



**THE COLLEGE OF THE FLORIDA KEYS**  
**Memorandum**

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**DATE:** July 22, 2024  
**TO:** District Board of Trustees  
**FROM:** Dr. Wendy McPherson, Principal  
**DEPARTMENT:** CFK Academy  
**SUBJECT:** CFK Academy Policy Manual – Request for Approval

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**OVERVIEW:**

The CFK Academy Policy Manual has been updated.

The following changes have been made:

- On page 16 a Community Service section was added for clarity.
- On page 17 the Clubs section was updated to include notice for students to be club founders, members, or leaders.
- The Medical Policies section on page 22 was updated to include a provision for students to carry over-the-counter headache medications with them on school property.
- A duplicated Active Assailant Policy was removed. The correct policy is on page 39.

**PROPOSED BOARD ACTION:**

The CFK Academy respectfully requests the College of the Florida Keys District Board of Trustees approve the updates to the 2024-2025 Policy Manual.