



Governing Board Manual
Pineapple Cove Classical Academy
Rev. 09/2023

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I. GOVERNANCE

A. BOARD OF DIRECTORS (BOD)

Pineapple Cove Classical Academy (“PCCA” or the “School”) is governed by its Board of Directors (the “Board” or “BOD”). The BOD will operate in accordance with the school’s bylaws. The Board has entered into a Charter Agreement with Florida Department of Education and Brevard Public Schools. The bylaws shall be available on the School’s website, www.pineapplecoveclassicalacademy.com.

B. BOARD RESPONSIBILITIES

The Board is the governing body of the school and in this office is responsible for overseeing the effective, faithful execution of the mission.

The Founding Board has created Pineapple Cove Classical Academy specifically to implement a traditional, classical, liberal-arts education according to the following mission:

“To develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.”

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the mission.

More specific responsibilities of the board include but are not limited to:

Advocacy

- Serving as ambassadors for the school by clearly protecting and articulating the school's mission and goals and by garnering support of the community.

School Leader Support

- Providing input and feedback to the school leader on campus-specific issues and concerns (e.g. school culture, discipline policy, student recruitment, etc.)
- Supporting the principal by ensuring that she has the moral and professional support she needs to further the goals of the school.

Fiscal accountability

- Participating in the budgeting process each year, providing advice and feedback to the principal.
- Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place.

- Financial reporting of the Treasurer to the board as required in the by-laws to ensure the board is “hands-on” as it relates to fiscal controls and responsibility

Development / fundraising

- Assuring there are adequate resources for the school to fulfill its mission.

Compliance

- Monitoring and ensuring compliance with the Florida Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices.
- Reviewing school data against charter and charter goals to ensure compliance with the vision, strategies, and objectives identified herein.

Other

- Serving as the grievance board for parent and staff concerns that are unable to be resolved by the school leader.
- Actively recruiting new board directors and advisory council members.
- Selecting and supporting the principal.

In summary, the Board is accountable for the academic, financial, legal, and operational performance of the school. The Board places responsibility for implementing its policies with the Principal, but the Board remains accountable.

C. 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.

D. CONFLICT OF INTEREST POLICY

Board Members will confirm annually that they have no inappropriate conflicts that would preclude them from faithfully serving Pineapple Cove Classical Academy with fidelity. Board Members shall keep on file and update at least annually the Conflict of Interest disclosure forms as required by Brevard Public Schools and the Florida Department of Education.

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. 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.

E. ADHERENCE TO LAW

1. Charter Agreement

The Board will adhere to federal, state, and local laws identified explicitly or implicitly in the Charter Agreement. In most instances, when the Board has been granted autonomy through its full flexibility waiver, the Board will develop its own policy.

2. Florida Open Meetings Act

The Board will adhere to the Florida Sunshine Laws. Based on the current requirements of that law, the Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location (date, time, location);
- Post agendas not more than 2 weeks in advance but at least one week before a meeting;
- Post and place 24-hour notice for emergency called meetings and MUST state the reason for the emergency meeting in the notice;
- Provide specific agendas for meetings to advise the public of the matters expected to come before the board. Matters outside of the agenda can be addressed if they were not anticipated before the meeting by amending the agenda;
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, record of votes.

3. Community Comments at Public Meetings

The Board welcomes public comments at each board meeting. Community comments are limited to 2 minutes. To ensure the accurate representation of the comments in the board's meeting minutes and to ensure that the board can accurately address the issues presented, it is requested that these comments also be submitted in writing.

If a non-board member would like to make a comment, offer information, or has a question, he should raise his hand to indicate a desire to speak. Comments must be relevant and not reflect information about a specific student, faculty member, or a personally identifying situation. Such interjections will be recognized at the discretion of the Board Chair.

4. Executive Session

The Board Chair shall permit Executive Sessions for meetings when discussing school safety protocols, plans, or precautions or at the advice of the school's attorney. The vote on any matter covered in this paragraph (if required) shall be taken in public.

5. Official Posting Place for Communications

Committee meeting times and agendas are posted on the website. Board of Directors meeting agendas are also posted on the web site.

6. Freedom of Information Act (FOIA)

The Board shall be subject to Freedom of Information Act (FOIA) requirements.

F. POLICY MAKING

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

The BOD's policy may be amended by the affirmative vote of a two-thirds majority of the Directors then in office at any meeting of the Board of Directors, provided that the Directors shall be provided with at least two (2) days prior notice that an amendment will be brought to a vote, which notice shall include a draft of the proposed amendment, and that no such amendment shall authorize the Board of Directors or the officers of the Corporation to conduct the affairs of the Corporation in any manner or for any purpose contrary to the provisions of Section 501(c)(3) of the Code.

G. FINANCE & CASH MANAGEMENT

This section of the Handbook constitutes the Board's primary policies related to finances and cash flow management.

1. Roles & Responsibilities

The Board has a fiduciary duty to manage and protect the financial resources of the school. The Board has established a standing Finance Committee to oversee, in part, this portion of its duty. The Finance Committee will operate in accordance with the Bylaws and the Committee's Charter. The Board Treasurer shall be the chair of the Finance Committee.

The Board delegates authority to the Director of School Operations to implement the budget and financial policies of the school. The Director of School Operations shall authorize expenditures in accordance to the annual budget, consult the Board regarding extraordinary expenditures, oversee and approve teacher employment arrangements, and manage the business operations of the school.

2. Fiscal Controls

- a) *Cash Flow* – On a quarterly basis, the Director of School Operations will prepare financial reports and review them with the Board. These reports will include, at minimum, financial performance (budget vs. actual) and cash flow (actual and projected).
- b) *Purchasing* - The Director of School Operations is responsible for processing all purchase requests. The Principal will review invoices against materials request forms.
- c) *Payroll* – The school will use a payroll vendor and ensure that payroll disbursements are properly recorded, compliance with legal requirements is maintained, and disbursements are only made upon authorization to employees. The Director of School Operations is responsible for managing the school's payroll with proper authorization procedures to verify hours and payment amounts.

3. Annual Budget and Audit

The annual fiscal period will run from July 1 through June 30.

The Director of School Operations and school accountant will prepare an annual budget for the Board's approval. The Director of School Operations will submit the budget for the following fiscal year to the Board each spring, and the final annual budget shall be approved by the Board no later than the Board's May/June meeting each year.

Each year, the school will initiate an audit of its financial statements and its financial policies and procedures. The audit will be performed by an outside, independent, Florida-licensed Certified Public Accountant acceptable to the school and the Sponsor. In accordance with Florida law, the school shall provide an audit, an annual report, and a schedule of appropriate capital assets, as required, to the Florida Department of Education and the Brevard Public Schools by the date listed in the school's contract each year.

H. SEGREGATION OF DUTIES

Wherever possible the Governing Board and the Director of School Operations will work closely together to ensure processes are in place to ensure a proper separation of duties with regards to the School's financial management. Separation of duties is defined as the means by which no one person has sole authority over the lifespan of a transaction. It is the policy of the Organization that no one person shall be able to initiate, record, authorize and reconcile a transaction. The policy of the Organization is to ensure multiple people are involved in the life cycle of all financial transactions of the Organization to ensure that no one person could defraud the Organization or misuse any resources overseen by the Governing Board. An adequate system of checks and balances, as defined within this policy, shall be instituted by the Director of School Operations and approved by the Governing Board to faithfully carry out the mission of this Organization in order to protect the non-profit status of the Organization and its charter agreements.

I. FUNDRAISING

Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the chair of the Board's Fundraising Committee. Students of Pineapple Cove Classical Academy will not engage in door-to-door sales.

From time to time, the Parent Teacher Organization ("PTO") may support the Board's fundraising efforts.

All requests of monetary donations and fees must be approved by the BOD.

A. PUBLIC RECORDS REQUESTS

A Public Record is any document, kept in the course of a normal business day. According Sunshine Law, Ch. 119 of the Florida Statute: It means all documents, papers, letters, maps, books, tapes (video or audio), photographs, films, sound recordings, data processing software, or other material regardless of the physical form (text message, emails, social media postings/chats) made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

1. Reducing Costs and Limiting Charges

Labor Costs can be reduced significantly if requests include keywords instead of open-ended terms such as "All documents or emails". Similarly, narrowing a request to certain individual or a particular date range can greatly reduce the use of extensive labor.

2. Redaction

We must review every email/document for any personal identifiable information that is exempt from public records law. If there is exempt information it will be redacted (taken out).

3. Public Records Request (PRR) Invoice Calculation

Redactions

It is estimated at 2 minutes per email (attachments are included) to redact. For the invoice, multiply this by the number of emails that we receive based on the parameters you have provided, and then we provide the invoice. Once the invoice is paid, we begin the redaction process. If this process takes less than the time on the invoice, we reimburse the money difference back to the requester.

Fees for Copying Public Records

- 15 cents per one sided sheet legal size or smaller
- 20 cents per two sided legal size or smaller
- \$1.00 per certified copy (notarized)
- Processing, shipping, and redacting fees may vary.

Please note: The Public Records Law does not contain a specific time (Ex: 48 hours) for fulfilling a public records. The request needs to be within a reasonable amount of time.

Please email the school's information account with public records requests:

info@pccafl.com (Palm Bay Campus)

infowm@pccafl.com (West Melbourne campus)

infolockmar@pccafl.com (Lockmar campus)

B. FACILITIES RENTAL

The organization 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 agreement or charter agreement with the authorizing sponsor. 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 for any reason.
- A member of the organization's staff is required to be present during the entire rental of the facility, payment of such staff shall be incorporated into the pricing schedules.
- The Principal shall be allowed the option of charging a security deposit if 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.
- The Principal reserves the right to charge a cleaning fee if the facility is not left in the state it was found.

Charitable and Non-Profit Use

- The rental of the facilities for charitable purposes by organizations which have been identified by the IRS as being a not-for-profit agency shall be offered rates representing only the cost for additional facility operation.
- The Principal shall ensure that party renting space has completed a Building Use Agreement and pays appropriate fees.
- Disputes between the Principal and the party requesting or renting the facility may be appealed to the Governing Board.
- 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 and name the School as an additional insured.
- 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.
- The party renting the facilities is subject to adherence to applicable standards of behavior and law.
- The School's attorney shall review all lease agreements to ensure compliance with state law, the lease agreement with the School's landlord (if applicable), the charter agreement, and any other applicable rule or regulation

C. MENTAL HEALTH SERVICES

The Principal shall ensure that the school has a plan in place to address the Mental Health Assistance Allocation funds as described in Florida Statute 1011.62(15). The plan will ensure that a multitiered system of supports exists to provide evidence-based mental health

assistance to students at the school. The plan shall detail the responsibilities of staff members as well as outside services providers. The plan should also address the early identification and programs to be provided to students who show signs of mental-health related issues. Any revisions to the plan must be approved by the Governing Board.

1. Contracted Service Providers

The Principal shall ensure contracts or interagency agreements are in place with one more local community behavioral health providers to which students can be referred for screenings and assessments and counseling as needed. The agreements can stipulate either on or off campus services as allowed in Florida Statute. The contracts must stipulate that students referred for screening be evaluated within 15 days of the referral, and that services be initiated within 30-days of the referral.

2. Mental Health Awareness and Assistance Training

The Principal shall ensure that all staff members participate in an approved mental health awareness and assistance training program as described by Florida Statutes 1012.584.

D. APPOINTMENT OF A SPECIAL MAGISTRATE

Parents or guardians have a right to raise concerns regarding a charter school's compliance with HB 1557 - Parental Rights in Education (2022). The following is a summary of the concerns that may be raised under the Parental Rights in Education (F.S. 1001.42 (8)(c)), but the entire bill can be found at: <https://www.flsenate.gov/Session/Bill/2022/1557/BillText/er/PDF>

- The required notice regarding a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the charter school's ability to provide a safe and supportive learning environment for the student.
- The requirement for charter school personnel to encourage a student to discuss issues related to their well-being with their parent(s).
- The prohibition against charter school personnel prohibiting or discouraging parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.
- The prohibition of classroom instruction by charter school personnel or third parties on sexual orientation or gender identity in kindergarten through third grade, or in other grades in a manner that is not age-appropriate or developmentally appropriate, in accordance with State standards.
- The requirement that student support services training adhere to student services guidelines, standards, and frameworks established by the Florida Department of Education.
- The requirement that, at the beginning of each school year, the charter school notify parents of each healthcare service offered at their child's school and of the option to withhold consent or decline any specific service.

- The requirement that the charter school provide a copy of a well-being questionnaire or health screening form to the parent and obtain the permission of the parent before administering the questionnaire or health screening form to a student in kindergarten through grade 3.

On October 19, 2022, the State Board of Education adopted Rule 6A-6.0791, addressing the application of HB 1557 to all charter schools. The purpose of Rule 6A-6.0791 is to provide information to a parent or guardian of a student enrolled in a charter school about the process for resolving a complaint regarding any of the above concerns.

1. Steps for Raising and Responding to a Parent Concern

- Step One. Pursuant to Rule 6A-6.0791, charter schools must have their own board-adopted procedures for notifying a parent or guardian of their ability to seek relief from the charter school principal or designee for a concern about any of the issues listed above. A charter school principal or designee will respond and attempt to resolve the concern within seven (7) days of receipt of the notification.
- Step Two. If a parent or guardian believes the concern is not resolved by the charter school's principal or designee, they may then notify the School District in writing, describing the nature of the concern and the reason the charter school principal's proposed resolution failed to address the concern. This notification should be made using the following. Parent Concern Link (Step Two). Within thirty (30) days after receipt of the notification, the District will either notify the charter school of its resolution of the concern or provide a statement of the reasons for not resolving the concern.
- Step Three. If a parent or guardian's concern is not resolved by the charter school nor the District, they may submit a form to the Florida Department of Education requesting the appointment of a Special Magistrate. If the Florida Department of Education grants the request, a Special Magistrate will hold a hearing and provide a recommended decision to the State Board of Education regarding the concern between a parent or guardian and the District. The State Board of Education will either approve or reject the recommended decision within 30 days. Further information regarding this process can be found at: <https://www.fldoe.org/schools/k-12-public-schools/special-magis.stml>

APPENDICES

BOARD-APPROVED POLICIES

- A. Bathroom/Locker Room Policy**
- B. Internet Safety Policy**
- C. Policy on Name Deviation Requests**
- D. School Safety Policy**
- E. Teacher Appointment of Special Magistrate Request**

**POLICY ON SCHOOL BATHROOMS, LOCKER ROOMS,
AND DRESSING ROOMS**

Adopted and Effective: 9/21/2023

This is the Policy on School Bathrooms, Locker Rooms, and Dressing Rooms of Pineapple Cove Classical Academy (the "School"). This policy is implemented to comply with the requirements of Rule 6A-10.086, Florida Administrative Code, Section 553.865, Florida Statutes, and other relevant laws.

1. Purpose. This policy is intended to inform parents of how bathrooms, locker rooms, and dressing rooms are designated by the School, and to ensure the health, safety, and welfare of students when utilizing bathrooms, locker rooms, and dressing rooms.

2. Policy. Pursuant to Rule 6A-10.086(2)(a), Florida Administrative Code, all restrooms and changing facilities on campus are separated by Sex¹. It is the policy of the School that all students, faculty, personnel, and guests of the School will use bathrooms, locker rooms, and dressing rooms that correspond with the individual's Sex. This means individuals whose designated sex at birth was male will be required to use those bathrooms, locker rooms, and dressing rooms designated for men, and individuals whose designated Sex at birth was female will be required to use those bathrooms, locker rooms, and dressing rooms designated for women. Individuals may also use single occupancy bathrooms that are gender neutral *if available*. Students are not permitted to utilize bathrooms that are designated exclusively for the school faculty. A person may only enter a restroom or changing facility designated for the opposite Sex under the following circumstances:

- a) To accompany a person of the opposite Sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in Section 825.101 F.S., or a person with a disability as defined in Section 760.22 F.S. or a developmental disability as defined in Section 393.063 F.S.;
- b) For law enforcement or governmental regulatory purposes;
- c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use;

¹ "Sex" means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

- e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

In enforcing this policy, school personnel may reasonably rely upon representations made or documentation provided by the parent or guardian at initial enrollment, or such other records available to the administration. In the event of any inconsistency in the student's records, the administration reserves the right to request additional documentation from the parent or guardian to verify the student's biological sex at birth. This policy shall at all times be construed in accordance with state and federal law.

3. **Violations.** Pursuant to Section 553.865(9), F.S., instructional personnel or administrative who willfully enter, for a purpose other than those listed above, a restroom or changing facility designated for the opposite sex on campus and refuse to depart when asked to do so commit a violation of the Principles of Professional Conduct for the Education Profession and are subject to discipline pursuant to Section 1012.795 F.S.

Any student who willfully enters, for a purpose other than those listed above, a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by instructional personnel, administrative personnel, or a safe-school officer will be subject to the disciplinary procedures provided in the Student Code of Conduct Discipline Guide.

Any person who willfully enters, for a purpose other than those listed above, a restroom or changing facility designated for the opposite sex on campus and refuses to depart when asked to do so commits the offense of trespass as provided in Section 810.08 F.S. This paragraph does not apply to a student of the educational institution or to administrative personnel or instructional personnel of the educational institution. Trespassers will be immediately removed from campus and will be subject to applicable legal action.

4. **Exceptions.** This section does not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, including any of the following:

- a. External biological sex characteristics that are unresolvedly ambiguous.
- b. A disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

5. **Privacy of Information.** In carrying out this policy, school personnel are required to maintain the privacy of all educational records as set forth in Section 1012.22, Florida Statutes, and to respect the privacy interests of all students and parents.

6. **Parental Notification.** A copy of this policy shall be made available on the School's website and incorporated into the School's Parent & Student Handbook to fully inform parents.

Board Secretary Certificate

I hereby certify that the foregoing Policy on School Bathrooms, Locker Rooms, and Dressing Rooms was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 9/21/2023.

DocuSigned by:

Mike Contreras

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Board Secretary
Mike Contreras

Printed Name

Pineapple Cove Classical Academy, Inc.
INTERNET SAFETY POLICY

Adopted and Effective: 09/21/2023

1. Purpose. Pineapple Cove Classical Academy (the “School”) recognizes the value of electronic devices and the internet to improve student learning and enhance school administration and operations. However, the internet is an unregulated vehicle for communication, and information and interactions on the internet can pose certain risks to students and staff members. Therefore, the Governing Board adopts this policy governing the use of school networks to comply with Florida law and State Board of Education rules, and to provide rules for students and employees accessing such networks.

2. General Requirements for Users. It is the policy of the School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Users on any network operated by the School shall comply with the following requirements:

- a) All use of a network must be in connection with education and research, or in the case of employees, related to the employee’s job functions.
- b) Users shall not access any content that is prohibited under this policy or under the law.
- c) Users are prohibited from using the School’s networks for any illegal or unethical purposes, including infiltrating or hacking the School’s systems or any outside systems.
- d) Users shall not utilize the School’s networks for personal gain or personal business.
- e) Users shall not install any unauthorized software or programs on any School-owned electronic device or network.
- f) Users shall not destroy, delete, or modify any School-owned devices or software unless authorized to do so.
- g) Users shall not utilize the School’s networks to engage in harassment, discrimination, cyberstalking, cyberbullying, or obscene behavior.
- h) Users will avoid clicking unknown links or accessing webpages and other content that may contain malware, spyware, ransomware, or other malicious software.
- i) If any user accesses prohibited content or downloads potentially malicious software, the individual must immediately report the incident to their teacher, in the case of students, or to the Principal, in the case of staff members.

3. Requirements for Student Users. The following requirements apply to the use of the School’s networks by students:

- a) Student internet and technology sessions must always be supervised by a teacher or other staff member.

- b) Students may only use technology or access the internet when expressly instructed by a teacher for educational purposes.
- c) Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of school-provided technology or internet access shall make reasonable efforts to monitor student use to assure that it conforms to the requirements of this policy and the law.
- d) Staff must make reasonable efforts to become familiar with the internet and its use so that effective monitoring, instruction, and assistance may be achieved.

4. Prohibited Uses. It is strictly forbidden for any users to access online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, inappropriate, or that otherwise does not comply with the requirements of this policy.

5. Social Media Platforms. As a general rule, the School's networks may not be used by any person to access social media platforms. In limited circumstances, students may be permitted to access social media platforms when expressly directed by a teacher to do so and solely for educational purposes. Staff members may also access social media accounts that are maintained on behalf of the School and related to the staff member's job duties. Prior to requiring students to use online content, staff must confirm that the content is not blocked by the student internet filter. Staff may make a request to their supervisor that blocked content or social media platforms be reviewed and temporarily unblocked for educational purposes. Notwithstanding the foregoing, under no circumstances may any employee or student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in a school activity. Additionally, the use of TikTok to communicate or promote the School, a School-sponsored club, extracurricular organization, or athletic team is prohibited.

6. Online Messaging Platforms. Students are only permitted to utilize sanctioned email, chatrooms, and online messaging platforms while at the School or as part of School activities and only when permitted by a staff member as part of the educational program. Students should be made aware of the potential dangers posed by communicating with unknown individuals on the internet and such communications are strictly prohibited.

7. School's Responsibilities. In order to ensure network safety and enforce the provisions of this policy, the School's administration will implement the following measures:

- a) Provide internal and external controls as appropriate and feasible that restrict access to content, including implementing a network filtering system that is designed to block access to prohibited or restricted content on the School's networks and on any School-issued device. Access to content should be limited to age-appropriate subject matter and materials. Access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information in accordance with Rule 6A-1.0955, F.A.C., will be prevented.
- b) Monitor the use of online activities and electronic devices. This may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review.

- c) Remove or revoke privileges for any user that poses a threat to the safety and security of the network or to any person.
- d) Retain the ability to remotely remove any prohibited application from any School-issued device.
- e) Restrict access to social media platforms, applications prohibited by the Department of Management Services, and any other destination that does not adequately protect student information.
- f) Make reasonable efforts to train staff and students in acceptable use and policies governing use of the School's networks and devices.
- g) Contract only with service providers and operators of websites, online services, or online applications that comply with all state and federal laws governing the disclosure of confidential student information.

8. Violations. Use of electronic devices and networks provided by the School is a privilege. To maintain the privilege, all users agree to learn and comply with the provisions of this policy. Violations of this policy may result in revocation of network access rights and further disciplinary action. Students that violate this policy will be disciplined in accordance with the Code of Student Conduct. Staff members that violate this policy will be subject to disciplinary action up to and including termination. Any criminal activity will be reported to law enforcement.

9. Parental Notification. A copy of this policy shall be made available on the School's website and incorporated into the School's Parent & Student Handbook to fully inform parents.

Board Secretary Certificate

I hereby certify that the foregoing Internet Safety Policy was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 09/21/2023.

DocuSigned by:
Mike Contreras
E71AE9ACA8D5492...
Board Secretary
Mike Contreras

Printed Name

Pineapple Cove Classical Academy

POLICY ON NAME DEVIATION REQUESTS

Adopted and Effective: 09/21/2023

This policy adopted by Pineapple Cove Classical Academy (the “School”) provides the procedures for a student to be called a name other than the name on their birth certificate. The School will abide by all laws and administrative rules concerning student records, as they are amended from time to time.

1. **Procedures.** Pursuant to Florida Administrative Code Rule 6A-1.0955, *Education Records*, A parent or legal guardian that seeks to change the name of a student already enrolled in the School must submit the Name Deviation Request form, providing consent for their child to use an alternate name at school. A Parent may obtain a Name Deviation Request Form by requesting a copy from the School. The Parent must return the form either in person to the front office, or by e-mailing a signed copy to **the school** principal.

The School retains discretion to decline to use a name not appearing on a student’s birth certificate notwithstanding a Name Deviation Request for any reason. Name Deviation Requests must be school-appropriate and reasonable. The School may request a meeting with the parent or legal guardian to discuss a Name Deviation Request. Name Deviation Request decisions made by the School are final.

2. **Parental Notification.** This policy shall be incorporated into the School’s Student & Parent Handbook to properly inform Parents.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Name Deviation Requests was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 09/21/2023.

DocuSigned by:
Mike Contreras
E71AE9ACA8D5492...
Board Secretary
Mike Contreras
Printed Name

Pineapple Cove Classical Academy

Parental Authorization for Name Deviation

Student ID Student Legal Name Birth Date

Parent/Guardian Name Phone Number Relationship to Student

Please provide the approved name/nickname(s) for the student:

Additional Comments:

*Please attach any related documentation you would like the School to consider with your request.

This consent authorizes school personnel to use the parent/guardian approved name/nickname, as indicated below, for my student. I understand that this name/nickname will be entered into the Student Information System.

I, _____ authorize my student _____ to be referred to by the above provided name(s).

Parent Signature: _____ Date: _____

POLICY ON SCHOOL SAFETY

Adopted and Effective: 09/21/2023

This is the School Safety Policy/Plan of Pineapple Cove Classical Academy, Inc. (“Pineapple Cove Classical Academy”) This policy is intended to comply with the requirements of the Marjory Stoneman Douglas High School Public Safety Act (as amended), Rule 6A-1.0018, Florida Administrative Code, Rule 6A-1.0017 Florida Administrative Code, and other relevant laws. This policy shall be considered confidential and exempt from disclosure under the Public Records Act, pursuant to Section 119.071(3), Florida Statutes.

1.) School Safety Specialist

The Principal shall either serve as or designate a staff member to serve as the School Safety Specialist for the school. The identity of this person should be reported annually to the Governing Board. The School Safety Specialist is required to attend trainings regarding school safety procedures from the district and state. The individual shall also serve as a member of the Threat Assessment Team and shall be the point of contact for the Brevard County School District School Safety Specialist.

2.) Emergency Procedures (Active Assailant Response Plan)

Pineapple Cove Classical Academy has adopted Emergency Procedures which are incorporated by reference in Exhibit A. All school personnel must be trained annually on the protocols set forth in the Emergency Procedures no later than October 1 of each year.

3.) Safe School Plan

Pineapple Cove Classical Academy currently submits a Safe School Plan annually to Brevard County School District. The Safe School Plan is attached hereto as Exhibit “B” and made a part of this policy.

4.) Threat Assessments

Pineapple Cove Classical Academy will utilize the “Behavioral Threat Assessment Policies and Best Practices” for purposes of establishing procedures for the School Threat Assessment Team (STAT). A copy of the Behavioral Threat Assessment Policies and Best Practices is attached hereto as Exhibit “C” and made a part of this policy. This policy should be referenced for all questions related to composition of the STAT, training for STAT members, recordkeeping, and procedures for conducting threat assessments and providing ongoing monitoring for identified threats.

5.) Parent Notification and Access to Information

Parents of charter school students have a right to the timely notification of threats, unlawful acts, and significant emergencies. If there is a threat to the health and safety of students and faculty on school grounds, during school transportation, or during school-sponsored activities, the Principal, or a designee, will provide parents with timely notification of the incident. In the case of an imminent threat of harm to students, including an active assailant incident or hostage situation, notification to parents must be made as soon as practicable. Such notification should be made in consultation with local law enforcement and first responders in order to avoid compromising the safety of students and the efficacy of the emergency response and investigation.

The extent of the information provided in the notice will depend on the individual circumstances of the event. In determining the content of notifications to parents, school personnel must consider including

specific information about the threat or incident necessary to inform parents and safeguard the community as determined by the threat assessment team or the Principal. Such information may include the date and time of the incident, the location and nature of the threat or incident, how and whether the threat or incident was resolved, a description of the suspect (where applicable), crime prevention and safety tips, and crime and threat reporting information. Notifications must be made in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g, 34 C.F.R. Part 99, and Section 1002.22, F.S.

Examples of unlawful acts and significant emergencies requiring notification to parents, include, but are not limited to:

- Fires
- Natural emergencies, including hurricanes, tornadoes, and severe storms
- Active assailant and hostage situations
- Bomb threats
- Weapons possession or use when there is intended harm toward another person
- Murder, homicide, or manslaughter
- Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel
- Exposure as a result of a manmade emergency
- Specific and articulable threats of harm against an individual or individuals
- Other significant events

Reunification. Employees should follow the reunification procedures set forth in the Emergency Procedures.

6.) SESIR

School Environmental Safety Incident Reporting (SESIR) will be implemented with fidelity throughout the school year in accordance with Rule 6A-1.0017, Florida Administrative Code. SESIR incidents that require a SESIR report pursuant to the rule will immediately be reported to the School Resource Officer or to another Law Enforcement Officer. The Principal or designee will be responsible for reporting each SESIR incident and will undergo the required SESIR reporting training. Pursuant to Section 1002.33(9)(r)2., Florida Statutes, parents of charter school students have a right to access school safety and discipline incidents as reported through SESIR.

7.) Involvement of Law Enforcement

In the event of an imminent threat or actual occurrence of harm to any persons in the school community, the Principal or their designee will immediately contact law enforcement and notify them of the incident. The administration will also consult with law enforcement for all Level I and Level II SESIR offenses, as identified in Rule 6A-1.0017, Florida Administrative Code. This is not intended to limit the authority of school personnel to involve law enforcement in any matter relating to a suspected or actual violation of the law or in any other circumstance warranting the involvement of law enforcement.

8.) Safe-School Officer

The school shall comply with Section 1006.12, Florida Statutes, and ensure that a safe-school officer is present on campus during the school day when the campus is open for instruction. Pineapple Cove Classical Academy has adopted a separate Guardian Policy which addresses the requirements for Guardians, which is incorporated herein as Exhibit “E.”

9.) FortifyFL

Pineapple Cove Classical Academy will adequately promote the use of FortifyFL, the mobile suspicious activity reporting tool operated by the State of Florida. The Principal or their designee will ensure that there is a FortifyFL link on the school’s website, at least two newsletters per year will make reference to the service, and posters will be made available on the community bulletin board. In addition, the application will be installed on all mobile devices issued to students, and the site will be bookmarked on all computer devices issued to students. The Board will designate one or more persons who are authorized to receive tips through FortifyFL and ensure that accurate and up-to-date contact information is timely maintained in the FortifyFL database.

10.) Mobile Panic Alert System

The Principal or their designee shall annually review options for a mobile panic alert system and ensure that the system is installed, and that appropriate staff members are trained in the use of the system. The Principal or their designee will work with emergency services to ensure the system is set up and operating appropriately. The mobile panic alert system will meet the requirements set forth in Section 1006.07(4)(c), Florida Statutes. The mobile panic alert systems must include mobile devices placed throughout the school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate the panic alert in the event of an on-campus emergency, the school must consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

11.) Florida Safe Schools Assessment Tool (FSSAT)

In order for the Brevard County School District School Safety Specialist to complete the school security risk assessment at the school, school personnel will cooperate with the School Safety Specialist’ requests for information and access. The Board and administration must ensure that any information needed for required reporting of safety information within FSSAT is timely provided to Brevard County School District according to their policies, as necessary. The school will also cooperate with the Brevard County School District School Safety Specialist in allowing first responders and public safety agencies to tour the campus every three years to provide recommendations related to school safety.

12.) Emergency Drills

The School Safety Plan will clearly document the procedures and details for drills and emergency evacuations. All students and staff members shall be made aware of the plan. Maps highlighting the escape routes for fire drills will be posted in all school rooms and provided to students and staff if requested.

- **Requirements for Drills.** All persons on the campus during an emergency or fire drill must participate in the drill. During emergency drills, fire drills, and during actual emergencies, Pineapple Cove Classical Academy staff will use plain language to communicate the nature of the emergency and instructions to students and staff. Plain language means communication that can be understood by the intended audience, which is free of coded language, jargon, and acronyms, and

meets the purpose of the communicator. Pineapple Cove Classical Academy will vary the conditions of emergency drills and fire drills. Drills must be held at both expected and unexpected times and under varying conditions that require school staff, students, and building occupants to take protective actions based on the specific circumstances of the simulated incident. The time of day in which emergency drills and fire drills are held must be varied. In setting the drill schedule, the Pineapple Cove Classical Academy administration must consider drills beginning at nonstandard times, such as within an hour of the start of the school day, during lunch, when students are between classes, or within an hour of the end of the school day. Emergency drills and fire drills must test all applicable functions included in the threat scenario, such as panic buttons, participant movement (lockdown, shelter-in-place, or evacuation), simulated communications with first responders, notification to parents, and appropriate protective actions, such as turning off lights, and covering windows. Emergency drills and fire drills must be conducted in accordance with developmentally appropriate and age-appropriate procedures.

- **Frequency:** Fire drills must be completed monthly or as often as otherwise required under Florida's Fire Prevention Code. Pineapple Cove Classical Academy will conduct six (6) emergency drills every school year that are nonconcurrent with fire drills. One (1) emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. Law enforcement officers must be physically present on each school campus and directly involved in the execution of active assailant emergency drills, unless their presence is determined to be unnecessary by the sheriff.
- **After Action Reports:** An after-action report must be completed following each emergency drill and fire drill. After-action reports must identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies. In addition, the after-action report must describe actions taken by participants, must analyze areas of success and areas where improvement is needed, and include input from public safety agencies and a plan for corrective action. After-action reports must be submitted to the Brevard County School District School Safety Specialist for review fifteen (15) calendar days following drill completion, or as otherwise required by Brevard County School District.

13.) Hurricane Closures

The organization will follow the same emergency closures as Brevard County School District. Parents should monitor local news outlets during inclement weather. If the public schools are closed, Pineapple Cove Classical Academy will also be closed. In the event that multiple closures occur and time must be made up, school days will be added according to the adopted amended school calendar by the school's governing board.

14.) Submission of Documents to District

All relevant forms and documents may be found in the Emergency Binder at the front desk. Pineapple Cove Classical Academy will timely submit all required documentation related to school safety, including, but not limited to, the following:

1. FSSAT plan submitted annually to the state.
2. Annual Safe School Plan for Evacuations provided to Brevard County School District, by submitting in Charter Links, by prescribed due date.

Pineapple Cove Classical Academy

Special Magistrate for Teacher Empowerment Policy

Adopted and Effective: 09/21/2023

This is the Policy on complaints related to a teacher being directed by Pineapple Cove Classical Academy (the "School") to violate general law or State Board rules as described in Section 1015.06, Florida Statutes. This policy is implemented to comply with the requirements of Rule 6A-1.094127, Florida Administrative Code, Section 1015.06, F.S, Florida Statutes, and other relevant laws.

1. Types of Concerns Covered. A Special Magistrate will only consider disputes where a classroom teacher alleges that he or she has been directed to violate general law or State Board of Education Rule by the School or the School District.

2. Complaint Procedures. To request appointment of a Special Magistrate, a teacher must follow these steps:

- Complete and return the form entitled “Teacher Request for Appointment of a Special Magistrate” which is available by request or online;¹
 - Describe the nature of the dispute, including the School procedure or practice in question and the general law(s) or State Board rule(s) the School is allegedly directing the teacher to violate through its procedure or practice;
 - Describe the resolution or relief previously sought at the School and School District level;
 - Describe the resolution sought from the Special Magistrate and the State Board of Education;
- Demonstrate that before filing for the appointment of a Special Magistrate, resolution of the dispute was sought by the teacher with the teacher’s Principal and subsequent to that, resolution was sought by the teacher at the School District level, all in accordance with the procedures adopted by the School District for resolution of the dispute. In order to meet this requirement, the teacher must demonstrate that he or she has, *in writing*, pointed the Principal and School District personnel to the specific provision(s) of general law or State Board rule the district is requiring him or her to violate and how that act or omission would violate that specific provision of general law or State Board rule; and
- Provide and maintain accurate contact information such as an email address, telephone number and mailing address.

The Department will provide the teacher and the School District written notice once a decision has been made. A Special Magistrate may not be appointed for a number of other reasons, such as the failure to fully utilize School District procedures for resolution, or where referral would interfere with an investigation or other administrative, civil, or criminal proceedings.

¹ https://web02.fldoe.org/rules/doc/6A-1.094127_2981.pdf

Pineapple Cove Classical Academy

3. Incorporation of Policy. This policy shall be incorporated into the School's Employee Handbook.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Special Magistrates for Teachers was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 09/21/2023.

DocuSigned by:

Mike Contreras

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Board Secretary

Mike Contreras

Printed Name