

## Santa Fe College Academy of Science and Technology Policy Handbook

- Florida Statutes are referred to as “F.S.” herein.
- Florida Administrative Code is referred to as “F.A.C.” herein.
- The Governing Board of the Santa Fe College Academy of Science and Technology is referred to as the “Governing Board” herein.
- The Santa Fe College Academy of Science and Technology is referred to as the “academy” or the “School” herein.
- Santa Fe College will be referred to as “SF” or “College” herein.

### Admissions and Enrollment

Purpose: To establish qualifications for student enrollment (§1002.33(10), F.S.)

The Academy currently has an open admissions policy and is available to any rising 9th grader who submitted an application prior to the posted application deadline. Per the charter application, when the number of applications exceeds the capacity of the school in terms of program, class, grade level, or building, all applicants have an equal chance of being admitted through a random lottery process. Moreover, if the enrollment level drops below the stated number, additional students may be added from the waiting list. Students may be placed on the waiting list throughout the academic year for that school year only. This open admission policy connects directly to the school’s mission of providing access and opportunity to workforce development skills and programs for all of its students.

Beginning with the 2024-2025 school year, rising 10<sup>th</sup> graders are eligible to apply. To be eligible for consideration, rising 10<sup>th</sup> graders must have a minimum of 6 high school credits, with at least one credit each in math, English, history, and science.

Continuation at the Academy beyond 10<sup>th</sup> grade is contingent upon students meeting minimum requirements for participation in the High School Dual Enrollment Program, as specified in the Articulation Agreement between the Academy and the College.

### Class Size

Purpose: To meet class size requirements for charter schools (§1002.03(16)(b)(3), F.S.)

Class capacity will be capped at 25 students when possible; however, as needed, the Academy may adhere to the definition of class size for charter schools as outlined in Florida law, allowing for a school average of 25 students per class.

### Conduct

Purpose: To establish a student code of conduct for the school

The Academy will follow the Alachua County School Board’s Student Code of Conduct while students are taking high school level coursework. Once an Academy student begins coursework through the SF High School Dual Enrollment Program, they will be held to both SF College Rule

7.23 and the Alachua County School Board's Student Code of Conduct. This policy was established by the charter application.

**Conflicts of Interest** (Chapter 112, Part III, F.S. and SF Board Rule 3.17 Conflict of Interest and Code of Ethics)

Purpose: To ensure no Board members have a conflict of interest while serving on the Governing Board for the Academy

Governing Board members and all employees assigned to the Academy are subject to the College's Board of Trustees' Rules and Procedures related to conflicts of interest, as well as the applicable provisions of the Florida law.

**Education Records** (Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99; §1002.22, F.S.; Rule 6A-1.0955 F.A.C.)

Purpose: To establish a policy that protects the rights of students and their parents with regard to education records in compliance with state and federal laws and regulations

The rights of students and their parents with respect to education records created, maintained, or used by the Academy shall be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g, the implementing regulations issued pursuant thereto, and Florida Statute s.1002.22. The Academy will maintain compliance as follows:

- (a) Students and their parents shall have the right to access their education records, including the right to inspect and review those records, in a reasonable amount of time not more than 30 days from the date of request.
- (b) Students and their parents shall have the right to waive their access to their education records in certain circumstances.
- (c) Students and their parents shall have the right to challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise a violation of privacy or other rights. The Academy will provide an opportunity for amendment of any such information.
- (d) Students and their parents shall have the right of privacy with respect to such records and reports.
- (e) Students and their parents shall receive annual written notice of their rights with respect to education records.
- (f) Parents may specify use of any deviation from their child's legal name through the submission of a form giving parental consent.
- (g) The transfer of records of students who transfer from the Academy to another school must occur within five (5) school days of receipt of the request for records from the new school or district, or receipt of the identity of the new school and district of enrollment, whichever occurs first. Student records must contain verified reports of serious or recurrent behavior

patterns, including substantive and transient threat assessments and intervention services, and psychological evaluations, including therapeutic treatment plans and therapy progress notes created or maintained by district or charter school staff. Non-threats must not be transferred with a student's educational record unless certain conditions are met.

(h) A schedule of fees and charges for copies of education records which charges no more than the fees and charges for public records as set forth in Section 119.07, F.S. will be maintained on the Academy website.

(i) Disclosure of personally identifiable information where prior written consent of the parent or eligible student is not required may be made in accordance with the law;

(j) Personally identifiable information may be disclosed where prior written consent of the parent or eligible student has been obtained if required, and records of requests and disclosures will be maintained by the Academy;

(k) Student records will be maintained in a secure manner to ensure the confidentiality of student records and safeguard records from unauthorized or unintentional access;

(l) Personally identifiable information may be disclosed in health and safety emergencies in accordance with state and federal law;

(m) Directory information is defined as follows: information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance.

(n) The Academy will ensure the accuracy of information maintained and will periodically review and eliminate information no longer useful, in the manner prescribed by Section 1001.52(3), F.S.

(o) The Custodian of Education Records for the Academy shall be the Executive Director for Secondary Programs, located at 3000 NW 83<sup>rd</sup> St., Gainesville, Florida, Building G, Room 10. The education records will be located in the Academy in G Building.

### **English Language Learners (ELL) (Rule 6A-6.0901, F.A.C.)**

Purpose: To ensure students who meet specific ELL requirements receive accommodations required by law

Each student upon acceptance to the school will be evaluated for participation in an ELL program, based on the questions set forth in Florida state rule 6A-6.0902. If one or more of the questions affords a response of "yes", a further evaluation (a listening/speaking and/or a reading/writing assessment) will be given by a member of the ELL team. This team will be comprised of a school administrator or designee, plus appropriate teachers with ELL credentials.

### **Exceptional Student Education (ESE) (1002.33(20), F.S.)**

Purpose: To ensure the Academy is providing all necessary ESE services in compliance with state and federal laws and regulations.

ESE administrative services will be covered by the administrative fee and will include professional development related to IEP development, access to the state's electronic

Individualized Education Program (IEP) system, initial evaluation for ESE placement, and other supports as agreed to by the Sponsor.

The principal will be designated as the ESE Administrator for the school. Until such time as the Academy retains an employee who is qualified to act as the ESE Specialist, the Academy will contract with the Sponsor for these services. The school will hold all necessary IEP and 504 meetings to stay in compliance with federal law. All accommodations designated by the IEP or 504 team will be implemented with fidelity by the school in all high school level coursework.

**General Education Provisions Act (GEPA)** (Compliance with Section 427 of the General Education Provisions Act (GEPA) enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.103-382) and Rule 2.8, to the extent applicable)

Purpose: to demonstrate the Academy's commitment to nondiscrimination in its educational and workplace environment

The Academy is committed to maintaining a work and educational environment where no member of its community is excluded from participation in, denied the benefits of, or subject to discrimination in any Academy program or activity based on their membership in a protected class.

This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. The GEPA statute highlights six types of barriers that can impede equitable access to or participation a program on the basis of gender, race, national origin, color, disability, or age. The Academy does not and will not discriminate against any protected classes.

The SF Human Resources office includes the following statement at the end of every job advertisement: Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. For these purposes, the Academy is considered a part of the college community.

The process of selecting students for the Academy will comply with the Department of Education's General Provision Act as explained below.

General Strategy: Program identification, recruitment and selection of participants are accomplished through several sources. Staff will direct specific identification, recruitment and selection efforts toward inclusion of all types of students. Referrals will come from many

different sources.

*Gender:* School gender selection will be represented as best possible to mirror the general age specific population.

*Race:* Race will not be a barrier to school enrollment or participation.

*National Origin:* National origin will not be a barrier to school enrollment or participation.

*Color:* Color will not be a barrier to school enrollment or participation.

*Disability:* This is not a barrier at Santa Fe College. The Academy will work with the Sponsor with regard to disability-related issues for the entirety of the student's high school career; in addition, when students enroll in high school dual enrollment classes, the SF Disabilities Resource Center will also assist in serving students with disabilities.

*Age:* The school will not use age as a requirement; students must meet grade level requirements.

### **Governing Board (§1002.33, F.S.)**

**Purpose:** To describe the composition, general duties, and responsibilities of the governing body of the Santa Fe College Academy of Science and Technology

The Governing Board of the Academy, formally known as the "Governing Board of the Santa Fe College Academy of Science and Technology," is composed of the trustees serving on The District Board of Trustees of Santa Fe College, Florida. The chair and vice chair will mirror that of the College board as well.

The Academy's Governing Board is charged with the general oversight of the Academy's operations and given financial and fiduciary responsibilities accordingly. Each Governing Board member shall exercise due care to actively take a role in financial oversight of resources and assets in compliance with state and federal law; comply with financial reporting mandates including annual financial reports and program cost reports; require an annual financial audit; work together with the Sponsor to ensure the financial integrity of the charter school; adopt and monitor the annual budget; discharge the duties of the office pursuant to standards of responsibility as a fiduciary as provided under law; and provide oversight as the ethical, legal and financial stewards of the charter school.

Governing Board members are required to participate in governance training approved by the Department of Education that must include government in the sunshine, conflicts of interest, ethics, and financial responsibility.

The Governing Board Chair, or Vice Chair in the Chair's absence, or Immediate Past Chair in the Vice Chair's absence, is authorized to approve policies and execute the documents, contracts, and change orders requiring Governing Board approval during the periods between regularly scheduled meetings of the Governing Board, which actions if delayed until the next regularly scheduled meeting would create operational or financial difficulties for the Academy or one or more students. The Executive Director for Secondary Programs or the Principal shall indicate in

writing the reason that a requested document should be executed or approved prior to the next regularly scheduled board meeting. The College President or designee will coordinate this process and will provide this information to the full Governing Board for ratification at the next regularly scheduled board meeting, at which time the Governing Board may take any action that would not adversely affect any third party's rights. Policies adopted by the Governing Board shall be subject to regular and continuous review for relevance, accuracy, and clarity.

Special meetings of the Governing Board can be called by the Chair, by the President when requested by a majority of the Governing Board, or by the majority of the Governing Board itself. Actions at special meetings, including emergency meetings, have the same force and effect as actions at regular meetings.

Notice of meetings and workshops shall follow the requirements of Section 120.525 Florida Statutes. A majority of the Governing Board membership shall constitute a quorum. Robert's Rules of Order, Revised shall govern the proceedings of the Board, except that the Chair of the Board should vote and may make or second a motion. Issues to be acted upon by the Governing Board shall be determined by a simple majority of the members present in quorum. In the event of a tie vote on any issue, action on the motion shall be deferred until a majority is attained.

#### **Grants** (Sponsored Projects Handbook)

The Academy will utilize the services of the College's Sponsored Projects Office in conjunction with the services of its Sponsor to maximize the use of grant funds. Generally, grants will be made to the Sponsor for use by the Academy.

#### **Homelessness: Florida McKinney-Vento Program Training and Identification** (Rule 6A-10.088, F.A.C.)

Purpose: To support students experiencing homelessness

Students experiencing homelessness will be referred to local social services available through the McKinney-Vento Act. The McKinney-Vento liaison of the Sponsor will support the Academy in the same manner as traditional public schools.

#### **Instructional Days and Hours** (§1011.60(2), F.S., Rule 6A-1.045111, F.A.C. and 1007.271(2), F.S.)

Purpose: To ensure the Academy calendar meets the required number of days and minutes required

The Academy will meet the requirements for 180 instructional days and 300 instructional hours in its high school courses.

Once a student matriculates to the SF High School Dual Enrollment component of the program and is working on college coursework, the college calendar will be followed for completion of those courses. Students participating in dual enrollment courses are held to the college calendar to earn high school and college credit.**Internet Safety Policy** (Rule 6A-1.0957, F.A.C.)

Purpose: To establish an internet safety policy that protects students when using email, chat rooms, websites, and social media with regard to all devices owned by or provided by the Academy or any device connected to school-provided internet.

The Academy will ensure technology protection measures are in place to:

1. Filter or block access to material that is not appropriate for students, taking into consideration the subject matter and the age of the students served at each school (the Academy will filter or block access to all information considered obscene, child pornography, or any material deemed harmful to minors, as defined by the Children’s Internet Protection Act);
2. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;
3. Prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students;
4. Prevents access to websites, web or mobile applications, or software that do not protect against the disclosure, use, or dissemination of students’ personal information;
5. Prohibits students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose.
6. Prohibit the use of TikTok, and any successor platforms, on all district- or school-owned devices, or on any device (including privately owned) connected to district- or school-provided internet; and
7. Prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote any school district, school, school-sponsored club, extracurricular organization, or athletic team.

Prior to requiring students to use online content, staff must confirm the content is not blocked by the student internet filter. Staff will be provided with a procedure to request that blocked content or social media platforms to be reviewed and unblocked for educational purposes.

The technology protection measures may be disabled only for lawful purposes, including educational research. Only Santa Fe College Information Technology Services Department (SF ITS) or designated parties will be permitted to disable protection technology.

It shall be the responsibility of all members of the Academy’s staff to supervise and monitor usage of the online computer network and access to the institution’s internet and ensure that the same is in accordance with this policy.

**Inventory Control** (College Rule 5.7 and Procedure 5.7P).

Purpose: To ensure the safeguarding of Academy fixed assets

The Academy will follow the Rules and Procedures outlined in the College's Rules Manual. The inventory control process is a collaborative process led by the College's Inventory Manager utilizing the support of college personnel to track fixed assets.

**Mandatory Reporting of Child Abuse, Abandonment and Neglect (§§39.01, 39.205 and 39.201, F.S. and Rule 2.16 and Procedure 2.16P)**

Purpose: To promote the safety and well-being of minors associated with Academy and emphasize the legal requirements for mandatory timely reporting of known or suspected child abuse, abandonment, or neglect.

How to report incidents of child abuse, abandonment or neglect:

- i. All instances of known or suspected child abuse, abandonment or neglect must be reported to the Florida Department of Children and Families (DCF). Notification must be made by calling, faxing or e-mailing the Florida DCF Abuse Hotline.

Telephone: 1-800-96-ABUSE (1-800-962-2873)

Fax: 1-800-914-0004

Web report: <https://www.myflfamilies.com/service-programs/abusehotline/report-online.shtml>

- ii. Notify the Santa Fe College Police Department (call 352-395-5519 for non-emergencies) and the Equity Officer and Title IX Coordinator (call 352-395-5950 or email [equity.officer@sfcollege.edu](mailto:equity.officer@sfcollege.edu)) of any incidents reported to DCF so that an internal Incident Report can be completed. Call 911 or contact the Santa Fe College Police Department at 352-395- 5555 if immediate assistance is needed to deal with the matter at hand.

**Mental Health Assistance Program (§1006.041, F.S.)**

The Academy elects to be included in Sponsor's mental health assistance program and will not submit a plan independently from the school district.

**Objections to the Governing Board's policy or decision**

Purpose: To establish a process in which parents and students can object to the Governing Board's policy or decision

Parents and students should present in writing to the Principal any objections to a Governing Board policy or decision, administrative procedure, or practice at the Santa Fe College Academy of Science and Technology. The written objection should clearly identify the existing policy, procedure, or practice, and explain the basis for the objection, including any adverse impact to students. If the Principal is not able to resolve the situation at the lowest possible level, the Executive Director should be notified to assist. If the Executive Director is unable to resolve the situation, the College President should be notified to assist. In the event the complainant remains unsatisfied, the item may be placed on the next Governing Board meeting agenda for



discussion, and the complainant will be invited to attend. The Governing Board for Santa Fe College's Academy of Science and Technology will have a regular agenda item to allow parents and students to present issues at each board meeting; this item will be heard prior to the Governing Board taking action on agenda items to give parents and students the opportunity to be heard on items coming before the Governing Board for action.

**Online Educational Services** (Rule 6A-1.0955, F.A.C.)

Purpose: to provide for review and approval of any online educational service that students or their parents are required to use as part of a school activity for required use of online educational services by students and parents.

(a) In order to protect a student's personally identifying information (PII) from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Academy will:

1. Review any online educational service's terms of service and privacy policy to ensure compliance with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.;
2. Designate a person or persons responsible for the review and approval of online educational services that will be required for students to use and the procedure for seeking such approval;
3. Provide procedures for notifying parents and eligible students if student PII will be collected by the online educational service;
4. Where student PII will be collected by the online educational service, provide procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any; and
5. Explicitly prohibit using any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or disapprove. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

(b) For any online educational service that a student is required to use, the Academy will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice must include a link to the online educational service's terms of service and privacy policy, if publicly available.

## **Parent Liaison**

The Academy's parent liaison is hereby designated to be the Executive Director for Secondary Programs.

## **Placement and Promotion**

Purpose: To establish policies surrounding grade level promotion, retention, and course placement

The Academy will follow the Alachua County Student Progression Plan as set forth in the charter application and agreement.

## **Procurement and Contract Authority for Purchases (College Rule 5.2)**

Purpose: To establish procurement procedures and policies for the Academy and provide for delegation of contract authority

The Academy will follow Santa Fe College's procurement requirements in accordance with Florida Statutes and Santa Fe College's Rules. The College's Purchasing Director and other designees will have full authority to sign contracts and take other actions in the same manner for the Academy as for Santa Fe College.

## **Reading Allocation (§1002.33(7), F.S., and §1008.23(a), F.S.)**

Purpose: To designate specific funds to reading instruction

The Academy understands the requirement to utilize its proportionate share of the research-based reading allocation in accordance with Florida law. The Academy is committed to utilizing high quality supplemental materials.

## **Restrooms/Bathrooms (§553.865 F.S., Rule 6A-10.086, F.A.C.)**

Purpose: To establish a policy regarding restrooms/bathrooms at the Academy

The Academy will provide a restroom designated for exclusive use by females and a restroom designated for exclusive use by males or will provide a unisex restroom. The Academy does not currently have locker rooms or dressing rooms but will fully comply with the law if they acquire them.

A person may only enter a restroom 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 s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- (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 is not in use; or

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

A student who willfully enters, for a purpose other than one of those in (a) through (e) above, a restroom designated for the opposite sex at the Academy must depart when asked to do so by any instructional personnel as described in s. 1012.01(2), administrative personnel as described in s. 1012.01(3), or a safe-school officer as described in s. 1006.12(1)-(4). Students who violate this policy are subject to disciplinary actions in accordance with the Alachua County School Board Student Code of Conduct.

Instructional personnel or administrative personnel who willfully enter, for a purpose other than one of those in (a) through (e) above, a restroom designated for the opposite sex on the premises of the educational institution and refuse to depart when asked to do so by any instructional personnel as described in s. 1012.01(2), administrative personnel as described in s. 1012.01(3), or a safe-school officer as described in s. 1006.12(1)-(4), commit a violation of the Principles of Professional Conduct for the Education Profession and are subject to discipline pursuant to s. 1012.795.

#### **School Safety, Including the Jessica Lunsford Act (§§1006.12, F.S. and 1006.07, F.S.)**

Purpose: To ensure the school is a safe learning environment for all students and provide for progressive discipline for employees who knowingly violate school safety requirements

The School Resource Officer will be an employee of Santa Fe College and will be a sworn law enforcement officer of the Santa Fe College Police Department. By utilizing the resources at the PD, there will be a safe-school officer who is present and/or can respond promptly at any time the Academy is in session, even when the assigned SRO is off campus. An officer will be present throughout the school day, as well as 30 minutes both before and after school hours. The PD has dedicated 24/7 non-emergency and emergency dispatch phone numbers on campus and the County 911 system is also always available.

Schoolwide active assailant drills will be completed in accordance with state statute, in addition to other required drills including fire and tornado. All staff will complete required training. The Academy will adopt an active assailant response plan that will be submitted to the Sponsor's school safety specialist prior to the start of each school year. The College and its PD will utilize the state-approved Emergency Management Plan (EMP) which addresses all identified hazards including active assailant.

The Academy will follow the college's longstanding threat assessment team model already in place. The Academy's Threat Assessment Team will include the Executive Director, the Principal, the SRO, and a Guidance Counselor or Licensed Mental Health Counselor. The team will typically meet monthly at a minimum to review any known threats and will function holistically to provide care and concern and support service referrals and threat management, with emergency meetings scheduled as needed.

All incidents related to school safety and Level 1 or Level 2 discipline, as defined in the Alachua County Student Code of Conduct, will be reported to the Sponsor's Superintendent's Office in a timely manner. As the Academy is on college property, any known threats will also be reported to the Santa Fe College BIT and the Police Department, as well as to the College President or designee, if appropriate.

Specific state-approved programs will be utilized to satisfy Alyssa's Alert and reunification requirements.

The Academy will comply with the Jessica Lunsford Act, whereby personnel who are permitted access to the Academy when students are present or who will have direct contact with students must complete the Level 2 background check (fingerprinting).

The Academy hereby adopts a "progressive discipline policy" for addressing any instructional personnel and any administrative personnel who knowingly violate school safety requirements as follows:

Discipline should be corrective and progressive in nature. In general, the sequence of discipline is as follows:

1. Counseling
2. Written reprimand
3. Three-day suspension without pay
4. Five-day suspension without pay
5. Termination

A counseling memo should be written as confirmation of the verbal counseling regarding performance concerns and is normally issued when an employee's performance needs improvement. A written reprimand is normally issued after an employee has failed to respond to counseling for the same type of offense (in this case, a knowing violation of school safety requirements). All disciplinary documents must include the supervisor's and employee's signatures acknowledging receipt of the document. All disciplinary documents should be forwarded to Human Resources to be placed in the employee's personnel file. In the event that a safety violation is deemed to be egregious, the Academy reserves the right to immediately terminate the employee for placing students' or employees' lives in danger.

### **School-Sponsored Events and Activities (§1001.43(3), F.S.)**

Purpose: To ensure all school-sponsored activities have safeguards in place to ensure the health, safety, and welfare of students

The Academy will ensure all school-sponsored events and activities ensure the health, safety, and welfare of students, are consistent with the parental bill of rights, protect privacy of educational records, and provide parental notification. A permission form for all school-sponsored events will be submitted that describe the nature of the event or activity, the date and time of the event or activity, specific location and type of sponsors/guests at the event or activity; and method of student supervision provided and the anticipated number of chaperones. The Academy's Principal is responsible for ensuring each student participating in the school-sponsored event or activity has submitted a signed permission slip.

**Segregation of Financial Duties (Rule 5.4 Control of Funds and Procedure 5.4P Receipt, Deposit, and Disbursement of Funds)**

Purpose: To ensure the safeguarding of Academy assets

The Academy will follow the same Rules and Procedures outlined in Santa Fe College's Rules Manual. Finance Software, currently known as eStaff, will be used to house all financial transaction data for the Academy. Academy financial data will be segregated by its own unique department numbers and tracked separately from Santa Fe College funds.

**Title IX**

Purpose: To establish protocol for reporting discrimination and harassment based on sex

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Sex-based discrimination can include sexual assault, relationship abuse, stalking, sexual harassment, and bullying or cyber-bullying involving sexual misconduct. Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct.

Reports can initially be made in person, by telephone, by mail, or by e-mail to any Academy employee. Any Academy employee receiving a report must bring the report to the attention of the principal immediately. The principal shall immediately notify the College's Equal Opportunity Officer and Title IX Coordinator, who may assist the Academy in any investigations and processes. The Academy will follow the protocols for Title IX incidents established by the Sponsor.

**Transportation (§1002.33(20)(c) F.S.)**

Purpose: To ensure transportation is not a barrier

Families will be responsible for transportation to and from the Academy. However, all students will have access to the local Regional Transit System (RTS) bus system for free with their school ID card, which has coverage throughout most of Alachua County.

## **Addendum for Purposes of the Charter Schools Program Grant**

The following policies shall be in place for the duration of the Charter Schools Program Grant.

### Section 1: Enrollment & Admissions Policy

A. Lottery. If the number of applications exceeds the capacity of the program, class, grade level, or building, the School shall conduct a random selection process.

i. Enrollment Preferences. The School shall give enrollment preference as follows in accordance with 1002.33(10)(d), F.S.:

a. Students who are siblings of a student enrolled in the School;

b. Students who are the children of the founding Governing Board members;

c. Students who are children of an employee of the School;

### Section 2: Inventory Control Policy

A. Full Inventory. The School shall conduct a full inventory of all property purchased using Grant Funds twice yearly.

B. Purchased Property. The School shall implement the following guidelines for property purchased using Grant Funds:

i. Labeling. The School shall log and label all purchased property upon receipt.

ii. Categories. The School shall maintain individual property records for purchased property, including the following information: item number, item description, funding source, acquisition date, cost, location (including room number), condition, and disposition date.

iii. Object Codes. College internally utilizes 700 series General Ledger Codes with the following information: Property of the School Board of Alachua County, SF Academy of Science and Technology; inventory item identification or serial number; and indication that the purchased property was purchased with Grant Funds. Reports will be cross-walked to align with state reporting as needed (e.g. use of 600 Object Codes).

### Section 3: Procurement Policy

A. Micro Purchases. In accordance with 2 CFR, Sections 200.319 and 200.320, purchases under \$10,000 may be made without soliciting competitive price or rate quotations if the School considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly.

B. Simplified Acquisition. Subject to the allowances and exceptions provided in 2 CFR, Sections 200.319 and 200.320, the School shall solicit at least three written quotations for purchases of \$10,000 to \$65,000.

C. Major Acquisition. Subject to the allowances and exceptions provided in 2 CFR, Sections 200.319 and 200.320, the School shall solicit competitive proposals for purchases over \$65,000.

D. Justification. The School shall require written justification for any sole-source procurements to be maintained in the procurement files.

#### Section 4: Conflict of Interest Policy

A. Contract Administration. No Governing Board member, employee, or agent of the School shall participate in the selection, award, or administration of any contract supported by federal funds if:

- i. The decision is likely to benefit that person or his or her immediate family member;
- ii. The person is a public official or has a family or business relationship with the grantee; and
- iii. If a real or apparent conflict of interest exists.

B. Business Relationships. No Governing Board member, employee, or immediate family members acting in a private capacity shall rent, lease, or sell any realty, goods, or services to the School, unless the business is procured through competitive bidding.

- i. Disclosure and recusal by conflicted individuals shall apply during the Governing Board's deliberations on such bids.
- ii. A conflicted company shall not be prohibited from competitive bidding.

C. Solicitations. No Governing Board member, employee, or immediate family members shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the official action or judgment of the recipient would be influenced thereby.

## Section 5: Segregation of Financial Duties

Division of Duties. The School shall segregate key financial duties and responsibilities among different individuals to reduce the risk of error, misuse, or fraud.

A. Assistant Comptroller: The Assistant Comptroller shall perform the following duties:

- i. Inputs and maintains the grant budget as awarded within Santa Fe College's accounting system
- ii. Maintains the financial records for the grant
- iii. Prepares any interim and final required financial reports

B. Restricted Funds Manager: The Restricted Funds Manager shall perform the following duties:

Maintains compliance with cash management regulations by monitoring grant expenditures and creating cash draws on a reimbursement basis.

C. Purchasing Director: The Purchasing Director shall perform the following duties:

Utilize the grant budget to approve requisitions allowing for a Purchase Order to encumber the funds needed.

D. Accounts Payable Accountant: The Accounts Payable Accountant shall perform the following duties:

Process all vendor payments and expense reimbursements upon receipt of confirmation that the item has been delivered and is in satisfactory condition or the services have been provided satisfactorily. Vendor payments are made weekly and require dual authority to release funds.

E. Human Resources Director: Human Resources ("HR"), under the leadership of the HR Director shall perform the following duties:

- i. Grant Positions (if allowable) follow Santa Fe College standard HR processes.
- ii. New positions are created with presidential authority and compensation is determined using Santa Fe College salary procedures.
- iii. Employee's compensation and account information is entered into the HR Payroll system by Human Resources staff.



F. Payroll Manager: The Payroll Manager shall perform the following duties:

Payroll manager insures the appropriate reviews are conducted and that payroll figures are accurate prior to running payroll on the 15<sup>th</sup> and last day of each month.

G. Comptroller: The Comptroller provides oversight of all financial areas specified above.