



**CFK  
ACADEMY**

# **STUDENT HANDBOOK**

**2024-2025**





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## Who We Are

The College of the Florida Keys Academy (CFK Academy) is a public charter school that provides highly motivated 9th - 12th grade students from throughout the Lower Keys with a distinctive experience; blending traditional high school coursework with collegiate coursework. High expectations, a growth mindset, and superior outcomes are at the forefront of what we stand for.

## School Vision

Graduates of the CFK Academy embody the core values of academic excellence; personal achievement; community engagement; respect for individualism and diversity; and civic and environmental responsibilities as they pursue lifelong educational career and personal goals.

## School Mission

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 21<sup>st</sup> century world.

## CFK Academy Mascot

Tuga

## CFK Academy School Colors

Blue and Orange

## CFK Academy School Hours

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

Students should be dropped off between 7:15 a.m. - 7:25 a.m.

# CFK Academy Calendar

## CFK Academy Calendar 2024-2025

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

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

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

## CFK Academy Bell Schedule

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

## CFK Academy Boundaries

The Academy building and shaded area under the building are considered the Academy boundaries. Students are expected to stay within the boundaries unless scheduled in a Dual Enrollment (DE) course or on an approved walking field trip.

## Academics

### Graduation Requirements, Diploma Options, Designations, and Post Secondary Information

Per Florida Statute §1003.4282(2) parents and students must be notified of the requirements for a standard high school diploma, available designations, and the eligibility requirements for state scholarship programs and postsecondary admissions. During year one of the Academy the notifications will be found in this student handbook. In subsequent years the information will be in the annual Academy Curriculum Guide. A synopsis of these requirements can be found at the following link <https://www.fldoe.org/core/fileparse.php/7764/urlt/StandardDiplomaRequirements.pdf>

### Grade Classification

Students shall be classified by class based on the credits listed below:

- A student shall be classified as a freshman (Grade 9) with less than 5 credits;
- A student shall be classified as a sophomore (Grade 10) with a minimum of 5 credits;
- A student shall be classified as a junior (Grade 11) with a minimum of 11 credits;
- A student shall be classified as a senior (Grade 12) with a minimum of 17 credits.

### Grade Description and Definition

The grading system and interpretation of letter grades for all high schools must comply with the grade scale identified in Florida Statute. Grade averages are calculated in two decimal places. For letter grades, an average of .50 or higher must be rounded up (i.e., 79.50 becomes a “B”, while 79.49 is a “C”). [Florida Statutes §1003.437]

Grade of “A” equals 90 percent through 100 percent, has a grade point average value of 4, and is defined as “outstanding progress.”

Grade of “B” equals 80 percent through 89 percent, has a grade point average value of 3, and is defined as “above average progress.”

Grade “C” equals 70 percent through 79 percent, has a grade point average value of 2, and is defined as “average progress.”

Grade “D” equals 60 percent through 69 percent, has a grade point average value of 1, and is defined as “lowest acceptable progress.”

Grade “F” equals zero percent through 59 percent, has a grade point average value of zero, and is defined as “failure.”

Grade of I: Incomplete\* (0 %)

### Grades and Student Rights

STUDENTS HAVE THE RIGHT TO: • be informed by the school of their academic progress. The Academy will be using FOCUS as its electronic grade book; • have periodic reviews of their instructional

achievement by the school staff; • have academic marks in each class that represent fairly and impartially their academic progress in that class; • have the opportunity to periodically review their marks with their teacher; • be graded on their progress and class work; • follow the established procedure.

STUDENTS HAVE THE RESPONSIBILITY TO: • regularly attend class; • perform all tasks required for the successful completion of the course; • make up all work missed during excused absences but not for work missed during truancies • complete all classroom assignments to the best of his or her ability to earn the best possible grade; • cooperate with the teacher to provide an engaging learning environment in class (Conduct, while not a part of a student’s grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior); • refrain from cheating or plagiarizing on all tests and work assignments.

## Grades and Report Cards

Course grades are calculated in two ways. It is important to know how each course is calculated. Report cards will be sent electronically through parent portal within five days after the quarter ends.

Semester Course/ Non EOC Course		Full Year (EOC) Course	
Quarter 1 / Quarter 3	40%	Quarter 1	17.5%
Quarter 2 / Quarter 4	40%	Quarter 2	17.5%
End of Semester Exam	20%	Quarter 3	17.5%
		Quarter 4	17.5%
		End of Course Exam	30%

## End of Semester and Final Exams

All students will be required to take a semester and final exam for each course in which they are enrolled with the exception of state End of Course Exam (EOC) courses. Students enrolled in courses with a state or nationally developed standardized assessment (e.g., State EOC course and Advanced Placement Courses) will be offered alternative assignments during the final exam window at the discretion of the principal and teacher. In EOC courses, the statewide, standardized EOC will serve as the final exam and will comprise 30 percent of the overall course grade. If a student fails to sit for the statewide end of course assessment, a zero will be entered for the 30 percent. No other final exam may be given.

## Online Course Enrollment Policy

In Florida, students and parents have choices when it comes to a student’s education. Your family has selected The College of the Florida Keys Academy, a high school charter school of choice, as opposed to participating in other educational choices offered in Monroe County School District. Online courses are limited to classes that the Academy cannot provide and are approved by the principal on a case-by-case basis.

## Student Support Services

The Student Services Department offers a range of support services to students and parents. These

services include registration, academic advisement, counseling, career planning, transcripts and records, counseling, coordination of parent/teacher conferences, college and scholarship search assistance, and serving as a liaison with community service providers for youth. The Academy also provides ESE, 504 and MTSS supports.

Student Support Service Contacts:

ESE Staffing/LEA Representative: Maria Fappiano Maria.Fappiano@KeysSchools.com

ESE Student Case Manager: Dr. Christine Drewel Christine.Drewel@cfk.edu

504 Student Case Manager: Dr. Wendy McPherson Wendy.McPherson@cfk.edu

MTSS Student Case Manager: Jen Alexander Jen.Alexander@cfk.edu

Registrar: Jessica Hernandez Jessica.Hernandez1@cfk.edu

## Attendance

### Attendance Policy

Each parent and legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law [Florida Statute 1003.21]. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

### Attendance Requirements for Earning Credit

A student may be absent no more than 9 class periods to be awarded semester credit in a high school course. A student who has excessive absences as defined below must demonstrate proficiency of the content taught in the course. Students who otherwise would have received credit for a course based on the final semester average and have excessive absences must receive a passing grade on the semester exam in order to receive that credit. A student who has excessive absences and does not receive a passing grade on the semester exam will have the final course grade changed to "F" and will receive no credit for that course.

A "Denial of Credit Appeal" process will be instituted at the CFK Academy offering or all high school courses. The purpose of this process is to allow students who have been denied credit due to excessive absences an opportunity to provide evidence that some or all of the excessive absences should be considered "extraordinary." Absences due to extraordinary circumstances shall not be included in the denial of credit process. Extraordinary absences should NOT be confused with "excused (explained)" absences. Some examples of extraordinary absences include (but are not limited to):

- student illness requiring hospitalization or home confinement documented by a physician's note; (These absences will be coded as an "M" code in FOCUS);
- death in the immediate family;
- extreme weather conditions.

### Attendance Policy – 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).

## Attendance Policy - Unexcused Absences

An unexcused absence is any absence that does not fall into one of the above excused absence categories. Any unexcused absence may result in a grade penalty for work missed. Students receiving out-of-school suspension must be assigned schoolwork that will be graded. Students on out-of-school suspension will be permitted to make up nine-week and semester examinations. Projects, term papers, etc., which represent work for a period of time greater than the suspension period will be submitted for the purpose of determining a student's grade in accordance with each school's grading practices.

## Tardy Policy

Students who are tardy to school must be signed-in at the Main Office. An excused tardy exists when reasons acceptable to the principal or his or her designee are given.

AN EXCUSED SIGN-IN INCLUDES: • illness; • medical or dental appointments (doctor's statement may be required); • automobile accident; • death or funeral; • emergency situations acceptable to the principal or designee; • required court appearance (subpoena required); • established religion observance; • severe weather.

UNEXCUSED SIGN-INS INCLUDE THE FOLLOWING: • heavy traffic; • overslept; • returned for forgotten items • non-educational appointments.

## Attendance Policy for Make-up Work

Students will be afforded an opportunity to make up missed work for excused absences. Students have two days for each day missed to make up class work upon return to school from an absence. After three consecutive absences, the teacher will determine due dates. If notice has been given of a test or due date for a paper, project, or assignment prior to an absence, the student is still responsible for the work on the date it is due. An absence will not extend the deadline. In the case of a test, the student will be expected to take the test as soon as he or she returns to school.

## Student Code of Conduct

Respect for law and for those persons in authority is expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained at the Academy.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the College but that is connected to activities or incidents that have occurred on property owned or controlled by the College, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee. The CFK Academy has zero tolerance for conduct that poses a serious threat to school safety.

## Student Discipline Code

### Level I Disruptive Behaviors

**Level I Behaviors** are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation.

- Cheating/ Plagiarism
- Confrontation with another student / Physical contact (minor)/physical aggression
- Defiance / Disrespect / Non-compliance / Insubordination
- Disruptive behavior
- Inappropriate display of affection
- Inappropriate language (general, not directed at someone)
- Inappropriate location / Out of bounds area
- Pattern of non-attendance - Skip Class/Tardy
- Possession/display of inappropriate items or materials\*
- Prohibited sales on school grounds (other than controlled substances)
- Minor Bus Infraction
- Tease /Taunt

- Technology Violation

\*See Sexual Offenses (other), Level IV, for obscene or lewd materials.

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

## Level 1 Range of Corrective Strategies

The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for repeated, serious or habitual LEVEL I infractions.

### PLAN I

- Alternative to suspension
- Behavior Plan
- Confiscation of electronic/communication devices
- Detention
- In school suspension
- Loss of privileges
- Parent/Guardian contact\*\*
- Participation in an informal counseling session related to the infraction
- Peer mediation
- Replacement or payment for any damaged property (if appropriate)
- Reprimand
- Revocation of the right to participate in school social and/or extracurricular activities
- Saturday School If applicable
- Student contract
- Student, parents/guardians/staff conference
- Temporary assignment from class where the infraction occurred
- Temporary loss of bus privileges (if appropriate)

\*\*Good faith attempt must be made immediately to contact parent/guardian by telephone.

## Level II Seriously Disruptive Behaviors

**Level II Behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

- Pattern or intensity of any Level I Behavior
- Bullying (repeated harassment)
- Confrontation with a staff member
- Distribution of items or materials that are inappropriate for an educational setting \*
- Failure to comply with previously prescribed corrective strategies
- Fighting (minor) /Physical Aggression
- Harassment (law enforcement not involved)
- Inappropriate language / Abusive language / Profanity
- Leaving school grounds without permission / Elopement
- Possession and/or use of tobacco products\*\*
- Property destruction / Vandalism (under \$1000.00)
- Transient threat against an individual on school grounds

\*See Sexual Offenses (Other), Level IV, for obscene or lewd materials.

\*\* See Drug Prevention for definition of tobacco products

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

## Level II Range of Corrective Strategies

The principal or designee must select at least one of the following strategies from PLAN II. The use of appropriate strategies from a previous PLAN may be used in conjunction with this PLAN. Principals may authorize the use of PLAN III for repeated, serious or habitual Level II infractions.

### PLAN II

- Alternative to suspension
- In school suspension
- Loss of privileges
- Parent/guardian contact\*\*
- Restorative Practices/School-based program
- Suspension from school for one to five days\*\*\*
- Saturday School (if applicable)

\*\*Good faith attempt must be made immediately to contact the parent/guardian by telephone.

\*\*\*Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

## Level III Offensive/Harmful Behaviors

**Level III Behaviors** are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

- Pattern or intensity of any Level I or II Behavior
- Battery
- Contraband
- Disruption on campus/Disorderly conduct (major)
- False fire alarm/bomb threat
- Fighting (serious)
- Hazing (misdemeanor)
- Larceny/Theft (under \$750.00)
- Other Major Offenses
- Possession or use of simulated weapons
- Possession or use of controlled substances\*
- Sexual harassment
- Substantive threat against an individual on school grounds
- Trespassing
- Vandalism (\$1,000.00 or more)

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.



The principal or designee must select at least one of the following strategies from PLAN III. The use of appropriate strategies from previous PLANs may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN IV for repeated, serious or habitual Level III infractions.

### Level III Range of Corrective Strategies

#### PLAN III

- Alternative to suspension\*\*
- Complete threat assessment and action plan
- Parent/guardian contact\*\*
- Permanent removal from class (placement review committee decision may be required)
- Recommendation for alternative educational setting
- Recommendation for expulsion
- Restorative Practices/School-based program
- Suspension from school for one to ten days\*\*\*

\*\*Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\*Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

### Level IV Dangerous or Violent Behaviors

**Level IV Behaviors** are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

- Pattern or intensity of any level I, II, or III behavior
- Battery on school staff
- Breaking & Entering/Burglary
- Hate crime
- Other major crimes/incidents
- Physical Attack
- Robbery
- Sale and/or distribution of controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)
- Sexual Assault
- Use/possession of weapon

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

### Level IV Range of Corrective Strategies

The principal or designee must select at least one of the following strategies from PLAN IV. The use of appropriate strategies from previous PLANs may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN IV for repeated, serious or habitual Level III infractions.

#### Plan IV

- Complete substantive threat assessment and action plan
- Parent/guardian contact\*\*

- Recommendation for expulsion
- Referral for alternative educational setting
- Restorative Practices/School-based program
- Suspension from school for one to ten days\*\*\*

\*\*Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\*Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

## Level V Most Serious, Dangerous or Violent Behaviors

**Level V Behaviors** are the most serious acts of misconduct and violent actions that threaten life.

- Pattern or intensity of any behavior
- Aggravated Battery
- Armed robbery
- Arson
- Homicide
- Kidnapping/Abduction
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons
- Sexual Battery

Administrators **must** contact law enforcement. The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.

## Level V Range of Corrective Strategies

The principal or designee **must** use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used in Conjunction with this PLAN.

### PLAN V

- Complete substantive threat assessment and action plan
- Parent/guardian contact\*\*
- Recommendation for expulsion
- Referral for alternative educational setting
- Suspension from school for one to ten days\*\*\*

\*\*Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\*Send written notice to parent/guardian within 24 hours via U.S. mail. A manifestation hearing must take place for any exceptional education student nearing 10 days for suspension from school.

This level of infraction may result in an expulsion requiring School Board action.

## Student Rights and Responsibilities

STUDENTS HAVE THE RIGHT TO: • a meaningful curriculum that shall meet their immediate and future needs; • voice their opinions in the development of their curriculum; • pursue their education under

competent instruction; • take part in in-school (instructional) activities and to decide if they want to take part in after-school (extracurricular) activities.

STUDENTS HAVE THE RESPONSIBILITY TO: • attend all classes regularly and on time; • contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning; • complete all classroom assignments and meet requirements for all class objectives; • respect the rights of others and to respect the views and backgrounds of those different from their own; • meet the approved criteria required for participation in instructional and extracurricular activities; • classroom and school rules and procedures.

## Student General Information

### Cellular Telephones and Electronic Communication Devices

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.

### Check In/Check Out Procedures

Arriving at school late or leaving school early is disruptive to the student's educational process as well as being a disruption for the class he or she is entering or leaving. Students should get to school on time and appointments should be scheduled outside of normal school hours.

Any student arriving at school after the session has begun must report to Main Office. An admission slip shall be issued indicating an excused or unexcused tardy or absence.

Any student checking out prior to dismissal time must go to the Main Office to sign out.

### 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 college 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 student) and supervised by a school staff member

### Community Service

Students are encouraged to undertake volunteer activities in Monroe County. Community service is defined as volunteer hours that benefit the community. Completion of a minimum number of service hours is one requirement of the Florida Bright Futures Scholarship Program as well as other

scholarships. The community service form is posted on the school website under “For Students” and copies are also available in the front office.

## Homework Policy

Regular, purposeful homework is an essential part of a student’s education. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction and should serve as a basis for further study and preparation for future class assignments. Student responsibilities include:

- Completing assigned homework as directed in the spirit in which it was assigned.
- Returning homework to the teacher by designated time.
- Submitting homework assignments that reflect careful attention to detail and quality of work.

## Honor Code - Plagiarism and Cheating Policy

Each student is expected to uphold high standards of honesty and integrity. Academic dishonesty can take place on a test, quiz, essay, term paper, lab report, or any form of creative expression. Academic dishonesty is defined as cheating, plagiarism, falsification or misrepresentation of data, unauthorized collaboration on individual assignments, tests, or exams or lying to a school official. This also includes the use of Artificial Intelligence (AI) to complete assignments or exams. Violation of the Honor Code may result in a zero for the test, assignment, or project, and parental notification of the violation. Additional clarification of consequences will be found in the teacher’s course syllabus.

## ID Badges

Students will wear their Academy ID badge at all times. Students will present the badge upon entering the Academy building. Students without badges will be diverted to the office to call home. Repeated instances of not wearing the student ID badge will be referred to the principal and appropriate consequences will be administered.

## Lunch and Off-Campus Lunch Privileges

Lunch will be brought in from a local school. Lunch orders will be placed during the first class period via a Google form.

Lunch deliveries from restaurants or delivery companies are disruptive to the campus and are not allowed. Parents are welcome to bring lunch to the front office for their child during the scheduled lunch period.

Off campus lunch privileges are for junior and senior students who are in good standing, have a 2.0 GPA and good attendance. Students must complete the off-campus lunch privilege permission form and have it notarized. All rules and policies are outlined in the contract and must be complied with to keep the pass. Students may get their pass from the principal.



## Pick Up and Drop Off

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Car riders should be picked up immediately in the school's designated area. Student drivers will be dismissed from the backside of the school.

## Parking

Academy student drivers must register vehicles with the office manager. Student drivers must show their driver's license and proof of insurance to receive a parking decal. Parking spots are offered on a first come, first served basis. All rules and procedures are outlined in the Student Parking Contract which must be signed and returned to the Office Manager. The school reserves the right to examine all Academy student vehicles parked on school property. The Academy is not responsible for any damage incurred to student vehicles parked on school property.

## Student 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 with convey crude, vulgar, obscene, gang related, or sexually suggestive wording or images do not belong at school and are prohibited.
- If hooded garments are worn, the hood will remain down at all times.

## Student Fees

Student fees will be collected by junior and senior students annually. Junior fees will be collected for the Junior/Senior prom. Senior fees will include monies collected for graduation cap and gown, diploma, and other graduation expenses.

## Student Leadership

Students are encouraged to experience leadership through clubs, student government, and community service. Other leadership opportunities will be announced as occasions are presented.

## 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.

## Visitors

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

## School Safety and Security

### Anti-Bullying/Anti-Harassment Policy

The Academy is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all students and school employees. The Academy will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the Academy;
- B. during any school-related or school-sponsored program or activity; or
- C. through the use of data or computer software that is accessed through a computer, computer systems, or computer network of the Academy.

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but not limited to:

- A. teasing
- B. social exclusion
- C. threat
- D. intimidation
- E. stalking
- F. physical violence
- G. theft
- H. public humiliation
- I. destruction of property

"Bullying" and "harassment" also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an

individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

1. incitement or coercion
2. accessing or knowingly and willingly causing or providing access to data of computer software through a computer, computer system, or computer network within the scope of the Academy or College
3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment
4. engaging in bullying against an individual's: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background, or being viewed as different in its education programs, or admission to education programs.

"Cyber-bullying" means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) and the behavior both causes mental and/or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Cyber-stalking" means to engage repetitively in an unwanted 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.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially negatively impacting a student's or employee's emotional or mental wellbeing; or
- D. has the effect of substantially disrupting the orderly operation of a school.

## Anonymous Reporting

FortiyFl is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. <https://getfortifyfl.com>

## Search and Seizure

The Academy recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure. No student will be searched without reasonable suspicion or in an unreasonable manner. School authorities are charged with the responsibility of safeguarding the safety

and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

## Textbooks

Textbooks, Chromebooks, Laptops, and library books are the property of CFK Academy and are available for checkout for enrolled students.

Textbooks, Chromebooks, and/or laptops are assigned by the teacher in support of the curriculum. This includes core and supplemental reading novels. Students are responsible for the materials checked out on their library/textbook record. Students are expected to keep the materials checked out to them in acceptable condition. Students are expected to review books issued to them for damages. Any damage to or graffiti in the book needs be reported immediately.

All textbooks, Chromebooks, and/or laptops are to be returned by the end of the school year, when a student is no longer enrolled in the class for which the material has checked out. Students are expected to pay the replacement cost of lost books and/or books that are damaged beyond repair and/or that cannot be reissued to another student. Students who return books with damage and/or graffiti that is capable of being repaired and reissued will be charged a repair fee commensurate with the damage incurred.





# 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**