



**CFK
ACADEMY**

**POLICY MANUAL
2024-2025**



Table of Contents

Foundation	7
Mission Statement	7
Organizational Structure	7
Decision Making.....	7
Governing Board	7
Governing Board Foundation	7
General Powers	7
General Responsibilities.....	7
Articles of Incorporation	8
Bylaws	9
Board Membership	9
Board Powers	9
Employment Manual.....	9
CFK Employment Policies.....	9
Hiring.....	9
Termination	10
Substitutes	10
Leaves.....	10
Employee Evaluations	11
Annual Evaluation	11
Student Performance Data.....	11
Evaluation – Additional Information	11
Unsatisfactory Evaluations	12
Mandatory Reporting of Misconduct.....	12
Reporting Misconduct.....	12
Filing a Complaint with the Department of Education	12
Report of Resignation or Termination	13
Student Policies.....	13
Academic Policies.....	13
Grading Policy	13
Grading System (Traditional).....	13
Honor Roll/Principal’s List	13

Student Progression Plan	13
Homework Policy	13
Admission of Students	14
Federal Charter Schools Program.....	14
Attendance Policies	14
Parental Reporting Student Absences.....	15
Excused Absences	15
Behavioral Policies	15
Removal of Students from Class	16
Behavioral Expectations	16
Appeal Process	16
Extracurricular Activities and Student Leadership Opportunities.....	16
Extracurricular Participation	16
Community Service	16
Clubs.....	17
Field Trips and Off Campus Events	17
Field Trip Approval	17
General Student Policies	17
Releasing a Student from School	17
Dress Code	17
Medical Policies.....	18
Movies in the Classroom.....	18
Internet Safety Policy	18
Access to Inappropriate Material.....	19
Safety and Security in Direct Electronic Communications	19
Protection Against Unauthorized Access and Hacking.....	19
Protection of Student Personal Information	19
Restricted Access to Social Media Platforms	19
Prohibition of TikTok and Successor Platforms	20
Internet Safety Student and Parent Contract.....	20
Teaching and Learning	22
Curriculum.....	22
Instructional Time	22

Reporting Student Progress	22
School Based Leadership Team	23
Purpose	23
Membership	23
Procedure	23
Special Programs	23
English as a Second Language	23
Exceptional Student Education	24
LEA (Local Education Agency)	24
Section 504.....	24
Teacher Lesson Plans	25
Textbook Adoption	25
School Management	25
Bullying and Harassment	25
Definitions	25
Behavior Standards	27
Consequences - Committing an Act of Bullying or Harassment.....	27
Reporting an Act of Bullying or Harassment	27
No Retaliation.....	28
Investigation of a Report of Bullying, Harassment, or Retaliation	28
Determining Whether a Reported Act of Bullying or Harassment is Within the Jurisdiction of the School or District.....	29
Notification to Parents/Guardians of Incidents of Bullying or Harassment.....	30
Referral of Victims and Perpetrators of Bullying or Harassment for Counseling	30
Reporting Incidents of Bullying and Harassment	31
Instruction on Identifying, Preventing, and Responding to Bullying or Harassment	33
Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim.....	33
Publicizing the Policy	33
Review of Policy	33
Civility Policy	34
Civility of Staff	34
Civility of Parents and Patrons	34
Complaint Process.....	35

Stages for Complaint Resolution	35
Informal Resolution.....	35
Formal Resolution	35
Conduct and Records	36
Fundraising.....	36
Gifts and Gratuities	36
School Safety	36
Emergency Preparedness.....	37
Emergency Response	38
Active Assailant Response Policy	39
School Safety and Security	40
Threat Assessment Team	42
Family Reunification Plan	47
Reports of Suspicious Activity or Potential Threats	48
Safe School Officer/School Guardian	48
Florida School Security Risk Assessment	48
School Environmental Safety Incident Reporting (SESIR).....	49
Mandatory Reporting of Child Abuse, Abandonment or Neglect.....	49
Responding to Suicidal Threats in School	49
School Safety Plan	49
Timely Parent Notification of Threats, Unlawful Acts, or Significant Emergencies.....	50
Students	50
Supervision of Students	50
Student Records	51
Security of Student Records.....	51
Fees for Copies of Educational Records	52
Up-To-Date Records	52
Retention of Records.....	52
Annual Written Notice	54
Online Educational Service Providers.....	54
Prohibition of Commercial Purposes	54
Notice.....	54
Phone Usage	55

School Telephones	55
Cell Phone Policy	55
Prior Parental Notice of Involuntary Examinations.....	55
Mental Health Services	55
Research Requests	55
Prohibition Against Firearms and Weapons.....	56
Complaints Regarding Student Health, Safety and Welfare.....	56
Volunteers	56
Becoming a Volunteer	56
Business Operations.....	56
General Office Procedures	56
Correspondence	56
Property and Supplies	56
Files and Record Management	57
Public Records Request	57
Contractual Agreements	57
Fiscal Accounting and Management	57
Facilities.....	57
Animals in School	57
Classroom Décor	58
Affixing Items to the Walls	58
Hazardous Materials	58
Key Distribution and Control.....	58
Transportation.....	58
Food Service Program	58
Uniform Policy for Free and Reduced Price Meals.....	58
Meals.....	58
Unpaid Meal Policy	59

Foundation

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.

Organizational Structure

The CFK Academy is part of the College of the Florida Keys. All employees are considered part of the College and follow board rules. The CFK Academy is directed by the Governing Board who set the policies and guidelines for the organization and delegate to staff day-to-day responsibilities for operational matters.

Decision Making

The Governing Board is responsible for setting the budget, establishing organization wide policies, and overseeing the general operation of the organization. It is the principal's responsibility to ensure these policies are carried out, and to develop a system that ensures the input of employees, students, and community.

Governing Board

Governing Board Foundation

The Governing Board is a legal requirement for a charter school. In addition to its legal responsibilities, the Governing Board supports the CFK Academy's mission and seeks to promote it by advocating the educational philosophy.

General Powers

All affairs of the CFK Academy shall be overseen and authorized or delegated by the Governing Board. The Governing Board's primary duties include, but are not limited to, setting of policies and procedures, strategic planning, and assessment of the organization in accomplishing the mission of the organization, as well as the oversight of the public trust.

The College of the Florida Keys is established by the legislature in accordance with sections 1001.60 and 1001.61, F.S. As a state college, it is not incorporated and thus does not have Articles of Incorporation. Although not incorporated, in accordance with section 1001.63, F.S., The College of the Florida Keys' District Board of Trustees "is constituted a body corporate... with all the powers and duties of a body corporate, including the power to adopt a corporate seal, to contract and be contracted with, to sue or be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations."

General Responsibilities

CFK Academy is governed by The College of the Florida Keys District Board of Trustees, which establishes and implements the school's mission and vision, sets forth the philosophies and values that guide school operations, and is fully responsible for the governance and accountability of the school. Board members will receive no salary or other compensation, other than reimbursement of expenses as approved by the Board.

In accordance with s. 1002.33(16)(c), F.S., the duties assigned to a district school board apply to a charter school governing board. With regard to the charter school, general duties and responsibilities of the Board include:

- Approval of all policies and procedures used at the school (e.g., procurement authority, non-discriminatory hiring and retention, student enrollment)
- Financial review and fiduciary oversight
- Annual adoption and maintenance of an operating budget
- Adherence to Florida Government in the Sunshine laws
- Setting the salary schedule for school employees
- Approval of personnel recommendations from the Principal
- Annual evaluation of the Principal and the school
- Negotiations and execution of all contracts
- Compliance with Florida statutes and State Board of Education rules, FLDOE policies and procedures, and the terms of the charter contract
- Submitting required reports to the district
- Establishing annual and long-term goals for the school and evaluating progress
- Continuing oversight over charter school operations
- Developing strategic goals for the board

In accordance with section 1002.33(9)(j), F.S., the Board also is responsible for:

- Retaining the services of a certified public accountant or auditor for the annual financial audit, who shall submit the report to the governing body.
- Reviewing and approving the audit report, including audit findings and recommendations for the financial recovery plan in the event such a plan should become necessary.
- Monitoring a corrective action plan or financial recovery plan, if required, to ensure compliance.
- Participating in governance training approved by FLDOE, which must include Government in the Sunshine, conflicts of interest, ethics, and financial responsibility.

The Board will be an active policy-making body for CFK Academy with ultimate responsibility for financial resources, including those appropriated by the Florida State Legislature. The Board is charged with approving all policies, employee appointments, program offerings, the school calendar, and the budget. Oversight by the Trustees/Board allows for a final approval of academic, operational and financial success. CFK Academy will operate under the auspices of The College of the Florida Keys, which brings a wealth of knowledge, skills, experience, and resources to all aspects of the charter school program. Working closely with academic, business, finance, and student support departments within the College will provide CFK Academy with a strong foundation for success.

Articles of Incorporation

The College of the Florida Keys is established by the legislature in accordance with sections 1001.60 and 1001.61, F.S. As a state college, it is not incorporated and thus does not have Articles of Incorporation. Although not incorporated, in accordance with section 1001.63, F.S., The College of the Florida Keys' Board of Trustees "is constituted a body corporate... with all the powers and duties of a body corporate, including the power to adopt a corporate seal, to contract and be contracted with, to sue or be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations."

Bylaws

The College of the Florida Keys is not established as a corporation, and therefore does not have bylaws. The District Board of Trustees of The College of the Florida Keys, Florida, is constituted as a body corporate in accordance with section 1001.63, F.S., with all associated powers and duties. The membership, powers and duties of the board, and powers and duties of the president of the College as stated in statute and board rules.

Board Membership

Pursuant to section 1001.61(1), F.S., a state college board of trustees is confined to not more than seven members when the district contains a single school board district, and nine members when it contains two or more. The College of the Florida Keys district covers Monroe County. CFK is governed by an independent, locally autonomous Board of Trustees that currently comprises seven members. Board members are appointed by the Governor and confirmed by the Florida Senate. Board members serve four-year, staggered terms and can be reappointed to serve additional four-year terms. In accordance with section 1001.61, F.S., at its first regular meeting after July 1 of each year, the Board is required to elect a chair and a vice chair. The President of the College serves as the Secretary of the Board. Board members serve at the will of the Governor and can be removed by the Governor for nonperformance of duties or violation of the standards of conduct for public officers. Board membership shall be appointed in accordance with CFK Board Rule 1.210. The board membership shall be organized in accordance with BR 1.250.

Board Powers

The Governing Board affirms that the directors, officers, administrators, faculty, and other employees of the organization have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the organization as delegated by the Governing Board. Other than described within these policies, individual members of the Governing Board hold no authority or decision-making ability outside of official meetings of the Governing Board unless an individual Governing Board member is delegated specific authority by the full Governing Board.

Employment Manual

CFK Employment Policies

Employees of the College of the Florida Keys Academy will be at-will employees of The College of the Florida Keys with annual contracts. The contract will indicate salary, position, and title, and job duties will be specified in detail on the position description. At-will employees may terminate their employment at any time, with or without cause or advance notice; similarly, the College may terminate employees' contracts at any time, with or without cause or advance notice. Procedures for discipline and dismissal of employees have been developed in accordance with principles of due process and in compliance with all applicable laws and regulations. CFK Academy employees will have access to the same benefits as the College's employees. CFK Academy will strive to hire the most qualified high school teachers. Due to the projected enrollment initially, teachers may have additional, non-instructional duties.

Hiring

CFK Academy will follow all recruitment and selection requirements as outlined by The College of the Florida Keys Office of Talent Acquisition, Development, and Accountability (TADA). The hiring process is clearly defined, and assistance from College administration as well as TADA staff will be provided. TADA

ensures compliance of all hiring requirements, to include verification of required certifications and minimum qualifications of the position as well as the completion of appropriate background checks. TADA also on-boards all new hires, and new employees are required to attend an orientation, which provides in-depth information about the College as well as benefits selection.

Termination

CFK Academy will follow guidelines developed by the College's Office of Talent Acquisition, Development, and Accountability regarding unsatisfactory performance and employee turnover. The Director of the Office of Talent Acquisition, Development, and Accountability will assist the Principal with procedures resulting in disciplinary action, suspension, or termination regarding issues of staff performance. The Director will assist the Principal to determine appropriate performance improvement plans and implement accountability measures for employees. The Director will assist the Board and school leadership in matters regarding leadership or teacher turnover to determine the root cause and remedy the situation to retain highly qualified staff.













Substitutes

The CFK Academy will utilize qualified substitutes for all employee groups. The Principal or designee will develop procedures for reporting employee absences and assigning substitutes. CFK Academy will follow guidelines developed by the College's Office of Talent Acquisition, Development, and Accountability regarding the use of substitute teachers.

Substitute teachers shall meet all legal requirements for substitute teachers. The rate of compensation shall be according to the annual school budget approved by the Governing Board. Records shall be kept by the Principal concerning the number of days taught by substitutes and the amount of funds expended. The Governing Board shall be informed concerning this data at periodic intervals.

Leaves

There are several types of leave at the College of the Florida Keys. Complete board rules for all leave types can be found on J Drive. All leave forms must be submitted to Principal for approval.

	BR 5.431 - Sick Leave Use and Accrual
	Date modified: 4/17/2023 2:53 PM
	BR 5.451 - Leave Without Pay
	Date modified: 2/22/2023 4:51 PM
	BR 5.462 - Professional Leave
	Date modified: 2/22/2023 4:51 PM
	BR 5.452 - Family Medical Leave
	Date modified: 7/11/2022 9:35 AM
	BR 5.433 - Annual Leave
	Date modified: 3/3/2021 12:19 PM
	BR 5.461 - Military Leave for Training and Extended...
	Date modified: 4/27/2020 2:32 PM
	BR 5.443 - Work Injury Leave
	Date modified: 4/27/2020 2:32 PM
	BR 5.442 - Court Purpose Admin Leave
	Date modified: 4/27/2020 2:31 PM
	BR 5.432 - Personal Leave
	Date modified: 4/27/2020 2:31 PM
	BR 5.430 - Leave of Absence
	Date modified: 4/27/2020 10:23 AM
	BR 5.420 - Sick Leave Pool
	Date modified: 4/27/2020 10:22 AM
	BR 5.410 - Maximum Extent of Leave
	Date modified: 4/27/2020 10:21 AM

Employee Evaluations

In accordance with s. 1012.34, F.S., the performance of instructional personnel and administrators will be evaluated at least annually. The Principal will be evaluated by the College President. Teachers will be evaluated by the Principal. Administrative staff will be evaluated by the Principal.

CFK Academy will use the Florida Consortium of Public Charter Schools (FCPCS) Evaluation System for Classroom Teachers and Other Instructional Personnel and the FCPCS Evaluation System for School-Based Administrators. These systems were developed and copyrighted by FCPCS and are approved by the state for use by public charter schools and comply with section 1012.34, F.S.

The results of the evaluation and informal evaluations will be analyzed to identify schoolwide as well as individual areas of strength and need of improvement. These data will inform staff members individualized professional development plans (IPDPd) as well as the school's professional development plan.

The outcome 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 Evaluation

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.

Student Performance Data

Instructional staff members shall have a portion of their annual evaluation based upon student performance indicators, as required by Florida law. If the student performance data are not available prior to the due date of the annual evaluations, the evaluations may be amended to incorporate the data once it becomes available.

Evaluation – Additional Information

At the start of each year each employee shall be given notification that identifies their immediate supervisor and the individual who will be writing their annual evaluation. Instructional and support staff will be supervised by an administrative member of the Academy.

Following the completion of the annual evaluation, the supervisor shall meet with the employee to discuss the evaluation. Employees may provide a written response to the evaluation as a permanent attachment to the annual evaluation. Employees will be expected to sign the evaluation, however the signature does not necessarily indicate consent with the findings, only that the employee has received a copy of the evaluation. If the employee refuses to sign the evaluation, the supervisor shall provide a written amendment documenting the date the evaluation was discussed with the employee and that the employee refused to sign the document after acknowledging its receipt.

Unsatisfactory Evaluations

If an employee has received an unsatisfactory performance assessment or concerns exist throughout the year such as following a formal observation, the supervisor shall confer with the employee and shall make specific recommendations for actions the supervisor believes should result in improvement. The supervisor and employee shall develop a plan, which will be shared with the Principal of CFK Academy. The plan shall include a prescribed period in which the corrective actions must be completed. If the employee has received an unsatisfactory evaluation, the employee may be placed on a 90-day probationary period in which the employee shall receive assistance and training to correct the deficiencies noted in the evaluation.

Mandatory Reporting of Misconduct

The Board recognizes its responsibilities to effectively address employee misconduct and, where determined appropriate, to provide a measured disciplinary response consistent with due process.

For purposes of this policy, the term "employee(s)" includes all employees of the CFK Academy and school officers as defined in F.S. 1012.01.

Reporting Misconduct

All employees are required to report alleged misconduct by employees which affects the health, safety, or welfare of a student, to the school administrator, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student.

If the alleged misconduct to be reported is regarding the school administrator, the employee will report the alleged misconduct to the College President. Failure to report such alleged misconduct will result in appropriate disciplinary action (F.S. 1012.796(d))

The Principal will investigate any allegation of misconduct by a school employee which affects the health, safety, or welfare of a student, including misconduct that involves engaging in or soliciting sexual, romantic, or lewd conduct with a student, and will report the alleged misconduct to the Department of Education as required in F.S. 1012.796, 1001.51(12)(b), 1001.42(7)(b). Further, the Principal will notify the Florida Department of Education of the result of the investigation and whether the misconduct warranted termination, regardless of whether the person resigned or was terminated before the conclusion of the investigation.

The Principal will report any misconduct that would result in disqualification from educator certification or employment as set forth in F.S. 1012.315 to law enforcement agencies with jurisdiction. Employees alleged to have committed such misconduct will be reassigned pending the outcome of a misconduct investigation.

Filing a Complaint with the Department of Education

If it is alleged that an instructional staff member, educational support employee, or administrator has committed a violation as provided in F.S. 1012.795, and defined by rule of the State Board of Education, the Principal will file with the Department of Education a legally sufficient complaint within thirty (30) days after the date on which the subject matter of the complaint came to the attention of the Principal, regardless of whether the subject of the complaint is still an employee of the School. A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S.

1012.795 and defined by rule of the State Board of Education. The Principal will include all known information relating to the complaint with the filing of the complaint. This paragraph does not limit or restrict the power and duty of the Department of Education to investigate complaints, regardless of the school's untimely filing, or failure to file, complaints and follow-up reports (F.S. 1012.796(e)).

Report of Resignation or Termination

If the Principal, in collaboration with the governing board, determine that a legally sufficient complaint of misconduct by an instructional staff member or an administrator who holds a certificate issued by the Florida Department of Education, or by any educational support employee that affects the health, safety, or welfare of a student and the misconduct warrants termination, the staff member may resign or be terminated and the school administrator must immediately report the misconduct to the Department of Education in the format prescribed by the Department even if the instructional staff member, educational support employee, or administrator resigns or is terminated before the conclusion of the District's investigation. The Department will maintain each report of misconduct as a public record in the instructional personnel's or school administrators' certification files (F.S. 1012.796(d)).

Student Policies

Academic Policies

Grading Policy

There are multiple purposes for the assignment of grades, including but not limited to the documentation of student and teacher achievement; providing teacher feedback on student progress to students, parents, and fellow teachers; monitoring for continuous student growth and concept mastery; and informing instructional practices and small- group instruction in the classroom.

Grading System (Traditional)

The following grade scale will be used by the CFK Academy:

- A (90% - 100%) Superior
- B (80% - 89%) Above Average
- C (70% - 79%) Average
- D (60% - 69%) Below Average
- F (0% - 59%) Unsatisfactory
- I - Incomplete

Honor Roll/Principal's List

Any student who receives all As and/or Bs on their report card will be considered to be on the Honor Roll. Any student who receives all A's will be added to the "Principal's List."

Student Progression Plan

The CFK Academy will follow the Monroe County School District Student Progress plan to determine promotional requirements.

Homework Policy

The organization believes that homework reinforces the learning happening in the classroom as well as gives students the opportunity to learn important lessons in responsibility and accountability. Therefore,

homework is assigned to reinforce or serve as a precursory activity for learning that has taken or will take place in the classroom. Homework is an integral part of the students' education. Homework policies can be found in the course syllabus.

Admission of Students

As per Section 1002.33, Florida Statutes a lottery will be conducted at each grade level to select students for enrollment when the number of applications exceeds capacity. All lotteries will be conducted in a manner that ensures each eligible student receives an equal chance of being selected. Applicants will be selected in random order until all applications have been addressed or placed on a waiting list. In order of selection (with consideration of any applicable preference), applicants will be offered admission until all seats have been filled. The remaining student names will be placed on an ordered waiting list in which their name was selected.

Pursuant to s. 1002.33(10)(d), F.S., CFK Academy will give enrollment preference to the following populations:

- Currently enrolled students.
- Students who are siblings of a student enrolled in the charter school.
- Students who are the children of employees of the College of the Florida Keys.
- Students who attended or are assigned to failing schools pursuant to s. 1002.38(2).

The Principal shall develop an enrollment schedule each year to establish the enrollment deadlines. The initial student selection lottery will be conducted in the spring prior to the opening of the school year. The initial enrollment window must be at least 60 days and be advertised on the CFK Academy website and through other methods allowed for within the budget.

After the initial enrollment period, the Principal shall establish a regular schedule for the random selection of applications, and post this along with the enrollment schedule. The deadlines and process shall be clearly explained on the CFK Academy's website.

Federal Charter Schools Program

In the event the CFK Academy is selected to participate in the Charter Schools Program grant program, the Academy will modify the student preferences to comply with federal regulations for the duration of the time that the Academy is working under the federal CSP program. The allowed preferences in this circumstance will include:

- Students who have siblings enrolled at that school
- Students whose parents are staff members at that school
- Students whose parents were on the CFK Academy's founding Governing Board (as defined in the charter Application)
- Students who were enrolled in the immediate prior grade of an affiliate charter school that is run by this organization with the same Governing Board

Attendance Policies

Florida Statutes § 1003.21 sets forth specific requirements for the CFK Academy and student attendance requirements. Both parents and students can be held legally accountable for truancy.

Parental Reporting Student Absences

Within 48 hours of a student's absence, the parent will send a note or call CFK Academy explaining the absence. If that contact does not occur, the absence will remain recorded as unexcused. In the case that an unexcused absence is recorded, the Academy will attempt to contact the student's parent or legal guardian regarding the absence to prevent a pattern of nonattendance.

Excused Absences

Absences shall be recorded as unexcused unless an excused absence reason is provided. Students have 48 hours to either bring in an excused note from their parents or a parent must call the attendance office within 48 hours. The absent code will be changed from unexcused to excused if an appropriate reason for the absence is given.

Excused Absences:

1. due to sickness or injury. In the event the absence is three days or more a written statement by a licensed practicing physician, chiropractor, dentist, or other appropriate licensed health care or mental health care professional must be provided to excuse the absence(s);
2. due to religious practices of the student;
3. due to medical, chiropractor, dentist, or other appropriate licensed health care appointment;
4. due to attendance at an Individual Education Plan (IEP) meeting at which the student's education program is the topic;
5. due to attendance in an administrative or judicial proceeding which involves the student as a witness or as the subject of the proceeding;
6. due to death in the immediate family of the students and that such absences which does not exceed seven school days;
7. with written permission of the Principal or the Principal's designee, for good cause shown, including insurmountable conditions as defined by rules of the state board of education in Rule 6A-1.09513, Florida Administrative Code;
8. due to participation in an approved special event. The student must receive advance written permission from the school Principal or the Principal's designee. (Examples of special events include public functions; conferences; and regional, state and national competitions);
9. due to having, or being suspected of having, a communicable disease or infestation which can be transmitted to other students or school staff. (Examples include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies).

Behavioral Policies

CFK Academy will adhere to the Monroe County School District's Code of Student Conduct. Copies of the Academy's student policies and the MCSDD Code of Conduct will be made available to all parents and students. All student behavior incidents and consequences will be recorded in FOCUS.

Removal of Students from Class

A student's behavior may require that he or she be removed from a class to ensure either the continued academic growth of other students or the health, safety, or welfare of everyone involved. Teachers do not have the option of requesting permanent removal from class.

Should a situation arise that a student requires removal from class, the student may be issued a 10–15-minute temporary removal. The student will be placed in the front office until they are able to return to class safely and cooperatively. If necessary, the student may meet with the Principal (or designee) to discuss the concern and ways of remedying the situation. If necessary, the Principal (or designee) may meet with other involved or uninvolved students and/or the teacher(s) to identify ways to rectify the situation. Parents will receive notification by either a telephone call and/or in writing if a child is removed from class for serious or repetitive behavioral concerns.

Behavioral Expectations

Students are expected to behave in a manner required in the Student Code of Conduct while under the responsibility of CFK Academy staff. This includes during school hours, after school activities, or any activity in which school staff members are responsible for the students.

Appeal Process

If a parent/guardian wishes to request an appeal to a referral, the parent/guardian must submit such a request in writing to the Principal within four (4) calendar days of the issuance of the referral. Failure to make a written appeal will forfeit the parent/guardians right to any further appeal hearing. Upon receipt of the request, the Principal shall decide if the request is warranted. If the Principal decides to overturn the referral he or she may do so. If not, the appeal will be referred to the staff behavior team.

Extracurricular Activities and Student Leadership Opportunities

Extracurricular Participation

Participation in interscholastic and extracurricular activities is a privilege and not a right. Students participating in any school sponsored event must have attended school (not including in-school suspension) the day of the event, otherwise they will be disallowed from participating in the extracurricular event. Additionally, students who are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the CFK Academy. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition and extracurricular activities. Coaches and sponsors may establish policies for their groups in addition to those set out by athletic associations, however, all disciplinary actions resulting from conduct at an extracurricular activity rest solely with the CFK Academy.

Community Service

Academy students are encouraged to participate in community service. Completion of a minimum number of service hours is one requirement of the Florida Bright Futures Scholarship Program as well as other scholarships. Community service forms can be found in the front office. Forms should be signed by the service supervisor and the student. Completed forms should be given to the Academy's Office Manager. Students should keep a copy of their volunteer hours. There are provisions for logging paid work as volunteer service. See the Academy's School Counselor for details.

Clubs

CFK Academy supports having clubs to allow students to gain leadership and extracurricular experience at school. Clubs will be advertised among the students. All students participating in a school-sponsored club must maintain a 2.0 GPA, have no behavioral referrals, and meet the club's expectations. Academy students can be club founders, club members, or club leaders. Dual enrollment students can join both Academy clubs and CFK clubs. A copy of the club's expectations will be provided to students joining an individual club. Clubs must be sponsored and supervised or co-sponsored (with a student) and supervised by a school staff member.

Field Trips and Off Campus Events

Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the procedures established by the CFK Academy. Every effort will be made to schedule field trips without interrupting other school functions.

Field Trip Approval

All trips off school property must be approved by the Principal at least two weeks prior to the event occurring. Field trips should have an educational purpose to be approved. All trips must be conducted under the supervision of a designated School employee, and additional chaperones may be necessary dependent upon the activity. The request for approval must include all locations the students will visit while on the trip, the details of transportation, and any other logistical issues the Principal requests. Students will follow the specific itinerary provided to the administration on the field trip request.

General Student Policies

Releasing a Student from School

The CFK Academy is concerned about the safety of our students. Students will only be released to people who are their parents or legal guardians, unless we have received **written** permission to release the student to another adult. In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the CFK Academy limiting the rights of either parent. If a parent or legal guardian is not able to receive a student and the person receiving the student is not an approved person listed in FOCUS to receive the student, the Academy shall make all efforts to contact the parents/legal guardians, and if not the parents/legal guardians, then the previously approved persons. If none are able to provide permission, the student will not be released.

Dress Code

The standards of dress and grooming in the Academy shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. Each student has the responsibility to dress appropriately. Appropriate student dress at the CFK Academy is workplace causal. Academy students should not confuse this dress code with permission to wear workout clothes, lounge clothes, or pajamas to school.

- Shirts and tops must extend over the waist; no skin may be exposed at the belly/waistline. Shoulder straps on garments must be at least 3 inches wide.
- Underwear, boxers, or bras must be completely covered by outer clothing. Sagging pants that expose underwear are not allowed. All pants must be worn at the waist.

- All shorts, dresses, or skirts may not be shorter than 6 inches above the knee. Pants with rips or holes higher than 6 inches above the knee (exposing skin) are prohibited.
- Bandannas, articles of clothing that advertise or encourage the use of drugs, alcohol, tobacco, weapons, or messages that convey crude, vulgar, obscene, gang related, or sexually suggestive images or words do not belong at school and are prohibited.
- If hooded garments are worn, the hood will remain down at all times.

Medical Policies

Under Florida law, prescribed medication may be given to students ONLY by school personnel designated by the Principal and trained by a 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. Florida Statutes § [1002.20](#), allows a student to possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

Movies in the Classroom

Movies should only be shown in the classroom when connected to educational instruction. No "R" rated movies may be shown in class or during school events. Movies must be approved by the principal or designee.

Internet Safety Policy

The College of the Florida Keys Academy (the "School") recognizes the value of electronic devices and the internet to improve student learning. The use of technology is a privilege and an important part of the CFK Academy's overall curriculum. However, the internet is an unregulated vehicle for communication, and information and interactions on the Internet can pose certain risks to students and staff members. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and to examine specific network usage (as may be deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user. Therefore, the Governing Board adopts this policy governing the use of school networks to comply with Florida law and State Board of Education rules, and to provide rules for students accessing such networks.

It is the policy of the Academy to:

- a. Filter or block access to material that is not appropriate for students
- b. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communication
- c. Prevent hacking or unauthorized access by students to data or information that they should not have access to and prohibit other unlawful online activities by students
- d. Prevent access to websites, web or mobile applications, or software that do not protect against the disclosure, use, or dissemination of students' personal information

- e. Prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose
- f. Prohibit the use of TikTok, and any successor platforms, on all school-owned devices or any device (including privately owned) connected to school-provided internet
- g. Prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote the School, a school-sponsored club, an extracurricular organization, or an athletic team
- h. Comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)]

Access to Inappropriate Material

CFK Academy uses Monroe County School District (District) internet filters to block or filter internet access to prevent users from accessing inappropriate information. The District's internet filters will filter or block access to all information considered obscene, child pornography, or any material deemed harmful to minors, as defined by the Children's Internet Protection Act.

The technology protection measures may be disabled only for lawful purposes, including educational research. Only the School's Information Technology Team ("I.T. Team") or designated parties will be permitted to disable protection technology.

It shall be the responsibility of all members of the School's staff to supervise and monitor usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy.

Safety and Security in Direct Electronic Communications

Students are prohibited from disclosing any personal contact information without obtaining prior consent from a School teacher or other administrative member. Additionally, the use of email, chat rooms, and other direct electronic communication by students will be monitored by the District filter to protect the safety and security of students.

Protection Against Unauthorized Access and Hacking

The School, in conjunction with the District I.T. Team, will provide technology protection measures to prevent hacking or any unauthorized access to any confidential data or information. Any student attempting to bypass security measures or hacking into the system will face severe disciplinary actions.

Protection of Student Personal Information

Access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information, is strictly prohibited. Teachers and staff are required to vet and verify the safety standards of any third-party digital tool before introducing it to students.

Restricted Access to Social Media Platforms

Students are strictly prohibited from accessing any social media platforms on school-owned devices or any privately owned device connected to the school-provided internet unless explicitly directed by a teacher for educational purposes. When used for educational purposes, students must adhere strictly to guidelines set by the teacher and refrain from personal use or sharing of personal information.

Prohibition of TikTok and Successor Platforms

The use of TikTok, or any of its successor platforms, is strictly prohibited on all school-owned devices. or any device connected to school-provided internet, regardless of ownership. TikTok, or any successor platforms, must not be used to communicate or promote the School, a School-sponsored club, a School extracurricular organization, or an athletic team affiliated with the Academy.

Internet Safety Student and Parent Contract

INTERNET SAFETY STUDENT AND PARENT CONTRACT

2023-2024

As a student of **CFK Academy** (the “School”), I understand that my school network and email accounts are owned by the School and are not private. The School has the right to access my information at any time.

The following are the rules and regulations expected of students for usage of a school computer whether at school or at home:

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Florida. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, and/or unauthorized tampering with computer systems.
2. Libel Laws - Publicly defaming people through published material on the internet, email, etc.
3. Copyright Violations - Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher.

COMPUTER ETIQUITE and ACCEPTABLE USE:

1. I will use the School’s technology resources responsibly and productively for only school-related purposes.
2. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any of the School’s computer resources. I understand that I am to notify an adult immediately if by accident I encounter materials that violate appropriate use.
3. I will not attempt to bypass security settings, internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on the School’s computers.
4. I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
5. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
6. I will not use profanity or any other inappropriate language as determined by school administrators in my email messages, online postings, and other digital communications with others.

7. I will not use computers, cell phones, personal digital devices, or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
8. I will not use or access any social media platform at school, except when expressly directed by a teacher for educational purposes.
9. I will not use the social media platform TikTok, and any successor platform, on all school-owned devices or privately owned devices connected to school-provided internet. Additionally, I will not use TikTok to communicate or promote the School, a School-sponsored club, a School extracurricular organization, or a School athletic team.
10. I understand that I represent the School in all my online activities. I understand that what I do on any social media platform should not have any negative effects on my fellow students, teachers, or the School. I understand that I will be held responsible for how I represent myself and my school on the Internet.
11. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes but is not limited to, sending out emails, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name as a joke.
12. I will follow all guidelines set forth by the School and/or my teachers when publishing schoolwork online. I understand the Internet is a source for information that is both true and false; and that the School is not responsible for inaccurate information obtained from the Internet.
13. I understand that the School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
14. I understand that I will not disclose my full name or any other personal contact information for any purpose. Personal contact information includes address, telephone, or school address.
15. I will not share or post personal contact information about other people. Personal contact information includes address, telephone, school address, or work address.
16. I will not share or post privacy-revealing personal information about myself or other people. I am not permitted to agree to meet someone I have met online.
17. I must tell my teacher or another School employee about any message I receive that is inappropriate or makes me feel uncomfortable. I will not delete the message until instructed to do so by a staff member.
18. I will immediately tell my teacher to notify the school administrator if my password is lost or stolen, or if I think someone has gained unauthorized access to my account.
19. Users connecting to the School's network shall release the School from any and all liability for any damage to devices that may or is alleged to have resulted from the use of the School's Network. The School shall not be responsible for a personally owned device becoming infected when connected to the School's network or for a student's exposure to inappropriate material when using a personally purchased broadband connection.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand and will abide by the above Computer Etiquette and Acceptable Use Agreement. Should I commit a violation, I understand that the consequences of my actions could include suspension of computer privileges and disciplinary actions according to the School's established disciplinary procedures.

Student Signature: _____ Date _____

Student Name (Please Print) _____ Grade _____

Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of the CFK Academy ("School"), and that student use for any other purpose is inappropriate. I recognize it is impossible for the School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at the Academy. I hereby give permission for my child to use computer resources at the Academy, including web or internet-based services provided by the School for student use.

Parent or Guardian's Name (please print):

Parent or Guardian's Signature:

Date _____

Teaching and Learning

Curriculum

CFK Academy faculty will create lesson plans based on the Florida's Benchmark for Excellent Student Thinking (B.E.S.T.) or the Next Generation Sunshine Standards. Both core and elective courses will use the standards found in CPALMS.

Instructional Time

The primary focus of the CFK Academy's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull-out programs will be planned to avoid loss of critical instruction time.

Reporting Student Progress

The CFK Academy believes parents are an integral part in their child's education. To keep parents informed, students' progress will be formally reported eight times per year. Midway through each marking period a progress report will be sent home with students. At the end of each quarter report cards will be distributed documenting student progress.

Additionally, the CFK Academy will utilize an online grading system. Using this system, teachers will update student grades at least weekly within FOCUS so that parents can stay up to date about the progress of their children.

School Based Leadership Team

Purpose

The purpose of the School Based Leadership Team [SBLT] is to discuss issues that may arise regarding specific students. The team will be comprised of a diverse group of professionals who will brainstorm strategies and research-based interventions to use with students that may be having academic, behavioral, or other concerns within school. The SBLT will analyze school data, assist with the providing suggestions for the MTSS (Multi-Tiered Systems of Support) process, and make recommendations for modifications in the classroom and monitor student progress by analyzing interventions to assess response to those interventions.

Membership

The Principal shall, at the start of each school year, assign members to the School Based Leadership Team. Membership will consist of the Principal or designee, ESE Coordinator(s), and a careful selection of other staff members who represent a variety of backgrounds and expertise. Members shall serve for the entire school year. Additionally, the specific team of teachers who work with an individual student will be requested to attend when that specific student is being discussed.

Procedure

The SBLT, in conjunction with the Principal, will regularly review school assessment data to determine students needing extra assistance. If a staff member wishes to seek the advice of the SBLT for a specific student, they shall complete a request form and forward it to the Principal. The Principal or designee shall then schedule a team meeting and distribute the relevant information to the team members. When the staff member requesting the meeting completes the form, they shall indicate whether or not they feel it would be beneficial to invite the parents to the meeting. The Principal or designee shall make the determination whether parents will be invited and will coordinate their attendance if requested. When the School Based Leadership Team meets, the staff member requesting the meeting has the responsibility to explain what the key issues or concerns are, and the team shall work together to brainstorm a list of action items to be attempted with the student. One staff member will be assigned to follow up at a specified time interval after the meeting to see how the recommendations are working.

Special Programs

English as a Second Language

The CFK Academy is committed to identifying and assessing the educational needs of students whose native or home language is other than English ("ESOL"). Once identified, the Academy will provide appropriate programs to address the needs of these students.

Home Language Assessment

Upon acceptance to the CFK Academy, the Principal will ensure each student's records are reviewed to ensure a home language survey/assessment has been completed, and if it has not, will ensure the survey is completed by the student's parents within the first two weeks of enrollment.

Services

The CFK Academy will take steps to ensure to the maximum extent practicable that the interests of ESOL students are included in the development and implementation of Academy programs and services that are offered by the Academy to and for its student body. The Principal will ensure that all legal

requirements are adhered to in regard to the instruction and services provided to students who qualify for ESOL students.

Adherence to District Policies Regarding ESOL

The CFK Academy acknowledges that it is required to abide by the policies of the sponsoring school district with regards to ESOL services and the requirements under Florida Statutes and the League of United Latin American Citizens (“LULAC”) et al. Consent Decree. If there are variations or conflicts between the Academy’s policies and that of the School district with regards to ESOL services, the School district’s policy will take precedence.

Exceptional Student Education

The organization operates public schools that are required to admit all students, based on space availability and subject to selection through the CFK Academy’s lottery system. A student’s ESE status will not be used in the selection and lottery process. The school operates within the context of the larger school district. The district serves as the Local Education Agency (LEA) with regards to federal IDEA (Individual with Disabilities Education Act), and therefore, the Academy personnel are required to abide by the district’s policies and procedures with regards to special education services. Given that the IDEA does not require that all special education services be provided at all schools, the Academy acknowledges that some ESE services may need to be provided at alternative locations based on the needs of the students and the district’s special education delivery model.

LEA (Local Education Agency)

CFK Academy acknowledges that it does not serve as its own LEA (Local Education Agency) as defined in the federal IDEA statutes. The sponsoring school district serves this role. As such, the Academy acknowledges that it will abide by all applicable and required policies of the sponsoring school district with regards to special education services as described within the IDEA. If there are variations or conflicts between the Academy’s policies and that of the School district with regards to special education, the School district’s policy will take precedence.

Section 504

Section 504 Plans

The CFK Academy provides a free and public education to each student who is disabled within the definition of Section 504 of the Rehabilitation Act of 1973 regardless of the nature of severity of the disability.

When a 504 Plan Will Be Considered

The CFK Academy will consider a 504 plan for accommodations if a School Based Leadership Team feels that the child may have a disability which would meet the criteria for such a plan. This can occur when a teacher identifies a student who is having difficulties, a parent requests a team to consider the needs of a student, or if a medical report has been submitted identifying a student as having a disability.

Meeting to Consider 504 Plan

If the School Based Leadership Team recommends a student be considered for a 504 plan, the Principal or designee will coordinate a meeting among the student’s teachers and school specialist. The teacher will also ensure the parents have been notified and invited to the meeting. While at the meeting, the team members will consider whether the student’s disabilities qualify them for accommodations under Section 504 of the Rehabilitation Act. If so, the team will identify the accommodations necessary to

allow the student to be successful within the Academy environment. The MCSD (authorizing School District) forms will be used for both determination and the actual 504 Plan.

Eligibility

To determine if a child has a disability that qualifies them for a 504 Plan, the team will utilize the policies of Monroe County School District in regard to eligibility.

Teacher Lesson Plans

Teachers will be expected to submit lesson plans that correlate with both the MCSD Curriculum Guides and aligned to the State and/or National Standards. Lesson plans in the agreed specified format shall be submitted electronically through the method identified by the principal, not later than Friday end of day of the previous week. Lesson plans will be reviewed to ensure compliance with school and state requirements and will be kept on file for the required number of years.

Textbook Adoption

CFK Academy will adopt the Monroe County School District textbook policy and textbook lists. This ensures the textbooks and curricular materials align with Florida's Benchmark for Excellent Student Thinking (B.E.S.T.) or the Next Generation Sunshine Standards. Both core and elective courses will use the standards found in CPALMS.

School Management

Bullying and Harassment

It is the policy of the Board that all students have an educational setting that is safe, secure and free from harassment and bullying of any kind. The Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited and disciplinary action will be taken. Any reference to "bullying" includes cyberbullying, whether or not specifically stated.

Bullying or harassment of any student is prohibited. This policy applies:

- during any education program or activity conducted by a public K-12 educational institution;
- during any school-related or school-sponsored program or activity;
- on a school bus of a public K-12 educational institution;
- through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution; or through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school or department.

Definitions

- A. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It includes unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to (1) create an intimidating, hostile, or

offensive educational environment; (2) cause discomfort or humiliation; or (3) unreasonably interfere with the individual's school performance or participation. Bullying and harassment may involve but is not limited to the following behavior:

- teasing;
 - social exclusion;
 - threats;
 - intimidation;
 - stalking;
 - physical violence;
 - theft;
 - harassment based on race, religion, ethnicity, national origin, sex or gender, sexual orientation, gender identity, gender expression, or other self-defining characteristic;
 - public or private humiliation; or
 - destruction of property.
- B. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- C. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- D. Bullying and harassment also encompasses perpetuation of conduct listed in the definition of bullying and harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by incitement or coercion; accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the School or school system; and/or acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
- E. For purposes of this policy, harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
- places a student in reasonable fear of harm to his/her person or damage to his/her property;

- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- has the effect of substantially disrupting the orderly operation of a school.

Allegations of sexual harassment, including but not limited to unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature that contributes to a hostile educational environment or that is made explicitly or implicitly a condition of a student's academic achievement, or which the rejection of or submission to such conduct in any way impacts a student's academic status or educational experience, are forms of prohibited discrimination.

Behavior Standards

- A. The Board expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

Consequences- Committing an Act of Bullying or Harassment

- A. Determining whether a particular action or incident constitutes a violation of this policy requires a consideration of all the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
- B. Disciplinary consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
- C. Disciplinary consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
- D. Disciplinary consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Reporting an Act of Bullying or Harassment

- A. The Principal or designee will be responsible for receiving complaints alleging violations of this policy.

- B. All school employees who become aware of a potential violation of this policy are required to report alleged violations of this policy to the Principal or designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the Principal or designee.
- D. The Principal or designee will establish and prominently publicize to staff, students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place should report the act of bullying or harassment to the Principal or designee.
- F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant's or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

No Retaliation

- A. Retaliation against any individual who has, in good faith, complained of any act of bullying or harassment in violation of this policy, assisted in the reporting of such a violation, served as a witness or advocate for the person aggrieved, or who has otherwise taken any reasonable action to stop an act of bullying or harassment is strictly prohibited. Any individual who believes he or she has been the victim of retaliation should report the matter immediately to the Principal of the Academy, or his/her designee, the assigned investigator, or any other school official.
- B. Anyone who receives information that an act of retaliation in violation of this policy has occurred should immediately report such incident to the Principal or the school's equity coordinator.
- C. All reports of retaliation made in good faith will be investigated in the same manner as the underlying acts of alleged bullying or harassment.

Investigation of a Report of Bullying, Harassment, or Retaliation

- A. The investigation of a reported act of bullying, harassment, or retaliation is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged

incidents of bullying, harassment, or retaliation allegedly committed against a child while the child is in route to or from school aboard a school bus or at a school bus stop.

- B. The Principal or his/her designee shall select an individual(s), employed by the Academy and trained in investigative procedures, to initiate the investigation. The person selected to conduct the investigation should have no factual involvement in the alleged acts of bullying and harassment and no connection to the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall remain confidential to the extent permissible under applicable policies, adopted procedures, and state law. Everyone (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to:
 - description of incident(s) including nature of the behavior;
 - context in which the alleged incident(s) occurred;
 - how often the conduct occurred;
 - whether there were past incidents or past continuing patterns of behavior;
 - the relationship between the parties involved;
 - the characteristics of parties involved, *i.e.*, grade, age;
 - the identity and number of individuals who participated in bullying, harassing or retaliatory behavior;
 - where the alleged incident(s) occurred;
 - whether the conduct adversely affected the student's education or educational environment;
 - whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - the date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy will require a determination based on all the facts and surrounding circumstances and will include recommended remedial steps necessary to stop the bullying and harassing or retaliatory behavior; and a written final report to the Principal.
- F. The investigation shall be completed within ten (10) school days from the filing of the complaint unless otherwise specifically extended by the Principal or designee for good cause.
- G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.

Determining Whether a Reported Act of Bullying or Harassment is Within the Jurisdiction of the School or District

- A. Upon receipt of a report of bullying or harassment, the Principal or designee, with the assistance if needed of an individual(s) trained in investigative procedures, will determine

whether an act of bullying or harassment falls within the jurisdiction of the School or District.

- B. If it is within the jurisdiction of the School or District, a thorough investigation will be conducted.
- C. If it is outside the jurisdiction of the School or District and determined a criminal act, the Principal will refer the incident(s) to appropriate law enforcement.
- D. If it is outside the jurisdiction of the School or District and determined not a criminal act, the Principal or designee will inform the parents/legal guardians of all students involved.
- E. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

Notification to Parents/Guardians of Incidents of Bullying or Harassment

- A. Parents/legal guardians of victims and perpetrators will be notified within one school day of claims alleging a violation of the Bullying and Harassment Policy, except in limited circumstances when the Principal, or designee, determines that such notification is not in the best interest or impairs the safety of the victim involved, in which case only the parents/legal guardians of the perpetrator will be notified. In applicable cases, notification to the parents/legal guardians may be made by telephone, writing, or personal conference. All parents/legal guardians of victims and perpetrators who have received notification may participate at each stage of the investigation and resolution procedures. The frequency of notification and follow-up reports to parents/legal guardians will be dependent on the seriousness of the complaint. All notifications shall be consistent with student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- B. If the bullying or harassment incident results in the perpetrator being charged with a crime, the Principal, or designee, will by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”
- C. Notification to local agencies where criminal charges may be pursued. Once it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services will be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher, parent/legal guardian, or employee may request informal consultation with school staff (*e.g.*, school counselor, school psychologist) or Human Resources personnel to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
- B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement will be required when the student is referred to the intervention team.
- C. If a formal discipline report or formal complaint is made regarding a student, the Principal must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. The intervention team may recommend:
 - counseling and support to address the needs of the victims of bullying or harassment;
 - research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
 - research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

Reporting Incidents of Bullying and Harassment

- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report shall also include, in a separate section, each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents. The report shall list the approved coding for bullying (BUL), harassment (HAR), unsubstantiated bullying (UBL), and unsubstantiated harassment (UHR).
- B. The Academy will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying- related as a related element code.

1. SESIR Definitions

- a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
- b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the

effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying or harassment code.
 3. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:
 - Alcohol
 - Arson
 - Battery
 - Breaking and Entering
 - Disruption on Campus
 - Drug Sale/Distribution Excluding Alcohol
 - Drug Sale/Possession Excluding Alcohol
 - Fighting
 - Homicide
 - Kidnapping
 - Larceny/Theft
 - Robbery
 - Sexual Battery
 - Sexual Harassment
 - Sexual Offenses
 - Threat/Intimidation
 - Trespassing
 - Tobacco
 - Vandalism
 - Weapons Possession
 - Other Major (Other major incidents that do not fit within the other definitions)
- B. Discipline and referral data will be recorded in the discipline report and Automated Student Information System.
 - C. The District will provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
 - D. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability will include the incident basis. Victims of these offenses will also have the incident basis (sex, race, or disability) noted in their student records.

Instruction on Identifying, Preventing, and Responding to Bullying or Harassment

- A. The Board will ensure that the CFK Academy sustains healthy, positive, and safe learning environments for all students and work environments for staff. It is committed to maintaining a social climate and social norms that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; nonteaching staff; counselors; volunteers; parents/legal guardians; and students.
- B. All school staff, students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers will be given instruction at a minimum on an annual basis on the Board's policy and regulations against bullying and harassment. The instruction will include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.
- C. The Board will establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at the school.

Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim.

The Principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Publicizing the Policy

- A. At the beginning of each school year, the Principal will inform, in writing, school staff, parents/legal guardians, or other persons responsible for the welfare of a student of this policy.
- B. The Academy will provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and may use other reasonable means to do so including student assemblies, staff meetings, and displaying posters and signs.

Review of Policy

- A. The Academy will involve students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies in the process of adopting and revising bullying and harassment policy.
- B. The bullying and harassment policy review will be ongoing and integrated with the Academy's curriculum, discipline policies, and violence prevention efforts. The Academy will meet all legal requirements for policy review.

Civility Policy

- C. In order to ensure all individuals associated with the CFK Academy behave civilly and with fairness and respect, several policies are in place to ensure proper behavior. Students are obligated to meet The Academy's expectations as defined elsewhere in this policy. Adults are subject to the following civility policies:

Civility of Staff

- D. All employees of the CFK Academy shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the Academy. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.
- E. Any uncivil behavior should be reported to the immediate supervisor or the Principal. A record shall be made of the alleged incident and the action taken, which may include disciplinary action as defined within this policy manual. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending person. Students and employees may be subject to additional action under other state statutes or school policies. Retaliation against a person who reports a claim of uncivil behavior shall be prohibited. Nothing in this policy should be construed to limit open and frank discussions of issues.

Civility of Parents and Patrons

- F. All parents and patrons of the CFK Academy shall behave with civility, fairness, and respect in dealing with fellow parents, patrons, staff members, students, and anyone else having business with the School. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.
- G. Any uncivil behavior by parents or patrons shall be reported to school administration. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending individual. Repeated incidents of uncivil behavior can result in the individual being banned from the Academy and CFK premises. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Complaint Process

The CFK Academy prides itself on the quality of the teaching and care provided to its students. All members of the Academy community should contribute to a respectful and inclusive environment. Staff, students, or parent/guardians can raise concerns about any issues that affect a student's well-being and/or academic performance and work together to resolve them. In rare cases where the issue cannot be resolved informally, an official written complaint can be registered by a parent with the CFK Academy management.

Although no member of the school community shall be denied the right to petition the Governing Board for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Governing Board. Exceptions are complaints that concern Governing Board actions or operations.

The Board advises the Academy community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teachers
2. Assistant Principal
3. Principal
4. College President

Any complaint about school personnel will be investigated by the Administration before consideration and action by College President.

Stages for Complaint Resolution

Informal Resolution

If there is concern about a student's progress, the teacher should be contacted. Instructional staff at the CFK Academy are expected to assist parents and students with concerns regarding student success. If an immediate resolution is not determined other specialists may be consulted. If a solution is still not satisfactorily resolved, the Principal will work with the school staff to ensure that each student succeeds to the best of their ability.

Formal Resolution

If the complaint has not been informally resolved, parents may make a formal written complaint to the Principal's office. Forms are available upon request.

The Principal, or designee, will conduct any investigation necessary into the reported concern, including interviewing the complainant and the subject of concern as needed. The Principal will make every effort to satisfactorily resolve the complaint in a reasonable time period.

If the person registering a complaint has suggestions to resolve the issue of concern, their advice is encouraged.

Once all relevant and discoverable facts are considered, a decision and action to resolve the complaint, including reasons for the decision, will be provided in writing to the parent/guardian regarding the findings and the Academy's decision.

Conduct and Records

All concerns and complaints raised will be treated seriously, and confidentiality will be established and maintained wherever possible in accordance with relevant state and federal laws.

Written records will be maintained by the Principal and must include the dates of every resolution step and dates of resolution. Correspondence, Statements, and records will be kept confidential except where any other legal obligation prevails.

Fundraising

Adequate funding is essential in order for The CFK Academy as part of 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 and Gratuities

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. (BR 2.830)

School Safety

The Board will provide a caring environment conducive to the physical, mental, social, and emotional well-being of students while they are participating in school activities. Attention will be given to the

personal safety of each student during these activities and such attention will include instruction in safety practices and attitudes; proper maintenance of buildings, grounds, and equipment; establishment and enforcement of proper rules of conduct at each school including a no use, no possession, and no distribution of tobacco, alcohol and other non-prescription drugs; and provision of services to safeguard students from the deviant behavior of those who fail to conform to standards of conduct compatible with the best interests of all.

Emergency Preparedness

- A. The Board authorizes the Principal to assume responsibility for ensuring that the CFK Academy is prepared to respond to all adverse events and emergencies. Planning and implementation will include, but not be limited to, the following:
 - 1. Develop emergency management and preparedness procedures, in coordination with first responders, pursuant to s. 1006.07, F.S.
 - 2. Establish a School Emergency Response Team consisting of staff that is responsible for assisting in the coordination of an emergency response. School Emergency Response Team members will be required to:
 - a. participate in all emergency preparedness drills, exercises and training; and
 - b. respond to all school crises, disruptions and emergencies as directed by the school administrator.
 - 3. Implement site-specific plans for emergency evacuation and sheltering to familiarize and guide school occupants on the proper means of exit and shelter in place areas.
 - 4. Annually review and update the emergency preparedness plan in coordination with the school's emergency response team, school safety officer, local law enforcement, fire rescue, and others, as appropriate, within the first 30 days of the start of the school year.
 - 5. The Principal will inspect the school's alarm system at weekly intervals. Any malfunction of the alarm system shall be repaired without delay.
 - 6. Train all school personnel in emergency response procedures annually.
 - 7. Ensure all school personnel and students are trained and comply with the established emergency preparedness, safety and security policies and procedures.
 - 8. Ensure all required emergency preparedness drills, exercises and training courses are completed by staff and students within the established timeframes as defined in Florida statutes, State Board rule, or the Office of Safe Schools.
 - a. The manner in which the school conducts drills will adhere to the standards established by emergency management agencies.
 - b. Drills for active shooter and hostage situations will be conducted in accordance with developmentally appropriate and age-appropriate procedures.

9. Maintain all standardized emergency preparedness resources (i.e., classroom folders, emergency procedures, evacuation/medical kits, posters, weather radios, etc.) ensuring readiness in the event of an emergency.
10. Establish an annual schedule to test the functionality and coverage capacity of emergency communication systems and determine if adequate signal strength is available in all areas of the campus.
11. Coordinate with first responders to tour the school and provide school safety recommendations.
12. Arrange for the provision of, youth mental health awareness and assistance training to all school personnel as set forth in F.S. 1012.584.

The training will include, but shall not be limited to, the following:

- a. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;
 - b. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and
 - c. information on engaging at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies.
13. Annually complete the Florida Safe Schools Assessment Tool (FSSAT) within the time frame specified by the Florida Department of Education Office of Safe Schools.
 14. The Principal will serve as the school contact to local public safety agencies and community agencies and organizations in matters of school safety and security.

Emergency Response

The Board authorizes the Principal, in coordination with public safety agencies, to develop procedures for responding to emergencies.

- A. School personnel will use the school's established emergency procedures to guide their response to all emergencies including, but not limited to, the following:
 - Active assailant, hostage and weapons-related situations
 - Bomb threats
 - Fires
 - Hazardous materials and toxic chemical spills
 - Weather emergencies
 - Natural disasters
- B. In compliance with the laws of Florida and for the safety of students and staff, the school will conduct the following drills:

1. Fire: Ten (10) drills per school year, including two (2) drills within the first month of school.
 2. Active assailant and hostage situations
 - Drills are to be conducted at least as often as other emergency drills. [s. 1006.07(4), F.S.]
 - Drills will be conducted by the Principal as the designated first responder to the school's campus.
 - Drills will be conducted in accordance with developmentally appropriate and age-appropriate procedures.
 3. Severe Weather (tornado): Two (2) drills, one in semester 1 and one in semester 2
 4. Bomb threat: Two (2) drills, one in semester 1 and one in semester 2
 5. Other drills in accordance with guidelines and/or recommendations of the sponsor or state requirements.
- C. The Principal will take appropriate and reasonable steps to ensure all school personnel and students are familiar with the school's emergency procedures and will utilize the procedures to guide their actions during emergencies.
 - D. The school's emergency procedures guidelines will include the active assailant response plan.
 - E. The Principal will certify that all school personnel have received annual training on the active assailant response plan procedures.
 - F. The adoption of Standard Response Protocol – the use of plain language – will ensure all internal and external communication between emergency responders is clear.

Effective August 1, 2023:

- All schools will be required to conduct six (6) emergency drills per school year, four (4) of which will be active assailant drills.
- The conditions and timing of emergency and fire drills must be varied.
- All communication during all drills and actual emergencies requires the use of "plain language."
- All occupants of the building will participate in emergency and fire drills.
- All active assailant drills require the coordination and presence of law enforcement.
- Following every emergency and fire drill, an after-action report will be completed.
- (Rule 6A-1.0018, F.A.C.)

Drills will be conducted in accordance with developmentally appropriate and age-appropriate procedures.

Active Assailant Response Policy

It is the policy of the Board that all teachers, staff and students shall be prepared in the event of an active assailant situation. The Board and school administration, in collaboration with public safety

agencies, will develop procedures to alert school staff and students if an active assailant appears to be actively engaged in killing or attempting to kill people at the school site.

The Board's active assailant policy and related procedures are intended to grant school employees and students the authority to choose a response that could be critical to saving lives. Such actions shall include the option to "run, hide, fight."

The Principal will ensure proper and adequate active assailant response training for all school staff and students, as age appropriate, and will engage the participation of the district's school safety specialist and the school's threat assessment team in the training. In accordance with Florida law, active assailant training will be coordinated with law enforcement agency(ies) designated as the first responder to the school's campus.

Active Assailant Drills

1. All students and staff shall participate in emergency active assailant situation drills, which shall be appropriate based on age level.
2. Drills shall be conducted at least as often as other emergency drills, with law enforcement personnel on site.
3. The school administrator will document all drill exercises, maintain records, and provide verification as required.

Active Assailant Plan Exempt from Public Records

The school's active assailant response plan is for the protection of the school community and, in accordance with s. 119.071(3), F.S., is designated as confidential. No part of the plan will be released to any individual or entity without the expressed authorization of the governing board.

Annually, the School will certify with the Office of School Safety that all school personnel have received annual active assailant response training.

All activities related to Active Assailant Response training will be consistent with the Florida statute and State Board of Education rule.

School Safety and Security

The Board, in conjunction with the school director and school staff, will establish procedures to address the best practices of safety and security for schools. Procedures will include the following:

- A.** The Board, in conjunction with the Principal and school staff, will establish procedures to address the best practices of safety and security for schools.
 - A. Prevention activities designed to maintain safe, disciplined, and drug-free environments.
 - B. Safety and security best practices for the prevention of violence on school grounds, including the assessment of and intervention with individuals whose behavior pose a threat to the safety of the school community.
 - C. Security procedures on school property.
 - D. Code of Student Conduct, including appropriate and effective school discipline guidelines that promote positive and respecting student behavior and prohibits

disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students. The School may opt to adopt the district's Code of Student Conduct.

- E. Weapons and Firearms: No person will bring onto school property or have in his/her possession or in his/her vehicle any firearm, weapon or destructive device unless such weapon is required as part of the person's regular job responsibilities.
- F. Student Crime Watch Program: The Board authorizes the Principal to establish an age-appropriate Student Crime Watch Program for the purpose of improving school wide and community safety and promoting student responsibility. The Principal will distribute information notifying students, parents, guardians, and the community about FortifyFL, the suspicious activity reporting tool that allows stakeholders to instantly relay information to appropriate law enforcement agencies and school officials.

G. FortifyFL – Promotion of School Safety Awareness

The Board adopts the Florida Department of Education's FortifyFL as the school's suspicious activity notification app. FortifyFL is a mobile suspicious activity reporting tool (app) that allows students, teachers, school employees and parents to report possible crimes, threats, or unsafe situations anonymously to the appropriate public safety agencies and officials.

FortifyFL will be displayed prominently on the CFK Academy's website, school newsletters and handbooks, and throughout the school and will include the consequences of knowingly submitted false information on the Academy's website. The app will be installed on mobile devices and bookmarked on student-issued computer devices, as age appropriate, and in compliance with Florida statutes.

The school administrator will be responsible for employee and stakeholder training on the proper use of FortifyFL.

H. Mobile Panic Alert System

In accordance with s. 1006.07(4), Florida Statutes, beginning with the 2021-2022 school year, the School will implement a mobile panic alert system capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies. The alert system will integrate with local public safety answering point infrastructure (PSAP) to transmit 9-1-1 calls and mobile activations. The Academy shall use the Monroe County School District's mobile panic alert system.

I. Referral to Mental Health Services

All school personnel will receive youth mental health awareness and assistance training. Should school staff become aware of any student or family in need of mental health services, notification will be provided to the school admin team.

- J. Victims of Violent Crime: A student that is a victim of a violent crime at school, on school grounds, or at a school-sponsored activity, will be provided the opportunity, under federal and state law, to transfer to another school.

K. Threat Assessment Teams

The Board authorizes the school administrator to organize a threat assessment team in accordance with Florida Statute 1006.07, and which is set forth in Board policy, and establish procedures aligned with the recommendations of the Office of Safe Schools and other agencies.

L. Confidentiality of Emergency Preparedness Plans and Procedures

All plans, procedures, maps, and documents related to the School's emergency preparedness and crisis management protocol are confidential under Florida law and exempt from public records disclosure. Plans will be distributed only to those agencies that have a need to know and with the approval of the governing board chair.

M. Emergency Response Agencies

The school administrator or designee will be responsible for notifying the appropriate emergency response agency in the case of an Emergency. Emergency response agencies should notify the School in case of an emergency.

Threat Assessment Team

The primary purpose of a Threat Assessment Team is to minimize the risk of violence at school. Threat assessment team is responsible for the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of students or school personnel consistent with the model policies and procedures developed by the Office of Safe Schools. The policies and procedures will address early identification, evaluation, early intervention, and student support.

At any time should there be an imminent threat to school safety, law enforcement must be immediately notified.

A. Composition of the Threat Assessment Team

The threat assessment team will consist of a multidisciplinary team of individuals with expertise in:

- Counseling - The counseling team member must be a school-based mental health services provider who is able to access student mental health records.
- School administration
- Law enforcement - The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Officer, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer must have access to local Records Management System information, the Criminal Justice Information

System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat assessment teams must also have clearance to review Criminal Justice Information and Criminal History Record Information. School guardians and school security guards may not serve as the law enforcement member of a threat assessment team.

- Instruction; and
- Any other school employee deemed necessary by the Board that can provide valuable input, such as a mental health professional, exceptional student education specialist, and school safety guardian.
- At least one member of the threat management team must be personally familiar with the individual who is the subject of the threat assessment. If no member of the threat management team is familiar with the student, instructional personnel or administrative personnel who is personally familiar with the individual must consult with the threat management team to assess the threat but may not participate in the decision-making process.

The school-based threat assessment team will, at a minimum, meet monthly, or more often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students. All meetings will be documented, including meeting dates and times, members in attendance, cases discussed, and actions taken.

B. Role and Responsibilities of the Threat Assessment Teams

The Threat Assessment Team will:

1. Identify individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
2. Coordinate assessments, resources, and interventions for individuals whose behavior may pose a threat to the safety of school staff or students. The team will use the Office of Safe Schools *Florida Standardized Statewide Behavioral Threat Assessment Instrument (Threat Assessment and Response Protocol - CSTAG)*;
3. Provide guidance to students and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the school community;
4. Contact agencies involved with the student and any known service providers to share information and coordinate necessary follow-up action;
5. Consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;
6. If a preliminary determination is made that a student poses a threat of violence or physical harm to himself or others, the threat assessment team will report its determination to the school director, who will notify the Board chair. If directed to do so, the Principal will also notify the superintendent or designee of the sponsor district;

- Parental notification of a threat of violence will be immediate. However, nothing shall preclude school employees from acting immediately to address an imminent threat, including contacting law enforcement.
7. If the Threat Assessment Team makes a preliminary determination that a student poses a threat of violence to himself or others or exhibits significantly disruptive behavior or need for assistance, the team may obtain criminal history record information as provided in F.S. 985.047. The team's law enforcement officer will be responsible for conducting the criminal history record check.
 8. Handle all information in a confidential manner and will not disclosure criminal history record information obtained in the course of the team's inquiry or otherwise use any record of an individual beyond the purpose for which the information was provided to the threat assessment team.
 9. Parental notification of a threat of violence will be immediate. However, nothing will preclude school employees from acting immediately to address an imminent threat, including contacting law enforcement.
 10. Meet monthly, or as often as necessary, to ensure that students are appropriately assessed and referred for interventions or outside services. However, if there is an imminent threat to school safety, the school director will convene an emergency threat assessment meeting to address the threat.

C. Threat Assessment Team Training

The Threat Assessment Team will receive training annually that includes, but is not limited to, best practices of school safety; effective use of the Comprehensive School Threat Assessment Guidelines (CSTAG); conducting quality threat assessments; coordinating with outside agencies to serve students and families; and collaboration with law enforcement.

D. Behavior Threat Assessment Training

All threat assessment team members will be trained on the Florida Department of Education's behavior threat assessment instrument. The threat assessment team will report quantitative data on its activities to the Office of Safe Schools.

The district School Safety Specialist will report this information to the Office of Safe Schools.

Beginning in the 2022-2023 school year, the total number of threat assessments conducted, disaggregated by the total number of non-threats, the total number of transient threats, and the number of substantive threats, and the sex, race, and grade level of all students assessed by the threat assessment team.

E. Procedures

The Board will coordinate with the Principal, threat assessment team members and school staff to develop procedures and guidelines for the threat assessment process in accordance with Florida Statutes and/or State Board of Education Rules and guided by the Office of Safe Schools.

Procedures will include:

- specific steps, from initiation to conclusion of a threat assessment inquiry or investigation, when an individual's behavior may pose a threat to the safety of school staff or students
- identify and engage community mental health and behavioral health crisis resources to respond to emergency incidents at the school, including when a mental health crisis or substance abuse crisis is suspected [s. 1006.07(7)(e), F.S.]
- access to mobile crisis response teams trained in crisis intervention to provide emergency intervention and assessment, make recommendations and refer the student to appropriate services
- coordination of any necessary follow-up actions and referrals

F. Comprehensive School Threat Assessment Guidelines (CSTAG)

When conducting a threat assessment, the team will include components and forms that are consistent with the Comprehensive School Threat Assessment Guidelines (CSTAG), the statewide model for conducting threat assessments. [s. 1001.212(12), F.S.]

G. Guidance to School Staff, Students and Parents on Recognizing and Reporting Threatening Behaviors

Annually, or more often as needed, school staff, students and parents will receive guidance and information on how to recognize threatening or aberrant behavior that may represent a threat to the school, community or individual and how threatening or aberrant behavior can be reported. 1006.07(7)(b), F.S.]

H. Notification of Threat to Parents and Law Enforcement

The threat assessment team will consult with law enforcement when a student exhibits a pattern of behavior, based on previous acts or the severity of an act, that would pose a serious substantive threat to school safety.

Upon a preliminary determination that a student poses a threat of violence or physical harm to himself or others, the threat assessment team will immediately report its determination to the school director. Notwithstanding any other provision of law, the Principal will immediately notify law enforcement, if appropriate, and the student's parent/ guardian. Nothing in this policy precludes school personnel from acting immediately to address an imminent threat.

I. Criminal History Record Information

Upon a preliminary determination that a student poses a threat of violence to himself or herself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the Threat Assessment Team may obtain criminal history record information pursuant to s. 985.04(1). F.S. No member of the Threat Assessment Team may disclose any

criminal history record information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made and intended.

J. Sharing of Information

The CFK Academy will communicate, collaborate, and coordinate efforts with state and local agencies and programs to serve students who are experiencing, or at risk of experiencing, an emotional disturbance or a mental illness.

Notwithstanding any other provision of law, if the records or information are necessary to ensure access to appropriate services for the student or to ensure the safety of other students, the Academy will share records and/or information with other agencies, service support providers contracting with agencies, and individuals that provide services to these students in need of support.

K. Community-Based Mental Health Services

The CFK Academy will follow Monroe County School District's mental health plan that will provide valuable services and support to students and families through an agreed upon referral process.

L. Immediate Mental Health or Substance Abuse Crisis

If an immediate mental health or substance abuse crisis is suspected, school personnel will follow policies, procedures, and guidelines to engage behavioral health crisis resources and services in support of the student and for the safety of all students and staff. Resources may include, but will not be limited to, community mental health services providers and mobile crisis response teams. The local law enforcement officer who serves on the threat assessment team may provide recommendations for crisis intervention and assessment and make procedural recommendations, as necessary and appropriate.

M. Verification of intervention services. Upon the transfer of a student to the School, the Threat Assessment Team will verify if any intervention services were previously provided to the student and maintain those services until a determination can be made. If the student transfers to another school, the threat assessment team will verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services [s. 1006.07(7)(e), Florida Statute]

N. Threat Assessment Records

Threat assessments determined to be transient or substantive, as defined in F.A.C. 6A-1.0018, are Category B records and shall be maintained in a student's file as long as determined useful by a threat assessment team, pursuant to F.S. 1006.07 and F.A.C. 6A-1.0018. In order to protect students from stigma and unintended consequences, reported threats which are determined by a threat assessment team not to be a threat at all, meaning the threat does not rise to the level of transient or substantive, may be maintained by the threat assessment team, but must not be maintained in a student's file, unless one of the following conditions are met: a. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or b. The threat assessment team has made a determination that the non-

threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student. Such determination and reasoning for maintaining the record must be documented with the non-threat finding. Where such a determination is made, the threat assessment team must re-evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

O. Mental Health or Substance Abuse Crisis

If an immediate mental health or substance abuse crisis is suspected, school personnel will engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention, will provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel will report all such situations and actions taken to the threat assessment team, which will contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions.

Family Reunification Plan

Reunification is the process of reunifying the student with their parent/guardian after an incident has occurred at a school. This is a critical aspect of the School's safety and security plan and takes all students, staff, and parents' cooperation for it to be successful.

The Board will adopt, in coordination with local law enforcement agencies and local governments, a family reunification plan to reunite students and employees with their families in the event that the School is closed or unexpectedly evacuated due to a natural or manmade disaster.

This reunification plan will be reviewed annually and updated, as needed. Individual school plans must be consistent with Florida laws and regulations.

At a minimum, the School's reunification plan will address:

- The identification of the reunification site(s);
- Training for school employees;
- Multiple methods to effectively communicate with family members of students and staff; and
- Methods to aid law enforcement in student and staff identification.

Parents/guardians should remember **not** to immediately go to their child's school if an emergency occurs. Parents should ensure they are getting their information from trusted news sources during an emergency.

Parents/guardians should:

- Stay calm and aware. Monitor public notice by radio, television, email and the Internet for emergency updates and procedures.

- Cooperate with school and/or law enforcement officials. In the case of an emergency, the safety of students will depend upon the ability of school and law enforcement officials to do their jobs.
- Be ready to respond to the designated reunification site. If there is an emergency and students are evacuated, parents will be allowed to pick up their children from the designated reunification site. If the school has been declared a shelter-in-place, or a lockdown is necessary, access to the school will be denied.
- Bring their identification to the reunification site and be prepared to complete a Reunification Card.

Reports of Suspicious Activity or Potential Threats

It is critical that local public safety agencies and school officials be made aware of potential threats to the school, students, and employees as quickly as possible. All employees will, and students, parents and other members of the community are strongly encouraged to promptly make a report concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to school officials and local public safety agencies. When suspicious activity or potential threats are known or suspected, it is the responsibility of the entire school community to notify local law enforcement and school officials immediately.

School employees, students and members of the community can disclose information regarding a potential threat by:

1. contacting the appropriate law enforcement agency, then notifying the Principal;
2. calling 9-1-1; or
3. utilizing the Florida Department of Education's mobile suspicious reporting tool FortifyFL to instantly relay information to law enforcement agencies and school officials. (This method is not to be use for immediate threats).

The identity of the reporting party and any other information received by school officials or law enforcement is confidential, including reports made through the Florida Department of Education's mobile suspicious reporting tool.

School employees are not restricted from contacting the appropriate primary response agency during an emergency.

Safe School Officer/School Guardian

In compliance with MCSD schools with enrollment less than 250 students will have a safe school officer assigned to protect the safety of the CFK Academy's students, staff, visitors, and property. The Academy's safe school officer will be present and on duty while school is in session.

Florida School Security Risk Assessment

The Board will direct the school administrator to annually conduct a school security risk assessment in accordance with s. 1006.1493, Florida Statute, using the Florida Department of Education Office of Safe Schools' Florida School Security Assessment Tool (FSSAT). The FSSAT is intended to help school officials identify threats, vulnerabilities, and appropriate safety controls for the schools that they supervise, pursuant to the security risk assessment requirements of s. 1006.07, Florida Statutes.

School Environmental Safety Incident Reporting (SESIR)

The school administrator will follow the requirements for reporting incidents related to school safety and discipline in accordance with Florida law and State Board of Education Rules. These include, but are not limited to, bullying and harassment, threats to harm others, weapons violations, student behaviors that represent a serious breach of the Student Code of Conduct, and violations which are reported to law enforcement. Incidents will be reported in a timely manner within FOCUS.

Mandatory Reporting of Child Abuse, Abandonment or Neglect

Teachers, school officials, and school personnel are designated mandated reporters. Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected shall report such knowledge or suspicion to the Department of Children and Families. (s. 39.201, F.S.)

Child and adult abuse should be reported to the Florida Department of Children and Families (DCF) through either the DCF statewide hotline (call 1-800-96-ABUSE) (1-800-962-2873) or the DCF website at <http://reportabuse.dcf.state.fl.us> The hotline also accepts faxes at 1-800-914-0004 and web-based chats on their website.

When making a report, teachers, administrators, and school personnel are required to provide their names to the hotline staff. Failure to report child abuse to DCF is a third-degree felony. § 39.205(1). Failure to report a sexual battery under § 749.027 is a misdemeanor of the first degree.

Responding to Suicidal Threats in School

The Board directs all school staff members to be alert to a student who exhibits warning signs of self-harm or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member must be taken with the utmost seriousness and reported immediately to the Principal or designee.

All school staff will participate in professional development training in youth suicide prevention.

Florida Statute 1003.42 requires five (5) hours of mental health instruction for grades 6-12 to be implemented annually through developmentally appropriate instruction and skill building. The instruction will address, at a minimum, the following topics: recognition of signs and symptoms of mental health disorders; prevention of mental health disorders; mental health awareness and assistance; how to reduce the stigma around mental health disorders; awareness of resources, including local school and community resources; the process for accessing treatment; strategies to develop health coping techniques; strategies to support a peer, friend, or family member with a mental health disorder; prevention of suicide; and prevention of the abuse of and addiction to alcohol, nicotine, and drugs. The CFK Academy will adopt MCSD mental health instruction curriculum for use in the classroom.

School Safety Plan

The Board will direct the school administrator to collaborate with input from local law enforcement and other safety agencies, to develop and implement a School Safety Plan, and revise as needed.

The School Safety Plan will provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide the following:

- A. Safeguard for the health and safety of students and staff.
- B. A collaborative effort with community emergency responders.

- C. Minimum disruption to the educational program.
- D. A system supported by ongoing training that includes practical application and appropriate "drills" as required by F.S. 1001.42;
- E. Evacuation drills represent actual emergencies, including, but not limited to fire, natural disasters, and active assailant;
- F. Emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101).
- G. Drills for active assailant and hostage situations that are conducted in accordance with developmentally appropriate and age-appropriate procedures to the same extent as other emergency drills; and
- H. Floor plans of each building and provided to all community emergency responders in support of evacuation procedures.
- I. All threats to the safety of students, staff, and facilities will be identified by appropriate personnel and responded to promptly by the Board.

Timely Parent Notification of Threats, Unlawful Acts, or Significant Emergencies

The Principal or the Principal's designee will provide timely notification to parents of public charter school students pursuant to Sections 1006.07(4) and (7), Florida Statutes of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities.

For purposes of this policy, "threats, unlawful acts, and significant emergencies" will mean:

- A. Weapons possession or use when there is intended harm toward another person, hostage, and active assailant situations;
- B. Murder, homicide, or manslaughter;
- C. Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel;
- D. Natural emergencies, including hurricanes, tornadoes, and severe storms;
- E. Exposure as a result of a manmade emergency.

Students

The Board will provide a caring environment conducive to the physical, mental, social, and emotional well-being of students while they are participating in school activities. Attention will be given to the personal safety of each student during these activities and such attention will include instruction in safety practices and attitudes; proper maintenance of buildings, grounds, and equipment; establishment and enforcement of proper rules of conduct at each school including a no use, no possession, and no distribution of tobacco, alcohol and other non-prescription drugs; and provision of services to safeguard students from the deviant behavior of those who fail to conform to standards of conduct compatible with the best interests of all.

Supervision of Students

Students are to be supervised at all times while under the control of the CFK Academy. This includes the time students are attending school, while away from the Academy on school-sponsored events, or while participating in extracurricular activities, such as clubs. Supervision will be provided for 15-minutes prior and 15-minutes after the start and end of school. Parents will be notified of supervision times at least

twice per year in writing through the Academy's newsletter. Students may not be left alone or without supervision.

Student Records

Security of Student Records

All student information is considered confidential and will be maintained as such in compliance with all applicable laws and regulations, including FERPA. Such information shall be available to the parent or guardian or to the student him or herself who has attained the age of eighteen (18) years within a reasonable period of time not to exceed 30 days of receipt of request. Professionally competent personnel shall be available for interpreting any data with the student's cumulative folder. Copies of such contents shall also be made available to parents/students at cost, within the limitations of copying facilities.

The CFK Academy may, without the consent of the student or his/her parents, release student records contained within the cumulative folder or any supplementary classifications to school officials who have a proper educational purpose in examining such information.

No other person may have access to or make copies of a student's records, except under the following circumstances:

- The consent must be given by the student's parent or guardian except when a student reaches the age of eighteen (18) or is married, at which time his consent and not that of his parents shall be obtained in order to release the information; and a student who meets the foregoing requirements shall consent to parental access to his records. However, if the student is a dependent under the Internal Revenue Code of a parent, or if another exception applies under 34 CFR § 99.31 (a), then the parents still have access to the student's education records without consent from the eligible student.
- The consent shall be written and shall specify the records to be released and to whom they are to be released. Each request for consent shall be handled separately; blanket permission for the release of information shall not be acceptable.
- Under compulsion of law: courts, law enforcement agencies, agencies subpoenaing such records.
- When data for outside purposes is released in such form that no individual student is identifiable.
- When the Principal determines the release of specific information as described by the Family Education Rights and Privacy Act of 1974 is in the best interests of the student, provided such information has not been disallowed by the parents.
- The Principal may disclose to appropriate parties, including parents/guardians and eligible students, personally identifiable student information in health and safety emergencies if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The School may make the determination whether to disclose information to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals based upon, but not limited to, the following factors taking into account the totality of the circumstances: (1) the seriousness of the threat to the health or safety of the student or eligible student or

other individuals; (2) the need for the information to meet the emergency; (3) whether the parties to whom the information is disclosed are in a position to deal with the emergency; and (4) the extent to which time is of the essence in dealing with the emergency.

The parent or guardian, or an eighteen (18) year old or older student, shall have the right to challenge the accuracy and authenticity of data recorded within the student's cumulative folder. Any such data that is determined by the Principal to be inaccurate shall be expunged from the record; and an appeal from the decision of the Principal shall be made to the Governing Board.

Fees for Copies of Educational Records

The school reserves the right to charge the following fees for copies of educational records:

TYPE OF RECORD	FEES
Legal page, one side	\$0.15
Letter page, one side	\$0.15
Legal page, double-sided	\$0.20
Letter page, double-sided	\$0.20

For any copies not listed above, the charge shall be limited to the actual cost of duplication.

Up-To-Date Records

It is the parent/legal guardian's responsibility to keep the CFK Academy's administrative office informed and up to date regarding any changes of names, addresses, telephone numbers, email addresses, etc. so that important student information may be received from or provided to the parent/legal guardian in a timely manner for the benefit and well-being of the student.

Retention of Records

The school will abide by the Records Retention Policy established by the FL Department of State: Division of Library and Information Services section GS7 which currently can be found at:

<https://dos.myflorida.com/library-archives/records-management/general-records-schedules/>

The records retention schedule establishes the minimum length of time that the record series must be retained. Records retention will be overseen by the Office Manager and a records review will be conducted no less than annually.

Item	Retention Period
Absentee Excuses and Admission Slips	30 days after end of grading period provided any grade appeal period expired.
Access Log: Personnel Records	Retain as long as personnel file.
Access Log: Student Education Records	Permanent.
Accident Records: Students	4 anniversary years after date accident reported.
Attendance Records: Student	3 fiscal years or until all applicable FTE audits have been released, whichever is longer.

Bus Schedules/Reports	3 fiscal years.
Certificates: Age	Retain until obsolete, superseded, or administrative value is lost.
Charter School Records (Approval/Denial...)	2 anniversary years after denial of application or expiration or termination of charter.
Clinic Log	7 anniversary years.
Discipline Records: Student (Major Offense)	3 school years.
Discipline Records: Student (Minor Offense)	Retain until end of school year.
E-Rate Program Records	10 fiscal years after completion of program or last day of service delivered in the funding year, whichever occurs later.
English for Speakers of Other Languages (ESOL) Records	5 fiscal years after completion of or withdrawal/transfer from program.
Exceptional Student Education (ESE) Records	5 fiscal years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district.
Expulsion Records	5 fiscal years after final disposition.
Food Service Records	5 fiscal years.
Full-Time Equivalency Records	3 fiscal years.
Grade Records: Final Grades	Retain until posted to permanent record.
Grade Records: Teacher Grade Books	3 fiscal years.
Health Immunization Certification	Permanent
In-Service Education Records	5 fiscal years.
Registrations: K-12	3 fiscal years.
School Demographic Reports	Permanent.
Student Education Records: Category A	Permanent

Truancy Case Files	5 anniversary years after case closed.
Yearbooks	Permanent

Annual Written Notice

An annual notice of parent/guardian and eligible students' rights under FERPA and Fla. Stat. § 1002.22, regarding student records, shall be published in the Academy's Student Handbook and published on the Academy's website. This annual notice to parents/guardians and eligible students shall include the information required by 34 CFR § 99.7, Fla. Stat. § 1002.22 (2)(e), and State Board of Education Rule 6A-1.0995. This notice shall also be translated to other languages so as to effectively notify parents who have a primary or home language other than English, and the Principal shall develop methods to inform parents/guardians of the notice if they are unable to comprehend the notice in English or these translated languages.

The Principal shall annually provide notice to parents and eligible students if personal identifiable information (PII) will be collected by the online educational service. The notice shall include notice that the PII will be collected, how the data will be used, when and how it will be destroyed and terms of re-disclosure to other third parties (if applicable). The annual notice shall be published in the Academy's Student Handbook and published on the Academy's website. In addition, the Principal shall provide notice on its website as described in Section below.

Online Educational Service Providers

Online educational service providers deemed necessary by the School for its programs shall be deemed to have a legitimate educational interest in student PII. The School shall only provide the minimum amount of PII necessary to use the services of the online educational provider. The PII shall only be disclosed to the provider as long as the provider:

1. Performs a service of function for which the School would otherwise use its own employees; and
2. Has been determined by the School to have a legitimate educational interest in the records and the online educational provider has been specifically included in the annual FERPA notice provided to families; and
3. Agrees to be under the control of the School with regard to the use and maintenance of education records; and
4. Uses PII only for authorized purposes and may not disclose PII to other parties.

Prohibition of Commercial Purposes

The School shall not use any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or opt-out.

Notice

For any online educational service that a student is required to use, the Academy shall provide notice on its website of the PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure, if any. This notice must include a link to the online educational service's terms of service and privacy policy, if publicly available.

Phone Usage

School Telephones

Telephones are provided for business use only. Personal use of telephone systems should be for emergency use only. Employees of the Academy shall refrain from making or receiving outside calls while they are responsible for the supervision or education of students.

Cell Phone Policy

Students may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes. Cell phones, earbuds, and cellular watches are to remain in the students backpack or in the front office if a student does not have a backpack. Cell phones may be used at lunch time. During this time students will need to abide by the single earbud policy. This policy is to ensure students are not using two earbuds simultaneously, which prevents them from hearing administration, teacher, or security directions.

Prior Parental Notice of Involuntary Examinations

The Florida Mental Health Act, also known as the Baker Act, was enacted in 1971 and included legal procedures for mental health examination and treatment, including voluntary and involuntary examinations. It additionally protects the rights of all individuals examined or treated for mental illness in Florida. This policy addresses prior parental notification of the involuntary examination of students.

Further, through the passage of Senate Bill 590, s. 1002.33(9)(r)1. and 2., Florida Statutes, now provide that Florida public charter school students and their parents have certain rights, including the right to timely notification of threats, unlawful acts, and significant emergencies in accordance with Sections 1006.07(4) and (7), Florida Statutes, and the right to access school safety and discipline incidents as reported pursuant to Section 1006.07(9), Florida Statutes.

The Principal, or the Principal's designee, will make a reasonable attempt to notify the parent, legal guardian, or caregiver of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination.

For purposes of this policy, "a reasonable attempt to notify" means the exercise of reasonable diligence and care by the Principal or the Principal's designee to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination.

Mental Health Services

The Principal shall ensure that the school has a plan in place to address the Mental Health Assistance Allocation funds as described in Florida Statute 1011.62(15). MCSD's mental health plan shall be adopted.

Research Requests

Requests for research studies involving students and/or staff of the CFK Academy must be submitted to the Principal for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained. The CFK Academy will follow CFK IRB policies.

Prohibition Against Firearms and Weapons

The presence of firearms or weapons pose a substantial risk of serious harm to organization students, staff, and community members. Therefore, possession of firearms or weapons is prohibited on school premises at all times except for law enforcement officials, Safe School Officers, or other such statutorily allowed exceptions. The unauthorized possession of a firearm or weapon on school premises may constitute a criminal act under Florida law and shall be reported as such to appropriate law enforcement agencies. As used in this policy, the phrase “school premises” includes all organization buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on organizational property.

Complaints Regarding Student Health, Safety and Welfare

The Principal or designee shall notify a student’s parent/guardian if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the CFK Academy ability to provide a safe and supportive learning environment for the student. Parents have a fundamental right of making decisions regarding the upbringing and control of their children. School personnel shall encourage students to discuss issues relating to his or her well-being with his or her parent(s) or facilitate discussion of the issue with the parent. The Academy may not prohibit parents from accessing any of their student’s education and health records created, maintained or used by the Academy.

Volunteers

All individuals who are not employed by CFK with a level 2 background check or the CFK Academy must enter through the main office. Should they wish to go beyond the main office, their identification must be scanned by Raptor, the background check system which will print a badge for them to wear, identifying that the volunteer has properly checked in through the office with proper protocols followed. It is the responsibility of all staff members to help monitor the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to ensure they are signed in properly.

Becoming a Volunteer

The CFK Academy will comply with Monroe County School District’s visitor policies and procedures. Please review these procedures on the MCSD website in the community resources section or at <https://www.keysschools.com/Page/6024>

Business Operations

General Office Procedures

Correspondence

All official correspondence to or from the CFK Academy should be routed through the school office where appropriate copies can be made, if necessary, as deemed appropriate by the Principal or Office Manager.

Property and Supplies

Office equipment and supplies are to be used for official business only. All property and supplies should be stored in a secure location and should not leave School property.

Files and Record Management

The organization will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

Public Records Request

The Academy will follow The College of the Florida Keys public records request policy.

Contractual Agreements

Pursuant to F.S. 1001.64, State Board Rule: 6A-14.0261, 6A14.075 the CFK Board of Trustees shall constitute the contracting agent of the college. The Board shall approve all contracts in excess of that authorized to be approved by the president by appropriate statute and rule.

The Board authorizes signatory authority on college banking accounts to the president or his/her designee, and such signatory authority will remain in effect until changed. The Board may authorize temporary signatory authority to the vice chair of the Board or another Board member as necessary for operational efficiencies.

The president may negotiate and sign contractual agreements with outside agents in accordance with applicable statutes and rules.

The president may delegate the authority to negotiate contracts and to provide signatory authority as established by procurement guidelines stipulated in college administrative procedures.

The president may delegate to appropriate administrators the responsibility to maintain in safekeeping the facsimile signatures of those authorized by the Board to sign checks, personnel contracts, and when permissible, other college documents.

Fiscal Accounting and Management

The CFK Academy will comply with The College of the Florida Keys' policies and procedures in the following areas:

- A. Operational Safeguards
- B. Banking Policies
- C. Accounting Platform
- D. Purchasing
- E. Accounting Processes
- F. Payroll Processes
- G. Financial Reporting
- H. Financial Conditions
- I. General Financial Matters

Facilities

Animals in School

Special events involving animals must be approved by the Principal at least two weeks prior to the event. If such an event is approved, a list of all animals to be present must be sent home to parents so as to ensure that no students will have allergies to the animals. If a student has allergies to an animal, the

teacher is responsible for finding another environment for that student and providing opportunities to gain from the learning experience as other students who do not have allergies.

Classroom Décor

Prior to any staff member permanently affixing any design or color to a classroom wall (i.e., painting, permanent markers, etc.), a plan for the design must be submitted to the Principal for approval.

Affixing Items to the Walls

Methods for affixing any items to common school areas, such as hallway walls, etc., shall be prior approved by the Principal. Methods of affixing typically approved would be sticky materials or tape which can be removed without leaving any holes or defacing walls by paint removal, etc. Methods of affixing requiring approval include, but are not limited to, taping, staples, nails, tacks, or any objects requiring repairing, patching, or rebuilding surface areas to restore ready for painting.

Hazardous Materials

The Principal or designee shall ensure that all chemicals and materials used in the care and maintenance of the Academy building are stored and recorded in an appropriate manner. The Principal or designee will ensure that appropriate documentation will be kept of the purchase, use, storage, and disposal of substances designated as hazardous by local, state, and federal authorities.

Key Distribution and Control

The CFK Academy will comply with the College of the Florida Keys key distribution plan. Keys will be issued to employees at the beginning of the school year and will be collected at the termination of the school year. Employees are responsible for their keys, and if an employee loses a key, they may be responsible for the cost of rekeying the locks on the building as well as the cost of additional keys. When utilizing keys to enter the building during non-business hours, the employee is responsible for ensuring the building is properly secured.

Transportation

At this time MCSD cannot provide transportation to and from The CFK Academy. Key West Transit passes will be provided to students. Requests can be made in the front office. Students with a driver's license are allowed to drive to school. They must go to the Academy front office to register their vehicle and obtain a free parking pass. All student drivers will comply with The College of the Florida Keys policies.

Food Service Program

Uniform Policy for Free and Reduced Price Meals

The CFK Academy will participate in the National School Lunch Program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Meals

Meals will be provided through satellite services from Gerald Adams School.

Unpaid Meal Policy

When a student has a negative balance, the front office will contact parents. Balances are expected to be paid immediately.



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