

Policy Registry

Wakulla Charter School of the Arts, Sciences and Technology

Policy Registry

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1. Policy Type: Board Governance

Policy Title: Purpose

The purpose of the governing board of Wakulla Charter School of the Arts, Sciences and Technology (COAST), on behalf of the citizens of the state of Florida and more specifically, the parents of COAST students, is to ensure that:

1. an effective educational program is offered to students;
2. public funds are expended appropriately;
3. student's health, safety and welfare are protected;
4. staff and the public are treated courteously, fairly and ethically; and
5. the facility in which the school is housed is adequately maintained.

The Board will achieve these ends by:

1. employing a Principal of the school;
2. defining organizational parameters through its written policies;
3. specifying the ends to be achieved by the school; and
4. evaluating performance against those standards.

The focus of the Board shall be on long-range planning and strategic leadership of the school.

Proposed for Adoption 11/9/04:

Without duplication herein, these policies acknowledge the authority of and incorporate state law, State Board or Education Rules applicable to charter schools, and the charter with our sponsor, the Wakulla County School Board.

Policy Type: Board Governance

Policy Title: Corporate Standing

Wakulla Charter School for the Arts, Sciences and Technology is established as a non-profit corporation under Florida Statutes, for the purpose of operating a public school, and is a charitable organization under Internal Revenue Service Code Section 501 (c)(3),

Corporate by-laws shall govern the selection and term of governing board members, meetings, responsibilities of officers and committees.

Policy Type: Board Governance

Policy Title: Board Member's Actions

1. The Board commits itself to ethical, lawful, professional conduct including proper use of authority and appropriate decorum when acting as board members.
 2. Board members may not also be employees of COAST.
 3. Board members must disclose their involvement with vendors or other organizations, which do business with the school or may constitute a conflict of interest. When the Board is to decide an issue about which a member has a conflict of interest, that member shall absent him/herself from the deliberation and vote.
 4. No Board member may speak for the Board on any issue until the Board has decided that issue. Thereafter, all members are bound to support and observe the decision of the Board.
 5. No Board member shall direct any staff member or exercise any authority in the operation of the school. Board members may serve as volunteers only when requested to do so by staff or the Principal.
 6. In the absence of the Principal, the Board may appoint an interim.
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Policy Type: Board Governance

Policy Title: Grievance Procedure

Parents, students, staff members, or other individuals who have a complaint must take the following steps:

1. Discuss the complaint with the staff member most directly involved in an effort to resolve the dispute.
2. Meet with the principal to discuss any unresolved issues. The principal's decision is final, unless violation of law, the school's charter or policies is alleged.

3. If the complaint alleges violation of law, the school's charter or policies, the grievant may appeal the principal's decision to the Board in writing.
 4. After receiving the written complaint, the Board chairman may appoint a committee to investigate the complaint and make a recommendation for action to the full Board.
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2. Policy Type: Board/Principal Linkages

Policy Title: Principal's Authority

1. The Board's sole connection to the organization, its achievement and operation, shall be through the Chief Executive Officer, the Principal of the school. All other staff serves under the Principal's direction and supervision. The Principal is directly accountable to the Board.
 2. Only decisions of the Board are binding on the Principal. No individual Board member shall direct or instruct the Principal or any other staff member.
 3. The Board instructs the Principal through its written policies, thus allowing the Principal to use any reasonable interpretation of such policies.
 4. Systematic monitoring of the Principal's performance will be conducted only in accordance with the criteria set forth in Board policy.
 5. Policies that instruct the Principal will be monitored at a frequency and in the manner determined by the Board.
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Policy Type: Board/CEO Linkage

Policy Title: Principal's Duties and Responsibilities

The Principal shall be responsible for ensuring that:

- a. state laws and rules of the State Board of Education are followed;

- b. COAST's charter with the Wakulla County School Board and this governing board's policies serve as the authority and directives under which the school operates;
 - c. a spirit of cooperation and goodwill is fostered with COAST's sponsor, the Wakulla County School Board and its staff, and the community at large;
 - d. all students are adequately supervised and reasonable provisions made for student and staff safety at all times during any school activity;
 - e. parents of COAST students are kept informed of their child's activities and progress at COAST and their concerns are addressed promptly and satisfactorily;
 - f. all staff are qualified or certified as necessary for their respective job assignments, receive written job descriptions and orientation to the performance of their tasks, and are evaluated on an annual basis;
 - g. staff receive adequate materials and equipment necessary to accomplish job tasks, within the parameters established in the budget by the Board;
 - h. all persons, whether staff, students, parents or the general public, on the school campus or who have dealings with the school, are treated with fairness and courtesy;
 - i. a wholesome, educationally sound environment, free from harassment exists for all students and staff on campus;
 - j. resources, both material and human, are conserved wherever possible and utilized judiciously and responsibly;
 - k. expenditures shall be in keeping with the budget annually adopted by the Board;
 - l. provision is made for adequate supervision and assignment of responsibility in the Principal's absence;
 - m. the Board is kept fully informed about the school's performance and in regard to any issue which has legal or public image implications;
 - n. no contract, activity or arrangement which is not consistent with the purpose and ends of the school as defined in these policies shall be entered into;
 - o. written procedures are provided to guide staff in key areas and functions;
 - p. enrollment sufficient to insure financial viability and stability and to enable students to benefit from long-term attendance is maintained;
 - q. a student discipline plan is implemented which results in an orderly environment;
 - r. student, parent, and staff complaints are addressed efficiently; and
 - s. curriculum and instruction achieve acceptable student performance results.
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3. Policy Type: Staff Means

Policy Title: Philosophy of Personnel Management

1. The Board believes that high student performance depends almost entirely on the quality of its employees. To that end, the Board puts its highest priority on maintaining a small class size and providing a positive, supportive work climate. All employees are encouraged to communicate freely with the Principal regarding concerns or suggestions. Each employee has the right to negotiate directly and individually with the Principal on employment matters. The Board reserves sole authority to approve contracts and benefits uniquely with each employee. As provided in Florida Statutes, employees may also choose to organize and bargain collectively.
2. Vacancies for employment shall be advertised locally unless appointments are made from existing staff. Candidates shall be considered upon submission of a written application and resume. The Principal has the authority to offer positions and prepare contracts with employees. The Board shall ratify personnel appointments.
3. COAST does not discriminate on the basis of race, sex, national origin, age, color or disability. Employment, compensation and promotion decisions shall be made solely on qualifications, abilities, previous experience, references, demands of the job, labor market conditions and actual job performance.
4. Although contracts will generally be issued on an annual basis, all COAST employees serve at the will of the Board; Employees may terminate the contract at any time by giving two weeks written notice in advance. This arrangement is intended to emulate the predominant work environment of private business and is utilized in order to provide the greatest flexibility to meet student needs.
5. The Board reserves the right to award bonuses to individual employees for performance, in the Board's judgment, that is notable and meritorious.

Adopted 9/23/04:

6. *Teaching positions shall be filled with candidates who hold a valid Florida educator's certificate. Certificated personnel maybe appointed to teach in an area outside their area of certification upon recommendation of the Principal and approval by the Board.*
7. *Non-certified but otherwise qualified personnel may be employed for part-time teaching positions. This may include special area teachers as well as therapists, audiologists and/or speech pathologists. School policies and procedures relative to qualifications,*

health, age, employment procedures, personnel records, assignment, dismissal, expectations and assessment of performance shall be consistent with those applied to all other instructional personnel. Salary shall be negotiated on an individual basis with the Principal. These appointments shall be reviewed on an annual basis by the Board.

Policy Type: Staff Means

Policy Title: Working Conditions and Benefits

1. Positions will be established by the principal as needed. Specific job descriptions shall accompany each position, be approved by the Board and be distributed to employees.
2. The following definitions apply to the categories of personnel which may be employed:
 - a. Regular, full-time employees work 40 hours weekly on either a 10 or 12 month contract. Includes teachers, the Principal and Secretary/Bookkeeper.
 - b. Regular part-time employees work a regular schedule for less than 40 hours weekly, on either a 10 or 12 month contract. Part-time positions do not qualify for benefits or paid leave. Includes part-time teachers and food service staff.
 - c. Temporary employees work on limited appointment, usually daily, includes substitutes.
 - d. Contracted services may be employed to perform specific responsibilities under terms defined in writing. Generally, contractors work off-site and perform technical or professional tasks for the school.
3. When the Principal determines that an employee's work performance is unsatisfactory, one or more of the following actions may be taken: verbal or written reprimand, temporary suspension with or without pay, or termination of contract.
4. When the Principal determines that a contractor's performance is unsatisfactory, he/she has the authority to terminate the contract and reach an appropriate financial resolution.

Policy Type: Staff Means

Policy Title: Work Hours and Leave

1. The work schedule of each employee shall be determined by the Principal. All employees must sign in and out daily as a requirement of payment.
2. All absences from duty shall be documented in writing. Employees shall earn leave as follows:
 - a. Vacation Leave- Only regular full-time employees working on a 12 month contract may ear paid vacation leave. Eight hours of vacation leave shall be credited at the end of each payroll period. The Principal shall earn an additional 40 hours of vacation leave annually. No more than 20 days of vacation leave may be accrued. Vacation leave must be requested and granted in writing in advance.
 - b. Sick Leave- Only regular, full-time employees working on a 10 or 12 month contract earn paid sick leave at the rate of eight hours per month, credited at the end of each payroll period. Teachers may take sick leave for personal reasons, subject to approval by the Principal in advance. Sick leave may be accrued.
 - c. Temporary Duty Elsewhere- Leave may be granted any employee to attend meetings or conferences or to conduct other official business away from school. Requests for Temporary Duty must be submitted in writing and approved in advance.
 - d. Unpaid Leave- If an employee is absent from work without adequate accrued paid leave, the absence shall be deducted from the employee's pay. Generally, if an employee's absences exceed the amount of accrued leave, job performance is negatively affected.
 - e. Unused leave from a previous employment may not be transferred to COAST. COAST will forward leave records to employers upon request.
 - f. Employees will not be compensated for unused sick or vacation leave upon separation.

Policy Type: Staff Means

Policy Title: Employment Benefits

1. The Board shall determine annually the benefits afforded employees. These shall be included in the budget and contracts for employees.
 2. The Board will establish a retirement program for each eligible employee. Eligible employees shall include all regular full-time employees with at least one full year of service, who maintain employment for the following year. Contributions to the retirement program may vary annually as provided by the Board and included in the budget and contractual agreements with each employee. Contributions may be made at intervals established by the Board.
 3. The Board shall provide a group health insurance program for regular full-time employees. Contributions to premiums may vary annually and shall be established by the Board.
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Policy Type: Staff Means

Policy Title: Financial Accountability

1. The Principal shall have the sole authority of approving purchases and payments and the responsibility for supervision of personnel to insure adherence to the budget, system integrity, and accuracy of records and solvency of the school.
2. The Principal shall develop and the Board adopts an annual budget prior to each fiscal year. Amendments may be made thereafter as necessary upon approval of the Board.
3. All purchases must be previously approved by the Principal.
4. Reimbursement for expenses paid by individuals may be made only if purchase authorization was approved in advance and from itemized receipt only. There shall be no reimbursement for sales tax.

5. Goods received must be verified by signature and date of receipt before payment is rendered.
 6. All payments shall be made by check from invoices. All checks shall bear two authorized signatures, one of which shall be the Principal's.
 7. All funds collected shall be verified by a second individual prior to deposit. Deposits must be made daily.
 8. Board members or employees traveling on official school business must have prior written approval of travel expenses. The amount of reimbursement may not exceed the Sponsor's rate of reimbursement for mileage, meals or per diem, but may be less as indicated on approved leave form.
 9. Records of all financial transactions shall be maintained for at least five years.
 10. Purchases in excess of \$3,000, shall be approved by the Board in advance.
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Policy Type: Staff Means

Policy Title: Property Control

1. An inventory of all furniture, equipment and instructional materials owned by, or on loan to COAST shall be maintained current at all times.
 2. Teachers shall be responsible for all property housed in their assigned classrooms and shall annually verify the classroom inventory.
 3. An annual inventory report shall be made to the COAST Board.
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Policy Type: Staff Means

Policy Title: Student Discipline and Searches

1. Corporal punishment may not be used as a discipline strategy.
2. School personnel may search individuals, lockers, vehicles or other personal property when that person has reasonable suspicion to believe that stolen property, controlled substances or other danger exists. Searches shall be conducted in the presence of another adult witness whenever possible. Searches shall not be excessively intrusive or humiliating to the individual searched and property rights shall be respected. In all cases of search, the school official shall complete a written summary of events surrounding the search incident.
3. Unannounced, random searches may be authorized by the Principal, with or without prior notification of students.

4. **Policy Type:** Ends

Policy Title: Student Achievement

1. Students will graduate 8th grade working at or above grade level and are independent learners.
 2. Students will understand the importance of good citizenship, including care for the environment.
 3. Students have an appreciation for the arts and technology.
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5. Financial Procedures

I. Responsibility and Authority

Except where otherwise noted, the Bookkeeper shall be responsible for maintaining all files and records for financial transactions herein described. The Principal shall have the authority of approving purchases and payments and the responsibility for supervision of personnel to insure adherence to the budget, Board policy, and these procedures for the ultimate goals of system integrity, accuracy of records and solvency of the school. The effective date of implementation of these procedures shall be the date of Board approval.

II. Budget

Prior to each fiscal year, the Principal shall develop and the governing Board approve and adopt an annual budget. Amendments to the budget may be made thereafter as necessary by approval of the Board.

III. Purchases

A. All purchases must be approved in advance by the Principal.

B. Purchases over \$1,000 for any single item should be accompanied by at least three quotes, except when the item purchased is available only from a single source.

C. Purchases over \$3000 must be Board approved, unless purchase is approved in the annual budget.

D. For major purchases or services costing over \$3,000, bids based on written specifications may be invited.

IV. Payments

A. As invoices are received, they shall be matched with a packing list or otherwise verified as received by a signature and date of receipt. Purchase order numbers, if used, shall be written on each invoice and reasons for any discrepancy in the total amount on order and invoice noted.

B. All payments shall be made by check from invoices. All checks shall bear two authorized signatures, one of which shall be the Principal's. Signors shall also initial the invoice. Invoices shall be marked PAID, with check number and date when paid. Paid invoices shall be maintained in a vendor file.

C. Any checks that must be voided are to be so noted in the check register and filed with the appropriate bank statement.

V. Deposits

- A. All monies collected for any purpose shall be deposited daily. Records of the source of funds shall accompany the deposit. Deposits shall be verified by at least two signatures on the deposit slip.
- B. Separate checking accounts shall be maintained for (1) FEFP and other grant funds. (2) food service and (3) school fundraising. A money market account or certificate of deposit may be established for the deposit of funds not immediately needed for operational expenses, only upon approval of the Board.

VI. Records

- A. COAST shall utilize the standard state codification of accounts for all transactions as specified in the *Financial and Program Cost Accounting and Reporting for Florida Schools*. Special project funds shall be accounted for as specified by program requirements.
- B. A general ledger shall be maintained using QuickBooks Pro and all checks written immediately recorded so that account balances are always current.
- C. Checking account statements shall be opened, reviewed and initialed by the Principal.
- D. The Bookkeeper shall reconcile statements with the check register and verify balances monthly.
- E. Records of all financial transactions shall be maintained for five years.

VII. Reporting

- A. The Principal shall make report expenditures monthly to the governing Board. The accounts payable balance shall also be reported and reflect all outstanding unpaid invoices.
- B. A financial audit shall be performed annually either by the Auditor General's Office or by a Certified Public Accountant and shall be submitted to the governing Board and the Wakulla County School Board.

6. Wellness Policy

Wakulla's COAST Charter School

Adopted June 20th, 2006

Wakulla's COAST Charters school is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

- The Wellness Committee will involve parents, students, school food service, physical education, recreation/athletics, board, school administrators, and the public in the development of the school wellness policy.
- Child Nutrition Programs comply with federal, state and local requirements. Reimbursable meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(1)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(1)(1), 1766(a)0, as those regulations and guidance apply to schools.
- Interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to student's lives outside of physical education.
- School-based activities are consistent with local wellness policy goals.
- Foods and beverages made available on campus are consistent with the current guidelines as determined by the Wellness Committee.
- Foods made available on campus conform to food safety and security guidelines.
- The school strives to provide an environment that is safe, comfortable, pleasing and allows ample time and space for eating meals.
- Adequate resources will be allocated to support Wakulla's COAST Charter School policies.

- The Wellness Committee will review the policy every year from the date of issue to measure the implementation and evaluation of the policy recommendations. A baseline assessment will be accomplished to determine current policies and practices. Goals and assessment will be determined at the time of review by the Wellness Committee and the Committee Chairperson.
- An annual evaluation will be made by the food service manager and the physical education teacher to determine the effectiveness of the policies in place. These evaluations will be given to the school administrator. Any revisions will be discussed at this time and then presented to the Board for their approval.

WCCS Wellness Policy Guidelines

Adopted June 20th, 2006

I. Nutrition Education

- A. Nutrition education will be integrated into the curriculum.
- B. Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.
- C. Students will be encouraged to start each day with a healthy breakfast.
- D. Students should have access to hand washing before eating meals or snacks.
- E. Reasonable steps should be taken to accommodate the tooth-brushing regimens of students with special oral health needs.

II. Physical Activity

- A. Physical activity will be integrated across curricula.
- B. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
- C. Students will have ample opportunity for physical activity.
- D. Provide a daily recess period for elementary students.
- E. Physical activity participation will take into consideration the “balancing equation” of food intake and physical activity.
- F. Physical education includes the instruction of individual activities as well as competitive and non-competitive sports to encourage life-long physical activity.
- G. Adequate equipment is available for all students to participate in physical education.
- H. The school will strive to provide a safe facility.

III. Other School Based Activities

- A. After-school programs encourage physical activity and healthy habit formation.
- B. Wellness policy goals are considered in planning school-based activities (such as school event, field trips, dances, and assemblies).

IV. Nutrition Guidelines for All Food on Campus

- A. All foods made available on campus will comply with the criteria as established by the Wellness Committee including:
 - Vending Machines
 - Beverage Contracts
 - Fundraisers
 - Concession Stands
 - Student Stores
 - School Parties/Celebrations
- B. Food providers will take every measure to ensure that students access to foods and beverages meets federal, state, and local laws and guidelines. Food providers will offer age appropriate healthy food and beverage selections in reasonable portion sizes.

V. Vending Machines

- A. There are no vending machines on campus.
Available from the kitchen:
 - Low-Fat or Fat Free Milk
 - Chocolate Low-Fat or Fat Free Milk
 - Strawberry Low Fat or Fat-Free Milk
 - 100% Apple, Orange, and Grape Juice

VI. Approved Healthy Selection Items

- A. Beverages:
 - Drinking water with no additives except those minerals normally added to tap water, not to exceed 20 ounces.
 - Electrolyte replacement drinks that do not contain more than 34 grams of added sweetener per 16 ounce serving, 20 ounce maximum volume. Sodium should not exceed 110 milligrams per 8 ounce, potassium should not exceed 60 milligrams per 8 ounces, osmolality should not exceed 400 mOsm, electrolytes and minerals added might included sodium, potassium, chlorine and phosphorous. Vitamins added are subject to approval of the Purchasing Department. No artificial flavorings, colors, or sweeteners.

- Drinking water with no additives except those minerals normally added to tap water. Carbonation without phosphoric acid is allowed. Essences that are pure flavor and aroma products with a maximum dilution of 0.5 to 1 per 1000 is allowed. No artificial flavorings, colors, or sweeteners.
- Fruit based drinks composed of no less than 50% fruit juices with no added sweeteners (if juice concentrates are used, the prospective vendor must provide dilution factor of the juice; 5 to 1 etc.) no artificial sweeteners, flavorings or colors, carbonation without phosphoric acid is allowed.
- Caffeinated beverages containing less than 20 milligrams of caffeine per 12 ounce serving.
- Beverages containing additives such as herbal and non-vitamin supplements (including, but not limited to ginko biloba, ephedra, ginseng, guarana, mahaung, etc.) are not allowed. Food coloring and flavors not proven safe by the Food and Drug Administration are not allowed.
- Beverages containing vitamin and/or mineral supplements including but not limited to chromium, magnesium, niacin, pantothenic acid, B6, E and Iron are not allowed.
- Carbonated drinks are not allowed in vending machines where student's meals are served or eaten during the school day.
- Beverages in glass containers are not allowed.
- All beverages must be twenty (20) ounces or less per unit.

B. Snacks (Dry Foods):

- All snack products shall be only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following:
 - 300 or fewer calories
 - Six grams of fat or less
 - One or more grams of fiber
 - At least 10% of RDA of calcium
 - Iron
 - Vitamin A or Vitamin C
- All items must contain no more than 0.5 grams trans fat and 240 mg or less of sodium and 35% or less of calories from fat, ten percent (10%) or less total calories from saturated fat.

C. Nutrition information is available to assist with student education.

D. Promotional activities will be limited to programs that are requested by school officials to support teaching and learning. All promotional activities in schools will be connected to activities that encourage physical activity, academic

achievement or positive youth development and are in compliance with local guidelines.

- E. Food providers will be sensitive to school environments in displaying their logos and trademarks on school grounds.
- F. Food and beverages sold at fund raisers include healthy choices and provide age appropriate foods.

VII. Eating Environment

- A. Students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.
- B. Lunch periods are scheduled as near the middle of the school day as possible. Recess for elementary grades is scheduled before lunch.
- C. Dining areas are attractive and have enough space for seating all students.
- D. Drinking water is available for students at meals.

VIII. Child Nutrition Operations

- A. The child nutrition program will ensure that students have access to the nutritious foods they need to stay healthy and learn well.
- B. Food service personnel shall have adequate pre-service training in food service operations.
- C. Meals served by Wakulla's COAST Charter School Food Service Department will meet or exceed all regulatory agency requirements.
- D. Special dietary needs of students will be addressed per the written instructions of a qualified medical professional which includes a Licensed Physician or Licensed Nurse Practitioner.

IX. Food Safety/Food Security

- A. All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are developed and implemented to prevent food illness.
- B. For the safety and security of the food and facility access to the food service operations are limited to Food Service staff and authorized personnel.

Statutory Requirement: Federal Public (PL 108.265 Section 204)

Glossary

Food Security

1. Having adequate resources to access enough food to maintain a healthy and active lifestyle.
2. The state of having the food safe from harm.