



**CFK
ACADEMY**

STUDENT HANDBOOK

2026-2027

NOTICE OF NON-DISCRIMINATION

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Civil Rights Compliance Officer:

Promise Clark-Kimbio, Manager, Talent Acquisition, Development and Accountability

(305) 809-3151 or promise.clarkkimbio@cfk.edu

Title IX Coordinator:

Jessica Losardo, Director, Office of Advancement

(305) 809-3198 or jessica.losardo@cfk.edu

Student Accessibility Services:

Nicole Gerrard, Executive Director, Student Success Services

(305) 809-3262 or nicole.gerrard@cfk.edu

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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 21st century world.

CFK Academy Mascot

Shel the Tuga

CFK Academy School Colors

Blue and Orange

CFK Academy Class Colors

Freshmen = White

Sophomores = Navy Blue

Juniors = Orange

Seniors = Light Blue

CFK Academy School Tag Lines

Where Curiosity Meets College. Where Projects Power the Future.

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 2026-2027

August 5-7; 10-11	All Staff Report (Professional Days)
August 12	Students Report
September 7	Labor Day Holiday (No School)
October 9	End of 1 st Marking Period (42 days)
October 12-13	Professional Days/Student Conferences – Priority #2 Hurricane Make Up Day
November 11	Veteran's Day Holiday – No School
November 23-27	Thanksgiving Holiday – No School
December 18	End of 1 st Semester (84 days) – Early Dismissal Day
December 21 - Jan. 1	Winter Break – No School
January 4	Professional Day – No Students
January 5	Classes Reconvene
January 18	Martin Luther King Jr. Holiday – No School
February 12	Professional Day - No students
February 15	President's Day Holiday – No School
March 18	End of 3 rd Marking Period (50 days)
March 19	Professional Day – No Students Priority #1 Hurricane Make Up Day
March 22-26	Spring Break – No School
March 29	Classes Reconvene
April 16	Professional Day – No Students Priority #4 Make Up Day
May 28	End of Second Semester/Last School Day – Early Dismissal
May 31	Memorial Day – No School
June 1-2	Employee Inservice Days

Quarter 1 (42 Days) - Quarter 2 (42 Days) - Quarter 3 (45 Days) - Quarter 4 (44 Days)

CFK Academy Bell Schedule

Monday -Thursday	Class Period	Friday	Class Period
7:30-8:35am	1 st Class	7:30-8:30am	7 th Class
8:35-9:40am	2 nd Class	8:30-10:00am	Community Service
9:40-10:45am	3 rd Class	10:20-11:50am	7 th Class
10:45-11:50am	4 th Class	11:50-12:35pm	Lunch
11:50-12:20pm	Lunch	12:35-1:30pm	7 th Class
12:20-1:25pm	5 th Class	1:30-2:00pm	7 th Class
1:25-2:30pm	6 th Class	2:00-2:30pm	7 th Class

CFK Academy Boundaries

The Academy building, shaded area under the building and the surrounding grassy areas up to and including the volleyball court are considered within the Academy boundaries. Students are expected to stay within the boundaries unless they participate in a scheduled Dual Enrollment (DE) course or an approved walking field trip. Students may use these areas during lunchtime.

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 11credits;
- 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:

MCSD ESE Representative: Heather Obartuck; heather.obartuck@keysschools.com

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

504 Student Case Manager: Jen Alexander; jen.alexander@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 for 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 or email the 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.

Policy for Make-up Work: Excused Absences

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 excused 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.

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 ALL DEFINED IN THE UNEXCUSED ABSENCE SECTION: • heavy traffic; • overslept; • returned for forgotten items • non-educational appointments • dress code violations

Procedure for Reporting Tardies

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

Parents must follow the same process to excuse a tardy as they do to excuse an absence. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day. Tardiness to any class without documentation may be considered unexcused.

Habitual tardiness is defined as 8 or more tardies to school or to an individual class per quarter.

Principals have the discretion to excuse tardiness for extenuating circumstances. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.

Tardy Consequences

Tardiness may result in the following consequences:

- 3rd/6th/9th tardy: A 1-hour afterschool administrative detention with parent contact.
- 9+/excessive tardy: A referral will be issued after the 9th tardy and parent conference with administration/restorative practice. ISS will be assigned after 9th tardy.

Patterns of Non-Attendance

- (a) Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
- (b) For enforcement of compulsory school attendance purposes, unexcused tardies, unexcused absences from specific class periods, and unexcused early sign-outs will be accrued and divided by the number of periods within a school schedule to calculate total unexcused absences. **For example, 7 non-attendance events (any form of absence listed above) = 1 day of unexcused absence.**
- (c) For enforcement of compulsory school attendance purposes, unless acceptable documentation is presented/submitted, an **accumulation of daily unexcused absences or tardiness, or early sign-outs that equal five days in a calendar month or 10 days within a 90-calendar day period** may be exhibiting a pattern of non-attendance as determined by administration.
- (d) If the student exhibits a pattern of non-attendance (excused or unexcused), **principals may request documentation for subsequent absences.** Non-attendance for instructional activities is established by tardiness, early sign outs, or absences for all or any part of the day.

Department of Highway Safety and Motor Vehicles

Schools are required to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex and social security number of minors (14-18) who accumulate 15 unexcused absences in a period of 90 calendar days, which is a “rolling” number, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. Persons aged fourteen until their eighteenth birthday cannot get or keep their driver’s privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive days without an unexcused absence and have completed the necessary paperwork. Reinstatement is delayed a day for each excused absence during that 30-day period.

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 Code of Conduct for Dually Enrolled Students at CFK

Students enrolled in college courses through CFK Academy are expected to uphold the highest standards of behavior, reflecting both the Academy and the College of the Florida Keys. This includes demonstrating respect for all individuals, property, and campus policies at all times, whether on CFK’s campus, during college-related activities or online. Specifically, when utilizing study rooms on campus, student lounges, café, bookstore, etc. these spaces are designated solely for academic study to ensure a productive environment for all students. Upon acceptance to CFK, both students and their parents or legal guardians will be required to sign a formal agreement acknowledging and committing to abide by this code of conduct, which must be notarized to confirm understanding and acceptance of these responsibilities and expectations. Dual enrollment students all have the same privileges as any other student attending CFK has.

Student Use of AI Technology

Students may use AI tools for learning, brainstorming and improving their work, but all submitted work must be the student’s original thoughts and effort. Using AI to complete assignments without demonstrating original understanding is considered cheating and will have academic consequences. Always cite any AI tools used, as instructed by the teachers.

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

Notarized Documents

School documents often require notarization to ensure their authenticity and deter fraud. A notary public acts as an impartial witness, verifying the identity of the signer and confirming that the document was signed willingly. For your convenience CFK has several notaries on campus.

Technology Use, Cellular Phones and Electronic Communication Devices

All students must abide by the current MCSD Technology usage 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 backpacks or in the front office if a student does not have a backpack. Devices may be used at lunchtime. 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.

Classroom Engagement and Sleeping Policy

Maintaining an active and alert presence in the classroom is essential for academic success and shows respect for the learning environment. To ensure all students are getting the most out of their

instructional time, the following policy regarding sleeping in class will be enforced:

- Expectation: Students are expected to remain awake and engaged during all class periods.
- First and Second Offense: If a student is found sleeping, they will be sent to the office to check in with administration. Each instance will be formally documented in the student's behavioral record.
- Third Offense: A third incident of sleeping in class will result in an automatic detention.
- Subsequent incidents: Any recurring incidents following the third offense will result in a formal referral, leading to further disciplinary action and parent-teacher conference to address underlying concerns.

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 class has begun must report to the Main Office. A tardy slip will 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 be signed 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 students) 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.

Work Completion and 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. Work is to be completed on the day it is due. Assignments will be accepted until 7:30am the following morning. Refer to teacher syllabus for policy. 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 misuse 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

The CFK Academy ID badge must always be worn around the neck on the CFK Academy lanyard. Students will present the badge upon entering the Academy building. Students without badges will be diverted to the office. Repeated instances of not wearing the student ID badge will be referred to the principal and appropriate consequences will be administered. A \$5.00 fee will be charged for a replacement ID and an additional \$5.00 for a lost lanyard. Administration reserves the right to require students to replace their IDs.

Study Hall

Students enrolled in any high school classes via Florida Virtual School (FLVS) or other online high school classes will be assigned a dedicated study hall period. This time is specifically for working on virtual classwork and should be used effectively for that purpose only.

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. 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 juniors, seniors and DE students who are in good standing, have a 2.0 GPA and good attendance. Lunch items bought from the CFK café or other outlets may not be brought into the student lunch area. Students need to finish lunch items before returning to school. 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 office.

Pick Up and Drop Off

At the end of the school day, students are released at 2:30pm. Car riders should be picked up and dropped off in the school's designated parking area. Please do not park in parking stalls or loading zones when picking up or dropping off students. Students may be dropped off at 7:15am. If students arrive early, they must report to the café area to wait until 7:15am. Student drivers may park anywhere in our designated parking area except for the first few rows directly in front of the CFK Academy building.

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 are of utmost importance and 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 *smart casual*.** Academy students should not confuse this dress code with permission to wear workout clothes, lounge clothes, yoga pants, sweatpants or pajamas to school. Clothing should be neat, clean and free of odors.

- Upon entering the CFKA building, students must present their student ID.
- 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. Bras must be always covered; no off the shoulder tops.
- The hemline of all shorts, dresses and skirts must reach no higher than the student's mid-thigh.
- Pants or jeans with rips or holes higher than 6 inches above the knee (exposing skin) are prohibited. All pants must be worn at the waist. Underwear and boxers must be completely covered. Sagging pants that expose underwear are not allowed.
- To ensure a respectful and inclusive environment, clothing that advertises or encourages the use of drugs, alcohol, tobacco, or weapons, or displays crude, vulgar, obscene, gang-related, or sexually suggestive wording or imagery, particularly that which could offend individuals of any race or gender, is prohibited.
- For safety, items that can be used as weapons (e.g., chains, spikes) are prohibited.
- No workout wear or sleepwear. This includes lounge pants, joggers, sweatpants, pajamas, tight spandex leggings, and similar items. Please do not bring blankets to school.
- Footwear such as house slippers, flip flops and athletic slides may not be worn. Preferred footwear are closed-toed shoes or dressy sandals.
- No garments can be see-through.
- No garments can be worn on the head including hats, hooded sweatshirts, bandanas, etc.
- Sunglasses are not to be worn indoors unless for medical reasons.

Student Dress Code Violations

Dress code violations will be recorded in the student documentation section of FOCUS. A 1-hour after-school detention will be assigned after three violations. Subsequent offenses will result in subsequent referrals.

Student Annual Class Fees

Student fees will be collected annually at the beginning of every school year: freshmen will pay \$25, sophomores will pay \$50, juniors will pay \$75, while seniors will pay \$100. These annual fees will go towards student activities.

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 CFK Academy's administrative office informed and up to date regarding any changes of names, addresses, telephone numbers, email addresses, etc. as 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.

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

FortiyFI 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 to 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.

Interim President/CEO:
Dr. Brittany Snyder

Board of Trustees:
Alexandria Suarez, Chair
Peter Batty, Vice -Chair
Robert Broton, Trustee
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CFK Academy at The College of the Florida Keys. A public charter high school.