



**CFK**  
**ACADEMY**

# TEACHER HANDBOOK

**2024-2025**





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## CFK Academy Calendar

### CFK Academy Calendar

#### 2024-2025

August 5-6	PBL Training
August 7-9	All Teachers Report (Professional Days)
August 12-13	All Teachers Report (Professional Days)
August 14	Students Report
September 2	Labor Day Holiday (No School)
October 11	End of First Marking Period (42 Days)
October 14	Professional Day (No Students) = <b>Priority #2 Hurricane Makeup</b>
November 1	Professional Day (No Students) = <b>Priority #3 Hurricane Makeup</b>
November 11	Veteran's Day Holiday - No School
November 25-29	Thanksgiving Holiday - No School
December 17	End of Semester Exam Period 1
December 18-19	Early Dismissal Days Exam Periods 2-3 and 4-5
December 20	End of 1st Semester (84 days) - Early Dismissal Day; Exam Periods 6-7
December 23-January 6	Winter Break - No School
January 6	Professional Day (No Students) - Full Day for Grading
January 7	Classes Reconvene
January 20	Martin Luther King Jr. Day Holiday - No School
February 14	Professional Day (No Students) = <b>Priority #4 Hurricane</b>
February 17	President's Day Holiday - No School
March 13	End of the 3rd Marking Period (45 Days)
March 14	Professional Day (No Students) = <b>Priority #1 Hurricane Makeup</b>
March 17-21	Spring Break - No School
March 24	Classes Reconvene
April 17*	Professional Day (No Students) = <b>Priority #5 Hurricane Makeup</b>
April 18	Speakeasy Fundraiser
May 26	Memorial Day Holiday (No School)
May 27	End of Semester Exams Period 1
May 28-29	Early Dismissal Days; End of Semester Exams Periods 2-5
May 30	End of Second Semester (93 Days)-Early Dismissal Day; Exams Periods 6-7
May 30	Last Student Day
June 2	Professional Day (No Students) - Full Day for Grading
June 3	Professional Day (No Students) - School Based PD

Quarter 1 (42 Days) - Quarter 2 (42 Days) - Quarter 3 (45 Days) - Quarter 4 (48 Days)

\*April 18 is the MCSD Professional Day/April 17 is the Academy Professional Day

## CFK Academy School Hours

Student hours 7:30 a.m. - 2:30p.m.

Student drop off 7:15 a.m. - 7:25 a.m.

Teacher hours 7:15 a.m. - 2:45 p.m.

## CFK Academy Bell Schedule

<b>Monday -Thursday</b>	<b>Class Period</b>	<b>Friday</b>	<b>Class Period</b>
7:30-8:35	1 <sup>st</sup> Class	7:30-9:40	7 <sup>th</sup> Class
8:35-9:40	2 <sup>nd</sup> Class	9:40-11:50	7 <sup>th</sup> Class
9:40-10:45	3 <sup>rd</sup> Class	11:50-12:20	Lunch
10:45-11:50	4 <sup>th</sup> Class	12:20-1:25	Study Hall
11:50-12:20	Lunch	1:25-2:30	7 <sup>th</sup> Class
12:20-1:25	5 <sup>th</sup> Class		
1:25-2:30	6 <sup>th</sup> Class		

## CFK Academy Boundaries

The Academy building and shaded area under the building are considered the Academy boundaries.

Students are expected to stay within the boundaries unless scheduled in a Dual Enrollment (DE) course or on an approved walking field trip.

## Accidents – Students

Any student injured at school should be sent to the office and the parents should be contacted by the teacher or staff member in charge. All student accidents must be reported to the Principal or designee and a STUDENT ACCIDENT REPORT completed. Please carefully monitor all student activities to ensure student safety. We have a no running policy in our school that should be reinforced daily in the classroom.

## Accidents – Teachers

If you personally have an accident on school grounds or while participating in or sponsoring any Academy activity, immediately report the accident to the Principal or Office Manager. The Principal or Office Manager will make a report to the Office of the Executive Vice President & CFO. In addition, an Incident Reporting Form must be submitted via the College's website. Please take all precautions to ensure your safety and avoid injury. (BR 3.100)

## Activity Calendar

All special activities need to be recorded on the master special events calendar in the office. This should include guest speakers in your classroom and field trips. After receiving approval from the Principal, please report these dates and times to the front desk to be recorded.

## Attendance – Students

Attendance will be maintained in FOCUS. Attendance shall be taken during the first 10 minutes of every period. All students that are absent should be marked "U" for unexcused absence unless the front office has

notified you of an exception. When parents provide a reason why the student was absent and the reason falls within the excused absence reasons then the front office will change the absence to an acceptable code.

If a child is absent three (3) days in a row or is excessively tardy the teacher will call home to notify parents and the teacher will make the Principal or principal designee aware of the situation. If a student has 5 unexcused absences in 30 days or 10 unexcused absences in 90 days, the Academy (teacher and admin staff) must determine if there is a pattern of truancy.

## Certification

Instructional staff is responsible to maintain a valid Florida teaching certificate. Initial hire and reappointed is contingent upon providing a valid certificate. Teachers who do not have a valid certificate in an area reflective of the grade and subject assigned on file shall not be eligible for employment.

## Clinic- Ill Students

Under Florida law, prescribed medication may be given to students ONLY by school personnel designated by the Principal and trained by the health assistant. The parent or guardian must give prior written approval, using the provided form, to the school to give the medication. The parent or guardian shall deliver to the school the medication in the original dispensed container with the child's name and directions clearly displayed. Nonprescription medications can only be given when accompanied by written orders from a physician. All student requests for medication should be referred to the Principal and/or health assistant. Students shall not consume or carry over-the-counter medications. This includes cough drops and headache medication. There will not be a nurse on staff.

## Copy Machine and Laminator

The Academy has a copy machine located in the front office. Teachers are responsible for making their own copies.

## Discipline of Students

Classroom strategies and consequences, behavior contracts, parent contacts, and guidance counseling should all be attempted and documented prior to requesting assistance from the Principal. Keep the administration posted regarding potential discipline problems. The Principal should be called to speak to the student if there is a concern.

## Donations

All donations to the school become property of the school. Speak to the Principal prior to accepting any donations.

## Dress Code for Students

The student dress code follows workplace casual guidelines. Academy students should not confuse this dress code with permission to wear workout clothes, lounge clothes, or pajamas to school. Jeans with no rips above mid-thigh are acceptable for students. **Rules must be consistently enforced.** Teachers must check for dress code compliance as each student enters the classroom at 7:30 a.m. If you have any doubts

as to whether a particular article of clothing is allowed, please feel free to send the student to the office or request assistance from the Principal.

## Dress Code for Staff

All employees are expected to dress in a professional manner. Your compliance with the staff dress code will encourage school spirit, set an example for our students, and present a professional image to our community.

## Employee Parking

Please visit the [Employee Resources](#) page and click on "Parking Permit Portal" to register your vehicle and obtain a parking decal. If you have any questions, please contact Purchasing Manager Lucas Torres-Bull at 305-809-3268 or at [lucas.torresbull@cfk.edu](mailto:lucas.torresbull@cfk.edu).

## Evaluations

The authorizing statute for district evaluation systems, s.1012.34, Florida Statutes, requires schools to establish procedures for evaluating the performance of instructional, administrative, and supervisory personnel in order to increase student performance. A performance evaluation must be conducted for each employee at least once a year, except that a classroom teacher, as defined in s.1012.01(2)(a), who is newly hired by the charter school governing board, must be observed and evaluated at least twice in the first year of teaching at the charter school. The evaluation system is designed to support effective instruction and student learning growth. Performance evaluation results are used for individual goal setting and in developing the School's Improvement Plan (SIP).

The Principal or designee shall formally evaluate an employee's job performance and assess how satisfactorily he/she is performing the responsibilities of his/her position. Evaluations for all instructional staff and support services staff will be based upon the Florida Consortium of Public Charter Schools (FCPCS) Evaluation System. All documentation related to classroom observations, walkthroughs, goal setting and final evaluations will be stored electronically, in the Observe4Success Platform. It is the responsibility of the employee to review and acknowledge all feedback provided in this platform.

Data is gathered from formative and summative assessments, attendance records, meetings with the principal, participation in professional development opportunities, input from instructional coaches and consultants, formal and informal observations, including walk-throughs and anecdotal records. The employee has the right to know the date and time of any formal observation.

The employee has the right to meet with the Principal within thirty (30) days of receiving the final evaluation to discuss the final evaluation and request an explanation or reconsideration. The performance evaluation and any written response an employee may submit will be included in the employee's permanent personnel record.

Supporting Documents:

- Classroom Walkthrough Form
- Student Services Personnel Evaluation
- Curriculum Support Personnel & Media Specialist Evaluation System
- FCPCS Classroom Teacher Performance Evaluation Form

- FCPCS Individual Professional Growth Plan for Teachers and Other Instructional Personnel

The final result of the evaluation system will result in one of the following annual performance levels:

- Highly Effective
- Effective
- Needs Improvement (or for employees in their first three years of employment 'Developing')
- Unsatisfactory

## Annual Evaluations

Each employee will receive a written annual evaluation each year, and the evaluation shall be presented to the employee by May 15 of each year.

## Field Trips

The CFK Academy Board believes that field trips can be an integral part of the learning process in many areas of education. For purposes of this policy a field trip shall be defined as an approved trip away from a school site. Field trips may only be requested for educational purposes and aligned to Florida Standards. Field trips will be limited during the month of May.

### General Field Trip Guidelines

- All proposed field trips must be first reviewed and approved by the Principal. Please complete an activity request form. Per **Rule 6A-10.085, F.A.C.** procedures that must be included are a signed parent or guardian permission forms for field trips that include, at a minimum, the nature of the field trip, the date(s) and time(s) of the field trip, the specific location(s) and type(s) of establishment(s) to be visited, the mode(s) of transportation, the method of student supervision provided, such as anticipated number of chaperones, and whether room assignments for overnight lodging are not separated by biological sex at birth.
- All students participating in an Academy sponsored field trip must provide, in advance, written permission from their parents to the Principal on a form provided by a Principal. The parent shall be interpreted to refer to either or both parents or to a legal guardian.
- Any information /field trip forms intended for parents and students on an approved field trip must be approved by the principal before distribution to parents.
- Collect count of students receiving a school lunch three days prior to event
- Students may be denied the privilege of participating in field trips, social and/or extracurricular activities if said student(s) have been disruptive, violate the student code of conduct, or fail to conform to school rules and regulations. The final decision on whether or not the student may participate shall be made by the Principal with documentation and input from the affected staff. Staff will contact parents with the final decision at least one day prior to field trip.

## FOCUS

All teachers must use FOCUS as the gradebook and attendance mechanism. A minimum of two grades per subject should be input into FOCUS weekly.



## Fundraising

Adequate funding is essential for The College of the Florida Keys to accomplish its mission as set forth in its statement of purpose. On-going funding from state sources, federal sources, and revenue generating sources such as student tuition and fees, must be augmented by gifts, grants and awards from private and public sources. This rule establishes guidelines and responsibilities for The College's direct support organizations participating in fundraising activities.

I. The Board has recognized one Direct Support Organization, the Florida Keys Educational Foundation, Inc., (d.b.a. CFK Foundation). The purpose of the Direct Support Organization is to further the mission and goals of the College by providing financial and other essential support not available within the resources of the College.

A. The CFK Foundation assists in the achievement of the College's mission by soliciting, administering and optimizing through matching programs private gifts, bequests and donations for support of the College. The primary responsibility for fundraising shall be assumed by the CFK Foundation as directed by the College President. A member of The Board of Trustees, the President and/or Designees shall be aware of the fundraising activities of the Foundation through their representation on the CFK Foundation Board of Directors.

II. The President or Designee (the VP of Advancement) in conjunction with the Executive Director of The College of the Florida Keys Foundation will approve all student fundraising activities (BR 4.200). The principal will work with designated College employees to follow the proper procedures. Any teachers or staff interested in fundraising must first receive the principal's approval.

## Gifts

The Board recognizes that certain individuals, firms, and other organizations at various times may honor an individual and/or group of the College with some form of gift or gratuity. However, it shall be the policy of the Board that whenever an individual or group of the College receives such gifts or gratuities for services performed as a College employee and/or because of his or her position as a College employee, that such gift or gratuity should be minor in nature.

While it is impossible to establish an amount which will be minor, the President and the Board would question any gift, which single amount exceeds \$15.00. When the recipient is in doubt, receipts of any gift or gratuity should be coordinated with his or her immediate supervisor and the President.

## ID Badge

ID badges are issued through the Learning Resource Center (LRC) at both the Lower Keys Campus and the Upper Keys Center. You do not need an appointment with the LRC to obtain your badge, simply walk in and make your request to the representative at the LRC Help Desk.

## Jessica Lundsford Act

This law went into effect on September 1, 2005, requiring a Level 2 screening (fingerprinting and FBI background check) of any non-instructional school district personnel or contractual personnel who are permitted access on the Academy grounds when students are present, as well as those who have direct

contact with students or who have access to or control school funds. “Contractual personnel” has been defined as any vendor, individual or entity under contract with the school board.

## Leaving Campus During the Day

If you need to leave during the day, you **MUST** have permission from the Principal and you **MUST** sign out at the front office. For the safety of all staff, no one may leave the campus/Academy boundaries without permission. Request to leave campus for any reason must be approved by the Principal.

## Lesson Plans

The Academy requires a specific lesson plan format to be followed. During the first year of inception the principal and teachers will work together to determine an acceptable format.

Lesson plans must be posted by Friday end of day of the previous week for review. If a teacher is unable to post plans, he or she must email the principal explaining why plans could not be posted.

A copy of the lesson plans should always be located on the Teacher’s desk or place of instruction and contain all updated plans for the current day and for the week. Plans must indicate times for each lesson. All plans **MUST** have the State Standard noted for each subject taught each day. All plans must note ESOL and/or ESE strategies utilized if you have an ESOL or ESE student in your class.

## Lunch Time Procedures

Lunch will be satellited from Gerald Adams School. Lunch orders will be placed by students via a Google form during first period each morning. Students will pick up their lunch and go downstairs to the designated area to eat, relax, and spend time with peers. No students may stay back in classrooms during lunch time.

Freshmen and Sophomores may not leave the Academy designated area. Freshmen and Sophomores may not go to the CFK Café or to CFK campus vending machines.

Juniors and seniors in good standing and who have completed the appropriate permission form will be allowed off campus lunch privileges. If juniors or seniors in good standing choose to eat at the CFK Café they may not bring food back to the Academy. **We participate in the Federal Lunch Program and we need to follow their guidelines.**

## Moment of Silence

HB 529 requires a Moment of Silence each school day. The bill mandates each public school principal to require teachers in first-period classrooms in all grades to set aside one to two minutes daily for a moment of silence. Students may not interfere with other students’ participation. A teacher may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. Each first-period teacher shall encourage parents or guardians to: 1) discuss the moment of silence with their children, and 2) make suggestions as to the best use of this time.

At the Academy, staff and students will participate in a one-minute Moment of Silence at the beginning of first period. First period teachers will project a serene picture with the following statement written on the screen **“Please take this moment of silence to reflect.”**

## Report Cards and Progress Reports

### Progress Reports

Progress reports will be sent home in accordance with the Monroe County School District schedule. These reports will indicate the student's progress in class and appropriate comments about the student. Progress reports must be completed in FOCUS by the required time. The office manager will post progress reports on the parent portal.

### Report Cards

The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, district assessments, and other relevant information. Report cards will be sent home in accordance with the Monroe County School District schedule. These reports will indicate the student's progress for the quarter and/or the semester. Report cards will contain the required comments about the student. Report Cards must be completed in FOCUS by the required time. The office manager will post report cards on the parent portal.

All secondary schools in the Monroe County School District report grades on a quarterly schedule. Parents(s)/guardian(s) of a student with disabilities must be informed of their child's progress toward their annual IEP goals at least as often as each quarter

At the secondary level, teachers record their best judgment of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary schools.

"7" - Behavior satisfactory

"8" - Behavior needs improvement

"9" - Behavior unsatisfactory

Student conduct indicators are separate from the grade earned for the marking period.

## School Office

The office is a place of business. Visitors get their first impression of our school from what they hear and see in the office. Please avoid conversation in the main office about students and other school business. Phones for staff are located in the staff planning room.

## School Safety – Responsibility of All Staff Members During Emergency Drills/Situations

Teachers will complete required training at the beginning of the school year. Complete details will be given in an addendum not included in this handbook since the handbook must be approved by the Board of Trustees and may become public.

## School Safety – Egress Drills

The CFK Academy will comply with the required number and types of drills.

## School Safety – Bomb Threat/ Serious Threat or Endangerment

See policy handbook for general details and requirements. An additional addendum will be given to teachers that complete details will be given in an addendum not included in this handbook since the handbook must be approved by the Board of Trustees and may become public.

## Supervision

Teachers **must never** leave the classroom unattended. Your class may be covered by another staff member if necessary. Call the office to request someone to cover your room if you are unable to find someone.

## Supply Requests

Teachers have a \$500.00 limit for class supplies. Contact the Office Manager for information on how to place orders. All orders will be in compliance with The College of the Florida Keys' policies.

## Visitors

Visitors are not permitted during the school day unless they are on school related business. All visitors must sign into the office to receive a visitor's badge and to be directed to the appropriate area. Visitors may not enter the building via the back doors. Visitors must report to the front of the Academy building.





# CFK ACADEMY

## **MISSION STATEMENT:**

The CFK Academy will meet the individual educational and life needs of students by providing high quality and innovative secondary and post-secondary education, equipping them with the knowledge, skills, and attitudes needed to succeed in a 21st century world.

## **PRESIDENT/CEO:**

**DR. JONATHAN GUEVERRA**

## **BOARD OF TRUSTEES:**

**KEVIN MADOK, CHAIR**

**SHELDON SUGA, VICE-CHAIR**

**DANIEL LEBEN, TRUSTEE**

**MICHELLE MAXWELL, TRUSTEE**

**MIKE PUTO, TRUSTEE**

**ALEXANDRIA SUAREZ, TRUSTEE**

**RICHARD WEINSTEIN, TRUSTEE**