

Adopted: 13 April 2014

Amended: 23 February 2015

Amended: 31 August 2015

Amended: 10 August 2020

#### Petty Cash

To facilitate minor business expenses, a petty cash fund will be available to select employees as described below.

##### Fund Control

The Business Manager will maintain control of the cash box, petty cash journal and all petty cash transactions. The petty cash fund will be set up in the amount of \$100 for authorized out-of-pocket expenses and advances for minor business expenses.

Advances or reimbursements from petty cash will be limited to amounts of \$25.00 or less. If an expense requires funds in a greater amount, it should be requested by check. The petty cash box will be reconciled monthly by the ~~bookkeeper or Principal~~ Business Manager or designee (not the same person keeping the petty cash journal).

##### Draws

When an employee requests a petty cash draw, the cashier will record the amount disbursed, date of disbursement, reason for the disbursement and the name of the employee receiving the disbursement.

The employee should, by the next business day, return the receipt(s) and any change to the cashier. A petty cash voucher will then be completed with the receipt(s) attached.

##### Replenishment

At the end of each month or whenever the petty cash fund drops below a balance of \$25.00, the cashier

will complete the reimbursement paperwork from the journal with itemized descriptions of expenses and attach all vouchers. The cashier will then be issued a check in the amount of the reimbursement and will be responsible for obtaining cash from the bank to replenish the cash box.

### **Recording Transactions in the General Ledger**

The Business Manager or designee is responsible for the proper posting of journals and entries to the general ledger and for the maintenance of the accounts to ensure accuracy, validity and reliability of financial records. All journal entries require preparer and reviewer signatures and must include all applicable backup.

#### **Posting Transactions and Journals**

The computerized accounting system aids in the maintenance of journals and posting of transactions to general ledger accounts. The following functions should be performed on a monthly basis to update the general ledger for the month's activities:

- All activities recorded in journals will be posted to the general ledger using the computerized posting feature. These journals include:
  - General Journal
  - Purchases Journal
  - Cash Receipts Journal
  - Cash Disbursements Journal - Payroll Journal
- The recurring adjusting journal entries will be posted via the general journal. Recurring journal entries will be established for adjustments that occur equally each monthly accounting period. Recurring journal entries can include the following:
  - Accruals of interest expense not paid during the accounting period. Amortization of prepaid expenses Depreciation of fixed assets.
  - Recurring journal entries will be reviewed monthly and adjusted accordingly. The first entry in a series of recurring entries must be signed by preparer and reviewer, and define the frequency of recurrence (monthly, quarterly) and number of periods.
- Adjusting journal entries will be prepared for transactions that have not been recorded in other journals or to correctly restate account balances to accurate amounts. The need to make adjusting journal entries may be due to the following:
  - Accrual of income and expense items
  - Correction of errors
  - Recording non-cash transactions

All journal entries will be reviewed and authorized by the **Principal Executive Director** or designee before being posted. Adequate supporting documentation will be prepared for each journal entry.

#### **Trial Balance**

After posting all journals and adjusting entries, a trial balance will be printed. The trial balance will be reviewed to ensure that the general ledger is in balance. Next, all control accounts in the general ledger will be reconciled to subsidiary ledgers. Any differences will be investigated and appropriate adjustments will be made.

The **Principal Executive Director** or designee will make final review of the trial balance for accuracy and proper reflection of account balances before printing financial statements.

Adopted: 13 April 2014

**Amended: 10 August 2020**

## Policy A 8.0 - Fixed Asset Control

Proper control procedures will be followed for all capital asset acquisitions, transfers and dispositions in order to provide internal control of capital equipment and to assist in reporting. The **Principal Executive Director** is responsible and accountable for furniture, equipment, machinery and any other capital assets and will maintain some type of control over capital assets. The **Principal Executive Director** or designee will assist and evaluate the capital asset control procedures.

### Acquisitions

All purchases of assets costing more than \$750 and authorized within the annual budget must be approved by the **Principal Executive Director**. Assets that are not included within the annual budget must be approved by the Board of Directors.

A Capital Asset Requisition form must be completed and approved for all capital purchases. This form is to be attached to all purchase orders or check authorization forms submitted to the bookkeeper. Management may source the vendor for the purchase of the capital asset or can submit the request to solicit bids to the board of directors for assets costing \$1000 or more.

All capital purchases for items over \$750 must include a completed purchase order, with the form indicating that the item is a capital purchase. When the bookkeeper is entering the records into the accounting system, the item will be recorded in the official school inventory documentation as well.

Any internally constructed or donated equipment will be reported to the bookkeeper if the item cost or has a FMV of \$750 or more. A complete description of the property, date manufactured or received, number of items, cost or estimated value and a statement that it was internally constructed or donated will be included on Mason Classical Academy's in-kind contributions log/records and fully depreciated in the accounting system.

### Dispositions

Capital assets may be sold or traded-in on new equipment. An Asset Disposition form is to be completed and approved by the **Principal Executive Director**. Any assets with an original value greater than \$1,000 will also require the Board of Director's approval.

Upon approval, the charter school may advertise the property for sale or submit a list to the bookkeeper for sale and disposition. After completion of the sale, the Asset Disposition form will be submitted to the accountant, and the item will be transferred out of the inventory records. The accountant will retire the item from the asset records and record any gain or loss on the disposition.

Worn-out or obsolete property with no cash value will be reported to the bookkeeper on the Asset Disposition form with description, serial number and condition. The bookkeeper will inspect all worn-out or obsolete property before it is removed from the charter school and discarded. The asset will then be retired from the asset records.

Any asset that is missing or has been stolen will be reported in writing as soon as possible. The description, serial number, and other information about the lost item should be included in the report. The **Principal Executive Director** will determine the proper course of action and will notify the charter school's insurance carrier and any outside authorities if deemed appropriate. If not recovered, the asset will then be retired from the asset records.

## **Asset Records**

Upon any asset acquisition, the bookkeeper or designee is responsible for assigning and attaching asset number labels to the property where it can be readily located. The bookkeeper will then maintain a detailed Tangible Asset Log. Each asset that receives an asset label will be recorded on the log. This log will display the asset label number assigned to the asset, the date the asset was purchased, the date the asset was labeled, the cost or FMV of the asset, the location of the asset, the description of the asset and the date the asset was disposed of, if applicable.

On at least an annual basis, the Tangible Asset Log should be reviewed to verify the accuracy of the log. Any discrepancies noted should be reported to the bookkeeper to be resolved.

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy A 9.0 - Payroll Processes**

### **Payroll Records and Procedures**

Payroll will be processed to ensure accuracy, validity of transactions and proper internal control procedures will be maintained to assure that all disbursements are for valid services performed.

### **Personnel Records, Management and Changes**

Personnel records for hiring, classification, rate changes and termination are explained in Mason Classical Academy's Employee Handbook. Payroll processing will be performed in conjunction with the following related personnel procedures.

- Employee Hiring and New Employee Orientation
- Paid and Unpaid Time Off - Pay and Payroll matters
- Performance Appraisals and Salary/Wage Adjustments - Resignations and Terminations

### **Payroll Processing**

The bookkeeper will receive completed and approved timesheets from the **Principal Executive Director** or designee(s) according to the procedures outlined in the Employee Handbook.

Once timesheets have been received, the bookkeeper or designee will review for completeness and then perform calculations for payroll, payroll deductions and other accruals. The bookkeeper or designee will then prepare summary worksheets of payroll information and present along with supporting documentation to the Principal for review and approval.

Once the summary has been approved, the bookkeeper or designee will enter the information into the computer for processing. A payroll report will be printed before finalizing the payroll run to verify accuracy and completeness. If correct, payroll can be released. If incorrect, the necessary corrections should be made and reviewed (validated). Validated payroll distribution reports will then be presented for review by the Principal.

Payroll tax deposits will be determined and timely submitted to the Department of Treasury (IRS), as required, using Form 8109 "Federal Tax Deposit Coupon" or the Electronic Tax Payment System. All payroll related returns will be prepared by the accountant or designee, and approved/signed by the Principal or any board officer.



## **Payroll Returns**

Quarterly prepare Form 941 - Employers Quarterly Federal Tax Return and file with the Internal Revenue Service, which is due on the last day of the month following the end of the quarter being filed (i.e. the first report Form 941 is for the period January 1 through March 31 and is due April 30).

If Mason Classical Academy has four (4) or more employees, then Form UCT-6, Employer's Quarterly Tax Report is required to be filed with the Florida Department of Labor, and is due on the last day of the month following the end of the quarter being filed.

At the end of the calendar year, Forms W-3, Transmittal of Wage and Tax Statement and Form W-2, Wage and Tax Statement are to be completed for all employees and submitted to the Social Security Administration.

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy A 10.0 - [Reserved]**

## **Policy A 11.0 - Release of Financial Information**

The release of financial, personnel, statistical or other information that may be of a confidential nature will be controlled and every request will be referred to the ~~Principal~~ Executive Director or Treasurer.

### **Written Request**

Typical requests are for additional information concerning details of the published financial statements, litigation progress, insurance coverage, personnel, students, etc. If the request is by letter or written correspondence, the materials shall be forwarded to the ~~Principal~~ Executive Director or Treasurer who will review the information to be released and who will be authorized to reply. All legal requirements regarding public records, and the policy regarding public records requests elsewhere in this policy manual will be adhered to.

### **Telephone / Personal Request**

If the request is by telephone or a personal visit to our office, the requester will be referred to the ~~Principal~~ Executive Director or designee. If either one is unavailable, the requester should be asked to provide their name, organization, email, telephone number and address, if possible. Also they should be asked the reason for the request and a brief description of the information desired. This information should be written down and forwarded to the ~~Principal~~ Executive Director or designee for follow-up.

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy A 12.0 - Year-End Closing**

An orderly, timely and comprehensive closing of all accounts will be performed by the bookkeeper or designee to assure an accurate representation of Mason Classical Academy's financial statements and to provide the necessary documentation for Mason Classical Academy's independent auditors.

## Assets

Assets should be fairly stated, generally at realizable amounts. Work papers should show the basis and when required, how the amounts were calculated.

- **Cash** - Prepare bank reconciliations for year-end of balance per bank to the balance per books for each account. Show original dates and descriptions of each reconciling item. Prepare necessary journal entries and adjust the reconciliations. Prepare a summary of all petty cash and change funds. Totals must agree with the general ledger.
- **Accounts Receivable** - Obtain aged trial balances and reconcile to general ledger. Calculate possible allowance for uncollectible accounts and obtain approval of treasurer. Adjust allowance to calculated amount. Write off any unallocated differences.
- **Other Receivables** - Prepare schedule of grants and other miscellaneous receivables and reconcile to general ledger. Comment on collectability, if material.
- **Inventories** - Prepare a summary of all properties held in inventory. Reconcile inventories from physical inventory to year-end balances. Explain significant variations from prior year.
- **Fixed Assets** - Prepare a schedule of assets and related allowances for depreciation. Reconcile allowance additions to total depreciation expense. Trace disposals to capital gain and loss schedule or to expense if items were scrapped or discarded.

## Liabilities and Net Assets

Liabilities are shown as the amount to be paid in the subsequent periods. Overstatement rather than understatement is the rule for liabilities. If in doubt, record the liability.

- **Accounts Payable** - Determine that all items paid through year-end are not shown on the accounts payable list. Accounts payable shall be kept open for 45 days after year-end in order to receive invoices.
- **Accrued Payroll** - Calculate accrued payroll and vacation pay (if applicable) due by the number of days outstanding at year-end. Include any incentive bonuses or other special payroll payments.
- **Other Accrued Expenses** - Review accruals for payroll taxes, payroll deductions payable, interest expense on short term borrowings, long term debt, and vendor services paid in arrears. Determine cost of audit and legal services through year-end and record.
- **Income Taxes Payable** - The Federal tax payable schedule will be prepared with the assistance of the auditors. (This is applicable only if Mason Classical Academy has unrelated trade or business income, which does not relate to its exempt purpose).
- **Current Liabilities** - Prepare a schedule of debt and calculate and record the current portion due within one year and accrued interest.
- **Contingent Liabilities and Commitments** - Prepare a schedule of any outstanding litigation and possible loss. Prepare a schedule of all long-term rental agreements.
- **Net Assets** - Bring permanent file of all net asset accounts up to date.

## Revenues

Prepare a schedule of all revenues and compare amounts to prior year. Evaluate and comment on any significant differences. Prepare a memorandum on new revenue accounts. Also prepare a schedule of revenues by program for inclusion in the annual report.

## Expenses

Each expense total should be compared to the prior year and unusual variances reviewed and explained.

Several expense items are directly related to asset or liability accounts and the worksheets for the related accounts should be prepared at the same time and shown on one schedule.

- **Payroll** - Prepare a schedule of all payroll and employer taxes and reconcile to payroll expense. Prepare a schedule of annual payroll and benefit levels for each organization employee for the auditors and annual report.
- **Legal and Professional Fees** - Prepare a schedule of all legal invoices with the amount and brief description of services rendered. Reconcile total to Legal expense.
- **Bad Debt Expense** - Prepare a list of all accounts written off during the year. Note specifically any additions to the allowance for uncollectible accounts (if applicable).
- **Interest Expense** - Prepare a schedule of interest expense by source. Reconcile amounts to short term borrowing and long-term debt.

Adopted: 13 April 2014

## **Policy A 13.0 - Files and Record Management**

Mason Classical Academy will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

### **Current Filing System**

To ensure efficient access, filing centers will be established. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided unless they are used in daily operations. All other records should be filed in central filing areas. Unless necessary, records should usually only be kept by the originator or sender and not by the receiver to avoid duplicate filing systems. The following guidelines should be adhered to optimize filing efficiency and records access:

- All file cabinets and files will follow recognized rules of order, such as Left to Right, Top to Bottom, Front to Back and in the case of chronological records, newest to oldest.
- File markers and label headings will always be placed at the beginning or front of a file or group of files.
- Alphabetical files should always be filed under broad topical categories. Files should never be filed under individual employee names (except personnel) to avoid confusion and refiling in the event of turnover. Files should always be filed under the "proper" or charter school's name whenever appropriate. In the case of individuals, files should be maintained according to the persons "Last name", then "First name and Middle initial".
- Vendor files should use the vendor's full, legal name (or DBA), except for the use of the word "The" at the beginning.

### **Record Retention and Long Term Storage**

Storage of archived records will be maintained in the locked storage area of Mason Classical Academy or designated public storage facility. Access to this area will be limited to the **Principal Executive Director**, Treasurer, officers of the charter school and the Business Manager.

Non-permanent files will be stored in cardboard file boxes. Each file box will be labeled on the front with the contents, dates covered, and destruction date if applicable. Permanent records will be maintained in metal fire-resistant file cabinets.

Files should be stored in boxes with similar items, dates and retention periods. This will allow for easier access and purging of records. A general rule to keep in mind is that it is better to only half fill a file

box than to file dissimilar types of files in the same box. The file manager will be responsible for categorizing and maintaining a listing of records maintained and the location (i.e. by wall unit and shelf row number).

These holding periods will be maintained for the document listed below. Any questions regarding documents not listed should be directed to the Business Manager.

Document	Holding Period in Years
Accident Reports After Settlement	8
Accounts Payable (Vouchers & Invoices)	6
Bank Statements and Reconciliations	6
Canceled Checks	6
Cash Receipt Books	6
Claim Files (Against Us)	6
Claim Files (By Us)	6
Contracts, Agreements & Leases after Expiration	6
Credit Files	6
Employee Records (Terminated)	6
Financial Statements (internal)	5
Financial Statements (External)	6
General Ledgers and Journals	6
Income and Other Tax Returns	6
Insurance Claims After Settlement	6
Patents and Licenses	17
Payroll Registers and Time Sheets	6
Payments and Reports to Government Agencies	6
Physical Inventory Records	6
Purchasing Correspondence	6
Sales/Reimbursement Correspondence	2
Sales/Reimbursement Invoices	6
Student Records	12
Travel and Expense Reports	6

### **Record Destruction**

Three to six months after each year-end, the office manager will proceed with the destruction of all files that have exceeded their recognized holding period. A listing of file categories to be destroyed will be circulated to all the officers thirty days prior to destruction for review and comment. The actual listing of records destroyed will be maintained permanently for future reference. Destruction of the files will be by shredding. Disposal of records into Mason Classical Academy's general trash service is not allowed.

Adopted: 13 April 2014

Amended: 10 August 2020

### **Policy A 14.0 - Chart of Accounts**

To facilitate the record keeping process for accounting, all ledger accounts will be assigned a descriptive account title and account number consistent with the Financial and Program Cost

Accounting and Reporting for Florida Schools manual (The Red Book).

Adopted: 13 April 2014

### **Policy A 15.0 - Cash Receipt**

The adult sponsor of any activity in which funds will be received must designate at a minimum one party to be responsible for the cash.

The following must be done by the end of each day (3:30 pm) even if the collection is ongoing. If the activity takes place in the evening, the following should be completed that same evening. The cash should be double-counted (one counter must be the adult sponsor) then turned in to and verified by the office. If the office is closed the cash is to be placed in the designated, locked location. An email notification should be sent to the front office reporting the amount deposited and source of the revenue. The cash must be accompanied by the MCA cash receipt form. The process described on the form must be used.

Specific activities may be exempted from the policy by the treasurer of the BOD or designee.

Adopted: 13 April 2014

### **Policy A 16.0 - Expense Reimbursement**

Any expense incurred must have a Principal's, **Executive Director's**, or designee's and Business Manager's written authorization (requisition/purchase order, etc.). To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by original receipts.

If MCA will be collecting revenue related to the expenses incurred, then the revenue must be received prior to reimbursement. Reimbursements (once completed) may take up to 10 business days to be issued.

Adopted: 13 April 2014

**Amended: 10 August 2020**

### **Policy A 17.0 - Expense Reporting Policy – MCA Credit Cards**

All expenses must be submitted, with accompanying receipts, within 7 days of the expense being incurred. Receipts must be submitted for **all** expenses. A notation on the receipt should be made identifying the business purpose for the expense. For any meal/travel/entertainment charges it is required to list the names of all individuals involved. If no receipt is submitted within 20 days of the expense being incurred, the expense will be considered a non-business, personal expense, and deducted from the employee's next paycheck. An employee will lose any and all credit card privileges after three incidents where no receipt was submitted, and it was necessary to deduct the expense from the employee's paycheck. If holder of credit card allows another employee to utilize the credit card, that employee is subject to the same terms as written above.

MCA credit cards are not to be used for any personal expenses. Failure to comply with this policy will result in an investigation and corrective action, ranging from request for reimbursement to termination.

Only the following employees and Board members are eligible to have a credit card: **Executive Director**, Principal, BOD Treasurer, BOD President.

It will be the responsibility of the BOD secretary to maintain an accurate list of card holders in the appropriate vendor file; all changes will be given to the Finance Committee and BOD Treasurer in writing.

These employees are required to be familiar with and adhere to MCA policies, budgets and spending plans. Their managers are responsible for reviewing and ensuring compliance with all policies and must ensure reasonable and appropriate use of MCA funds. Managers are required to take appropriate corrective action with employees who violate policies.

Adopted: 13 April 2014

Amended: 13 April 2015

Amended: 10 August 2020

## Academic Program Policies

### Policy AP 1.0 - Educational Priorities

The BOD desires that all students receive a classical, liberal education. To this end the BOD has determined the following educational priorities.

1. Basic cognitive skills: reading / writing / mathematics.
2. Core subjects:
  - a English language and literature;
  - b History, geography, and government;
  - c Physical and Biological sciences
  - d Mathematics.
3. Other classical subjects: Music; Art; Latin.
4. Auxiliary subjects: Foreign Languages, P.E., performing arts, other social sciences.
5. Extracurricular activities of any type as defined by the Principal.

**K-8:** The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the School will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The BOD and Principal will determine these instances. ~~The Principal will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught at some point in grades K-8.~~

**9 - 12:** The High School will feature an advanced arts and sciences curriculum. The objective of the high school curriculum is to explore issues and texts intensively rather than to offer a superficial “covering.” The humanities program will be centered on a coordinated Western Civilization sequence. In all humanities courses priority will be given to original sources and great works as opposed to textbooks. Mathematics and the sciences will offer rigorous training in the fundamentals and theories of these disciplines. Students will receive extensive training in analytical thinking and the scientific method. *In all subjects, textbooks will be used as a resource, not as the basis of the curriculum.* The curriculum will exceed the Sunshine State Standards. Teachers must develop a curriculum under the direction of the Principal who is accountable to the BOD.

Adopted: 13 April 2014

Amended: 10 August 2020

## Policy AP 2.0- Curriculum Development

Mason Classical Academy recognizes the need and value of a systematic and on-going program of curriculum review. Mason Classical Academy encourages and supports the professional staff in its efforts to identify and review new curricular ideas, develop and improve existing programs and evaluate all instructional programs.

The Principal will continuously carry out the curriculum development and implementation process. As used in this Policy, curriculum is the process, attitudes, skills and knowledge that is taught and learned at the appropriate levels.

~~MCA has a contract with Hillsdale College that requires the use of a curriculum they provide. If the staff develops a recommendation to change the curriculum or textbooks, it will be required to present the recommended change to the Board for approval. The following extract from our Hillsdale contract is provided to help staff understand our relationship with Hillsdale:~~

~~**2. (b) Consultation with Hillsdale College.**~~

~~MCA Corporation shall look to Hillsdale College as the first and primary source of models, resources, and guidance on the development and operation of Charter School's academic program, including, without limitation, the academic mission, academic policies, curriculum, and teaching practices, consistent with the terms and conditions of Charter School's approved charter application. In all instances, the terms and conditions of Charter School's approved charter application shall control. Hillsdale College may, in Hillsdale College's discretion provide advice to MCA Corporation with respect to strategies for the operation of Charter School (including, without limitation, with respect to improving the performance or progress of students attending Charter School); provided, however, the decision whether to implement any particular strategy (whether suggested by Hillsdale College or not) shall be made solely by MCA Corporation, and MCA Corporation shall not be required to implement any strategy suggested by Hillsdale College.~~

~~**3. (b) Development of Curriculum of Charter School.**~~

~~Hillsdale College shall provide to MCA Corporation a general model for a curriculum of a charter school. Hillsdale College shall provide assistance with the development of the curriculum of Charter School by supplying sample statements of principles, course outlines, suggesting resources, and reviewing and commenting on the proposed curriculum and teaching materials prepared by Charter School. All decisions with respect to the curriculum and teaching materials of Charter School shall be made solely by MCA Corporation and shall be consistent with applicable laws and regulations and with the approved charter application for Charter School.~~

Adopted: 13 April 2014

Amended 9 May 2016

Amended: 10 August 2020

### **Policy AP 3.0 - Curriculum Map**

The Principal or designee will ensure that a current curriculum map identifying the instructional objectives to be met at each grade level taught at the school. The curriculum map will be updated as necessary and be posted on the school's website.

Adopted: 13 April 2014

### **Policy AP 4.0 - Curriculum Research**

Mason Classical Academy directs that all curriculum developed and/or adopted by Mason Classical Academy shall be based on current research relative to how students best learn. Resources to be consulted include, but are not limited to, colleges and universities, State Department of Elementary and Secondary Education services, Association for Supervision of Curriculum Development and national, state and/or local curriculum organizations. Every effort should be made to insure that Mason Classical Academy's curriculum is current and based on sound educational research findings.

Adopted: 13 April 2014

### **Policy AP 5.0 - Teaching Controversial Issues**

Controversial issues are defined as contemporary problems, subjects or questions of a political or social nature where differences of opinion and passions can run high. Controversial issues will only be explored when emanating from some part of the curriculum (~~9-12~~). When these subjects come up, teachers will present an impartial view of both sides without proselytizing. Contemporary controversial issues will not be discussed in the elementary school even if part of the CK sequence, without Principal approval.

Adopted: 13 April 2014

Amended: 10 August 2020



## **Policy AP 5.1 - Human Sexuality**

We believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The School's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also includes morality, spirituality and the emotions. Because it is a part of the whole human experience, it must be taught with respect and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it for both children and parents.

We refer parents to chapters 1 and 3 of *Why Johnny Can't Tell Right from Wrong* by William Kilpatrick as a supporting reference for our philosophy on teaching human sexuality.

### **Teaching Human Sexuality**

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs and reproduction. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will only be discussed in the context of a monogamous relationship between two people of opposite sexes. Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In the upper school, themes that deal with sexuality may emerge from the reading of a serious text, such as *Anna Karenina* or *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will adhere to the school philosophy as best seen in the relevant chapters of Kilpatrick's *Why Johnny Can't Tell Right from Wrong*. Teachers will engage the material in a serious way. The purpose will not be to claim that "Hester Prynne could be just as happy as a single mother," or that "Greek culture proves that homosexuality is an appropriate sexual preference," or any other such highly contestable claims that violate our policies. When in doubt over the teaching of an issue, the teacher should always consult the principal.

In the higher grades, students may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the principal or a faculty member who has the full confidence of the Board of Directors in these matters. Moreover, parents will always be notified of these discussions before they take place in case parents wish their children to opt out. In addition, as mandated by the state, sex education must be taught in the high school in the context of human health. Just as in the elementary school, sex education will be taught in a gender-separated environment. Sexuality will be taught as an aspect of a monogamous marriage, and the moral and physical consequences of promiscuous sex will be made plain.

Character education is part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

**Principals to be communicated:**

- ┌ Sexuality in practice is best accompanied by marital commitment and fidelity.
- ┌ Premarital abstinence is a positive, practical, achievable lifestyle that promotes self-control, self-respect, respect for others, responsibility, maturity, and good health.
- ┌ Abstinence prior to marriage is the only 100% safe approach to sex physically, emotionally, morally, and spiritually.
- ┌ The sex education program in the high school will include discussion on sexually transmitted diseases (including AIDS), condoms (only with respect to their limited effectiveness in prevention of sexually transmitted diseases), and fetal development.

Adopted: 13 April 2014

**Policy AP 5.2 - Teaching Evolution**

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution in the seventh grade. Mason Classical Academy will adhere to the Core Knowledge Sequence. The theory of evolution in relation to human origins will not be taught at this time. In the high school biology class the evolutionary theories of human development will be canvassed. The teaching of evolution is not intended to exclude other theories of human origins and development, such as Creation. Nevertheless, we will not teach these theories but refer students back to their parents.

Adopted: 13 April 2014

**Policy AP 6.0 - Grading Policy**

Grading is not the be-all and end-all of education. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular skill or course. Therefore, grades will be assigned in all subjects. Mason Classical Academy will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged. In this scheme the following letter grades have these meanings:

- A – Mastery
- B – Proficiency
- C – Sufficiency (Competence)
- D – Insufficiency
- F – Failing

In addition to these general parameters, we will be using a 4.0 grading scale. The letter and numerical grades for this system are listed below:

A	94-100%	4.0	C	74-76	2.0
A-	90-93	3.7	C-	70-73	1.7
B+	87-89	3.3	D+	67-69	1.3
B	84-86	3.0	D	64-66	1.0
B-	80-83	2.7	D-	60-63	0.7
C+	77-79	2.3	F	0-59	0.0

The grading scale as defined above is utilized for all students with the exception of kindergarten and first grade,

where the scale will reflect A, B, C, and Needs Improvement. Incompletes will only be given under special circumstances as determined by the principal. Parents and students should always be informed of the student's progress. To be in good academic standing, the student must obtain a 2.0 GPA and be eligible.

Adopted: 13 April 2014

### **Policy AP 7.0 - Honor Roll/Principal's List**

Any student who receives all As and/or Bs on their report card will be considered to be on the Honor Roll. Any student who receives all As will be ~~added to the "Principal's List."~~ **recognized at the Annual Awards Ceremony.**

Adopted: 13 April 2014

**Amended: 10 August 2020**

### **Policy AP 7.1 - Valedictorian, Salutatorian**

The selection of valedictorian and salutatorian will be based upon final weighted grade point averages (measured to 4 decimal places) and upon good standing in terms of character. Students found guilty of academic dishonesty or similar offenses cannot be Salutatorian or Valedictorian. In line with the process detailed above, both the valedictorian and the salutatorian must have attended Mason full time for two complete years upon graduation.

The final class rank for Salutatorian or Valedictorian will be determined after the first semester of the senior year. It is important to make the cutoff at that point since the valedictorian and salutatorian should be afforded the opportunity of including their honors on their graduation invitations. All students must nonetheless complete all graduation requirements in the last semester in order to graduate.

In the unlikely event of a tie for valedictorian or salutatorian, two or more people may hold the same position.

Students who attain a 3.5 grade-point average or above will graduate with high honors.

The categories for distinction under the "Cum Laude with Honors" graduation recognition program are as follows:

**Summa Cum Laude** - meaning "with the highest praise" is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 3.90 or higher grade point average on a 4.00 scale.

**Magna Cum Laude** – meaning "with great praise" is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.70 – 3.89 grade point average on a 4.00 scale.

**Cum Laude** – meaning "with praise" is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.50 – 3.69 grade point average on a 4.00 scale.

Adopted: 13 April 2014

Amended: 9 May 2016

Amended: 26 January 2018

## Policy AP 8.0 - Schedule Changes

There will be no schedule changes during the semester unless it is deemed in the best interest of the student by the school. Approval signatures must be obtained from the student's present teacher, the new teacher, the Principal, and a parent.

Adopted: 13 April 2014

## Policy AP 9.0 - Promotion Requirements

### Elementary Students (~~K-6~~)

Our primary goal at the elementary levels is solid literacy. A child cannot go on to more complex studies if he or she does not have adequate reading skills.

A student may pass to the next grade if he reads just above grade level. For example where 2.0 means 2<sup>nd</sup> year 0 months:

- first graders must read at a minimum of a 2.0 instructional level to pass to second grade
- second graders must read at a minimum of a 3.0 instructional level to pass to third grade
- third graders must read at a minimum of a 4.0 instructional level to pass to fourth grade.

In addition to literacy, ~~K-6~~ students must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition; history; math; science) over the course of the year and attained at least a C average. Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates not only the ability of the student in the various subjects but also the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of their grade level will be retained. "Borderline" cases will be decided by the teacher and the Principal.

In addition, students in grades K-2 must achieve mastery of the phonograms at the following minimum levels:

- Kindergarten: 50% of phonograms taught at the kindergarten level
- First grade: 80% of phonograms taught at the first grade level
- Second grade: 100% of phonograms taught at the second grade level

Age is the second criterion for placement in a grade level at Mason Classical Academy. A student must fall within state guidelines to enter a grade.

### ~~Middle and High School Students (7-12)~~ Upper School Students

It is our goal for parents, teachers and students to work together during the year to ensure that students are developing responsible work habits and attaining a sufficient level of understanding in their courses.

A student must attain a 1.7 GPA in core courses (English, history, math, science) to pass to the next grade level.

#### Grade Forgiveness

Students who make a D in a single class may re-take that class with the approval of the principal. A D in a single class may be a passing grade and may be awarded credit at the discretion of the teacher and principal. The student may be required to retake that class based on the recommendation of the teacher and Principal. Failing a core course will require the student to re-take the course at Mason Classical Academy, unless otherwise approved by the principal. A student who fails an elective course may retake that course with the approval of the principal. The student will receive only one credit for the course re-taken; however, both courses will remain on the student's Academic Transcript.

Students in grades 7 and 8, who take any high school course for high school credit and earns a grade of "C," "D," or "F" are allowed to re-take the course at Mason Classical Academy, unless otherwise approved by the Principal, in order to replace the grade with a grade of "C" or higher. The student will receive only one high school credit for the course.

The upper age limit for 9<sup>th</sup> – 12<sup>th</sup> graders will be determined by Mason's administration in accordance with Florida law.

#### Grade Level Retention

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the Principal. If parents/guardians do not accept the decision of the Principal, an appeal may be made in writing to the Board. All appeals must be requested within two (2) weeks after the close of school.

Adopted: 13 April 2014

Amended 27 July 2015

Amended 16 July 2018

Amended 23 January 2019

Amended: 10 August 2020

#### Policy AP 9.1 Retained Third Graders- Mid Year Promotion

Midyear promotions of retained third grade students should occur during the first semester of the academic year.

- (1) To be eligible for mid-year promotion, a student must demonstrate that he or she:
  - (a) Is a successful and independent reader as demonstrated by reading at or above grade level;
  - (b) Has met any additional requirements, such as satisfactory achievement in other curriculum

areas, as determined by the policies of the MCA school board.

- (2) Standards that provide a reasonable expectation that the student has met the requirements of paragraphs (1)(a)-(b) of this policy including the mastery of reading skills as presented in the scope and sequence of the MCA core reading program. Evidence of demonstrated mastery is as follows:
  - (a) Successful completion of portfolio elements that meet state criteria in subsection (3) of this policy; or
  - (b) Satisfactory performance on a locally selected standardized assessment measuring English Language Arts Standards as specified in subsection (4) of this policy.
- (3) To promote a student mid-year using a student portfolio, as provided for in paragraph (2)(a) of this policy, there must be evidence of the student's mastery of third grade English Language Arts Florida Standards. The student portfolio must meet the following requirements:
  - (a) Be selected by the student's teacher;
  - (b) Be an accurate picture of the student's ability and only include student work that has been independently produced in the classroom;
  - (c) Include evidence of mastery of the standards assessed by the grade 3 Reading FCAT or the statewide English Language Arts assessment when implemented as required by Rule 6A-1.094221, F.A.C.; and
  - (d) Be signed by the teacher and the principal as an accurate assessment of the required reading skills.
- (4) To promote a student mid-year based on performance on a locally selected standardized assessment measuring English Language Arts Florida Standards, as provided for in paragraph (2)(b) of this policy, there must be evidence that the student scored at or above 3rd grade level in reading comprehension.

The Progress Monitoring Plan for any retained third grade student who has been promoted mid-year to fourth grade must continue to be implemented for the entire academic year and, if necessary, for additional school years.

Adopted: 11 January 2016

## **Policy AP 10.0 - Graduation Requirements**

The ~~guidance counselor~~ **Principal** will be responsible for ensuring graduation requirements are met for each student **according to the MCA Student Progression Plan**. Because graduation requirements change regularly, MCA will revisit the graduation requirements **and make necessary updates to the student progression plan** for each school year **in accordance with** Florida requirements, **FS 1003.4282**. ~~requires successful completion of a minimum of 24 academic credits in grades 9 through 12. MCA has two degrees.~~

<u><b>MCA STANDARD DEGREE</b></u>	<u><b>MCA SCHOLAR'S DEGREE</b></u>
<u><b>English Language Arts</b></u>	
<u><b>MCA STANDARD DEGREE</b></u>	<u><b>MCA SCHOLAR'S DEGREE</b></u>
5 credits	5 credits
Required: <ul style="list-style-type: none"> <li>● Classical Literature</li> <li>● Composition 1 (1/2 credit)</li> <li>● Rhetoric 1 (1/2 credit)</li> <li>● British Literature</li> <li>● American Literature</li> <li>● Modern Literature</li> </ul>	Required: <ul style="list-style-type: none"> <li>● Classical Literature</li> <li>● Composition 1 (1/2 credit)</li> <li>● Rhetoric 1 (1/2 credit)</li> <li>● British Literature</li> <li>● American Literature</li> <li>● Modern Literature</li> </ul>
<u><b>Mathematics</b></u>	
4 credits	4 credits
Required: <ul style="list-style-type: none"> <li>● Algebra 1</li> <li>● Geometry</li> <li>● Algebra 2</li> </ul>	Required: <ul style="list-style-type: none"> <li>● Algebra 1</li> <li>● Geometry</li> <li>● Algebra 2</li> </ul>
<u><b>Science</b></u>	
3 credits	4 credits
Required: <ul style="list-style-type: none"> <li>● Biology 1</li> <li>● Chemistry 1</li> <li>● Physics 1</li> </ul>	Required: <ul style="list-style-type: none"> <li>● Biology 1</li> <li>● Chemistry 1</li> <li>● Physics 1</li> </ul>
*Two must have a laboratory component	*Two must have a laboratory component Students planning on pursuing science in college should earn a minimum of 4 credits.
<u><b>Social Studies</b></u>	

<u>MCA STANDARD DEGREE</u>	<u>MCA SCHOLAR'S DEGREE</u>
<p style="text-align: center;">6-credits</p> <p>Required:</p> <ul style="list-style-type: none"> <li>• Western Civilization I</li> <li>• Western Civilization II</li> <li>• American History</li> <li>• Economics (1/2-credit)</li> <li>• American Government (1/2-credit)</li> <li>• Modern European History</li> <li>• Moral Philosophy Honors (1/2-credits)</li> <li>• American History 20<sup>th</sup> Century (1/2-credit)</li> </ul>	<p style="text-align: center;">6-credits</p> <p>Required:</p> <ul style="list-style-type: none"> <li>• Western Civilization I</li> <li>• Western Civilization II</li> <li>• American History</li> <li>• Economics (1/2-credit)</li> <li>• American Government (1/2-credit)</li> <li>• Modern European History</li> <li>• Moral Philosophy Honors (1/2-credits)</li> <li>• American History 20<sup>th</sup> Century (1/2-credit)</li> </ul>
<b><u>Fine or Performing Arts</u></b>	
<p style="text-align: center;">1-credit</p> <p>Electives</p> <ul style="list-style-type: none"> <li>• Dance</li> <li>• Music</li> <li>• Art</li> </ul>	<p style="text-align: center;">2-credits</p> <p>Electives</p> <ul style="list-style-type: none"> <li>• Dance</li> <li>• Music</li> <li>• Art</li> </ul>
<b><u>Physical Education</u></b>	
<p style="text-align: center;">1-credit</p> <p>Students must successfully complete:</p> <p style="text-align: center;">Hope On Line (1-Credit)</p>	<p style="text-align: center;">1-credit</p> <p>Students must successfully complete:-</p> <p style="text-align: center;">Hope On Line (1-Credit)</p>
Incorporated in PE	Incorporated in PE
<b><u>World Language</u></b>	



<u>MCA STANDARD DEGREE</u>	<u>MCA SCHOLAR'S DEGREE</u>
3-credits	4-credits
Required: <ul style="list-style-type: none"> <li>• <del>Latin 1</del></li> </ul> Elective Foreign Language: <ul style="list-style-type: none"> <li>• <del>Spanish</del></li> <li>• <del>German</del></li> <li>• <del>Greek</del></li> </ul>	Required: <ul style="list-style-type: none"> <li>• <del>Latin 1</del></li> <li>• <del>Latin 2</del></li> </ul> Elective Foreign Language: <ul style="list-style-type: none"> <li>• <del>Spanish</del></li> <li>• <del>German</del></li> <li>• <del>Greek</del></li> </ul> *Students planning to attend college should earn 3 credits of the same foreign language at the high school level
<u><del>Electives</del></u>	
<del>1-credits</del>	<del>2-credits</del>
<b>TOTAL</b>	
<b>24 credits</b>	<b>28 credits</b>

At the discretion of the Principal a student may be required to complete remedial courses in order to graduate.

The Principal has the right to waive any graduation requirements except those meeting state/district requirements.

Once enrolled full-time at Mason Classical Academy, a student will not receive credit from any other institution without the prior approval of the Principal.

Adopted: 13 April 2014  
 Amended: 7 March 2016  
 Amended: 10 August 2020

### Policy AP 10.1 - Early Graduation

Students who desire early graduation may receive a Diploma from Mason Classical Academy if they have fulfilled the graduation requirements listed below:

#### Proficient Diploma

- Earned 24 credits, and the requirements for the core classes met as outlined in the charter or a subsequent revision.

#### Advanced Level Diploma

- Earned 28 credits, and the course work meets or exceeds the requirements outlined in AP 10.0 or a subsequent revision.

The Principal will evaluate a student's transcripts and inform the student of the viability of early graduation upon receipt of a written request signed by the student and parent.

Adopted: 13 April 2014

Amended 9 May 2016

## **Policy AP 12.0 - Homework Policy**

Homework is a fundamental part of our general academic program. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills. Homework's immediate educational purpose is:

- ┆ to reinforce skills and concepts learned in class;
- ┆ to develop study skills and habits;
- ┆ to practice skills and knowledge in ways that are not readily accomplished in the classroom;

Mason Classical Academy believes that homework reinforces the learning happening in the classroom as well as gives students the opportunity to learn important lessons in responsibility and accountability. Therefore, homework is assigned to reinforce or serve as a precursory activity for learning that has taken or will take place in the classroom. Homework is an integral part of the students' education.

Homework should be an opportunity for practice or for acquisition of background material. Parents are not expected to "teach" material to students.

### Approximate Time Guidelines

In general, Mason Classical Academy attempts to assign approximately ten minutes of homework per grade level to students. While we strive to use these guidelines, we like to make clear that it is impossible to gauge perfectly how long an assignment will take a given child, as some students take longer to complete tasks than others.

The expected homework time allotment for each grade is as follows:

- Kindergarten- 10 minutes plus family reading time
- Grade 1 - 10 minutes plus family reading time
- Grade 2 - 20 minutes plus reading time
- Grade 3 - 30 minutes plus reading time
- Grade 4 - 40 minutes plus reading time
- Grade 5 - 50 minutes plus reading time
- Grade 6 - 60 minutes plus reading time
- Grade 7 - 70 minutes plus reading time
- Grade 8 - 80 minutes plus reading time
- Grades 9 -12: 120 minutes

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

For poor or incomplete work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher.

### Late Homework

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days.

All assignments must be turned in on time. Half credit will be given for assignments that are one day late. No credit will be given for work turned in more than one day late. Medical conditions are the only routinely excused absences. Absences for any other reasons must be excused by the principal.

Homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence.

Adopted: 13 April 2014  
Amended 27 July 2015

### **Policy AP 13.0 – ~~Student Agendas Policy Reserved~~**

~~Organizational skills are so important to lifelong success that we have made them part of our curriculum. To help students manage their assignments, we shall issue them a “planner” in grades 1st through 6th. In grades 7th through 12th, the planner purchase is the responsibility of the student. This book will include an Assignment Log and a Communication Log for parent and teacher comments. The agendas should go home every night and provide parents with a convenient method to monitor their student's work and study skills. All students must have an agenda. If lost, the replacement cost is \$5.00.~~

~~Adopted: 13 April 2014  
Amended: 27 July 2015~~

### **Policy AP 14.0 - Dual Enrollment**

Mason Classical Academy understands that the services of one school may not be able to completely address the needs of every student and recognizes the value of Dual Enrollment. Given the academic structure of our school and the scheduling concerns, we do not permit students to be enrolled with Mason Classical Academy part-time as the result of a dual enrollment agreement, except for as allowed below.

#### **Florida Virtual School**

For students whose academic needs require more than the course selections available within Mason

Classical Academy, the Principal will have the sole discretion to allow the student to enroll in courses through the Florida Virtual School or any similar approved program within the State.

### ~~Extracurricular Activities~~

~~Students attending Mason for academic classes may be allowed to request Dual Enrollment at other schools for extracurricular activities and the Principal will have the sole discretion to accept or deny such requests.~~

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy AP 15.0 - Extra-Curricular Activities**

### **Attendance Required for Extracurricular Participation**

Students participating in any school sponsored event must have been in attendance at school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the school.

### **Extra-Curricular Activities**

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition and participation in extracurricular activities may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition and extracurricular activities. Coaches and sponsors may establish policies for their groups in addition to those set out by athletic associations.

#### Clubs

Mason Classical Academy supports the use of clubs to allow students extracurricular experience at school. When clubs are available, they will be advertised amongst the students and parents. All students participating in a school club are required to maintain a 2.0 GPA, have no behavioral concerns, and meet the expectation of the club. A copy of the club expectations will be provided to students joining an individual club. Clubs must be sponsored and supervised by a school staff member.

#### Hazing

Student hazing is inconsistent with the educational goals of Mason Classical Academy and poses a significant risk to the physical and mental welfare of students. Hazing of students, on or off School property, is prohibited and may result in suspension from school and from activity/athletic participation.

### **Field Trips, Off Campus Events**

Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Every effort will be made to schedule field trips without interrupting other school functions.

#### Approval

All trips off campus must be approved by the Principal at least two weeks prior to the event occurring. Field trips should have an educational purpose to be approved. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary dependent upon the activity. The request for approval must include all locations the students will visit while on the trip, the details of transportation, and any other logistical issues the Principal requests. Students will follow the specific itinerary provided to the administration on the field trip request.

#### Behavioral Exclusion

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

1. The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their child. In such cases, if a parent is unable to attend, the student will be required to remain at school.
2. If a student has received a referral, or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.
3. End of the year class field trips are reserved for students who show responsibility during the school year and meet school expectations. Students who have been issued a suspension during the year will be disallowed from attending the end of the year field trip.
4. Parents or guardians of students who have earned only one (1) suspension have the option of asking the staff behavioral team for an exception to this rule. They can present the reasons they feel their child should be allowed to attend. The staff behavioral team can decide to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, possibly including requiring the student to be accompanied by a parent.
5. Students must have an average GPA of 2.0 or better for the current quarter in order to attend. **This is subject to the discretion of the principal.**

#### Financial Limitations

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

#### Student Supervision

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

#### Chaperones

Chaperones for field trips must follow the volunteer guidelines found within the policies of Mason Classical Academy. Chaperones must be registered with the school prior to attending the field trip. All chaperones must be provided with a detailed list of the students they are responsible for, emergency contact information to reach the teacher in charge, as well as students' parents if the need arises.

## Teacher Check Ins

While attending field trips where groups are separated from one another, the teacher in charge of the trip will coordinate times and locations where all staff and chaperones shall rendezvous periodically throughout the day.

## Student Counts

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

Adopted: 13 April 2014

Amended: 10 August 2020

## **Policy AP 15.1 – Extracurricular Activity Eligibility (K-12)**

Students are ineligible for extracurricular activities if they have two D's or one F in any subject(s). Academic eligibility will be determined with quarter ending grades. Ineligible students will remain ineligible for the remainder of the following quarter. Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year.

Adopted: 13 April 2014

Amended: 27 July 2015

## **Policy AP 15.2 - Participation in Extra-Curricular Activities by Part-time and Non-Enrolled Students**

Due to insurance regulations and safety concerns, non-enrolled students may not participate in Mason Classical Academy extra-curricular activities.

Adopted: 13 April 2014

Amended: 27 July 2015

## **Policy AP 15.3 - Off-site Extra-Curricular Activities**

Any and all MCA off-site extra-curricular activities must be “registered” with the Assistant Principal. All adults present at these activities must be registered MCA volunteers.

A list of all sanctioned MCA off-site extra-curricular activities will be maintained and updated by the Assistant Principal and copies will be made available for MCA parents.

Adopted: 13 April 2014

## **Policy AP 15.4 - Special Events – Parties**

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the principal or director of curriculum a minimum of 2 weeks **prior** to its planning. Approval for one year does not carry over to the next.

Adopted: 13 April 2014

## **Policy AP 15.5 - Special Events – Guest Speakers**

Guest speakers utilized during the school day must speak on topics covered in the course or grade. If possible the students should be in process of studying the topic to be presented.

Guest Speakers must be approved by the principal or director of curriculum a **prior** to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest Speakers who cover controversial topics must be screened by the principal or director of curriculum. The screening may include an interview of the guest by the principal or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the CK sequence. Parents may have students excused from such presentations and understand that the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

Adopted: 13 April 2014

## **Policy AP 15.6 - Special Events – Field Trips**

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the principal or designee two weeks prior to planning. The field trip planner will work with the field trip coordinator to ensure that all procedures are followed.

Adopted: 13 April 2014

## **Policy AP 15.7 - Extended Field Trips**

All extended field trips require individual Board approval a minimum of 90 days (180 days outside US) prior to the trip. All students attending the extended field trip must have unanimous approval of the administrators of MCA. For upper school students, the trip must include coursework and/or lesson plans and all students must be awarded credit and a letter grade, which will be based on the accompanying coursework as well as their behavior on the trip. All extended field trips must have liability insurance protecting all the trip attendees, the school, and CCPS. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees by trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the field trip coordinator to insure that all procedures are followed.

Adopted: 13 April 2014

## **Policy AP 16.0 - Textbook Adoption**

~~The Principal or designee will appoint a committee of teachers and administrators to review textbook offerings in specific instructional areas. The committee will submit its report together with its recommendation to the Principal. The Principal will consider the committee's report and make a final decision.~~

### **Standards Alignment**

Mason Classical Academy shall ensure that all textbook and curricular materials utilized by the school will align with Florida Standards.

### **Challenged Materials**

The Board of Directors has the ultimate responsibility for establishing the curriculum and for purchasing instructional and/or media materials to be used in the School. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and the established curriculum.

It is therefore the policy of Mason Classical Academy to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political or religious views. Every effort will be made to provide materials that present all points of view concerning international, national and local problems and issues of our times. Books, or other instructional or media materials of sound factual authority, shall not be prescribed, nor removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. Mason Classical Academy will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Instructional or media materials used in the School's educational program consist of various types of



print and non-print materials. Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public. However, the principles of academic freedom and the freedom to read must be defended, rather than the materials.

If a challenge is made, it should be properly channeled through the complaint process described elsewhere within this policy manual.

Adopted: 13 April 2014

Amended: 10 August 2020

### **Policy AP 17.0 - Teacher's Lesson Plans**

Teachers will be expected to submit lesson plans that correlate with both the school's Curriculum Guide and aligned to the State and/or National Standards. Lesson plans shall be submitted electronically through the method identified by the principal, not later than one hour prior to the start of school each Monday morning. Lesson plans will be reviewed to ensure compliance with school and state requirements and will be kept on file for five years.

Adopted: 13 April 2014

### **Policy AP 18.0 - Reporting Student Progress**

Mason Classical Academy believes parents are an integral part in their child's education. To keep parents informed, students' progress will be formally reported regularly during the school year. At the end of each quarter report cards will be distributed documenting student progress.

Additionally, Mason Classical Academy will utilize an online grading system. Using this system, teachers will update student grades at least weekly onto the Internet so that parents can stay up-to-date about the progress of their children.

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments the following means will be employed to inform parents of their student's academic progress.

After the 3<sup>rd</sup> full week of school, teachers will mail home progress reports:

- ┆ If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- ┆ Quarterly and semester report cards will be mailed or sent home.
- ┆ ~~Once a semester,~~ Parent-teacher conferences ~~will may~~ occur to discuss the student's academic progress.
- ┆ Parents have the ability to review student progress via internet access to MCA teachers' grade books.
- ┆ Parents who request notification in writing for their student's grade of C- or lower or for two consecutively missed assignments. ~~must complete the "Parent Notification Request Form" and submit it to the front office.~~

Grades will be posted within 7 business days after the due date unless otherwise notified by teacher on the

syllabus. Missing assignments can be monitored by parents. ~~There will be a computer available for parents to use in the lobby. Access will be from 7:15-3:30 on school days.~~ Parents are encouraged to notify the teacher and the principal if there is no assignment/grade information for a particular academic subject or course.

**Report Cards:** Student report cards are completed at the end of each quarter. Final report cards will be ~~mailed~~ **made available** approximately two weeks after the end of the school year.

**Mid-term Reports:** Mid-term Reports are sent home half-way through each quarter to students with a “C-” grade or lower in any subject.

Adopted: 13 April 2014

~~Amended: 10 August 2020~~

## **Policy AP 19.0 - Exceptional Student Education**

### **Acceptance of Students**

Mason Classical Academy operates public schools that are required to admit all students, based on space availability. The school does not however serve the broad array of all exceptional educational needs. We provide classroom services, and contract with providers for therapeutic needs. If additional services are required that we are unable to provide or contract out, we will consider the option of dual enrollment at another with the School District.

### **Limitation of Services**

Mason Classical Academy strives to meet the needs of all of our students. We attempt to provide individualized instruction to all of our students. The school will retain the services of an ESE teacher to assist with working with children who have special needs. Mason Classical Academy does not, however, provide the full-range of ESE services that are available from other public schools in the county. When a child with special needs is considering enrolling with Mason Classical Academy the family will be informed of the services provided by the school and the current staffing levels.

### **Dual Enrollment**

If a child has special needs that are not able to be met by the staff of Mason Classical Academy, prior to enrollment, or during the staffing process for new referrals, staff will work with the school district’s staffing specialist to find a nearby school which provides the required services. Should the parents choose to do so, the child could be dual enrolled between Mason Classical Academy and the district school providing ESE services. The student would receive regular education services from Mason Classical Academy and would be transported to the district school for ESE services.

Adopted: 13 April 2014

## **Policy AP 20.0 - Section 504**

### **Section 504 Plans**

Mason Classical Academy provides a free and public education to each student who is disabled within the definition of Section 504 of the Rehabilitation Act of 1973 regardless of the nature of severity of the disability.

### **When a 504 Plan will be considered**

Mason Classical Academy will consider a 504 plan for accommodations if a School Based Leadership Team feels that the child may have a disability which would meet the criteria for such a plan. This can occur when a teacher identifies a student who is having difficulties, a parent requests a team to consider the needs of a student, or if a medical report has been submitted identifying a student as having a disability.

### **Meeting to consider 504 Plan**

If the School Based Leadership Team recommends a student be considered for a 504 plan, the Principal or designee will coordinate a meeting among the student's teachers and school specialist. The teacher will also ensure the parents have been notified and invited to the meeting. While at the meeting, the team members will consider whether the student's disabilities qualify them for accommodations under Section 504 of the Rehabilitation Act. If so, the team will identify the accommodations necessary to allow the student to be successful within the school environment. The authorizing School District's forms will be used for both determination and the actual 504 Plan.

### **504 Plan Eligibility**

To determine if a child has a disability that qualifies them for a 504 Plan, the team will utilize the policies of authorizing School District in regards to eligibility.

Adopted: 13 April 2014

## **Policy AP 21.0 - School Based Leadership Team (RtI)**

### **Purpose**

The purpose of the School Based Leadership Team [SBLT] is a diverse groups of professionals that will meet to discuss issues that may arise regarding specific students. The team will brainstorm strategies and research-based interventions to use with students that may be having academic, behavioral, or other concerns within school. The SBLT will analyze school data, assist with the providing suggestions for the RtI (Response to Intervention) process, and make recommendations for modifications in the classroom and monitor student progress by analyzing interventions to assess response to those interventions

### **Membership**

The Principal shall, at the start of each school year, assign members to the School Based Leadership Team. Membership will consist of the Principal, Guidance Counselor, ESE Coordinator(s), and a careful selection of other staff members who represent a variety of backgrounds and expertise. Members shall serve for the entire school year. Additionally, the specific team of teachers who work with an individual student will be requested to attend when that specific student is being discussed.

### **Procedure**

The SBLT, in conjunction with the Principal, will regularly review school assessment data to determine

students needing extra assistance. If a staff member wishes to seek the advice of the SBLT for a specific student, they shall complete a request form and forward to the Principal. The Principal shall then schedule a team meeting and distribute the relevant information to the team members. When the staff member requesting the meeting completes the form, they shall indicate whether or not they feel it would be beneficial to invite the parents to the meeting. The Principal shall make the determination whether parents will be invited and will coordinate their attendance if requested.

When the School Based Leadership Team meets the staff member requesting the meeting has the responsibility to explain what the key issues or concerns are, and the team shall work together to brainstorm a list of action items to be attempted with the student. One staff member will be assigned to follow up at a specified time interval after the meeting to see how the recommendations are working.

Adopted: 13 April 2014

## **Policy AP 22.0 - English as a Second Language**

Mason Classical Academy is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, Mason Classical Academy will provide appropriate programs to address the needs of these students.

### **Home Language Assessment**

Upon being accepted to the school, the Principal will ensure each student's records are reviewed to ensure a home language survey/assessment has been completed, and if it has not, will ensure the survey is completed by the student's parents within the first two weeks of enrollment.

### **Services**

Mason Classical Academy will also take steps to ensure to the maximum extent practicable that the interests of ESOL students are included in the development and implementation of School programs and services that are offered by the School to and for its student body. The Principal will ensure that all legal requirements are adhered to in regards to the instruction and services provided to students who qualify for ESOL students.

Adopted: 13 April 2014

## **Policy AP 23.0 - Instructional Time**

The primary focus of the School's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

## **Operational Policies**

### **Policy O 1.0 - Handling of Mail**

The office manager, or designee, will be responsible for checking the mailbox on a daily basis and receiving all incoming mail. ~~All incoming mail will be date stamped before distribution.~~

~~A copy of all outgoing correspondence will be maintained in the appropriate office file.~~

Adopted: 13 April 2014

~~Amended: 10 August 2020~~

### **Policy O 2.0 - Property and Supplies**

Office equipment and supplies are to be used for official business only. All property and supplies should be stored in a secure location.

The clerical support staff will maintain an inventory of basic office supplies used. Request for supplies should be submitted to the office manager for approval through the Principal.

Adopted: 13 April 2014

### **Policy O 3.0 – Purchasing Policy**

All procurement of supplies, materials, equipment, and services paid for from Mason school funds shall be made in accordance with all applicable State statutes, Florida State Board of Education Rules, Mason Board policies, and administrative procedures.

#### **Purchase Order Required**

Each purchase shall be based upon a request originating from the principal or department head where the product or service is used. Each request, or agreement/contract, shall be properly financed, budgeted, and encumbered prior to the issuing of a purchase order. The Principal, or his/her designee, may in an emergency, grant permission for the issuance of an emergency purchase order, which will be entered into the system and encumbered at that time. The payment of an unauthorized purchase shall be the sole responsibility of the person placing the order.

#### **Purchasing Supplies**

All office supplies must be ordered through the Principal or designee. Once a purchase has been approved, the requisite documentation required by specific grantors and/or the bookkeeper will be prepared and executed by the Principal or designee.

Purchase orders will include

- Date
- Purchase order numbers

- Vendor Name
- Vendor Telephone Number
- General Description
- Amount (Estimated)
- Preparer's Signature and Date

### **Personal Purchases and Commercial Services**

No employee or school official of the Board shall be permitted to use bid prices or receive any preferential treatment in the making of personal purchases unless so offered by the vendor to all Mason employees. In the event of such an offer, vendor(s) should contact the human resources department to have employee pricing added to the Mason perk list. Any such offer shall not interfere or have bearing on any bid award.

### **Bidding**

It is the policy of the Board that the Principal or his/her designated representative shall be responsible for estimating needs for items in common use and making quantity purchases. All items, or group of related items that cost in excess of the amount defined in Florida State Board Administrative Rule F.A.C. 6A-1.012(7), except as authorized by Rule F.A.C. 6A-1.012, shall be purchased based on competitive bids. As of November 2013, that amount is \$50,000.

### **Exemptions from Bidding**

The Board is not required to request bids for:

1. purchases made from State of Florida Department of Management Services, Division of Purchasing through its contracts and negotiated agreement price schedules;
2. Federal general services administration contracts;
3. purchases made under provisions of F.A.C. 6A-1012(11) for supplies and services and F.A.C. 6A-1.012(14) for information technology resources or any item or product classification specifically excepted by statute or regulation;
4. purchases made in emergencies for reasons such as health, safety, or loss of financial advantage;
5. Such purchases shall be confirmed by subsequent Board action.
6. sole source purchases when no other item of comparable quality can be utilized.

### **Exceptions that do not Require Board Approval**

The purchase of any item or service costing more than the amount authorized by F.A.C. 6A-1.012(7) shall be specifically approved by the Board. Exceptions that do not require Board approval are:

1. purchases made from State or Federal purchasing contracts, or bids awarded by city or county government agencies, other school boards, community colleges, or State universities;
2. purchases made from vendors of items that have been previously approved by the Board, and prices remain fixed or decrease for a fixed period of time;
3. purchases made under provisions of F.A.C. 6A-1.012(11) for supplies and services and F.A.C.

6A-1.012(14) for information technology resources; or

4. direct material purchases for which the projects' Guaranteed Maximum Price (GMP) has been previously approved by the Board, or direct material purchase that reduces Mason's obligation for the sole purpose of sales tax savings.

### **Bid Protest**

1. A bidder who wishes to file a bid protest, must file such notice and follow procedures prescribed by F.S. 120.57(3), for resolution. For bids solicited by the purchasing department or the facilities department, the notice must be filed with the purchasing department.
2. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Board in an amount equal to \$25,000 or two percent (2%) of the lowest accepted bid, whichever is greater, for projects valued over \$500,000 and five percent (5%) of the lowest accepted bid for all other projects. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. If, after completion of the administrative hearing process and any appellate court proceedings, Mason prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, s/he shall recover from Mason all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.
3. Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in section F.S. 120.57(3), shall constitute a waiver of proceedings under F.S. Chapter 120.

The Principal shall develop a Purchasing Manual that describes the processes necessary to implement the intent of this policy.

F.S. 1001.43, 1010.04  
F.A.C. 6A-1.012

Adopted: 13 April 2014

### **Policy O 4.0 - Student Transportation Services**

Mason Classical Academy, in accordance with state law, shall provide free transportation for eligible students attending Mason Classical Academy's schools. The Principal shall ensure that the transportation services of the School meet all of the guidelines established by the State of Florida, as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by Mason Classical Academy.

All eligible students with disabilities will be provided bus transportation by Mason Classical Academy between home and the special education program. Transportation for a student with disabilities will be provided between schools if the Individualized Education Plan (IEP) team determines that such transportation is necessary as a related service due to the student's disability. Eligibility must be stated in the student's IEP.

## **School Bus Safety**

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

All behavioral policies within this manual also are applicable to students while on school provided transportation. Transportation rules and regulations will be distributed annually to parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

The Principal or designee will file criminal charges of trespass against any person who unlawfully enters a school bus where entry is not approved by Board policy or where the individual does not have written approval of Mason Classical Academy.

### **Bus Drivers**

The safety and welfare of our students is of paramount importance to Mason Classical Academy. Accordingly, no person will operate a school bus unless the person possesses a valid school bus permit and has complied with the regulations of the State of Florida and other regulatory agencies. In addition to the health certificate required for each current school term, the Board may require evidence of continued good health from individual drivers at any time it deems necessary.

### **Bus Routes and Schedules**

The administration will prepare and monitor organization's bus routes and schedules. The Principal will initially approve all bus routes each school year; the final bus routes must be approved by July 30 of each school year. Buses will be routed with student safety, efficiency and economy as the controlling factors.

### **Bus Inspection**

Mason Classical Academy's vehicles that are used to transport students will be inspected annually by state approved inspectors each school year.

Bus inspections conducted by School employees shall not be made more than sixty (60) days prior to operating the vehicles during the school year. Bus drivers and bus maintenance employees have the responsibility to inspect, report and remedy any condition of the School buses which poses an unreasonable risk of harm to students and staff.

Newly purchased, newly leased, newly placed into service, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity to carry more than ten (10) passengers including the driver, and used to transport students, shall meet state and federal specification and safety standards applicable to school buses.

### **Use of school buses**

School buses will be used only for the transportation of students to and from school or for School educational purposes.

Adopted: 13 April 2014



## **Policy O 5.0 - Food Service Management**

The Principal or designee will develop and implement procedures for operating a food services program. In addition, the Principal or designee will monitor the quality and efficiency of the School's food service program.

The School's food service program will comply with all state and federal regulations for food quality and financial reimbursement.

Mason Classical Academy may elect to contract with a food service management company to manage the School's food service program.

The duration of contracts with food service management companies will be limited to one (1) year with no more than four (4) annual renewals.

### **Uniform Policy for Free and Reduced-Price Meals**

Mason Classical Academy does not participate in the national school lunch program. We do, however have our own Free and Reduced Meal program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the School. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

### **Food Safety**

The purpose of organization's food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service.

Serving safe food is a critical responsibility for school food service and is a key aspect of a healthy school environment. Keeping foods safe is a vital part of healthy eating. When properly implemented, the School's food safety program will help ensure the safety of school meals served to School students.

In order to carry out these goals and comply with federal law, the School's Food Safety Program will include written plans for each school and will be consistent with Hazard Analysis and Critical Control Point (HACCP) principles.

The School's Food Safety Program will focus on three (3) key points.

1. Food preparation areas will be maintained in a clean and sanitary manner. This includes ensuring that workers hands, utensils, and food contact areas are clean and sanitary so as to avoid cross contamination.
2. Temperature controls will be strictly adhered to. Food will be cooked and served at the proper temperature.
3. Standard Operation Procedures should be developed to ensure sanitation; to ensure that food is maintained at the proper temperatures, and to facilitate other safety aspects of the food service program.

Adopted: 13 April 2014  
Amended: 10 January 2017  
Amended: 25 January 2017

## **Policy O 6.0 - Before and After Care**

If the Board decides to authorize the school to manage a Before and After Care Program, the following policy will apply.

### **Hours of Operation**

The Principal will establish and post the hours of operation for the before and after care program annually. Parents may drop off and pick up their students within the posted times.

### **Fees**

The Principal shall annually develop a fee schedule to be used for the before and after care programs as part of the annual budgeting process, and these fees and budget should be incorporated into the budget assumptions and approved by the Board of Directors.

### **Emergency closings / delays**

If school is delayed, released or canceled due to severe weather or emergencies, after-care will also be canceled. If severe weather develops after after-care has begun, parents will be expected to make arrangements to pick up children as soon as possible.

### **Registration**

Students wishing to enroll in before- or after-care must complete a registration form which documents important information which may be needed by Before and After Care. These forms must be completed prior to the student started the program.

### **Consistent Use**

When a family signs up for Before and After Care, they are expected to have consistent use of the service. Each child will have fifteen (15) days throughout the year, taken in one-week increments, where they are able to not use the service and not be charged. However, should they utilize more days than this they will either lose their spot or must pay for the service even if not used.

### **Student Rules**

Students are required to follow the rules of the Before and After Care program that will be distributed at the commencement of the school year and signed by the student and the parent(s).

### **Consequences for Misbehavior**

Students who disregard the rules shall receive consequences within the program that will be identified on the rules that are distributed. Should the student's behavior not improve, the parents shall be given written warning advising them that the student is at risk of no longer being allowed to utilize the Before

and After Care services should their behavior not improve. The Principal retains the right to use the school's discipline policies as described within this policy manual for student misbehavior.

### **Staffing**

Before and After Care shall always have at least two (2) staff persons on duty while children are present. The staff will ensure that all children are supervised at all times. Procedures in effect during the normal school day regarding the supervision, safety, and accountability of staff and students remain in effect for Before and After Care.

Adopted: 13 April 2014

## **Facility Policies**

### **Policy F 1.0 - Facilities Rental**

Mason Classical Academy may rent its facilities not in use for educational purposes to other organizations from time to time so long as such rental does not interfere with any school function or purpose and is permitted under any lease. The following policies are in place regarding such rentals:

- The Principal shall create administrative policies, forms and price schedules to ensure for equitable use of the facilities.
- The Principal may refuse the use of school facilities if the use is determined to be inadvisable.
- Mason Classical Academy's staff members are required to be present during the entire rental of the facility, payment of such staff shall be included in the pricing schedules.
- The Principal shall be allowed the option of charging a security deposit of up to \$1,000 should it be deemed appropriate.
- Charter School Sponsored Programs and Parent Teacher Organization Activities
  - Parent Teacher Organizations and school related activities shall be granted free use of the facilities for school-related activities. Such activities may include: performances, fund raising events, etc.
  - Activities must be approved by the Principal prior to notice of the event being distributed.
  - However, the Principal reserves the right to charge a cleaning fee if the facility is not left in the state it was found.
- The Principal shall ensure that party renting space has completed a Building Use Agreement, collects appropriate fees.
- Disputes between the Principal and the party requesting or renting the facility may be appealed to the Board of Directors.
- The party renting space shall be responsible for all damages or loss of school property.
- Parties renting space shall provide a certificate of insurance for liability and property damage before the event. Such certificate shall be for at least one million dollars (\$1,000,000) per occurrence. The Principal shall have the ability to waive this requirement in rare, necessary circumstances, with the approval of the Board.
- The party renting the facilities is subject to adherence to applicable standards of behavior and law.

Adopted: 13 April 2014

## Policy F 1.1 - Community Use and Rental of Mason Classical Academy

The Board of Directors of Mason Classical Academy set forth the following regarding rental use of the facility: Renter must present a completed application, proof of insurance, \$100.00 deposit and meet the following criteria.

Applicants must:

- ┆ understand the mission and philosophy of Mason Classical Academy
- ┆ have an objective that does not conflict with that of Mason Classical Academy, the Constitution of the United States, the Constitution of Florida, or federal, state, and local laws and ordinances
- ┆ not promote violence
- ┆ not allow smoking, or gambling on the property or in the facility
- ┆ expect fewer than 250 attendees/participants

### APPLICATION PROCESS

1. Submit the Rental Application Form to the school secretary 2 weeks prior to a one-time event and at least 1 week prior to the regularly scheduled Board meeting held on the third Tuesday of each month for ongoing usage.
2. Submit proof of insurance and \$100.00 refundable damage deposit. Once approved, user forfeits deposit if acceptance is declined.
3. Participate in an interview, if required, with a member of the BOD or its designee.
4. Attend the next scheduled BOD meeting, if requested.
5. Notice of Acceptance or Denial will occur within 1 week if requesting one-time usage and the day after the BOD meeting if requesting ongoing usage.

The following procedure is to be strictly adhered to:

#### One Time Usage

1. School Secretary will initially approve if area requested is available and any simultaneous usage by Mason Classical Academy is confined to fewer than 50 participants. If area requested is not available, secretary will immediately notify applicant.
2. If secretary signs contract, it will then be presented to Assistant Principal along with the proof of insurance and application. The deposit will be held by the secretary.
3. Assistant Principal will review completed application and sign contract, indicating approval or denial of request. Form is then to be returned to secretary.
4. Secretary is to notify contact of result of request, adjust school calendar, file paperwork and forward deposit to business office.

#### Ongoing Usage

1. School Secretary will initially approve if area requested is available and any simultaneous usage by Mason Classical Academy is confined to fewer than 50 participants. If area requested is not available, secretary will immediately notify applicant.
2. If secretary signs contract, it will then be given to the BOD President along with the proof of insurance and application. Deposit it to be held by secretary.
3. BOD will review at next scheduled meeting and may request user to be present at next BOD meeting. Unanimous approval by BOD is required. Contract negotiations will occur in executive

session within one week of approval. Fee for use will be determined in that executive session.

### **Notification of Acceptance**

#### **One-time event**

Signature of Contact on Mason Classical Academy Facility Rental Contract and fee for use due in school office within 2 working days of notification of acceptance.

#### **Ongoing usage**

Signature of Contact on Mason Classical Academy Facility Rental Contract and rental fee for one month in advance of use due in school office within 5 working days of notification of acceptance.

**Mason has the right to cancel any agreement at any time if it is determined to be in the best interest of the school. Timely notice will be given, whenever possible.**

Adopted: 13 April 2014

### **Policy F 1.2 - Utilization of Facility**

- ┆ Must be for school sponsored event or rented IAW Policy F 1.1
- ┆ Must have an Employee or BOD sponsor present who is familiar with the school emergency plan and security procedures.

Adopted: 13 April 2014

### **Policy F 2.0 - Animals In School**

#### **Special Events**

Special events involving animals must be approved by the Principal at least two weeks prior to the event. If such an event is approved, a list of all animals to be present must be sent home to parents so as to ensure that no students will have allergies to the animals. If a student has allergies to an animal, the teacher is responsible for finding another environment for that student and providing opportunities to gain from the learning experience as other students who do not have allergies.

#### **Classroom Pets**

Teachers will be allowed to have classroom pets, if such pets pertain to the curriculum the teacher is offering. The teacher will be responsible for the care, clean up and well being of classroom pets. Prior to bringing the pet into the classroom, the Principal must approve of the proposed animal, then signed consent forms must be obtained from the parent/guardian of each student who would access the classroom. These forms must be submitted to the Principal prior to bringing the animal into the school. The Principal has the right to ask that the animal be removed at any time.

Adopted: 13 April 2014

## **Policy F 3.0 - Classroom Decor**

### **Custom Paintings/Murals**

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

### **Affixing Items To Walls**

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

Adopted: 13 April 2014

## **Policy F 4.0 - Hazardous Materials**

The Principal shall ensure that all chemicals and materials used in the care and maintenance of the building are stored and recorded in an appropriate manner. The Principal will ensure that appropriate documentation will be kept of the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

Adopted: 13 April 2014

## **Policy F 5.0 - Key Distribution and Control**

Keys will be issued to employees at the beginning of the school year and will be collected at the termination of the school year. Employees are responsible for their keys, and if they lose their keys they may be responsible for the cost of rekeying the locks on the building as well as the cost of additional keys. When utilizing keys to enter the building during non-business hours, the employee is responsible for ensuring the building is properly secured.

Adopted: 13 April 2014

## **Policy F 6.0 - Unauthorized Entry of MCA Building**

Any person or persons found IN or ON the building without documented permission will be criminally prosecuted.

Adopted: 13 April 2014

## **Policy F 7.0 - Unauthorized Entry of MCA Locked Areas**

Students may not enter any locked areas of the school without direct adult supervision.

Students who violate this policy may receive a pink slip and/or suspension.

Student employees of the school who are working in a locked area as directed by their supervisor are exempt.

Adopted: 13 April 2014

## **Policy F 8.0 - Security of Site and Assets**

Maintaining the security of Mason Classical Academy's buildings and vehicles is every employee's, renter's, and user's responsibility. We would urge you to develop habits that ensure security as a matter of course. For example:

- ┆ Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- ┆ Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them.
- ┆ When you leave the School's premises make sure that your windows are shut and your door is locked.
- ┆ If you are the last person on the premises make sure all entrances are properly locked and secured.

Employees, Renters, Users exiting the building after normal hours or on the weekend and leaving a door unlocked or ajar will be fined and may have their keys taken away. Any damage to the interior of the building or loss of items due to theft caused by the door being left open will be the responsibility of the user leaving the door ajar.

1. **First offense:** \$100.00 fine. For Employees this will be deducted from the next paycheck. Renters and Users will be sent a bill. No further utilization of the facility until the bill is paid.
2. **Second offense:** \$250.00 fine. For Employees this will be deducted from the next paycheck. Renters and Users will be sent a bill. No further utilization of the facility until the bill is paid.
3. **Third offense:** \$500.00 fine. For Employees this will be deducted from the next paycheck. Loss of keys to the building and no admittance to building after hours without Principal on site. Renters and Users will be sent a bill. No further utilization.

You are responsible for your keys. If lost, the cost of re-keying is your responsibility.

Adopted: 13 April 2014

## **Policy F 9.0 - Reserved**

## Policy F 10.0 - Traffic Violation

Sample Ticket No. \_\_\_\_\_

MASONCLASSICAL TRAFFIC POLICY VIOLATION SCHOOLS

DATE \_\_\_\_\_

TIME \_\_\_\_\_

The following traffic policy was violated:

- unattended vehicle
- wrong way on one way
- parking in restricted area
- other \_\_\_\_\_

Please pay \$5.00 fine at the office by close of following business day.

Adopted: 13 April 2014

## Policy F 11.0 - Mason Asbestos Policy

### Objective

Asbestos is a CXC confirmed human carcinogen that was previously used in many different types of building materials. It is important to note that asbestos in an undisturbed state is not considered hazardous. Due to the potential hazards associated with asbestos exposure if the material becomes airborne, Federal and State regulations are in place to control activities impacting asbestos containing materials. The purpose of this policy is to ensure compliance with these regulations and to minimize any risk of exposure for students, staff and the general public at Mason.

### Authority

40CFR Part 763 (EPA Worker Protection Rule); 29CFR1910.1001, 29CFR1926.1101 (OSHA Asbestos Standards); FS 255 & 469 (State of Florida Asbestos Regulations)

### Policy

All asbestos related activities must be conducted in a safe manner and in full compliance with applicable Federal and State regulations.

The use of respiratory protection may be required for some asbestos related activities.

Medical monitoring may be required for staff involved in the removal or disturbance of asbestos containing materials. When required, medical clearance shall be obtained from the School Nurse.

### Notification

All activities involving the removal of asbestos containing materials require the submission of an Asbestos Project Notification Form (APNF) to the Principal at least **ten days** prior to the start of an



asbestos project.

The asbestos contractor, demolition contractor or in-house abatement team actually performing the work is responsible for submitting an additional notification to the designated regulatory authority, typically either the Florida Department of Environmental Protection or the Florida Department of Business and Professional Regulation.

### **Responsibilities**

#### Mason Asbestos Coordinator

The Mason Asbestos Coordinator is responsible for administrative decisions regarding asbestos control and abatement activities at the Mason. All activities involving asbestos containing materials require prior approval from the Mason Asbestos Coordinator.

The Asbestos Coordinator shall provide consulting and technical assistance to employees involved in activities related to asbestos. Biannual inspections of known asbestos containing materials for the purposes of assessing the materials condition shall be conducted by AHERA accredited inspectors.

The Mason Asbestos Coordinator will serve as the Mason liaison with regulatory agencies and serve as the clearinghouse for the dissemination of regulatory and Mason requirements and new information to groups involved in asbestos related activities.

The Mason Asbestos Coordinator shall have stop work authority for any asbestos removal project that deviates from the regulatory requirements or that represents an immediate health and safety risk. Stop work authority shall also be extended to any construction project where the unauthorized removal of asbestos or suspected asbestos containing materials is observed.

### **Procedures**

#### Asbestos Operations and Maintenance Plan

The Mason Asbestos Coordinator shall implement and maintain an asbestos operations and maintenance (O&M) plan for asbestos containing materials known or assumed to exist in Mason buildings. The asbestos O&M plan shall be periodically reviewed and updated in accordance with regulatory requirements.

#### Asbestos Surveys

An asbestos survey meeting the requirements of Federal and State regulations shall be completed prior to the commencement of any renovation, remodeling or demolition project involving a Mason owned building; component of a Mason owned building or of a building scheduled to be purchased by the Academy. A survey is required regardless of the age of the building. Asbestos surveys must be conducted by a Florida Licensed Asbestos Consultant (LAC) or their appointed representative.

A limited survey, based on a review of the project scope of work, may be authorized by the Mason Asbestos Coordinator. All surveys are required to be submitted to the Mason Asbestos Coordinator for review prior to the start of a construction project. The Mason Asbestos Coordinator reserves the authority to reject a survey based on incomplete content or failure to follow regulatory requirements.

A copy of the completed asbestos survey must be kept on site for the duration of a construction project.

#### Abatement Procedures

Mason personnel conducting removal work involving less than 160 square or 260 linear feet of asbestos containing materials are exempt from the state asbestos contractor licensing requirements but must comply with all federal and state requirements pertaining to notifications, training, monitoring and documentation. Asbestos abatement work involving amounts greater than 160 square and 260 linear feet must be conducted by a Florida licensed asbestos contractor. All asbestos removal activities must comply with the applicable federal and state regulations.

The Mason Asbestos Coordinator reserves the right to require that additional protective measures be instituted beyond those required by regulation on any asbestos abatement project.

Mason personnel removing asbestos containing floor tile and mastic must comply with the training and notification requirements stated in the OSHA Asbestos Construction Standard (29CFR1926.1101) and in FS 469. All removal must be conducted in strict accordance with the procedural requirements of the Resilient Floor Covering Institute (RFCI). An updated negative exposure assessment (NEA) shall be conducted at least annually by each group conducting floor covering removal using the RFCI methods. Air sampling for the NEA must be conducted by a Licensed Asbestos Consultant and a copy of the final NEA report must be submitted to the Mason Asbestos Coordinator for approval.

The Mason Asbestos Coordinator shall be notified at least ten days prior to the commencement of an asbestos abatement project.

Project work plans or full project specifications may be required depending on the scope of the abatement project. A Licensed Asbestos Consultant shall be responsible for developing work plans and specifications related to an abatement project when needed.

Project monitoring including work area inspection and routine and final clearance air sampling shall be required on all asbestos abatement projects except for floor tile removal conducted according to the RFCI methods.

The Mason Asbestos Coordinator shall be the final decision making authority involving questions related to project monitoring requirements.

#### Insurance

Prior to Mason entering into any asbestos abatement contract, project managers shall ensure compliance with the insurance requirements of Florida Statute 255.56.

#### Training

Mason personnel involved in the removal of asbestos containing materials must have training appropriate to their assigned job duties. Individuals must comply with the requirements of the EPA's Model Accreditation Plan (MAP) for asbestos abatement project supervisors and workers.

Personnel involved with asbestos floor tile removal according to the RFCI method must comply with the training requirements of the OSHA Asbestos Construction Standard (29CFR1926.1101) and FS 469.

All maintenance personnel with the potential to come into contact with an asbestos containing material

during their normal work assignment are required to have annual asbestos awareness training. Annual awareness training is provided by the Mason Asbestos Coordinator.

#### Recordkeeping

Copies of all documentation related to asbestos activities including the consultant and contractor final reports and waste disposal manifests must be provided to the Mason Asbestos Coordinator within 45 days of the completion of an abatement project.

The Mason Asbestos Coordinator shall be responsible for maintaining and archiving all asbestos related documentation for the time mandated by federal regulatory requirements.