

The Seaside School, Inc

Employee Handbook 2024-2025

THE
S E A S I D E
SCHOOL™

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Professional Standards

All employees are expected to act in a professional manner. Staff attitude and conduct will encourage school spirit, set an example for the students, and present a professional image to the community. As a member of The Seaside School, Inc., it is critical that professionalism be maintained at all times. We are a model for our community and our students.

All Staff Basic Job Expectations

Please note that there may be other expectations specific to your position. All Staff will meet the following expectations:

Calendaring

All special activities and school-wide meetings need to be recorded in the master calendar. Please work to ensure there is no conflict between the two schools.

Emergency Procedures

Emergency drills are held to ensure the safety of all persons when an emergency might occur. Emergency drills are to prepare all students and personnel to respond automatically if danger should occur. All staff must be familiar with emergency procedures.

Fortify Florida

Staff members must comply and participate in Fortify Florida to report suspicious behavior. Failure to do so may result in disciplinary action.

Jessica Lunsford Act

Before new employment at The Seaside School, staff members must comply with the Jessica Lunsford Act and be able to maintain Level 2 screening (fingerprinting and FBI background check). All employees, regardless of where they are transitioning from, must have an up to date criminal background check that meets this provision. The Seaside School may request an updated screening based on need.

Leaving Campus During the Work Day

If faculty or staff need to leave during the workday, they MUST first have permission from the site administrator and then notify the front office that they are leaving. Time away from work during school hours shall be recorded in NetChex.

Mandated Reporting

Faculty and staff are obligated by law to report any instance or suspicions of child abuse, abandonment or neglect to the Florida Department of Children and Families by telephone or online. All staff must complete the state run mandated reporter training annually.

Parent Communication

All staff work to maintain a positive relationship with parents/guardians concerning the personal or academic success of students. Respond to phone calls and email messages promptly, within the same work day if possible, no longer than one full business day. All student academic concerns, missed work, behavior, or safety communication with parents/guardians shall be documented to the best of the employee's ability. After three consecutive email correspondences over a topic or specific issue, it is recommended that a phone call occur to ensure connection and clarity.

Work Hours

In accordance with the annual school calendar, staff members work a 7.5 hour day. This schedule is set annually and approved by the administrative team. Workdays for the employee shall be consistent with the applicable calendar of workdays for specific positions. Staff workday hours are 7:30 - 3:00. Staff may be asked to work school events outside of normal working hours. Faculty and staff shall not render services in person or by electronic means, paid or otherwise, for any other employer, person or entity during contracted work hours with the school without agreement under their current contract.

Instructional Staff Expectations

In addition to the staff expectation, instructional staff will meet the expectations below:

Student Attendance

Teachers are responsible to mark attendance and tardies each period. Each teacher must be consistent in enforcing the school-wide policy for attendance and tardies. Attendance must be recorded daily for each class in FOCUS within the first 15 minutes of each period.

Classroom Management

The safety and learning of each student on the roster are the responsibility of the assigned teacher for that class period. Assigned staff will establish, maintain, and supervise the classroom environment through the use of effective classroom management techniques designed to provide a peaceful and safe learning environment.

- Students shall never be left alone in their classroom. In the event you need to leave the room please ask for an administrator or neighbor to watch the class.
- Students shall not use the copier or sent to the office to make additional copies. This also includes materials printed from the computer. Work to make copies prior to the lessons for the day or during a scheduled planning time or transition break.
- Monitor students' use of computers during class time. Please walk around the room while students are using computers to verify safe internet usage and student engagement. Utilize the programs purchased by the school to oversee internet activity and plagiarism.
- Monitor students during seat work by walking around the room and checking assignments for accuracy. "One teacher standing is worth two teachers sitting."
- Classroom rules and routines should be communicated and praised daily. Please post them and the school's core values, The Seaside Way, in clear view of the students.

Copy Machines

Copy machines are to be used by employees or designated adult volunteers only. Employees shall work to ensure all copies for classroom use are completed outside of instruction time.

Teacher Expectations for Student Code of Conduct

It is a privilege for students to attend Seaside Neighborhood School and Seacoast Collegiate High School. Students who continue to display inappropriate behavior to the extent that it interferes with the learning of other students maybe asked to seek other modes of education per the performance contract.

It is the responsibility of the school's administrative team to support and equip all teachers with developing their classroom management skills. Equipping sessions will be

held each month for each school and small, personalized sessions will be held as needed. We will review The Seaside School student contract and Seaside School behavior matrix monthly to ensure we are on the same page with student behaviors. Specific students are discussed monthly during MTSS meetings. Teachers are responsible for leading themselves at a high level and managing student behavior in their classroom, between classes, and during lunch. Students will be reminded and rewarded for behavior that aligns to the school's core values and desired behavior. If the student does not correct behavior or the behavior becomes a pattern, the teacher may:

1. Email the parent/guardian via a behavior log in TeacherEase.
2. Call the parent/guardian.
3. Assign detention after school.
4. Schedule a parent/guardian conference with the student and teacher.
5. Schedule a parent/guardian conference with student, teacher, and administrator.
6. Write an office referral. (Based on the adopted Seaside School matrix, the administrator will assign consequences)
7. Refer a student to the Student Support Team for additional help.

It is encouraged for teachers to collaborate daily on student behavior. One teacher may have a strategy that is working for them. Teachers are encouraged to try different methods as one strategy does not always continue to work.

Emergency Folders

All teachers should maintain up-to-date emergency folders. If you identify missing information please communicate this to the front office team and/or administrator to ensure you have the most up to date information. This information should be cross referenced with FOCUS and TeacherEASE to ensure all information is correct. These folders must always be taken during an actual emergency, emergency drill and field trips.

Gradebooks/Records

All teachers must maintain a current digital grade book. These gradebooks must follow the Walton County School District Grading Policy per The WCSD Pupil Progression Plan. Grades should be earned and assessments should be based on a student's performance on grade-level standards. Gradebooks should be updated weekly to ensure students and families have the most current and up to date information.

Lesson Plans

All teachers must maintain daily lesson plans and be able to share them with the administrator. Lesson plans will be checked periodically to ensure rigor and alignment to the set academic standards. Syllabi, unit plans and/or curriculum maps are encouraged to be shared with students and families so they may support learning at home.

A set of lesson plans must be on file in the office in case of an unplanned teacher absence that include attendance rosters, and activities that will engage students for the duration of the class period.

Operational Policies:

Field Trip Policies

In order to plan a field trip, each trip must be scheduled with the school administrator, specifying the destination, the method of transportation and the period of absence from school. The administrator must approve the trip.

Complete all necessary arrangements with the organization, firm, and/or owner of the property to be visited. Make provisions for proper supervision. Parents may be permitted to assist in such supervision. One adult per every ten (10) children is highly recommended for a field trip. All parent volunteers must have a current, completed volunteer form filed with the volunteer coordinator. Any parent driving other students must have written permission from the parent/guardian as well as the school principal. In addition, proof of liability insurance must be on record.

Student Dismissal

Students should never be dismissed from school without notice from the office. Students must be signed out of school through the front office. If the parent comes to a classroom without a written notice, the faculty member must send the parent (WITHOUT THE CHILD) to the office to receive authorization. The School strongly discourages parents from picking students up during the school day. Please be aware of any strangers on campus and call security (principal and SRO) immediately if you notice a stranger or other unauthorized person on the school campus.

Seaside Neighborhood School: For student safety, students should be dismissed towards the bowl of campus for afternoon dismissal, not to the front deck.

Educational Records

Per Statute, students may be referred to based on an approved nickname that shortens a student's name or use the student's middle name (i.e. Maxwell can be Max or Robert can be Bob). However, no different name or pronoun changes are permitted without a permission form signed and returned by the legal parent or guardian.

If a student does not feel they can go to their parents, they should be directed to the school counselor, not the teacher based on confidentiality clauses (added 10/23/23).

Supply Requests

Any request for supplies or purchases must be made in writing to the administrator. If a purchase is made prior to approval reimbursement is not guaranteed to be reimbursed.

Video and Digital Materials

Digital media, video or other media materials available from the school's media supply are to be shown in the classroom and are not to be duplicated. No private video or digital media from home may be used.

Visitors

All visitors MUST check in with the office and receive a visitor's sticker. If a visitor is expected, please let the office know ahead of time so that it will not be necessary to disrupt the class to announce their arrival. If a visitor comes to a class without a name tag, send them to the office and call to notify the front office. Any other persons on campus with no visitor sticker that is not walking with a fellow staff member please contact the School Resource Deputy and school administrator by walkie talkie immediately. If comfortable, and it appears safe, please approach the individual and walk them to the office if possible or until the SRD/Admin arrives.

Employment Policies

Conflict of Interest

Employees understand that while employed with Seaside School, he/she will have access to confidential and proprietary information. Employees therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any

way conflict with his/her employment with Seaside School. Employees must read and understand the Conflict of Interest Policy in the school's Policies and Procedures Manual. ([Click to Download](#))

Employee Rights

Employment rights and benefits for employment at the School shall only be as specified in this employment agreement, the school's charter, the Charter Schools Act and the Schools Policies and Procedures, which from time to time may be amended and modified by the Board. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the Florida Department of Education or State Board of Education. During the term of this agreement, the employee shall not acquire or accrue tenure, or any employment rights with the school.

Nothing in this policy manual is intended to alter the at-will status of employment with the organization. Without impacting the at-will nature of the employment relationship, the School may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with the School's policy on Evaluation/Reviews.

Per Title IX, no person in the US shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

Employee Status

Regular, Full-Time Exempt Employee - An employee who is employed to work 30 hours or more a week. These employees are eligible for benefits as outlined in the benefits sections and benefits plans

Part-Time Employee - An employee regularly scheduled to work less than 30 hours per week. This person will only receive those benefits mandated by state or federal law.

Temporary Employee - An employee who has been hired for a limited period of time, which usually does not exceed three to six months. This person will only receive those benefits mandated by state or federal law.

In addition, all employees are classified, according to the Fair Labor Standards Act as "Exempt" or "Non-Exempt."

- Non-exempt employees must maintain an accurate record of all hours worked and will be paid overtime for all hours worked more than forty (40) in the pay week.

Non-exempt employees may be full-time, part-time, or temporary and are paid on an hourly basis. All overtime must be authorized in advance by the employee's direct supervisor.

- Exempt employees are not eligible for overtime pay and are paid a predetermined salary. Exempt employees may be full-time, part-time, or temporary. The predetermined salary may only be reduced for specific, lawfully permitted reasons.
- If you believe that an improper deduction has been made from your predetermined salary, you must notify the Finance Director. The reason for the deduction will be thoroughly investigated and if it is determined that an error was made, you will be reimbursed.

10-Month, 11-month and 12-month Employees—Whether an employee is considered a 10 month, 11-month or 12-month employee will depend on their work schedule for their position and will be set forth in their contract with the School.

Benefit Information

All full time employees shall be entitled to participate in designated employee benefit programs and plans established by the Board. Please see the human resources for the most up to date list of benefits.

Coverage

- Health insurance is provided through Florida Blue. Eligible participants choose between the Blue Options Co-Payment Plan, or the Blue Choice Preferred Provider Option (PPO).

Rates

- Seaside pays 100% of the monthly insurance premium for the employee only. The average cost of the employee coverage this year is over \$10,500 per year.

Dental

- Seaside offers a voluntary dental insurance plan paid for by the participant.

Vision

- Your vision health is an important part of complete wellness. Seaside offers a voluntary vision plan paid for by the participant.

Life Insurance

- Seaside provides, at no cost to the participant, a term life / accidental death and dismemberment insurance policy for each eligible, regular status employee that is double the employees current pay (not to exceed \$100,000).

Short Term Disability

- This is fully paid by the employer to provide up to 60% weekly earnings for up to 12 weeks. Employees must have served 12 months at The Seaside School to be eligible.

FMLA

In compliance with the Family and Medical Leave Act of 1993, full time school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:

- A. The birth of the employee's child;
- B. The placement of a child with the employee for adoption or foster care;
- C. To care for the employee's spouse, child or parent who has a serious health condition; or,
- D. A serious health condition rendering the employee unable to perform his/her job.

Employees are to provide at least thirty (30) days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from approved leave time, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Please see the school's human resources representative for the paperwork and process.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S. LAW(S)

IMPLEMENTED: 1001.43, 1012.66, F.S. THE FAMILY AND MEDICAL LEAVE ACT OF 1993, PART 825 OF THE CODE OF FEDERAL REGULATIONS, TITLE 29, U.S. DEPARTMENT OF LABOR, EMPLOYMENT STANDARDS ADMINISTRATION, WAGE AND HOUR DIVISION HISTORY: ADOPTED: 10/02/06

Verified by school attorney, charter schools, regardless of number of employees, qualify for FMLA (9/11/23)

Leave Policy

The Seaside School, Inc. (the "School") provides its full-time employees on ten-month

contracts (“10 Month Employees”) and full-time employees on eleven or twelve-month contracts (“11 Month Employees or 12 Month Employees”) with various paid leave from work. Paid leave includes both sick and vacation leave and shall not be used prior to the time it is earned.

The term “continuous” as used herein shall mean an employee who has rendered uninterrupted service to the School in a ten (10), eleven (11), or twelve (12) month position. Individuals who previously rendered full-time continuous service in a ten (10), eleven (11), or twelve (12) month contractual position shall be also considered as having continuous service when determining creditable service for vacation leave.

A. SICK LEAVE

1. All full-time employees will accrue three (3) days (22.5 hours) of sick leave at the start of the contract period and will be eligible to accrue the remaining days (hours) of sick leave at a rate of one (1) day (7.5 hours) per month worked, up to a total of ten (10) days (75 hours) per contract year for 10 Month Employees, up to a total of eleven (11) days (82.5 hours) per contract year for 11 Month Employees and a total of twelve (12) days (90 hours) per contract year for 12 Month Employees.
2. Employees may not accrue sick leave during any leaves of absence or other periods of inactive service.
3. All employees will have the ability to roll over up to five (5) days (37.5 hours) of accrued but unused sick leave per contract year to the following contract year up to a maximum balance of forty-five (45) days (337.5 hours) of accrued but unused annual sick leave. Once an Employee reaches the maximum accrual amount, the employee will not accrue additional annual sick leave until he or she uses some of his or her accrued but unused annual sick leave and his or her accrued but unused annual sick leave decreases to below the maximum accrual amount. Employees will not receive retroactive credit for any period of time in which he or she did not accrue annual sick leave because he or she had accrued the maximum amount.
4. All employees will have the ability to be paid for up to five (5) days (37.5 hours) of accrued but unused sick leave at the end of each contract year. The rate of payment for each day will be the rate paid for certified teacher substitutes during the contract year and payment will be made in the pay cycle following the completion of the contract year.
5. Individuals employed at the School prior to the effective date of this Leave Policy will not lose accrued Paid Time Off previously earned in excess of the allowable accrual amount and any such Paid Time Off balance he or she may have accrued previously will be held as Sick Leave. Any such Employees who have already accrued in excess of the maximum allowable balance of sick leave will not accrue additional sick leave until his or her balance falls below forty-five (45) days (337.5 hours). Employees with a balance in excess of forty-five (45) days (337.5 hours) may still choose to be paid for up to five (5) days (37.5 hours) of unused sick leave at the end of each contract year, provided the employee did not use leave in excess of five (5) days (37.5 hours) per the contract year for 10 Month Employees

and seven (7) days (52.5 hours) per the contract year for 12 Month Employees.

6. An employee may transfer sick leave earned in a similar capacity with another Florida school or state educational agency to the School. However, no transferred sick leave shall be credited to an employee's account at a rate or in an amount exceeding that earned while an employee of the School (i.e. Employees will not be allowed to transfer sick leave in excess of the allowable balance of forty-five (45) days (337.5 hours). The employee is responsible for the request for transfer of sick leave and must provide proper documentation to the School's Human Resources representative at the start of his or her employment.
7. Sick leave may only be taken for personal illness or the illness of a family member for whom the employee is caring for. Sick leave may be substituted as personal leave with 5 days prior approval by the Executive Directors; provided, that, any personal leave shall be scheduled for minimal disruption of the school program to the extent possible. If an employee is away from work due to illness for greater than five (5) days, a doctor's note may be requested upon their return.
8. Any employee who needs sick leave must contact the School Secretary by 6:00 AM before the start of the school day, except in emergency circumstances, in which the employee should contact the School Secretary as soon as practicable.
9. An employee who has used all accrued sick leave but who is otherwise entitled to sick leave may be granted sick leave without pay with approval by the Executive Director.

Example 1

Teacher Smith begins working with the School at the start of the contract year as a full-time 10 Month Employee. She transfers a balance of thirty (30) hours of sick leave from prior employment. She is credited three (3) days (22.5 hours) of sick leave at the start of the contract year and accrues an additional seven (7) days (52.5 hours) throughout the contract year. She does not use any sick leave during the contract period. At the end of the contract year, Teacher Smith has fourteen (14) days (105 hours) of sick leave accrued. The School will pay Teacher Smith for five (5) days (37.5 hours) of the unused sick leave and allow Teacher Smith to roll over five (5) days (37.5 hours) of the unused sick leave since Teacher Smith is below the maximum accrual amount, leaving a balance of nine (9) days (67.5 hours) of unused sick leave at the end of the contract period.

Example 2

Teacher Jones has been employed at the School for 7 years and is currently a full-time 12 Month Employee. He has a balance of twelve (12) days (90 hours) of sick leave that was accrued prior to the effective date of the current policy. As a 12 Month Employee, he is credited twelve (12) days (90 hours) throughout the contract year for a total balance of twenty-four (24) days (180 hours) at the end of the year. He uses one (1) day (7.5 hours) of accrued sick leave during the contract year. At the end of the contract year, the School will pay Teacher Jones for five (5) days (37.5 hours) of unused sick leave and Teacher Jones will roll over five (5) days (37.5 hours) to the following year. He will forfeit one (1) day or (7.5 hours) leaving a balance of seventeen (17) days (127.5 hours) of unused sick leave.

Payment of Accrued But Unused Sick Leave at Termination

1. Upon retirement as defined by the Florida Retirement System, an employee shall be paid for his or her accrued but unused sick leave at the employee's daily base rate of pay at the time of retirement according to the following:

Years of Continuous Service to the School	Formula for Payment of Accrued and Unused Sick Leave
Three (3) years or less of continuous service to the School	Daily rate of pay at the time of retirement multiplied by thirty-five percent (35%), with the resulting amount multiplied by the number of days of accrued but unused sick leave
Four (4) – Six (6) years of continuous service to the School	Daily rate of pay at the time of retirement multiplied by forty percent (40%), with the resulting amount multiplied by the number of days of accrued but unused sick leave
Seven (7) – Nine (9) years of continuous service to the School	Daily rate of pay at the time of retirement multiplied by forty-five percent (45%), with the resulting amount multiplied by the number of days of accrued but unused sick leave

Ten (10) – Twelve (12) years of continuous service to the School	Daily rate of pay at the time of retirement multiplied by fifty percent (50%), with the resulting amount multiplied by the number of days of accrued but unused sick leave
Thirteen (13) or more years of continuous service to the School	Daily rate of pay at the time of retirement multiplied by one hundred percent (100%), with the resulting amount multiplied by the number of days of accrued but unused sick leave

2. Payment for accrued but unused sick leave for a retired employee shall be made in a lump sum payment in the pay cycle following the date of retirement.

3. Employees shall not be paid for accrued but unused sick leave upon termination from the School for any reason other than retirement as defined by the Florida Retirement System. While an employee may receive credit at another school for the employee's accrued but unused sick leave at the time of his or her termination from the School, the School shall have no liability to pay the employee for such accrued but unused sick leave upon employee's termination and any rights as it relates to the School and such accrued but unused sick leave shall be forfeited by the employee.

Example

Teacher Smith retires after working at the School for a continuous period of twelve (12) years. She has forty-five (45) days (337.5 hours) of unused sick leave. Her daily rate of pay at the time of retirement is \$150. She receives a lump sum payment of \$3,375 for her sick leave balance, calculated as follows: ($\$150 \times 50\% = \75) ($\$75 \times 45 \text{ days} = \$3,375$ payout upon retirement).

B. VACATION LEAVE

1. Full-time 12 Month Employees shall accrue annual vacation leave, exclusive of holidays, with compensation as defined below. Additionally, a list of paid holidays will be provided to 12 Month Employees annually prior to the start of the contract year:

Years of Continuous Service to the School	Accrual Per Month	Maximum Annual Accrual

Less than five (5) years of continuous service to the School	One (1) day per month during contract year	Up to twelve (12) days (90 hours) per contract year
Five (5) to nine (9) years of continuous service to the School	One and one-fourth (1.25) day per month during contract year	Up to fifteen (15) days (112.5 hours) per contract year
Ten (10) years or more of continuous service to the School	One and one-half (1.5) day per month during contract year	Up to eighteen (18) days (135 hours) per contract year

2. Vacation leave may be granted by the Executive Directors upon the written application of the employee and with the prior approval of the employee's immediate supervisor. Vacation leave shall be scheduled for minimal disruption of the school program to the extent possible. This includes employee work days and the last 10 days of the school year.
3. Vacation leave shall not be taken in less than one-half ($\frac{1}{2}$) day (3.75 hours) increments.
4. 12 Month Employees may elect to roll over his or her accrued but unused annual vacation leave to the following contract year up to a maximum balance of forty-five (45) days (337.5 hours) of accrued but unused annual vacation leave. Once a 12 Month Employee reaches the maximum accrual amount, the employee will not accrue any additional annual vacation leave until he or she uses some of his or her accrued but unused annual vacation leave and his or her accrued but unused annual vacation leave decreases to below the maximum accrual amount. Employees will not receive retroactive credit for any period of time in which he or she did not accrue annual vacation leave because he or she had accrued the maximum amount.
5. Upon termination of employment, a full-time 12 Month Employee shall be paid a lump sum payment for his or her accrued but unused annual vacation leave, based on the employee's base rate of pay at the time of termination up to a maximum of forty-five (45) days (337.5 hours) of accrued but unused annual vacation leave in the first pay cycle following the date of termination. If employment is terminated due to the death of the employee, payment shall be made to the employee's estate.

C. ABSENCES NOT COVERED BY THIS POLICY

This policy addresses absences for sick leave and vacation leave. It does not cover other absences, such as unexcused absences or absences for parental leave, family and medical leave, military service leave, military family leave, short or long-term disability leave or workers' compensation leave.

Any employee desiring leave for any other reason without pay shall file a written application setting forth the reason for and the purpose of the requested leave. The Executive Directors shall consider the application on its merits and shall consider the best interests of the employee and the general welfare of the School in arriving at a decision. Except as expressly permitted by applicable laws and this policy, such other absences shall be unpaid.

In no case will an employee be granted leave without pay without first exhausting accrued sick or vacation leave balances.

D. ADMINISTRATION OF THIS POLICY

School administration, together with the Board of Directors of the School, is responsible for the administration of The Seaside School, Inc.'s Leave Policy. If you have any questions regarding this policy or if you have questions about sick or vacation leave that are not addressed in this policy, please contact the School's Human Resources representative or your Supervisor.

Where there may be any doubt as to the validity of a sick leave claim, the Executive Directors may require the claimant to file a written certification of illness from a licensed physician or other supporting evidence where personal illness is not involved. Consequences for false claims or for any employee who abuses this policy may include disciplinary action, up to and including termination of employment.

E. COMPENSATION TIME

Compensatory time shall be granted for volunteer duty, assigned duty or for other activities approved by the principal and only for those activities that are beyond the normal, everyday duties of a teacher. It shall be earned and used in the following ways:

- Compensatory time shall be earned and used in quarter hour increments. Up to seven and one-half hours (7.5) of compensatory time may be used on days when students are in attendance, as well as on days when students are not in

attendance. No reason shall be required for the use of compensatory time.

- Compensatory time may not be used to extend a holiday period and may not be used four (4) working days prior to or used when a teacher is administering FAST state assessments. This exclusion does not apply to time after the student day or for a verified illness,
- The maximum amount of compensatory time that may be carried over to the next school year shall be ninety (90) hours. The maximum balance during any school year shall be ninety (90) hours.
- Compensatory time shall not be used to cover excessive tardiness as determined by the principal
- A maximum of three (3) professional days may be designated as no compensatory time days for the purpose of holding professional development activities. A teacher workday will be scheduled at the end of each nine (9) week grading period, except for the final grading period. Compensatory time may be used on these days in case of emergency or if the teacher has participated in a similar activity previously, as determined by the principal.
- Compensatory time may not be used as payout at termination.

F. DONATION OF ACCRUED PERSONAL TIME

- *The donation of personal time is strictly voluntary.*
- *Donated personal time will go into a leave bank for use by eligible recipients.*
- *Recipient identity will not be disclosed to donating employees.*
- *Employees who wish to donate personal time to the PTO Bank Share will need to fill out the Personal Time Donation Form and submit it*
- *The minimum number of days that an eligible employee may donate is one half day; the maximum is 5 days and no more than 50 percent of the employee's current balance*
- *Employees cannot borrow against future personal time to donate.*
- *Employees who are resigning may donate up to 100% of their accrued time upon resignation*
- *Employees who are currently on an approved leave of absence cannot donate personal*
- *Once PTO is donated, it will no longer hold monetary value and will be used immediately.*

REQUESTING USE OF DONATED PERSONAL TIME

- Employees who would like to request donated personal time are required to complete a Donation of Personal Time Request Form and submit it to Human Resources.
- Requests for donations of personal time must be approved by the employee's building principal, and the executive director.
- If the recipient employee has available personal time in their balance, this time will be used prior to any donated personal time. Donated personal time may only be used for time off related to the immediate approved request.
- Employees who receive donated personal time may receive no more than their annual maximum accrued balance (i.e. 10 days for a ten month employee).
- Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.
- If an employee does not use all the PTO donated, this will be put back into the Shared Leave bank within 30 days.
- Shared leave hours will no longer hold monetary value.

Shared Leave Policy Approved 6/24 and Effective 7/2024

Salary Scale

The Employee salary scale is based on a five year step up base salary (an employee's first year of service in the field shall be year 0) on the scale. Employee's completed years of service, as verified on their approved and verified completion of service form, will determine where the employee is on the salary scale. The salary scale will be reviewed at least every two fiscal years to determine effectiveness and competitiveness as compared to local school systems. The full scale for all positions can be found in the back of the handbook.

Performance Evaluation

Employees shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually, on or about the anniversary date of employment with the school. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Evaluation tools are vetted annually and aligned to the FLDOE standards.

Failure to evaluate employees shall not prevent the school disciplining or dismissing employee at-will in accordance with the agreement.

Smoke, Drug, and Alcohol Policy

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act (21 USC 812) and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes, Chapter 893, without a valid prescription.

The appropriate use of legally prescribed drugs and nonprescription medication is not prohibited. However, it is the employee's responsibility to inform the physician of the employee's job duties and to ask the prescribing physician to determine whether or not the prescribed drug may impair the employee's job performance. It is the employee's responsibility to remove himself/herself from service if unfit for duty.

The use of medical marijuana is not authorized. Further, it is not a prescription. Seaside Schools, Inc. does not condone the use of medical marijuana. If you undergo a drug test and have a positive result for marijuana, disciplinary action will be taken.

Staff Accidents

If you personally have an accident on school grounds or while participating in or sponsoring any school activity, immediately report the accident to the Principal or Executive Director and complete a Worker's Compensation Form. Please take all precautions to ensure your safety and avoid injury.

The organization is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management. The prevention of accidents is the responsibility of every employee. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the organization that accident prevention shall be considered of primary importance in all phases of operation and administration. The organization's administration is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times. Failure to comply with or enforce the organization's safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Staff Incident Reporting

As required by the provisions of State Board of Education Rule 6A-10.081, the Principles of Professional Conduct for the Education Profession in Florida, and Florida Statutes, professional employees and non instructional and contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report within forty-eight (48) hours to their direct supervising principal, Executive Director, or human resources director any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance or any disqualifying offense.

Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

Failure of an employee to report such misconduct shall result in disciplinary action. The report may be made verbally, however, the Executive Director or Human Resources Director may request a written explanation, which the employee shall be required to provide.

Anyone known to be violating a local, state, and/or federal law on School Board property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency.

It is the duty of all employees to report to their supervising principal, Executive Director or Human Resources Director any misconduct by any Seaside School employee that affects the health, safety or welfare of a student in accordance with The Seaside School policies.

The Executive Director, and designated members of the administrative team, shall investigate any allegation of misconduct or legal charges by an employee that affects the health, safety or welfare of a student and health of the school's overall working conditions. In the event that the allegation is made against the Executive Director, the Board Chairperson may contact the authorizing school district to assist with investigating the situation.

Upon receiving a complaint of misconduct, a prompt preliminary investigation will be

undertaken to determine if a reasonable basis exists. If the allegation warrants further investigation, the employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students, or shall be placed on administrative leave with pay pending the outcome of the investigation.

The organization is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every employee. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the organization that accident prevention shall be considered of primary importance in all phases of operation and administration. The organization's administration is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce the organization's safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Usage of School Restrooms:

Pursuant to s.553.865 F.S. restrooms and changing facilities must be designated for exclusive use by male or females or have a unisex facility. A person may only enter a restroom designated for the opposite sex under the following conditions: (I) chaperoning a child under 12, an elderly person, or a person with a disability as defined by law; (II) For law enforcement or government regulatory purposes; (III) To render emergency assistance; (IV) For custodial, maintenance, or inspection purposes so long as the restroom is not in use ;(V) If the restroom corresponding to ones sex is out of order, and the facility designated for the opposite sex is not in use by anyone of the opposite sex.

The Seaside School personnel who violate these policies have violated the Principles of Professional Conduct. The rule requires that each School District establish disciplinary procedures for employees who violate this rule.

Staff Suspension and/or Dismissal Policies

Suspension of instructional and administrative personnel during the contractual period shall be by the Executive Director. Whether such suspension will be with or without pay will be at the discretion of the Executive Director. The Executive Director (or

designee) shall promptly notify each employee in writing that has been suspended or dismissed and set forth the basis for suspension or dismissal.

Teacher Dispute

A teacher may request that the commissioner appoint a Special Magistrate to address a dispute stemming from the teacher being directed by the school or district to violate general law or a State Board of Education rule.

By doing so, the teacher shall not receive further penalty, nor does it prevent a school or school district from initiating employment action against a teacher.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Your employment with The Seaside School, Inc. is governed by certain policies and procedures, which we have summarized in our Employee Handbook. The Employee Handbook may be updated from time to time. A current copy of the Employee Handbook may be viewed and copied from our website. In addition, you can request a hard copy, free of charge, from Human Resources. The Employee Handbook is considered a summary and is not intended to capture every policy; therefore, please address any specific questions with your supervisor or the Chair of Human Resources.

Please sign the following acknowledgement and return it to Human Resources.

Employee Acknowledgement

I acknowledge that I have received and have carefully read the Seaside Schools, Inc. Employee Handbook. I further agree that I may request that my Supervisor or the Chair of Human Resources explain to me any rules that I do not understand. I understand that any violation of the School's policies can make me subject to immediate discharge and forfeiture of all privileges and benefits, subject to applicable law. I understand that I am to, and will, abide by all amended and additional rules and regulations that may be promulgated by the School from time to time.

I further understand that this Employee Handbook is available to me through the School website. I further understand that a hard copy of the Employee Handbook will be provided to me, free of charge, upon request.

I further understand that this Employee Handbook is not to be considered as a guarantee of continued employment and my employment may be terminated with or without cause at the will of either the Company or myself.

Employee Signature:

Date:

Teacher Salary (10 Month)

Verified Placement Years	Annual Salary
0/1	55,125.00
2	55,125.00
3	56,437.00
4	56,437.00
5	56,437.00
6	58,275.00
7	58,275.00
8	58,275.00
9	58,275.00
10	58,275.00
11	64,400.00
12	64,400.00
13	64,400.00
14	64,400.00
15	64,400.00
16	67,275.00
17	67,275.00
18	67,275.00
19	67,275.00
20	67,275.00
21	70,800.00
22	70,800.00
23	70,800.00
24	70,800.00
25	70,800.00
26	76,200.00
27	76,200.00
28	76,200.00
29	76,200.00
30	76,200.00
31	76,897.00
Advanced Degrees Masters: \$3,000 Specialist: \$4,500 Doctorate: \$6,100	

Finance and Human Resources Director (12 Month)

Verified Years of Service	Recommended Seaside Salary Scale
0	\$55,125
1	\$55,125
2	\$55,125
3	\$55,125
4	\$55,125
5	\$58,275
6	\$58,275
7	\$58,275
8	\$58,275
9	\$58,275
10	\$63,280
11	\$63,280
12	\$63,280
13	\$63,280
14	\$63,280
15	\$64,960
16	\$64,960
17	\$64,960
18	\$64,960
19	\$64,960
20	\$72,000
21	\$72,000
22	\$72,000
23	\$72,000
24	\$72,000
25	\$73,800
26	\$73,800
27	\$73,800
28	\$73,800
29	\$73,800
30	\$75,000

Advanced Degrees Masters: \$3,000 Specialist: \$4,500 Doctorate: \$6,100

Office Manager/Secretary (10 Month)

Step	Seaside Salary Scale
0	\$26.00
1	\$26.00
2	\$26.00
3	\$26.00
4	\$26.00
5	\$26.75
6	\$26.75
7	\$26.75
8	\$26.75
9	\$26.75
10	\$27.50
11	\$27.50
12	\$27.50
13	\$27.50
14	\$27.50
15	\$28.25
16	\$28.25
17	\$28.25
18	\$28.25
19	\$28.25
20	\$29.00
21	\$29.00
22	\$29.00
23	\$29.00
24	\$29.00
25	\$31.00
26	\$31.00
27	\$31.00
28	\$31.00
29	\$31.00
30	\$31.00

Office Receptionist/Assistant (10 Month)

Step	Seaside Salary Scale
0	\$18.50
1	\$18.50
2	\$18.50
3	\$18.50
4	\$18.50
5	\$19.00
6	\$19.00
7	\$19.00
8	\$19.00
9	\$19.00
10	\$20.50
11	\$20.50
12	\$20.50
13	\$20.50
14	\$20.50
15	\$21.50
16	\$21.50
17	\$21.50
18	\$21.50
19	\$21.50
20	\$23.00
21	\$23.00
22	\$23.00
23	\$23.00
24	\$23.00
25	\$24.00
26	\$24.00
27	\$24.00
28	\$24.00
29	\$24.00
30	\$24.00