

# **Gulf Coast Academy of Science and Technology**

## **Policy Manual**

GCA Governing Board Policy Adoptions:

### **GCA Board of Incorporators**

Marilyn Haskedakes

Member-At-Large

Joseph A. Gatti (ex-officio)

Lori Evans

Jackye Floyd

Kevin W. O'Connor (Chairman)

Nevin R. Siefert, II (ex-officio)

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 1: Hernando County School Board Policy Adoption**

### Policy 1.1: Hernando County School Board Policy Adoption

1.1.A. General: It is the policy of the governing board of Gulf Coast Academy of Science and Technology, Inc., to adopt the sponsor's policies (The School Board of Hernando County Policy Manual).

1.1.B. Exclusions: In the instance where a charter school policy differs or offers more clarity than the sponsor's policy, the adopted GCA Governing Board policies appearing in this manual will take precedence.

1.1.C. Additions: Additional policies as deemed necessary and adopted by the GCA Governing Board will also take precedence over the sponsor's policies as they appear in the GCA Policy Manual.

1.1.C. Related Informational Manuals: GCA will utilize the sponsor's manuals and handbooks, including the Hernando County Staff Handbook and Student Code of Conduct, as they are adopted. GCA policies shall take precedence when they differ from policies printed within these manuals or handbooks.

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# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 2: School Board Governance and Organization**

### **Policy 2.1: Illegal Discrimination Prohibition And Affirmative Recruitment**

2.1.A. **General**: It is the policy of the governing board of Gulf Coast Academy of Science and Technology, Inc., not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, or other legally protected status in its educational program or employment practices.

2.1.B. **Employment**: Neither the governing board of Gulf Coast Academy of Science and Technology, Inc. nor its employees shall illegally discriminate in its employment policies and practices on the basis of race, color, religion, national origin, age, sex, marital status, disability, or other legally protected status in its employment practices as defined by applicable law.

2.1.C. **Students**: The governing board of Gulf Coast Academy of Science and Technology, Inc. prohibits exclusion of any student from participation in or the denial of the benefits of any educational program or activity as well as any and all forms of illegal discrimination against any student on the basis of race, color, religion, national origin, age, sex, marital status, disability, or other legally protected status as defined by applicable law.

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 2: School Board Governance and Organization**

### Policy 2.2: Grievance Procedure

#### 2.2.A. General:

Petitioner will discuss with the school's directors the nature of their concern and discuss possible forms of resolution to that concern.

Directors will then choose to act upon the concern and implement a resolution.

If directors resolution does not satisfy petitioner they may file a written petition to the Governing Board.

This form shall include the nature of the concern and their anticipated or desired resolution and how the directors resolution did not satisfy their concern.

Directors will place petitioner's concern on the agenda for next regularly scheduled board meeting and allow petitioner to address the board for a maximum of five minutes to explain their concern and their requested or anticipated resolution and how the directors resolution did not satisfy their concern.

The Governing Board will then communicate a resolution in writing through the directors to the petitioner no longer than 7 days following the petitioner's appearance before the board and that action shall be final.

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 3: Personnel**

### Policy 3.1: Probationary Status For Fingerprinting

3.1.A. The Gulf Coast Academy of Science and Technology, Inc. (GCA) and its Governing Board will place any and all employees, board members, and volunteers on a probationary status until fingerprinting and background investigations through the FDLE have been completed.

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 3: Personnel**

### **Policy 3.2: Applicant Recruitment Procedures**

3.2.A. Recruitment Procedure Example. For general policy please see Section 8.

#### **Gulf Coast Academy of Science and Technology, Inc.** **Recruitment Procedure:**

The Administrative Director (AD) will post the position opening with related job description, eligibility, requirements, and benefits on the Hernando County School Board online job database and on Teachers-Teachers.com.

The AD and the Curriculum Director (CD) will review prospective applicants for basic eligibility requirements specific to the position. The AD and CD will review their certification, resume, and references for eligibility. Eligible applicants will be contacted by the CD to initiate the **GCA Email Application Process**. A sample of the contact email is included in Appendix A.

Applicant respondents will then be sent the **GCA Email Application Process** procedures. These mandatory initial screening procedures will need to be accomplished by the eligible applicants by the date established by the AD in order to be considered as finalists for the position. A sample of the job specific **GCA Email Application Process** is included in Appendix B.

Finalists for the position will then be required to conduct a live or telephonic interview with both the AD and CD. The applicants will be given the opportunity to answer the **GCA Interview Application Process** and responses will be scored independently by both the AD and CD. The average score will be calculated for each of the finalists completing the interview process. The **GCA Interview Application Process** and response rubric can be found in Appendix C.

The top two finalists as determined by the average interview score will then be required to teach one session of a class within their position's field as part of the **GCA Teaching Application Process**. The finalists will have to prepare and provide a lesson plan one week in advance of the teaching process that details, at a minimum, the lessons objectives, teaching methods (with at least three different modalities addressed), the correlated Sunshine State Standards, student assessment of objectives, and teacher self-evaluation. This lesson plan will then be reviewed by both the AD and CD and become part of the Classroom Observation Assessment. The finalist will then be schedule to teach one videotaped class lesson with both the AD and CD observing and completing the HCSB Classroom Observation and Assessment instrument. A sample **GCA Teaching Application Process** letter, lesson, and HCSB Observation Form can be found in Appendix D.

The successful finalist will be notified via telephonic, email and letter no more than five working days following the **GCA Teaching Application Process**. The AD will then provide an instructional contract per the terms and conditions written in the posting and application process to the successful finalist. The successfully finalist will then have ten working days to return the original contract with their signature indicating approval of the terms and employment acceptance. The AD will then add the individual and their signed contract as a recommendation for hire to the GCA governing Board for their approval by the next regularly scheduled board meeting. The unsuccessful finalist will be notified via email and letter no more than ten working days following the **GCA Teaching Application Process**.

#### **Gulf Coast Academy of Science and Technology, Inc.** **Recruitment Procedure:**

#### **Appendix A:**

#### **Dear Applicant:**

Florida offers a provisional certification for teachers who already have a degree. Please contact the personnel office for the Hernando County School District for details at 352-797-7000 or visit their website at [www.hcsb.k12.fl.us](http://www.hcsb.k12.fl.us) - Please send your cover letter, resume, and other supporting information to the address shown below. Also, please let us know your salary requirement, willingness to relocate to Florida, reason for relocation, teaching experience, and your reason for wishing to teach at a middle school as opposed to a high school. Please let me know if you have any questions.

#### **Frequently Asked Questions about the position we are seeking:**

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### Policy 3.2: Applicant Recruitment Procedures

#### 3.2.A.

How many classes per day would I teach? Currently teachers have four 66 minute teaching periods per day.

How long is your initial charter? Five Years, Renewable

How many students attend the school? Currently 108

How many students in each class? Currently 22

Am I given time to plan? Yes, about 1 hour per day.

What would I be teaching? Reading and Language Arts Combined

What textbook are you using? HRW Elements of Literature, Novels

What is the expected distribution of students? 44 Sixth Grade, 44 Seventh Grade, 22 Eighth Grade

Is GCA a public school? Yes

Do students at GCA pay tuition? No

How is the school funded? Federal Grant, State Public Education Funds, Local Public Education Funds

Why is the current teacher leaving? She is going to be attending graduate school in her home state.

Does your school serve lunches? Yes, they are brought to the school each day from the local high-school.

Do you have a sports program? Students may participate in the sports program of their zoned middle school when they are in 7th or 8th grade.

Do you have an after-school program? Teachers are expected to work until 5:00 pm any one day (the same day) in a given week in order to work with students who need extra help or desire enrichment.

Do you have any elective classes? Yes, every student has Technology as an "elective" class for one hour each day. The technology teacher supports the other teachers with joint initiatives. For example: this year the 7th graders produced PowerPoint presentations of the solar system for a grade in science.

What are the school hours? 7:30 - 3:30 for teachers. 7:50 - 2:00 for students.

What is the annual calendar? School is in session from August through May. Teachers have June and July off.

How often are pay-checks cut? Paychecks are cut every two weeks.

Are there breaks in the school year? Yes, typically two weeks for the holidays, and one week for spring-break. We follow the same calendar as the Hernando County School District.

What other classes are offered? A typical student schedule would include Social Studies, Mathematics, Reading/Language, Science, Technology, and a Field Activity (one full day).

Is housing near the school affordable? Yes, there are many multi-family dwellings in the school's proximity. Some are within walking distance. Rent in this area ranges from \$500 - \$700 per month for a reasonable dwelling.

Is there any opportunity to earn additional money in excess of my teaching salary? Yes, teachers may earn extra money for their SAI work (Supplemental Academic Instruction); for example we have a math tutor who works two days per week.

Would I have my own classroom? Yes

What is your salary schedule? Salaries are typically competitive with the local school district.

Are teachers required to sign a contract? Yes

----- Original Message -----

**From:** REDACTED

**To:** [info@gulfcoastacademy.org](mailto:info@gulfcoastacademy.org)

**Sent:** Saturday, February 14, 2004 1:24 PM

**Subject:** job posting

Dear Mr. Gatti:

I am writing regarding the English department opening posted on the TeachinFlorida website, position #LA001, grades 6-8. I am certified in secondary English education, grades 6-12 in both Illinois and Indiana. My husband and I are seriously considering relocating to Florida this summer, and I am most interested in finding out more about your school and this opening in particular. I visited your website and found your school to be very unique and innovative. Please let me know the application procedure as soon as possible.

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### Policy 3.2: Applicant Recruitment Procedures

3.2.A.

Thank you,  
REDACTED

#### Gulf Coast Academy of Science and Technology, Inc. Recruitment Procedure:

#### **Appendix B:**

#### **Dear Applicant,**

Thank you again for your interest in working as an English teacher at GCA. I would be pleased if you could accomplish the following (as part of our initial selection process), finalists will be invited to interview in Florida.

1. Please visit the following website:

<http://www.fldoe.org/edcert/>

Please respond via e-mail with your Florida certification status. If you have already applied for a Florida Teaching Certificate, please indicate the date you sent your application.

Will your Florida teaching certificate include grades 6-9 or 6-12?

When will you be available to visit our school for an interview?

2. Please visit the following website:

<http://www.my.hrw.com>

Use the following login information:

User Name: **lmiller97**

Password: **y562**

Choose "Holt Online Essay Scoring"

Choose "Narrative"

Choose Option 4 "Your best day in school."

Please write a 300-400 word narrative essay expressing your best day as a teacher or student teacher.

Note: It is best to compose your essay off-line in a word processing program, then copy and paste your finished product into the HRW website.

When you have submitted your finished essay, please click the "Get Your Score" option.

We are not as interested in the score you receive as your receptiveness to implementing this type of cutting edge technology into your curriculum.

3. After experiencing the HRW online essay scoring system through the eyes of a student, please offer your comments and ideas on how you would use this tool as a teacher. (Please reply via email.)

4. Please visit the following website:

<http://www.chambertheatre.com>

Consider the following scenario: The eighth grade is going to the theatre! On their trip they will see a variety of short performances, specifically: The Tell Tale Heart; The Legend of Sleepy Hollow;

The Monkey's Paw; The Necklace; and The Celebrated Jumping Frog of Calaveras County.

Please reply via email with your response to the following question: How would you prepare your eighth grade

class for this theater experience? Try to build your lessons around this experience, both before and after their visit.

Before answering this question, check out the HRW online textbook to see which of the corresponding short stories are available in the students' textbook. Each short story has a "before you read" section; can you use any

of these ideas? Check out the quick-time movie, the vocabulary link, the grammar link, etc. Do you see any

potential? How much time would you realistically spend on this project to maximize student achievement? Would you use any gimmicks to motivate your class? Perhaps a contest or a game? Be creative!!

5. Lastly, please visit the following website:

<http://www.firm.edu/doe/curriculum/crscode/basic612/lnart68.htm>

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## Section 3: Personnel

### Policy 3.2: Applicant Recruitment Procedures

#### 3.2.A.

Familiarize yourself with the Sunshine State Standards for the 6th, 7th, and 8th grades.

Then please read the Gulf Coast Academy of Science and Technology mission statement:

Gulf Coast Academy of Science and Technology is committed to providing our students with a unique education through weekly field experiences integrated with an advanced hands-on middle school curriculum.

Since the school is founded on the premise of integrating the core classes with field experiences, how would you design a writing lesson for the 7th grade given the following: the science class is learning about the exploration of the solar system; the students in the technology classes are creating planetary websites; the math class is having the students calculate their weight on the moon based upon the reduced gravity; the field activity program is taking the students on a day-trip to the Kennedy Space Center. Please note that your plan must include teacher feedback and multiple revisions. The goal is a polished written product that can be used as an example of the students' best work for their portfolio.

When creating your responses please indicate your name and the response number in the subject line; it would be helpful if you could respond to each of the five inquiries separately. Example:

Subject: Q5 - Joseph A. Gatti

**Timeline: Please have your responses submitted by 7:00pm on Sunday, March 28th. (Sooner is better.) If you need an extension, please reply to this message. Interviews will be conducted in April.**

### Gulf Coast Academy of Science and Technology, Inc. Recruitment Procedure:

#### **Appendix C:**

##### Teacher Relationships with Students

1. What kind of students do you like to work with? What type of students could you teach most effectively?
2. You have an assignment. A student ridicules the assignments saying it doesn't make sense. What would you do?
3. How do you help students to experience success?
4. A student tells you that he/she is being abused at home. What steps would you follow?
5. How would you individualize instruction for students?
6. What procedures do you use to evaluate student progress besides using tests?  
How would you challenge the slow learner and the advanced student during class?

##### Teacher Relationships with Colleagues

8. What kind of teachers do you prefer to work with? Why?
9. What activities would you like to work with in our school?
10. What quality or qualities that you have that would enhance our teaching staff?
11. What tasks would you find most difficult in this position? Why?
12. What are some personality characteristics you find undesirable in people?
13. Who should be responsible for discipline in a school? Why?  
What needs and/or expectations do you have of the school administration?

##### Teacher Relationships with Parents

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### Policy 3.2: Applicant Recruitment Procedures

#### 3.2.A.

15. A Parent walks into your room before the school day begins, yelling and complaining about something you don't even understand. The parent is obviously very upset. What would you do?
16. What do you feel is the most effective way to communicate with parents? Describe how you have used this/these technique(s)?
17. Describe the reasons why you would contact parents?
18. What would you include in your open house presentation to parents?
19. What role do parents play in the education of their children? How would you communicate that to them?  
What community activities would you like to be associated with? Why?

#### Instructional Techniques

21. Describe any school experience that you have had, particularly in student teaching (or in another teaching position), that has prepared you for a full time position at our school.
22. How would you integrate technology into a curriculum that you would teach?
23. Describe any innovative projects that you have been involved in developing.
24. Give an example of how you have used cooperative learning in your classroom.
25. What four words would students use to describe your teaching strategies?
26. What rules do you have for your classroom?
27. Describe your teaching style and how you accommodate the different learning styles of the students in your classes.  
What do you consider to be your strengths and how will you use them in your teaching?

#### Background Information

29. Why did you choose to become a teacher?
30. What are your hobbies and interests?
31. Tell about an experience that has greatly influenced you in your professional development.
32. What are your plans for continuing your professional growth?
33. Tell us about your interesting article that you have read recently in a professional journal.
34. What contributions can you make to our school?
35. What current trends in public education please you? Displeases you?
36. Tell me about the three people that have influenced your own education and educational career.

### Gulf Coast Academy of Science and Technology, Inc. Recruitment Procedure:

#### Appendix D:

#### Dear Applicant,

I'm trying to find the best parcel of time for your visit because I would like to give you the opportunity to teach a class or two as a mandatory part of the interview, you can pick any lesson that you feel comfortable teaching. (I.E. short story, grammar, poetry, etc.) We have plenty of time to discuss the details of the lesson and lesson plan before you arrive. We'll send out for lunch and give you an opportunity to meet with the students. If you could set aside one full day of your Florida visit, I would be very pleased. You can also meet the other staff members. If you pick one of the activity days, we may need to talk about the school as I captain one of the

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## Section 3: Personnel

### Policy 3.2: Applicant Recruitment Procedures

#### 3.2.A.

5. April 29th (Students Present, Kayaking Activity)

6. April 30th (Students Present, Kayaking Activity)

Mr. Gatti:

Here is an example of what I might pass out to the class regarding their writing assignment:

#### **Look What I've Found!**

You and your partner are going into space! As you are *whizzing* through the sky in your ship, you see a planet in the distance. It's a planet no one has ever seen before! You decide to check it out.

Your mission is to tell your story. You must **be very descriptive** because this is a brand new discovery. Here are some things you need to tell us:

- \* What is the name of your mission?
- \* What is your ship like? How fast are you traveling?
- \* What does the planet look like? Temperature? Is there any life there? Include pictures! (**Using the computer**, you may make a cover sheet for your story or provide an illustration within the text.)
- \* How will you **calculate** your weight on the planet?
- \* Since this is a scientific discovery, you must use at least five **vocabulary words** from this science unit in your short story.

#### **Mission Time Table**

#### **Take Off!**

(Day 1) Choose your mission name (title of your story), ship description, planet description, and scientific vocabulary words. Turn in to Mission Control (me) for evaluation.

(Day 2) Read Mission Control's evaluation entries and proceed accordingly. Begin work on your outline...what happens first, second, etc.? Did you encounter any surprises along the way? **Remember:** space exploration is exciting! Turn outline in to Mission Control for evaluation.

(Day 3) Read Mission Control's comments and proceed. Start putting your story together. Remember to tell the world how you discovered whether or not there was gravity on the planet and **how much you weighed**. Remember to use at least **five vocabulary words** from science class. Turn in your rough draft for evaluation.

(Day 4) Today you will begin at Computer Central. You will have 40 minutes in the lab to complete this portion of your mission. Design your cover sheet or illustration page. (You may use pictures from your work in Technology Class.) For the last 20 minutes of class you will begin to polish your story.

(Day 5) It's time to put the polishing touches on your story. Check for spelling (don't count on Spell Checker catch all errors...if you aren't sure, check with Mission Control's dictionary), grammar, clarity of thought, complete sentences, etc. Put it all together and present to Mission Control for final evaluation.

**Have a safe landing!**

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### **Policy 3.2: Applicant Recruitment Procedures**

#### 3.2.A.

This lesson integrates the work the students are doing in math, science, and technology with creative writing. I have included several opportunities for feedback from "Mission Control," and, according to the standards, opportunities for revision and correction as well as the use of technology. This should produce a quality piece of creative writing for the student's portfolio. The trip to Kennedy Space Center will give the students an opportunity to see a space shuttle up close and ask the pros about space travel and discovery.

If you have any questions, just let me know.

# Gulf Coast Academy of Science and Technology Policy Manual

## Policy 4.1 Computer Use Policy

### Policy 4.1. General Network Use Policy

We now have the ability to enhance education through the use of Electronic Networks. Electronic Networks offer vast, diverse and unique resources that may enhance instruction and student learning. All students will have access to current computer technology, including Internet and e-mail services. With this privilege comes responsibility.

#### 4.1.A. User Responsibility

1. Recognize all computer users have the same right to use the equipment.
2. Use the Internet in support of education and research and consistent with the purposes of Gulf Coast Academy.
3. Adhere to the rules established by the technology facilitator for use of hardware, software, labs and networks.
4. Not play games or use the computer or resources for other nonacademic activities when others require the system for academic purposes.
5. Not waste or take supplies, such as paper, printer cartridges, diskettes, etc.
6. Not access pornographic material, inappropriate material or files dangerous to the integrity of the network.
7. Be responsible user of the electronic mail (e-mail) system; reporting any misuse of equipment.
8. Not use the Internet for business purposes or product advertisement.

Gulf Coast Academy recognizes copyright and fair use. Students will not:

1. Make unauthorized copies of software found on school computers, either by copying them onto diskettes or onto other computers through electronic mail.
2. Bring games or diskettes from home to prevent viruses
3. Give, lend, or sell copies of software to others.

Gulf Coast Academy recognizes that the work of all users is valuable. Students will:

1. Protect the privacy of others' work by not trying to learn their passwords.
2. Not copy, change, read, or use files in another users' area without permission.
3. Not attempt to gain unauthorized access to programs or computer equipment.
4. Not use computer systems to disturb or harass other computer users.

#### 4.1.A. Student Disciplinary Action

1. Users violating the code of ethics will face disciplinary action including but not limited to:
  - a. User may lose computer privileges up to one year or longer
  - b. User will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
2. Users may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines for the school.

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## **Section 5: Volunteer Agreement Policy**

### Policy 5.1: Volunteer Policy

#### 5.1.A. General

The local background check “Volunteers in Education” form through the Hernando County Sheriff’s Office are required to be filled out and submitted to the Sheriff’s Office.

Those parents that fail the background check will have to find an alternative way to volunteer under the directors guidance or can follow the steps dictated to rebut that record and be able to volunteer or have another family member honor the volunteer commitment.

#### 5.1.B. Banking Hours

Banking hours (volunteer hours earned in one month applied to a future month) is also acceptable for long-term and large projects.

#### 5.1.C. Parent Notification

Quarterly volunteer updates will be issued in writing and will be included in the report card tracking form to be signed by the parent.

Parents who fail to return the signed volunteer update after seven days will warrant a certified letter as documentation for failure to comply and will be contacted to remedy the situation.

#### 5.1.D. Consequence Enacted for Parents Below Minimum Required Hours

Parents who fail to meet the minimum requirement for volunteer hours will have their child dismissed from extra-curricular activities, including dances, Saturday Exploration Activities, and special events throughout the school year.

Parents who fall below the required hours will have to make up the hours before the end of the school year in order to bring their volunteer contract into good standing.

Sixth and Seventh grade parents who fail to satisfy the volunteer requirement during the course of the school year may have their child dismissed from enrollment the next school year.

Eighth grade parents who fail to satisfy the volunteer requirement during the course of the school year will have their child restricted from any extra school activities including the eighth grade trip and graduation luncheon.

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 6: Qualifying Non-Certified Experts in The Field**

### Policy 6.1: Qualifying Non-Certified Experts in the Field

#### 6.1.A. General

A staff member may be declared by the GCA Governing Board as a qualified expert in their field after reviewing the applicants work experience, a transcript of post-secondary course work (if any), awards, certificates, licenses, project documentations, and letters of reference. The GCA Governing Board shall base their decision on the quality of the applicant and their ability to carry out the duties of the position for which they have applied. In addition, the employee once hired will complete 90 day post employment evaluation period during which time their employment contract may be terminated at any time if their performance proves unsatisfactory as deemed by the directors of the school. The employee waives their right to petition this decision to the GCA Board is they are termination within the 90 day probationary period.

#### 6.1.B. Technology Teaching Intern Position

Criteria for qualifying as a non-certified expert in the field for the position of Technology Teaching Intern : Associate of Science degree (AA or AS) in Computer Program and/or Computer Networking, Proficiency with Microsoft Office Professional Suite including Front Page, Corel, Bryce, Adobe Premium and Publisher, Demonstrated Ability to Create, Develop Manage and Upload Web Pages and Sites, Implement Network Security, maintain optimal network efficiency, demonstrated classroom management skills, demonstrated good communication skills (written and oral), ability to establish rapport with middle school aged children, ability to implement curriculum and achieve learning objectives as developed by the Director of Curriculum and Instruction

#### 6.1.C. Field Activity Program Coordinator

Criteria for qualifying as a non-certified expert in the field for the position of Field Activity Program Coordinator: has ability to develop community relationships, demonstrated planning and program experiences, Life-guard Certificate, Certified State of Florida Bus Driver, First Aid and CPR Certification, demonstrated good communication skills (written and oral), ability to establish rapport with middle school aged children, demonstrated classroom management skills, proficiency with Grade Quick and other computer programs, has to have completed the Presidential Physical Fitness Challenge

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## **Section 7: Student Retention and Promotion Policies**

### Policy 7.1: Student Retention

7.1.A. General: It is the policy of the governing board of Gulf Coast Academy of Science and Technology, Inc., to require mandatory after-school tutoring for students that earn a grade of “D” or “F” on their bi-weekly progress report as part of their Academic Intervention Plan (AIP). Therefore, retention is extremely unlikely as long as the students attend, adhere to, and complete their assigned remediation class work in those subjects during these after-school remediation sessions. Transportation will also be provided to the students for this after-school remediation program. However, GCA does maintain high academic standards and students who fail any one or more subjects for the year will be subject to a retention review by the administration. If it is deemed necessary to retain a student due to failure to attend said remediation sessions or complete remediation work the student will be retained.

### Policy 7.2: Student Promotion

7.2.A. General: Students who successfully complete the academic program with a “D” or higher for the year in all of their subjects will be promoted to the next grade level and will also be given priority enrollment for the subsequent GCA school year.

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 8: Teacher Recruitment and Hiring Policies**

### Policy 8.1: Teacher Recruitment Procedure

8.1.A. General: It is the policy of the governing board of Gulf Coast Academy of Science and Technology, Inc., to seek the best qualified applicants for any position that becomes available through attrition. Applicants for the following core subjects will be required to possess or be in the process to attain subject and grade level certification through the State of Florida: Science, Mathematics, Language Arts, and Social Studies. GCA will announce vacancies through the GCA website, the Hernando County School Board Personnel Department Job Postings and also through the Teach in Florida website.

### Policy 8.2: Teacher Hiring Procedures

8.2.A. General: Applicants responding during recruitment will be required to complete the GCA Applicant Questioner which is tailored specifically to the vacancy. Teachers that successfully respond to and complete the GCA Applicant Analysis will be invited to appear in person for an interview at the school. Applicants interviewed will also be required to demonstrate teaching proficiency through a teaching interview. The teaching interview consists of the applicant preparing and conducting a lesson for a minimum of one full class period under the observation and evaluation of the administration. After the teaching interview a follow-up analysis of both their administrative and teaching interviews will be conducted with the administration. After all eligible applicants been reviewed through this process the applicant best suited for the vacancy will be offered the position pending the approval of the GCA Governing Board.

8.2.B. Requirements: All Positions that become available through attrition will be subject to the following requirements: 1. A signed contract detailing the mutual teaching agreement with Gulf Coast Academy including the duties, dates, and salary schedule; 2. A GCA reference and background check. Further, GCA will honor only the HCSB personnel file with regards to the remaining requirements: State of Florida Teaching Certificate, Social Security Card, Drivers License, HCSB Employment Application, Official Transcripts, Medical Records, I-9 Form, W-4 Form, and all other items deemed necessary by the administration.

8.2.C. Examples: Please see Section 3.2 for the recruitment procedure examples:

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 9: Staff Sign In Policy**

### **Policy 9.1: Staff Sign in Procedure**

9.1.A. **General:** Staff are required to sign in and sign out on the approved Staff Sign in sheet in the front office every day upon entering and leaving the school building. Staff attendance will be recorded in the GCA payroll database. Staff will be notified of any Sick/Personal Leave hours through their bi-weekly payroll report produced by the GCA payroll database each pay period.

9.1.B **Sick/Personal Leave Days:** Instructional staff are permitted up to five paid sick/personal leave days through the course of their yearly contract. The HCSB Leave of Absences Form must be completed and signed by any staff member wishing to take Sick/Personal Leave days. This form must be approved by at least one of the directors in advance of the Sick/Personal Leave Day in lieu of emergency situation. This form will then be filed with the bi-weekly payroll records as evidence documenting the Sick/Personal Leave days and the staff will be notified in the manner described above in 9.1.A.

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 10: Financial Policies**

### Policy 10.1: Financial Policies

10.1.A. General: The GCA Board, Administration, and Staff will follow the policies and guidelines outlined in the GCA Internal Accounts Manual.

# Gulf Coast Academy of Science and Technology Policy Manual

## **Section 10: Financial Policies**

### Policy 10.2: Financial Policies

#### 10.2.A. General: Distribution Plan of School Recognition Funds:

School Recognition Funds will be distributed among the following categories:

The school's remediation programs will receive a portion of the funds for use in maintaining small class sizes through adequate staffing levels, materials and supplies, and instructional technology and assessments.

The school's eligible staff will receive a portion of the funds as a non-recurring, one time salary bonus.

The school's students will receive a portion of the funds for use in augmenting and enhancing the grade-level specific field activity programs.

The remaining funds will be allocated to the school's general fund for use in accomplishing the school's goals.

#### 10.2.B Eligibility – Bonuses will be awarded according to the following categories:

Full time instructional employees of GCA during the school year in which the recognition funds were earned and who are under contract for the subsequent school year.

Part time employees of GCA who taught graded remedial classes (Intensive Reading and Intensive Math Programs) during the school year in which the recognition funds were earned and who are under contract for the subsequent school year.

Full time transportation employees of GCA during the school year in which the recognition funds were earned and who are under contract for the subsequent school year.

Full time administrative employees of GCA during the school year in which the recognition funds were earned and who are under contract for the subsequent school year.

#### 10.2.C Distribution –

The award distribution amount for all eligible employees will not exceed \$541.50 or roughly a net \$500 bonus for that year.

The remaining funds will be appropriation in the following manner:

25% to student incentives

50% to the remediation program

25% to the field activity program