

**TITLE:**           **Contracts with Instructional Staff**

**POLICY:**

- (1) Any person employed as a member of the Lake Wales Charter Schools (“LWCS”) instructional staff shall hold a valid Florida teaching certificate and shall be entitled to a written contract with LWCS as provided by law.
- (2) Requirements and procedures for awarding contracts shall be in accordance with state law and rules of the State Board of Education.
- (3) Violations of contracts shall be treated in the manner prescribed by state law, rules of the State Board of Education, and terms of the contract.
- (4) Except as provided below, each newly hired member of the LWCS instructional staff shall receive a probationary contract. Probationary contracts expire one (1) day prior to the first day of pre-planning for the subsequent school year. Upon successful completion of the probationary contract, the Board of Trustees may award an annual contract. Probationary contracts are for:
  - (a) Instructional staff hired new to the LWCS on or before the last day of the first marking period;
  - (b) Instructional staff returning to the LWCS after a break in service in compliance with Section 1012.335, Florida Statutes. A break in service is defined as any separation from employment other than an authorized leave of absence; and
  - (c) Each individual newly hired as instructional staff and returning retirees hired by the Board shall be awarded a probationary contract. Probationary contracts expire one (1) day prior to the first day of pre-planning for the subsequent school year. Upon successful completion of the probationary contract and reappointment, the Board shall award an annual contract to newly hired teachers and to re-employed retirees.
- (5) Temporary contracts. Each instructional staff member shall be awarded a temporary contract if she/he is:
  - (a) replacing a teacher on a leave of absence; or
  - (b) hired on or after the first day of the second marking period.
  - (c) There shall be no expectation of employment upon expiration of the temporary contract. Temporary contracts shall expire no later than the last Friday in July of the subsequent school year.

- (5) Annual contract:
- (a) The instructional staff member has a valid Florida teaching certificate.
  - (b) An annual contract may be awarded to instructional staff who have:
    - (i) successfully completed a probationary contract with LWCS in the prior year without a break in service; or
    - (ii) received an annual contract from LWCS in the prior year without a break in service and has not received the following pursuant to Section 1012.34, Florida Statutes: two (2) consecutive unsatisfactory evaluations; two (2) unsatisfactory evaluations in a three (3) year period; three (3) consecutive needs improvement (“NI”) or a combination of any NI and unsatisfactory evaluations.
  - (c) Annual contracts shall expire one (1) day prior to the first day of pre-planning for the subsequent school year.

**SPECIFIC AUTHORITY:** Sections 1012.22; 1012.27; 1012.33, and 1012.335, Florida Statutes

Rule 6A-1.0502,  
Florida Administrative Code

**TITLE:** **Contracts with Administrative Staff and Program Administrators**

**POLICY:**

- (1) Administrative staff, including principals, assistant principals, and program administrators, shall be annually employed for a term of one (1) year. During such term, the appointment may be terminated only on the grounds set forth by applicable law. **Such employment shall be subject to annual review and re-nomination by the Superintendent.**
- (2) **All contracts for principals, assistant principals, and program administrators shall be on forms prescribed by the State Board of Education. Contracts shall specify the number of days in the work year, salary, and other terms of employment.**

- (3) Contracts for Central Office administrators shall be for any period as allowed by law and shall be in the form prescribed by The Lake Wales Charter Schools Board of Trustees.
- (4) The Superintendent may not promise or imply permanent or guaranteed employment.

**SPECIFIC AUTHORITY:** Sections 1012.22; 1012.27; and 1012.33, Florida Statutes  
Rule 6A-1.0502, Florida Administrative Code

ADOPTED: 3/30/21