

# Key West High School Student Handbook

2020-2021 School Year

Welcome to Key West High School, a school of diverse opportunities with high expectations, where we strive for students to be the best they can be personally, academically, athletically, and socially.

## MISSION STATEMENT

*To empower all students to maximize their potential and prepare them with the skills and experiences necessary to be college or career ready and to develop those character traits that will enable them to be productive members of society.*

## SCHOOL BELIEFS

***Be the One ~ Make a Difference!***

**Be Respectful, Be Responsible, Be Dedicated, Be Determined**

- Students are our priority and their learning opportunities are the central focus.
- All students have the right to a safe and drug-free learning environment.
- Parents, community members, agencies, and the school work collaboratively to provide the support needed for each child to experience success.
- Relationships are strengthened and perspectives are broadened through diversity and equity.
- Teachers and administrators are leaders and innovators whose primary responsibility is to engage students in high quality learning experiences that result in student achievement.

**CONCH PRIDE - \* Perseverance \* Respect \* Integrity \* Dedication \* Excellence \***

See Something, Say Something - Keep our campus safe. Text Tips 305-432-3311

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\*\*Please be advised the contents of this handbook may be revised to reflect changes in the students progression plan or state statute.

\*\*School Board Policies in their entirety and the District Handbook can be viewed at [www.keysschools.com](http://www.keysschools.com).

## School Calendar 2020-2021

August	4	Tuesday	New Teachers/BLPT Reports
	6	Thursday	All Teachers Report
	13	Thursday	All Students Report
September	7	Monday	Holiday – Labor Day
October	9	Friday	End of 1 <sup>st</sup> Grading Period
	12	Wednesday	No Students - Professional Day
November	11	Monday	Holiday – Veteran’s Day Observed
	23-25	Mon.-Wed.	No school Hurricane Make Up Days
	26-27	Thurs.-Fri.	Holiday - Thanksgiving
December	15-17	Tuesday-Thursday	Early Release Days for Exams
	18	Friday	End of 2 <sup>nd</sup> Grading Period/ 1st Semester Early Dismissal
	21	Monday	Start of Winter Break
January	4	Monday	No Students – Professional Day
	5	Tuesday	Classes Reconvene
	18	Monday	Holiday – Martin Luther King Jr. Day
February	15	Monday	Holiday – Presidents Day
March	18	Thursday	End of 3 <sup>rd</sup> Grading Period/Early dismissal
	19	Friday	No Students – Professional Day
	22-26	Mon.-Fri.	Spring Break
	29	Monday	Classes Reconvene
May	26-28	Wednesday-Friday	Early Release Days for Exams
	28	Friday	End of 4 <sup>th</sup> Grading Period/ 2 <sup>nd</sup> Semester
June	31	Monday	Holiday – Memorial Day
	1-2	Tuesday	No Students – Professional Days

***Students must be in attendance for exams.  
Please plan ahead for the following exam dates:  
December 15-17 and May 25-28***

## STUDENT CODE AND EXPECTATIONS

The Student Code of Conduct sets expectations students should follow, in addition to following all rules and procedures set forth by Key West High School (KWHs) and the Monroe County School District (MCSD).

## BE RESPECTFUL

- Treat others the way you want to be treated, with courtesy and kindness.
- Use appropriate language.
- Actively listen to others.
- Use good manners.
- Respect the property of the school and others.

## BE RESPONSIBLE

- Be on time and prepared for class.
- Follow directions.
- Complete assignments and homework on time.
- Be in control of your own actions and do the right thing.
- Keep the campus clean.

## BE DEDICATED

- Always give your best effort.
- Be in class each day.
- Follow through on your commitments.
- Help others and your school to be successful.

## BE DETERMINED

- Stay focused and work hard to accomplish your goals.
- Persevere – never give up.
- Believe in yourself and do your best.
- Ask questions and ask for help when you need it.

Key West High School believes that all students have the right to learn  
in a safe and positive environment.

# See something, Say something!

If something isn't right, you hear or see something that concerns  
you, tell any adult on campus....

- Teachers and Paraprofessionals, Coaches and Club Sponsors
- Office Staff—Ms. Tiffany, Mrs. Elsa, Ms. Fleasher, Ms. Juliette, Nurse Dana
- Guidance Counselors—Mrs. Spencer, Ms. Cooper, Ms. Missert, Ms. Sorli
- Administration—Mrs. Acevedo, Mr. Perkins, Mrs. Whitehead, Mrs. Palomino
- Care Center Counselor—Mrs. Sandy Lightfoot (2-207)
- ELL Liaison—Mrs. Garcia (Library), Ms. Fletchall
- Take Stock Coordinator—Mrs. Moore (2-207)
- SRO's—Officer DelCid (1-125)  
or

Use Text Tips—Anonymous Tip Line  
(305)432-3311

Conflict  
resolution  
assistance

In case of a fight..... Walk away and stay away.  
Do not run to the fight, surround the fight, or  
record the fight.

Do your part to keep our campus safe.

## INTRODUCTION TO DISTRICT CODE OF STUDENT CONDUCT

Florida law requires that all students receive a Code of Student Conduct. This Code is used to govern conduct and discipline. Each student must obey MCSD and KWHS rules while on school grounds; while being transported to and from school at public expense; and during school-sponsored events, field trips, athletic functions, and similar activities. During such times, all students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the Principal. This Code also applies to students who commit felonies, or delinquent acts off school

board property which would be felonies if committed by an adult. The school district may seek Medicaid reimbursement in accordance with applicable rules and regulations. Parents and guardians may contact the district administration offices for further information.

Note: For additional information on students' rights and responsibilities, see the Code of Student Conduct as well as the Driving Privileges & Attendance section for School Board Policy.

## STUDENT RIGHTS AND RESPONSIBILITIES

**Student Rights (Equity Statement)** - Students attending the Monroe County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, handicap or marital status. Students are also vested with other fundamental rights. Among these are the right:

1. To be informed of the rules of the code of conduct.
2. To a safe and orderly environment in which to learn.
3. To know about and use school guidance services.
4. To be treated with dignity and respect.
5. To reasonable and fair treatment.
6. To be protected by laws prohibiting the release of personally identifiable information, other than directory information, without the consent of parents/guardians or students 18 years of age or older to any unauthorized party.
7. To free transportation as allowable by law.
8. To be notified of failure or the potential for failure as outlined in the progress reporting schedule.

**Student Responsibilities** - Students have the responsibility to follow Student Code outlined on page 3.

1. To attend school regularly.
2. To come to class with all necessary materials and prepared to learn.
3. To take advantage of learning opportunities.
4. To use guidance services for educational and personal improvement.
5. To treat other people and property with respect.
6. To report hazardous or dangerous situations to an adult in authority.
7. To abide by all bus safety rules and procedures.
8. To follow classroom rules and complete assignments, homework and projects/reports as requested by their teacher.
9. To share reports with their parents/guardians, including progress reports and report cards.
10. To See Something, Say Something if concerned.

## ACADEMICS

**Grading** - The following numerical scale is to be used for determining grades in all of the District's secondary schools:

A	90-100	Outstanding progress
B	80-89	Above average progress
C	70-79	Average progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
Z	0	Can be turned in for some or all credit
X		No grade awarded

KWHS WILL NOT BE RESPONSIBLE FOR AWARDING GRADES FOR TRANSFER STUDENTS UNLESS THEY HAVE BEEN ENROLLED FOR AT LEAST 20 DAYS DURING A GRADING PERIOD. Semester exams do not count for the 20 day scenario.

Key West High School has semester classes which run from August to December and January to June; students receive a grade for the each nine weeks and a semester exam. Key West High School will use a grading system for the semester in which grades are numeric and represent percentages between 0 and 100. Each nine weeks' grade constitutes 40% of the final average and the semester exam represents 20% (40%+40%+20% = 100%). Students will be awarded semester grades on this grading system:

Students that are taking a year-long course with a state End of Course Exam (EOC) will be issued only a Final Grade at the end of year. Please refer to your child's syllabus if he/she is taking a course which requires a state EOC (Algebra 1, Geometry, Biology and U.S. History). Passing the Algebra 1 EOC is required for graduation.

**Final End of Course exams for all non-state EOC tested courses** - All credits will be earned on a semester basis with the exception of state EOC courses. Students will receive a semester average and be awarded ½ credits. A student MUST take the semester exam to receive credit in a course. **If a student misses more than 9 days during the semester, he/she must pass the semester exam in order to pass the course.** A doctor's note is required if the student is absent from an exam/EOC and only the Principal can approve a make-up for a missed final. Students will receive an F for the semester if he/she does not take their semester exam. Final EOC's will be given on the dates posted. Make plans accordingly so a student is present for their semester exam.

## GRADUATION REQUIREMENTS for Monroe County School District Classes of 2021-2024

Subjects	Credits
English	4
Mathematics	4
Science	4
Social Studies	4
Practical/Fine Arts	1
HOPE	1
*Electives	6

In addition to earning 24 credits (\* one must be online), students must pass the FSA ELA Grade 10 and the End of Course Exam in Algebra 1. Please see the Curriculum Guide for additional information about EOC's and state testing requirements and diploma designations.

**Graduation with Honors** - A student can graduate with Honors in English, Mathematics, Science, and/or Social Studies with at least four earned credits, and Vocational-Technical Education or Fine Arts if he or she has completed a minimum of three credits in the subject area with no final grade being less than a B in any course in a subject area. Any student taking more than three credits in a subject area must maintain a B final grade in those additional units in order to graduate with Honors in the subject area. Honor emblems for the appropriate areas will be placed on the diplomas.

**Scholar Distinction** – Students can qualify for scholar distinction by fulfilling all college preparation coursework requirements and successfully passing the four (4) state EOC exams (Algebra 1, Geometry, Biology, and US History).

**Weighted Grade Points** – The School District of Monroe County uses a weighted system to calculate the student's weighted grade point average (WGPA).

Standard Scale: Level One and Level Two Courses	Advanced Scale: Level 3 and Honors Courses	Accelerated Scale: Advanced Placement, Dual Enrollment, and International Baccalaureate Courses
A (4.0)	A (4.5)	A (5.0)
B (3.0)	B (3.5)	B (4.0)
C (2.0)	C (2.5)	C (3.0)
D (1.0)	D (1.5)	D (2.0)
F (0.0)	F (0.0)	F (0.0)

**Bright Futures Scholars Program** - The Florida Legislature established the Florida Academic Scholars Program. A student who qualifies under specific rules is guaranteed admission to a state university or community college and, provided he or she maintains a certain GPA at college, will receive a four-year scholarship. One method of qualifying specifies courses a student must take. Students may refer to the Curriculum Guide or make an appointment with the CAP advisor to review the specific requirements for the Academic Scholars Program. See the website at <http://www.floridastudentfinancialaid.org/ssfad/bf/>

**Gold Seal Endorsement & Scholarship** - The Florida Gold Seal Endorsement & Scholarship can only be used in Florida and is similar to the Florida Academic Scholars' Program. The required courses include vocational and/or technical classes in specific programs. See your counselor, CAP advisor or your vocational teacher for more information.

**Selection of Valedictorian and Salutatorian – This policy is currently under review. Any changes made will affect the class of 2024 with proper notification.** It is the policy of the school board that annual scholastic grade point averages shall be calculated for, and assigned to, students in grades nine through twelve. The cumulative scholastic grade point average for a student in the twelfth grade shall be used to determine the student's senior class rank.

- A scholastic grade point average based on semester final grades shall be calculated at the end of each academic year for each student in grades 9 through 12 based on the district's grade weighting policy. High school core courses taken at the middle school will be included in the Valedictorian/Salutatorian calculation.
- These shall be used in calculating the Valedictorian/Salutatorian GPA: Grades transferred from other accredited public schools which were earned in courses coded as "high school" in the Florida Department of Education's Course Code Directory and Dual Enrollment "DE" courses in the core courses areas (as per the Course Code equivalency list) which include the following: Math, English, Science, History/Social Studies (as required for graduation), and World Language in the core course areas.
- Grades earned by a student while in "home school" or "correspondence school" shall not be used in calculating Valedictorian/Salutatorian.
- Grades earned by a student while attending a private school or private tutoring program shall not be used in calculating Valedictorian/Salutatorian.
- Students participating in an Early Admissions Program shall not be eligible for Valedictorian/Salutatorian.
- Grades earned by a student while enrolled in a Virtual Instructional Program must meet the NCAA guidelines in order to be included in a student's Valedictorian/Salutatorian GPA calculation. Virtual Instruction courses to be included in the calculation for Valedictorian and Salutatorian must be in the core course areas which include the following: Math, English, Science, History/Social Studies (as required for graduation), and World Language.
- A student must be enrolled in the Monroe County School District for a minimum of two complete school years to be eligible for Valedictorian/Salutatorian.

Student's eligibility for their highest academic honor will be calculated by using a weighted GPA.

Academic Honor	Weighted GPA
Summa Cum Laude	Greater than or equal to 4.5

Magna Cum Laude	Greater than or equal to 4.25
Cum Laude	Greater than or equal to 4.0

**College Visitations/Military Screenings** - All visitations must be pre-approved through the CAP office. Freshmen and sophomores get 1 visit up to 2 days, juniors get 2 visits up to 4 days and seniors get 3 visits up to 4 days.

**College Advisor Program (CAP)** - The CAP Advisor is located in the guidance wing (1-110) and will assist students with college applications, testing information, college catalogs, career information and other areas of interest to students after graduation.

**Schedule Changes/Drop Add Policy** – A student may request a schedule change through his/her guidance counselor. Appropriate requests will be processed given the following guidelines:

1. **Students registered in March will have until the end of May to request changes.**
2. Schedule change requests may be made during the first two weeks of the school year if the student has been placed in the wrong class.
3. **Elective classes will NOT be changed.**
4. Key West High School reserves the right to change individual student schedules to comply with Monroe County School Board and Department of Education policies. These administrative changes may occur due to fluctuations in the student population or faculty allocation. This could include balancing of classes and/or teacher loads. Every effort will be made not to disrupt the educational process when such changes become necessary.
5. A student may not drop a KWHHS class after 4.5 weeks (progress report period) to enroll in Florida Virtual School.
6. **Advanced Placement (AP)** courses require a specific drop procedure, including study sessions with the teacher and a student/parent/teacher/administer conference, and final approval by the AP Coordinator. Drop procedure does not guarantee drop approval and AP courses cannot be dropped after 4.5 weeks. **ALL STUDENTS ENROLLED IN AP COURSES ARE EXPECTED TO TAKE THE AP EXAMS.**

**Homework Policy** - In order to assure our students and parents that homework is an extension of the learning process: homework assignments in writing or have students write it down or use Google Classroom.

Give feedback on homework (grades, discussion, etc.).

Establish a late homework policy.

Like courses will have similar homework policies.

Require resources not readily available to all students.

Be assignments given as punishment for misbehavior.

## ATTENDANCE

\* The most up to date Monroe County School District Attendance Policy is in the Student Progression Plan on the MCSD website.

**Importance of Attendance:** Research shows that students who exceeded attendance requirements fail at least one class. This alone should establish the importance of regular attendance. In order to promote better attendance rates the following will occur:

1. Quarterly recognition of perfect attendance for individual students. For this award, perfect attendance consists of no absences for the attendance interval. Attendance intervals will be announced at the beginning of the school year.
2. Students tardy to class will be assigned 15 minutes of teacher detention. Tardiness is defined as entering the classroom after the bell has rung.
3. After five unexcused full day absences, a letter will be sent home.
4. If 5 unexcused absences, or 35 class periods, occur within 30 days or 10 full days, or 70 class periods, within 90 days, the student may be referred to the Student Services Truancy Team which can lead to the following: intervention with the student, notice to parent, conference with parents, and a truancy petition with court interventions.
5. If a truancy petition is filed, parents and student must appear in court
6. Habitual truants, those with 15 unexcused absences within a 90 day period, will also have their driver's license/permit revoked or will be prevented from obtaining one.
7. If a pattern of non-attendance occurs, even excused absences, the student will be under consideration for follow up.

**School Attendance:** All students are required to attend school each day during the school year when school is in session and, as appropriate and as required, shall attend each day of class in a summer school program. A student may also be required to attend academically-related school activities which are part of the student's curriculum.

### Definitions:

- **Absence** means the non-attendance of a student on days that school is scheduled to be in session. An absence may be excused or unexcused.
- **Attendance** means that a student is actually present at school or the student is away from school during the school day and is engaged in an educational/extra-curricular activity which constitutes a part of the school-approved program.
- **Truancy** means that 5 unexcused absences have occurred within 30 days or 10 unexcused absences have occurred within 90 days.
- **Habitual Truancy** means that 15 unexcused absences have occurred with a 90 day period.

## Guidelines

- Students may participate in academic field trips without being counted as absent, if all required work is made up.
  - Students absent due to a school function must acquire their assignments **PRIOR** to the absence and turn the work in on time.
  - For excused absences, students will have two (2) days from the day they were absent to make up their work. For example, if they are absent one day, they will have two (2) days to make up missed work. Two days absence will result in four (4) days given to make up work. After three (3) consecutive absences, the teacher will determine due dates. The exception to this policy is if the student is assigned Out of School Suspension (OSS).
  - 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. 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. Arrangements to make up work are to be made with the teacher and are the responsibility of the student.
  - **More than 9 excused absences in an 18 calendar week semester is considered to be excessive, and a written statement of a licensed practicing physician verifying an illness or injury must be provided after that point for the absence to be considered excused.** In cases where a student is experiencing a long-term illness or injury, only one written statement of a licensed practicing physician is required. Religious holidays that are pre-approved by a written note from the parents are not included in the 9 absence limit.
  - **Students missing more than 9 days in a semester and who fail their semester exam will fail for the semester. The principal is the only authority that can provide a waiver.**
  - Parents should receive an automated phone call when a student is marked unexcused. This serves as notification and should be pursued by the parent.
  - Florida State Law requires that a student must be in attendance for at least 67.5 hours of instruction for each semester course. If the minimum attendance required is not met, students must demonstrate mastery of the student performance standards in the course by passing a final examination in order to be eligible to receive credit for the course. Excused absences for school activities as determined by the school Principal shall not be counted against the 67.5 hours minimum required.
  - A habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or justifiable consent of the parent or legal guardian. The Superintendent's office must report all truant students to the Department of Highway and Motor Vehicles. The DMV may not issue a driver's license or learner's driver's license, and shall suspend any previously issued license of any such student through (Chapter 322, Florida Statutes). Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as truant.
  - Students who must sign out before dismissal should make arrangements in advance by bringing a note to the attendance office. They will be issued a permission to leave form that can be shown to their teacher before leaving. Students will not be dismissed during the last 30 minutes of the school day unless prior arrangements have been made.
  - Students 18 years of age and older shall have all rights accorded to their records, unless they are dependent on their parents as defined in the Internal Revenue Code. Students 18 years of age and older are required to be in compliance with attendance and discipline policies of the Monroe County School District.
  - A student returning after an absence should report to the Attendance Office immediately upon return with verification of the absence where school authorities will determine whether an absence is excused or unexcused. The Principal or his/her designee may choose to verify the absence through telephone conversation with the parent/guardian of the student. Students will have three school days to report their absence; after three days it is declared an unexcused absence.
1. **Excused Absences** – students must be in school unless the absence has been permitted or excused for one of the reasons listed below. For reasons “a” through “e” on the list below, parents must report the absence the day before, the day of, **or within two school days following the absence or the absence will be considered unexcused. Absences must be reported by a written note or email to attendance clerk.** If the student exhibits a pattern of nonattendance, Principals may request documentation from a physician or public health unit. Absences may be excused for the following reasons:
- a. Illness of a student.
  - b. Illness of an immediate family member.
  - c. Death in the family (the absence may not exceed 7 days).
  - d. Religious holidays of the student's own faith (school must be notified at least 3 days in advance).
  - e. Required court appearance or subpoena by a law enforcement agency.
  - f. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal five days prior.
  - g. Scheduled doctor or dentist appointment. The parent must notify the school of the date and appointment time prior to the absence/release time. A doctor's note must be submitted within 48 hours of the appointment.
  - h. Suspensions from class (in-school or out of school).
  - i. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S.2320.032). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five excused absences for an infestation of head lice.
  - j. **Notification of an absence provided by the student's parent/guardian does not in-and-of-itself require the school administration to record the absence(s) as excused.**

NOTES: School related absences are not considered absences; Unexplained absences/no note turned in will be considered “Unexcused.”

## 1. Unexcused Absences

- a. If absences are not excused, as defined in the previous section, the absences are considered unexcused.
- b. Examples of unexcused absences are but not limited to: shopping trips, family vacation trips unless prior approval is documented, activities that should be conducted outside the school day (i.e., hair appointments, sleeping, doing homework, taking a driver's test), and activities more appropriately related to the parent or guardian (i.e., taking care of siblings or providing transportation).
- c. Students with unexcused absences may be permitted to make up work or tests at the teachers' discretion.
- d. Absences from class may result in students not being able to make up work, in which can contribute to failure for that class due to missed classwork.
- e. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused.

**Driver's Licenses/Permits** – Florida Law [1003.27(b)] states that The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license, and shall suspend any previously issued driver's license or learner's driver's license of, any such [habitually truant] minor student, pursuant to the provisions of s. 322.091.

### **Tardy to School and/or Class:**

Tardies to school and/or class are a disruption to the learning environment and can thus have a negative impact on everyone. Students are expected to be on time to all classes. Excused reasons may include prearranged tardies, medical reasons, or late bus. All other tardies are unexcused. Zeros may be given for work missed due to unexcused tardies.

Tardiness may result in the following consequences:

1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Tardy	15 min Teacher Detention (served within one week/teachers discretion)
4 <sup>th</sup> /5 <sup>th</sup> Tardy	1 Hr Afterschool Administrative Detention with parent contact made by teacher
Excessive	Saturday School (2 hrs) /Parent conference with admin/Restorative Practice
This process will begin each quarter.	

\*Unserved 15 minute detention will result in one hour after school administrative detention to be served in the same week of receipt. If a student fails to serve, they are expected at Saturday School that week, with an additional chance to serve the following Saturday. Parent notification will be made. **Failure to serve consequences in this timeframe (4 possible steps to complete the consequence) will result in a one day in school suspension (ISS).** Students should bring school work to Saturday School held each Saturday from 9:00-11:00 a.m. Excessive ISS will result in out of school suspension.

## **STUDENT SERVICES**

Administration, Guidance Counselors and Teachers are available to assist students to be successful. To communicate with any staff member, please contact them by phone at 305-293-1549 or email. Email addresses and phone extensions are located on our webpage [keysschools.com/kwhs](http://keysschools.com/kwhs).

**School Guidance Counselors** - All Monroe County Schools have certified school counselors that provide a variety of services to students. These services are presented to students in classrooms, small groups, and in individual counseling sessions. If you do not wish your child to have access to these programs and activities, please notify the school Principal in writing.

- Academic Counselors meet with students to provide educational goal-setting and planning, schedule courses, check academic progress, interpret test data, study skills, assist with college applications, career education and transition activities.
- CAPS Counselor works primarily with juniors and seniors on the college application process, scholarship applications and assists with transition to secondary education, military enrollment or vocational training.
- CINS/FINS and Care Center Counselors provides individual counseling regarding life skills, crisis intervention, conflict resolution, anger management and social development.

## **PARENT SERVICES**

**School Advisory Council** - In compliance with the 1973 Florida legislature which mandated each school board to form one or more advisory councils, Key West High School is presently enjoying the support of a council. The paramount function of the committee is to act as a liaison agent for communication between the school and community. The council also participates in the development and approval of the School Improvement Plan. Its membership will be made up of a representative group of the community. KWHS has an active group of parents, teachers, and students working together as a school advisory council. The council is interested in your participation, concerns, and/or suggestions. If you are interested please call the Principal's office at 293-1549 and let him/her hear from you. Our School Advisory Council meets the first Tuesday of each month at 6:00 p.m. in the Media Center. The President for this year is Mrs. Joelle Keane.

**Parent Communication** – Parents may register to receive the weekly electronic newsletter with Activities Director at [stacy.saunders@keysschools.com](mailto:stacy.saunders@keysschools.com). Information can be found at our school website [keysschools.com/kwhs](http://keysschools.com/kwhs), Key West High School Athletics and Activities Facebook Page, [@kwhsconchs](https://twitter.com/kwhsconchs) Twitter, [kwhsconchs](https://www.instagram.com/kwhsconchs) Instagram and on our marquee. Staff may be contacted via email or telephone. Phone callouts are done once a month to update parents and provide information. Grades can be monitored through our electronic grade book, Focus. Directions to using Focus can be obtained in the office or on the website. Focus provides notices for drop in grades, missing a class and other topics if parents add those parameters when they register.

**Transfer or Withdrawal from School** - If it becomes necessary for you to withdraw from school or transfer to another school:

1. Parent or guardian must report in person to the registrar in the guidance office at least one day prior to withdrawal.
2. Bring all textbooks to school with you.
3. A withdrawal card will be given to you which must be signed by all your teachers as you return your books, librarian, and your counselor.



**Changes of Address** - If you move during the school year, report the change of address and telephone number to the Attendance Office and the Data Entry Clerk as soon as possible. Students whose parents leave the area but who plan to continue attending Key West High School must clear their living arrangements with the Assistant Principal and Attendance Office. We must have a telephone number for each student in the high school. This is necessary in the event of an emergency.

**Student Insurance** - Neither the school nor the School Board of Monroe County provides any insurance coverage for accidents which occur at school. However, the Board has arranged for a low cost student accident insurance policy to be made available and all students are strongly urged to purchase this coverage. This insurance covers all accidents at school and, subject to some limitations, on the way to and from school as well as at all school sponsored activities. Information about this insurance coverage is available at the school office.

## STUDENT POLICIES AND PROCEDURES

**Electronic Devices** – electronic devices can be defined as music devices of any kind, lasers, or any other electronic devices including, but not limited to cell phones. For safety reasons, students are encouraged not to keep both ear pieces in when in the courtyard/common areas so they can hear any notices given over the loudspeaker. Electronic devices may be used on campus with the following guidelines:

- STUDENTS SHOULD HAVE ALL ELECTRONICS PUT AWAY (NOT VISIBLE) UPON ENTERING A CLASSROOM.
- NO EAR COVERING HEADPHONES/BEATS MAY BE USED AT SCHOOL (they will be taken if seen, to be retrieved after school).
- USE OF ELECTRONICS IN THE CLASSROOM IS AT THE DISCRETION OF THE TEACHER.
- NO PHONE CHARGING WILL BE ALLOWED ON CAMPUS.
- VIDEOTAPING/TAKING PHOTOS OF ANY PERSON ON CAMPUS WITHOUT THEIR PERMISSION OR POSTING ON SOCIAL MEDIA VIDEOS MADE AT SCHOOL OF ANY EVENT THAT IS NOT A PUBLIC EVENT IS A VIOLATION OF THE PROPER USE OF ELECTRONICS.

Inappropriate use of an electronic device may result in confiscation. Key West High School is not responsible for lost or stolen electronic devices.

**BYOD POLICY** - Key West High School encourages all students to bring their own electronic device to assist in their learning process. Use of BYOD technology is a privilege, not a right. This privilege can be revoked. Key West High School staff will not provide technical support other than to assist with sign on information.

- Devices may only be used with teacher permission.
- Devices may not be used to disrupt the educational environment or violate the rights of others.
- No device placed on the MCSD network will have software that monitors, analyzes or may cause disruption to the MCSD network.
- Use of the device to cheat, violate school conduct rules, harass/bully students or staff, or for unlawful purposes will subject the student to disciplinary and/or legal action.
- Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited.

**Acceptable Use Policy for Student Access to Network Communications** – Electronic communications and documents should never be considered completely private. The District School Board of Monroe County is subject to Florida Statutes regarding public information access. As such, all electronic messages and documents are a matter of public record. Examples: all email, files, and documents saved on district computers or networks.

Acceptable Uses of the Network/Internet/Email

- Participating in activities which support learning and teaching in Monroe County Schools
- Participating in electronic conferences, bulletin boards, email, databases, and access to the Internet to support curriculum.
- Students should use the Internet/network for appropriate educational purposes and research.
- Students should use the Internet/network only with the permission of designated school staff.
- Students should be considerate of other users on the network. Cyber bullying is unlawful behavior.
- Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
- Students should immediately report any security problems or breeches of these responsibilities to the supervising teacher.
- Students must adhere to copyright laws and plagiarism rules when using the Internet.

### DRESS CODE

#### Guidelines:

- Tops must have sleeves that cover the shoulder. No sleeveless, straps or bare midriff tops are permitted. Shirts and tops must extend over the waist; no skin may be exposed at the belly/waist line; shirts may not be see through.
- Underwear, boxers, or bras without complete covering are prohibited. Sagging pants that expose underwear are not allowed. All pants must be worn at the waist.
- All shorts, dresses, or skirts must be hand length.
- No head coverings of any kind are allowed in the classroom. Bandanas are not to be worn or displayed on campus or school activities.
- Sunglasses are not allowed in the classroom.
- Prohibited tops: strapless garments, tube tops, bare back tops, see through tops or garments, shirts tied at the midriff, strap tops, and muscle/tank shirts. Students may not wear clothing that is either revealing or provocative.

- All items that advertise or encourage the use of drugs, alcohol, or tobacco are prohibited. Clothing articles shall not convey messages (writing, pictures, symbols, or logo) that are crude, gang related, sexually suggestive or other things deemed inappropriate for school.
- Spandex leggings, pajamas, house slippers and biker shorts are prohibited at school.
- Students are prohibited from wearing attire that may be used as weapons, such as chain belts, wallet chains, and apparel with spikes.
- Students must wear shoes to school, and at all school related functions.

**Consequences may include:**

Parent notification - Change of attire - In-School suspension or Saturday School for repeated offenses.

**PE Dress Code** – Students who take Team Sports, HOPE or weight training are required to dress out daily for the physical activity.

**Communication**– Announcements will be made during homeroom or over the public address system. It is recommended that students without a first period arrive in time for announcements. Daily announcements are also posted on our school webpage, Facebook page (Key West High School Athletics & Activities), Instagram and on the Student Activities Board outside of the front office. Remind 101 is also used for regular and emergency announcements.

**Arrival and Dismissal** – Students are not permitted on campus prior to thirty minutes before the starting bell. Students are required to be out of the buildings within 5 minutes of the final bell. Buses will leave approximately 5 minutes after the appropriate dismissal bell.

**Lost and Found** - There is a lost and found located in the front office. Articles of value should be turned in there. Students who lose articles will not be allowed to go from room to room inquiring for a lost article or its owner. **DO NOT LEAVE MONEY OR VALUABLES IN CLASSROOMS OR IN THE GYM DRESSING ROOMS.**

**Telephones** - Office phones are not to be used by students unless it's an emergency. The office staff will only deliver emergency messages. Social and personal phone messages will not be accepted nor will students be called to the phone. Cellular phones are permitted in common areas only. **Cellular phones are not to be used during instructional time unless directed by the teacher.**

**Library** - Mary B. Trevor Library is located in Building 2. Library hours are posted in the library. Circulation period is two (2) weeks. The fine for overdue books will be 5 cents per "school" day.

**Personal Property** - Neither the school nor the School Board of Monroe County provides any insurance coverage for damage to or theft of student's personal property. This includes phones, electronic devices, automobiles, bicycles, textbooks, clothing, athletic equipment, purses, wallets, money, etc. ***Students have the responsibility for securing their own personal property.***

**Hall Passes** - Any student leaving class will be given a hall pass. No student is permitted to leave a class without a pass.

## SAFETY

**Students and staff work together to create a culture of safety. Some procedures in place include:**

- Text tips anonymous call in system is in place 24-7 for anyone to call in something they see or hear that is concerning - the number is 305-432-3311.
- Students and adults must have a school/district badge or a visitor pass to enter campus.
- Two points of entry in the gated perimeter at the start and end of day monitored by staff and/or SRO.
- Single point of entry for students once the day has begun is through the front gate.
- All visitors must be checked in through the office and there will be a buzz in system in place to enter.
- SRO and SSO will monitor the campus throughout the day and a camera system is in place for additional monitoring.
- No weapons (guns, knives) or any type of look-alike items are permitted on campus.
- **Safety Drills and Trainings including Stop the Bleed.**
- **Student trainings including Mental Health and Project SAVE.**

**PARENTS** - *In the event of an actual emergency, information will be sent out as quickly as possible through our Remind system (SIGN UP BY TEXTING 81010 THE MESSAGE @kwhs-info) as the primary method followed by our Facebook page-Key West High Athletics and Activities, Instagram page-kwhs\_news, Twitter-@kwhsnews and Blackboard connect as quickly as possible. Parents are asked NOT COME TO THE SCHOOL. Law enforcement will be in control of the perimeter and you will not be able to get on campus. Please talk to your child about the method of communication or meeting point you would like to establish should they have to leave the perimeter of the campus, realizing that any threat is fluid and students may have to silence their phones and take action based on the circumstances.*

**Fire Alarm/Emergencies/Egress Exits** - Instructions for fire/egress drills are posted in each room and you should become familiar with the line of exit route for each of your classes. Do not talk or run during the drill or in an emergency. Empty the building as quickly as possible. An announcement will indicate the "all clear" signal and students should return to their classrooms. Engaging the fire alarm falsely is considered a criminal offense.

**Emergencies** - Fire/Egress Drills, Lockdown Drills and Active Threat information sessions and drills are all a part of our security awareness measures. The Active Threat presentation can be viewed on our website. Based on SB7030 several things are in place to improve the safety of our campus.

- School Safety and Security Plans, Drill Scheduling and Management
- Behavioral Threat Assessment training for specific staff members
- Training in the use of the AlerT system (to replace Run, Hide, Fight) A-Assess best course of action; L-Lockdown - stay in place quietly and out of sight; E-Evade - get away from the assailant and area of danger; R - Resist; T - Tell - notify 911 and others once you are safe.
- Use of ERIP - Emergency Response Information Portal
- Stop the Bleed Kits in areas around the school with training provided to staff members.

**Visitors/Safety** – The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. In order for the educational programs to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into schools, it is necessary to invoke visitor controls. Visitors must be cleared through the district visitor protocol and/or receive approval from the Principal in advance to be on campus or observe in a classroom. Teachers cannot stop classroom activities to hold a parent conference. Students cannot have friends visit their classrooms unless approved by the principal. Any individual found on the campus without clearance from a member of the administrative staff may be arrested for trespassing. Gates are locked during the day and our School Resource Officer and School Safety Officer patrol the grounds.

**Security and Digital Cameras** – In the interest of student safety, the KWHS utilizes a closed circuit television camera surveillance system and digital surveillance on campus and camera systems are in all school buses that transport children throughout Monroe County School District. **There is no expectation of privacy while at school sites or on school buses that have closed circuit television camera surveillance systems or digital surveillance systems. Security cameras at the school sites are used in common areas only. Videos may be made or viewed and used in disciplinary actions including suspensions, expulsions, and legal proceedings.**

## ATHLETICS

**Conch Athletics are a privilege and students who enter into the Pride and Commitment Contract enter into an agreement that sets the bar higher in terms of behavior and academic expectations. Those who wear a Conch uniform represent Key West High School and should display pride and respect at all times.**

### Academic Eligibility and Behavioral Expectations

1. Key West High School is a member of the Florida High School Athletics Association (FHSA) and is governed by the bylaws of the organization. Key West High School also follows the requirements of all extracurricular activities as prescribed by Florida Law.
2. Students are required to abide by the Conch Pride and Commitment contract that includes behavior expectations, consequences, policies, procedures, and an agreement to participate in random drug testing and random searches of belongings prior to departure for away contests..
3. A grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of scheduling format they use. To be eligible to participate in athletics these requirements must be met:
  - a. Eligibility Standings FHSA By-laws 9-4-1: A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by S.1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester. Example: 2.0 at the end of the spring to be eligible for fall; 2.0 at the end of the fall to be eligible for the spring. 2.0 at the end of summer school to be eligible for the fall (if classes have to be taken).
4. Must maintain satisfactory conduct as determined by each Principal.
5. Per district policy, a student must have a 2.0 GPA in current grades at time of progress reports and report card time in order to play. If not, the player may practice, but not play in a contest until the 2.0 is achieved.
6. Any student who has two (2) or more F's will not be allowed to participate in a home or away contest until satisfactory grades have been obtained. Each individual coach may hold their team to a higher standard as long as it is written in the team rules and all students and parents are aware of the policy.
7. Use or possession of alcohol, tobacco, and other non-prescribed (illegal) substances on school grounds or at school-related functions will result in a minimum of a two (2) week suspension from athletic/performance participation. Students found using or possessing illegal drugs, alcohol and/or other substance will be required to participate in drug/alcohol counseling and will be subject to drug tests within the district drug testing program.
8. Level 3 & 4 consequences for repeated or severe infractions may constitute indefinite suspension from athletic teams/performance groups until the situation is rectified. Permanent removal from all programs for the remainder of the school year may be a consequence based on the action and/or outcome.
9. The failure to pay monies owed (including lost or damaged books) may result in the suspension of a pupil from participation in extracurricular activities. (Satisfaction of the debt through community service activities, shall be determined by the Principal).
10. ATTENDANCE IN CLASS IS A PRIORITY. When an extracurricular activity, including practice, takes place on a school day, participants must attend school for a minimum of one half of that day (a minimum of 3 periods). If a team/performance group departs prior to meeting the half day minimum, participants are expected to attend ALL class periods prior to departure. Students may be suspended from future practices or contests if it is determined that minimum attendance requirements were not met prior to participation in a practice or contest.
11. Saturday School, In School Suspension (ISS) and Out of School Suspension (OSS): Saturday School: an athlete must serve Saturday School within one week of the date they are assigned to serve unless prior arrangements are made with an administrator. OSS – No student may participate in practices or contests/performances until they have returned to school.
12. All COED trips are to remain segregated by gender. Segregation will be administered by the coach/sponsor.

13. When students return from an extracurricular activity between 12 and 1 a.m. they may report to school at the beginning of second period. If they return between 1 and 2 a.m. they may report at the beginning of third and if their return is after 2 a.m. they must return by the beginning of fourth period. These absences will be considered school related.
14. If a student quits or is removed from a program (i.e.: discipline, bad grades), they cannot try out or begin practices for any other sport/activity until the end of the regular season of the first sport/activity. The Athletic/Activities Director will deal with releases from particular sports/activities on a case by case basis.
15. Participants must abide by the District Random Drug Testing policies.

**Letter Awards** - Any student who has earned a letter at Key West High School may purchase a letter jacket through the Athletic Director. In order to earn a letter, a student must:

- a. Be a member of and in good standing on the varsity team.
- b. Maintain academic eligibility throughout the entire season.
- c. Participate in special groups such as band, choir, cheerleaders, Conchettes. See group by-laws for qualifications.
- d. The distribution of letter awards is up to the discretion of the coaching staff.

## ACTIVITIES

**There are many activities and clubs for high school students. The News Board and school website contains information about meetings. The Student Activities Pamphlet contains information regarding clubs and membership requirements.**

**Student Council** - The Student Council is the governing body of the students of Key West High School. Officers are elected by the student body as a whole. The purpose of the Student Council is to develop leadership, to train its members to take their place in a democratic society, and to act as a liaison group between the students and faculty. The duties and functions of the Student Council include arranging/planning assemblies, planning for Homecoming, as well as sponsoring major community and school projects. The specific requirements for Student Council membership and election procedures are available from the sponsor and will be advertised when positions are available or elections are held.

### **Class Elections -**

1. Candidates for office in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades must have attended Key West High School for at least one semester.
2. All candidates, in order to qualify for election must attend the candidates meeting or meet with the Student Activities Director prior to submitting an application packet in order to review officer expectations. These sheets will be checked by the Director of Student Activities for the candidates' grades (2.0 or higher), citizenship requirements (1 referral limit), attendance (no habitual absences or tardies) and for possible violations of the extra-curricular activities limit.
3. Nominations will be open for one school week and each candidate must complete an application for each position they are seeking. Two letters of recommendation are required.
4. If there are two or more candidates for any one office, primary elections will be held.
5. All campaign material is to be removed from the buildings by the candidates.
6. Students holding office in a class must have a 2.0 average and satisfactory citizenship.
7. To hold office of President during a student's senior year, the student must have held a past office. See By-Laws for the organizations.

**Student Offices** –In order to provide as many students as possible opportunities for leadership positions at Key West High, students will be limited to holding **one** major office unless he or she has previously held a major office and remained in good standing. This student could then hold **two** major offices provided only one is the highest office of an organization or group. Refer to bylaws for specifics on requirements of each position. Major offices:

President, Vice President, Secretary, Treasurer - Club or Executive Board  
 Captain, Co-Captain, Secretary, Treasurer - Conchettes or Cheerleaders  
 Captain or Drum Major – Band  
 Editor in Chief – Newspaper or Yearbook

### **Officer Expectations:**

1. Attend Officer work shop in spring or fall.
2. Attend club officer meetings to plan, club meetings and events.
3. Work positively with the club sponsor and club members and communicate information to members..
4. Facilitate an inclusionary environment while maintaining the high moral standards of character and leadership.
5. Be in dress code at all club events unless otherwise advised by sponsor.
6. Maintain acceptable attendance and citizenship standards.

Removal from office will occur if a student fails to meet the officer expectations set forth above, does not abide by school rules, has attendance or behavior issues or grades drop below the 2.0 overall GPA during their term. The principal has the right to remove a student from office if there is a violation of expectations or demonstration of actions that are detrimental to the organization. The process will include these steps: verbal warning with parent contact and coaching followed by removal of office for the second offense. If an officer is removed, the club sponsor will facilitate the process of electing the new officer. Once removed, a student may not run for another club office for one full school year.

**Formation of Clubs** – A student must submit to the Activities Director written request for the club along with signatures of at least 20 students desiring to belong to this club. If a club is a local charter of a national organization and desires to be classified as a service club it must have the approval of the parent organization. The club must have administrative approval and must have a faculty member as an advisor. The proposed by-laws must be submitted to the Activities Director and must adhere to all school board policies. There will be a 90 probationary period at which point a review by the Student Activities Director will occur to determine if the club is permanent.

**School Dances** – School dances are only open to current Key West High School students. Students who attend another MCSD may attend with principal of KWHS and other school in agreement. Students enrolled in a middle school are not permitted. School rules are expected to be followed. There is no re-admission. Students who behave or dance inappropriately may be asked to leave. Party buses are not allowed on school grounds which includes the parking lot.

**Homecoming Nominations and Voting** –The Senior Class will nominate girls for court based on the following criteria:

- For girls to be eligible they must be a full time registered KWHS student during their Junior and Senior year.
- Students must have a 2.5 weighted GPA and be involved in at least three (3) activities (clubs, sports, band, etc.) for their junior and senior years. This will be verified through sponsor verification forms.
- Students must have good attendance and citizenship as verified through administration. Students in truancy or with multiple referrals may not be eligible.

Approximately eight weeks before the Homecoming game, seniors will vote during their social studies classes for the Court with each voting senior allowed to vote for five nominees. Students who do not have a social studies class will be allowed to vote before school or during their lunch break.

- The top five (six if tied) candidates, receiving the highest number of votes, will become the Homecoming Court.
- The entire student body then votes on the Homecoming Queen.

**Graduation activities** – There are many special senior and graduation activities that are a privilege. Students must be enrolled and actively taking a minimum of two classes to participate in the designated graduation activities. Students are expected to follow the student code of conduct at all times during special events. Failure to do so or any major disciplinary/law enforcement action may prevent a student from participating in graduation activities.

## DISCIPLINE

**The following are school rules, policies, procedures and consequences related to the level of infraction. It is important to note the consequences serve as guidelines for action taken and are a means of demonstrating a consistent application of such consequences.**

The Principal retains the right to issue consequences for acts of misconduct not specifically stated in our rules. The Principal also retains the right to alter any consequences on an individual basis, according to the best interests and circumstances of the student.

**Major violations: weapons or simulated weapons; possession or use of alcohol, drugs/illegal substances, vapes; fighting; profanity directed to staff are among the most serious infractions and may include law enforcement involvement as well as the school level consequences**

### Disciplinary Action

Procedures to be followed for acts requiring discipline have been established by the administration and the discipline committee. These procedures will insure that the student is advised of the rule he/she is accused of violating and that the consequence is appropriate for the offense. Disciplinary action may include administrative intervention, detention; work on the school grounds under proper supervision, Saturday school, in-school or out-of-school suspension, expulsion, or assignment to the Alternative Education Program.

**Expulsion** may be used for repeated or very serious violations. Expulsion is exclusion from school for the rest of the school year and possibly the ensuing school year. Expulsion procedures require written notice to the student and his/her parents or guardian advising them of the impending recommended actions, setting forth the charges against the student and advising them of the student's rights to due process, including the right to legal counsel. Expulsion proceedings require a hearing before a District hearing officer, unless waived, final action by the District hearing officer, unless waived, and final action by the District School Board of Monroe County.

**Out of School Suspension (OSS)** may be given for periods up to ten (10) days for serious violations of school rules, School Board policy, the law or the provisions of the Board's Code of Student Conduct. In cases of suspension, students must be given oral and written notice and explanation of the charges against them and must be given an opportunity to present their side of the story. This must occur before the suspension, except in the case of emergency or disruptive conditions. Students issued out of school suspension may be assigned to an alternative setting. This alternative setting may be in conjunction with the Department of Juvenile Justice. The Principal or Assistant Principal shall make a good faith effort to employ parental assistance or other alternative measures prior to suspension. Written notice of suspension will be mailed or given to parents; however, students may be suspended without written parental notice as a result of committing a "serious breach of conduct" in accordance with School Board Policy.

- a. Students assigned OSS will be given assignments during that period. It is the student's responsibility to obtain the material covered in class to prepare for their return to school. Absences due to OSS are excused days.
- b. Students may also be suspended from riding the school bus for up to ten (10) days for any one offense.

**In School Suspension (ISS)** may be given for violation of school rules or failure to serve detentions and/or Saturday Schools. Students who fail to serve in school suspension due to behavior issues or absence on the designated day will be issued OSS the following day.

**Detentions/Saturday School** must be served when assigned or else the consequence continues to the next level. Detention is offered six days per week. It is in everyone's best interest to take care of consequences in a timely manner. If a student needs accommodations or has a question regarding a detention, they should proactively seek an administrator.

### Detention Process:

Teacher Detention – Teachers give detentions for minor classroom infractions in 15 minute increments. Students should serve these consequences with the teacher who issued the detention during the teacher’s office hours. Failure to serve a teacher’s detention results in an administrative detention.

Administrative Detention – Students receive an administrative detention for either failing to serve a teacher’s detention, being dismissed from class, or for other minor infractions. They receive notification of this consequence verbally with an administrator. Parents will be notified of the detention. Students are expected to serve an administrative detention the same week they receive it or else they are expected at Saturday School the same week.

Saturday School – Students receive Saturday School for either failing to serve an administrative detention, skipping, leaving campus, or other major infractions. They receive notification of this consequence verbally with written notice and parent contact attempted.. **Students have two opportunities to serve their Saturday School or they receive in-school suspension for one day.** Saturday School is from 9:00 a.m. -11:00 a.m. weekly.

Suspension- Students are suspended from school for refusing to leave class, failing to serve a Saturday School, cursing at a teacher or staff member or other major infractions. They receive notification of this consequence both verbally and in written form.

**Detention Expectations:**

1. You must be on time to detentions/Saturday School. If you are late, you may 1) not be able to serve or 2) be assigned an additional detention.
2. No electronics.
3. No sleeping.
4. Students should bring work or reading material.
5. If you are dismissed from detention, time served will not count.

**Student Rights and Responsibilities**

- a. Students have a responsibility to ask their parents (in an age appropriate manner) to notify the school when they are absent.
- b. Students have a responsibility to ask teachers (in an age appropriate manner) for, and to complete, make-up assignments. Previously assigned work is still due on assigned due date.
- c. Students who are externally suspended and who attend one of the alternatives to suspension programs have the right to make up work.
- d. Students who are married, are parents, or are expectant parents have the right to remain in the regular school program or attend a special center program tailored to their specific needs.

**II. DISCIPLINE RULES AND CONSEQUENCES**

**DISTRICT LEVEL I** – acts that disrupt the orderly operation of the classroom, school functions and extracurricular activities or approved transportation.

**Offenses include but are not limited to the following:**

- Unauthorized location
- Computer/Internet misuse
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with the class and/or school rules
- Possession of items or materials that are inappropriate for educational setting\*
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Tardiness
- Unauthorized use of electronic devices (videotaping a person without consent, videotaping a fight or illegal act, publishing a personal video created on school grounds without authorization)
- Violation of dress code

\*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.

**Range of corrective strategies:**

The Principal or designee must select at least one of the following strategies from Plan I for repeated, serious or habitual LEVEL I Infractions.

**PLAN I**

- Parent/Guardian contact\*\*
- Reprimand
- Student, parents/guardian/staff conference
- Peer mediation
- Revocation of the right to participate in a social and/or extracurricular activities
- Confiscation of electronic/communication devices
- Detention or other Board approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract



- In school suspension
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan
- Alternative suspension\*\*
- Saturday School
- Loss of privileges
- Restorative justice

\*\* 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.

- Cheating/Misrepresentation/Plagiarism
- Confrontation with staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting\*
- Failure to comply with previously prescribed corrective strategies
- False accusation
- False fire alarm
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board; gang related activities
- Libel
- Petty Theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism

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

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.

## **RANGE OF CORRECTIVE STRATEGIES**

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

### **PLAN II**

- Parent/guardian contact\*\*
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior.
- Suspension from school for one to five days\*\*\*
- Alternative to suspension\*\*
- Saturday school
- Loss of privileges
- Restorative justice

\*\*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.

## **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.

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)
- Hazing (misdemeanor)

- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment
- Trespassing
- Vandalism (major)

Administrators may contact 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.

### PLAN III

- Parent/guardian contact\*\*
- Suspension from school for one to ten days\*\*\*
- Permanent removal from class (placement review committee decision may be required)
- Alternative to suspension\*\*
- Recommendation for alternative educational setting
- Recommendation for expulsion

\*\*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.

### LEVEL IV DANGEROUS OR VIOLENT BEHAVIORS

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

- Battery against a non-staff member
- Grand Theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

Administrators may contact law enforcement.

### RANGE OF CORRECTIVE STRATEGIES

The Principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANs may also be used in conjunction with this PLAN.

### PLAN IV

- Parent/guardian contact\*\*
- Suspension from school for one to ten days\*\*\*
- Recommendation for alternative education setting
- Recommendation for expulsion

\*\*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.

### LEVEL V MOST SERIOUS, DANGEROUS OR VIOLENT BEHAVIORS

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

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against employees or persons conducting official business\*
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school\*
- Sexual battery
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons\*

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

### RANGE OF CORRECTIVE STRATEGIES



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

#### PLAN V

- Parent/guardian contact\*\*
- Suspension from school for ten days\*\*\*
- Recommendation for expulsion

\*\*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.

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

#### PLAGIARISM POLICY

**Examples of Plagiarism and Cheating:** a student who participates in using, copying, or providing another student with any test answers, answer keys, or another person's work representing it to be his or her work (plagiarism).

Use of a cell phone during a test or quiz is considered cheating.

**Consequences of plagiarism and cheating may include:**

- Parent notification;
- A zero for the assignment;
- Up to ten days in-school or out-of-school suspension;
- Saturday School;
- Any work cheated on will not be allowed to be made up.

#### Civil Citations

In lieu of an arrest, a student under the age of 18 charged with certain misdemeanors with no prior felony arrests and only one (or no) prior misdemeanor arrests may receive a Civil Citation. The Student must accept responsibility for his or her actions and agree to participate in the program. The parent or guardian must agree to allow the student to participate in the program and sign the citation. Community Service hours along with character education classes will be assigned.

#### Sanctions for Students Participating in Extra-Curricular Activities

Students that participate in athletics and performance groups are governed by our Pride and Commitment Contract.

Students found to be in violation of the offenses as defined in the Code of Student Conduct may be suspended from participation in extra-curricular activities for a period of time which, in the opinion of the Principal, is justified.

Students arrested or charged for "off campus" matters which would have been an offense or a major offense had it occurred on a campus, may be suspended from extracurricular activities or excluded from school.

Students suspended from participation shall not be permitted to participate in any event-related activities, dress out for the event, practice with the group, or travel to the event with the team or group.

An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though the tournament consists of more than one game, activity or contest.

## Vehicles on Campus Rules

1. After arriving at school, a student shall remain on the school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly.
2. The student shall park a car driven to school in the area designated for student parking which is located in the parking lot. Parking in areas not designated for student parking will result in the vehicle being ticketed or towed. There is no parking in the front circle.
3. **Each student who parks a vehicle on school property is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, alcohol or contraband which may be found in the vehicle.**
4. No student shall loiter in or around the parking areas.
5. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
6. The Principal shall cooperate with law enforcement officers. A student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger the student's own safety or that of others, may be directed by the Principal not to drive a vehicle to school. Any student violating such directive shall be subject to suspension or expulsion from school.
7. Driving to school is a privilege. Students must follow the school policies on driving and parking. Violation of the Code of Conduct policies or the school parking/driving policies may result in loss of privileges, suspension or expulsion from school.
8. Habitual truants will have their driver's licenses withheld/suspended by the Department of Highway Safety and Motor Vehicles.

## Bus Conduct Rules

Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus shall be permitted to ride such bus while it is being operated on a regular school route except upon the written request of the parent(s) or legal guardian of a student with the written approval of the transportation director or his/her designee. Such approval may be granted only when the student's welfare is involved due to an

emergency condition at home. When an emergency condition exceeds 5 days, the Superintendent's designee's approval shall be required. Approval shall not be allowed for: a) student visitation, unless duly authorized; b) a student to obtain transportation to his/her regular place of employment.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or food conduct occurring on the bus/vehicle in violation of the Student Code of Conduct. SB 5610.04 FS 1006.07, 1006.10. See the Student Code of Conduct for the complete description of Reasons for a Bus Suspension.

Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for the Principal to refuse transportation service to any student.

Students being transported on a school bus must:

1. Occupy the seat assigned by the driver and refrain from moving around while the bus is in motion.
2. Observe at all times classroom conduct (except for ordinary conversation). Absolute silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students.
3. Obey the driver and report promptly to the Principal when instructed to do so by the driver.
4. Wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. Be at the bus stop at least five minutes before bus arrival but not more than 15 minutes before arrival. Observe proper rules of conduct while waiting for the bus. Students shall stay at least ten feet off the road and off private property.
6. Enter or leave the bus only at the front door after the bus has come to a complete stop except in cases of emergency or on instructions from the driver.
7. If necessary, cross the highway in a proper manner and as instructed after leaving the bus. When leaving the bus, stand at the side of the bus in sight and hearing of the driver and look to the right and to the left before proceeding to cross the highway. Cross the highway at least ten feet in front of the bus.
8. Keep head, elbows, and hands inside the bus windows.
9. Refrain from throwing objects inside or outside the bus.
10. Refrain from the use of profane or objectionable language, and from engaging in any other objectionable conduct. There shall be no pushing, fighting or any other type of misconduct at any time.
11. Avoid damaging or defacing the bus or bus equipment.
12. Refrain from bringing sharp instruments of any type of weapons on the bus.
13. Not talk to the driver unless it is absolutely necessary.
14. Be absolutely quiet when the driver turns the dome lights on, blows whistle, or raises hand. One of these signals will be used at railroad crossings.
15. Not eat, drink, or smoke on the bus.
16. Bring no animals, glass containers, or skateboards on the bus.
17. Not bring band instruments that interfere with the seating and safety of others. Only instruments that can be held on students' laps will be permitted.
18. Not wear bathing suits on the bus or hang them outside the windows. Wet bathing suits shall be placed in waterproof bags before being brought on the bus.
19. Use the handrail when entering and leaving the bus. Be careful that loose straps or drawstrings on articles of clothing or backpacks do not get caught on the handrail.

## Medication/Health Procedures

1. All medication, prescription with current date and/or non-prescription, must be presented in the original container to the Principal/designee. Parent/guardian shall bring medications to school unless arrangements are made for another adult to bring the medication to school.
2. Instructions on using a prescription shall be provided by a physician or be described on the medication container provided by the physician or pharmacist. Instructions on using non-prescription medication shall be written out and signed and dated by a doctor.
3. All prescription and non-prescription medications shall be delivered to the office/clinic with the following information provided:
  - a. Name and purpose of medication
  - b. Time and conditions under which the medication is to be given
  - c. Specific instructions on the administration of the medication
  - d. Approximate duration of the medication, not to exceed four week supply under normal circumstances. (Taking non-prescription medication should not exceed 72 hours in any one-month period.)A Permission for Administration Form signed by a parent or guardian.
4. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
5. All prescription medications must be kept in the original container and stored under lock and key.
6. A student that needs to carry an inhaler or Epi-Pen on their person must have a doctor's statement and parent/guardian consent to do so.
7. Communicable diseases include the following: head lice, ring worm, scabies, scarlet fever, chicken pox, and measles. Students will not be able to return without proof of treatment from a doctor or County health department.
8. Students cannot be sent to school if any nits or lice are present in the student's hair. Upon a student's return to school, he/she shall be checked by a member of the school staff in the presence of a parent or guardian.
9. Pediculosis (head lice) is highly transmittable and has become common in schools all over the United States. All age groups are susceptible to head lice. Parents/guardians are responsible for checking their student's head for lice and their eggs (nits) even if the most common symptom of itching is not present. If lice and nits are found, it is important to treat the student and carefully monitor other family members.

**Supervision of Students** - The Monroe County School Board is not responsible for the supervision of students on school grounds until thirty (30) minutes prior to the start of the regular school day, at a scheduled event or beyond thirty (30) minutes after. Section 232.25 (2), Florida Statutes.

# DUE PROCESS

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation.

**Due Processes for Suspensions** – A student accused of an offense which, in the opinion of the Principal or designee, would require suspension from school or bus, shall be afforded the following due process procedures. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

- Step 1: Step 1: The student must be told by the Principal/designee of the reason(s) for consideration of expulsion.
- Step 2: The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- Step 3: The Principal/designee shall make a determination in writing as to whether or not the student is guilty of the misconduct and, if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the Principal/designee determines that there are sufficient grounds for expulsion, then the Principal/designee shall inform the student of the suspension from school for ten days and that a recommendation for expulsion is being considered.
- Step 4: The Principal/designee shall report in writing to the student's parent/guardian and the Superintendent that the student has been suspended for ten days and that a recommendation for expulsion is being considered. Any suspension notice to an adult student or the parent/guardian, or custodian of a minor student shall be hand delivered by the Principal or an administrative staff member, or shall be sent by regular mail if the Principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent or guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian then the notice may be sent by certified mail. This shall be mailed within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the Principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- Step 5: The Superintendent/designee shall review the Principal's recommendation for expulsion within five school days of receipt and shall recommend whatever action is deemed appropriate. The Superintendent shall notify the parent/guardian and the Principal/designee of his decision.
- Step 6: The parent/guardian shall have the right to a hearing with the Superintendent/designee to challenge the extension or imposition of a suspension. The hearing shall be informal in nature and should be granted on written request.
- Step 7: The student's parent/guardian or the adult student shall be informed of any alternatives, if appropriate, and changes shall be made in the student's assignment or program.
- Step 8: If the Superintendent decides to recommend expulsion, the parent/guardian shall be notified by certified mail of the hearing at which the hearing officer/committee/School Board will consider the recommendation. Failure to request a hearing in writing in a timely manner shall be considered a waiver of the student's right to a hearing to contest the charges.
- Step 9: The parent/guardian shall have the right to appear before the hearing officer/committee/School Board which will act on the Superintendent's recommendation for expulsion.
- Step 10: A student who is expelled from the district by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for rehearing shall be made by the parent/guardian to the Superintendent/designee. The Superintendent's Office shall determine whether the expulsion shall be reheard by the School Board.
- Step 11: The Superintendent/designee may recommend to the School Board expulsion of a student who is found guilty of a felony. However, any student subject to discipline or expulsion for the unlawful possession or use of any substance under Chapter 893, Florida Statutes, shall be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest.

## Discipline of Students with Disabilities

Exceptional Education Students may be suspended in accordance with School Board Policy for a total of ten days in a calendar school year. In case of a serious breach of conduct involving the health, safety, and welfare of students and School Board employees, the need for appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension will be determined at an IEP meeting and may include, but are not limited to: a reduced day program, transfer to a more restrictive placement for a designated period of time, attendance for special class(es) only, modified school day (i.e. student may come to the school campus at the end of the school day for the instructional program, home instruction, special school/placement, other options). Procedures for the **suspension** of exceptional education students shall be as follows:

1. This section includes general guidelines for expulsion, suspension and discipline of students with disabilities. This section is designated to complement the district's Code of Student Conduct and Special Programs and Procedures Document.
2. An individual education plan (IEP) shall be developed for students attending district exceptional education programs. In addition, each school shall implement a procedure that will ensure that the IEP of a student in an exceptional education program is reviewed prior to disciplinary action, as defined below.
  - a. A copy of the district's code of conduct shall be provided to the parent or guardian of the student each year.
  - b. It shall not be an appropriate form of discipline to suspend a student for behavior which bears a relationship to the disability or exceptionality nor shall continuous/serial suspensions be considered as appropriate form of disciplinary action.
  - c. The procedures of this section do not apply to students in the district gifted programs, unless they are also disabled.

3. Non-emergency suspensions – unless otherwise specified in the IEP, a student participating in a district exceptional education program may be suspended for infractions of the Student Code of Conduct in accordance with the procedures set forth in that code. In addition, a copy of the notice shall be sent to the Director of Exceptional Student Education. If a student has five or more separate suspensions within a year or if a student has been suspended nine days, the Principal shall convene the full IEP Committee. A full time committee, including a psychologist and a member of the district level exceptional student education staff, shall review the student's IEP in accordance with this policy.
4. Emergency Suspension – If the Principal or designee believes that it is necessary because of an emergency situation to immediately suspend an exceptional education student whose IEP indicates suspension is an inappropriate form of discipline or does not address suspension, the Principal may suspend the student in accordance with suspension procedures of Board Policy. An emergency situation is one in which the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. A copy of the written notice to parents in this event must be sent to the Director of Exceptional Education. Within any emergency suspension period, but prior to return of the student to school, the Principal shall convene the IEP Committee. This full committee, which shall include a member of the district level exceptional student education staff, shall review the student's IEP in accordance with the rest of this section.
5. Re-evaluation of Individual Education Plan – When it is necessary to re-evaluate a student's IEP under this policy the IEP Committee shall follow the placement procedures and comply with the parental notice provisions therein. In its review the committee shall have required or (1) requested that a plan for a functional behavioral assessment be conducted, (2) require the positive behavior management plan to be implemented, and (3) determine if the disability is a precipitating factor of the inappropriate behavior.
6. That decision shall be reported and the information shall be used to revise the student's IEP to reflect either (1) the need for the use of suspension as disciplinary rule; (2) the need to modify the educational program; (3) the need to change the educational placement; (4) the need to include related services; (5) community agencies; i.e., DS, Mental Health; (6) that the disabling condition is not a precipitating factor and that the student is expected to conform to the Student Code of Conduct.
  - a. Parents of students with disabilities shall be afforded all procedural safeguards as requirements by law if they disagree with any proposal or refusal to initiate or change the identification, evaluation, or educational placement of their child or the provision of a free, appropriate public education of their child.
7. Expulsion – Expulsion shall be done in accordance with the Special Programs and Procedures and shall not result in a cessation of services.

Procedures for the Disciplinary Review of an exceptional education student that has been formally charged with a felony by a prosecuting attorney shall be as follows:

1. In addition to following steps 1 through 3 above: at the Disciplinary Review meeting, the Principal shall be responsible for conducting a review of the felony charge and determining the impact on the student's current placement and program.
2. It is further recommended that a professional from the Juvenile Justice Commission, with knowledge of the student's case, be invited to participate in the Disciplinary Review meeting.
3. When and if the charges are dealt with in the court setting, the Principal shall be responsible for convening a follow-up meeting to discuss the disposition of the case.

The expulsion of an exceptional education student shall not result in a complete cessation of educational services; the district is responsible for providing the student's education during the expulsion in accordance with a revised individual education plan (IEP).

The following procedures shall be followed for the **expulsion** of exceptional education students:

1. The Principal shall adhere to State Board of Education rules when recommending expulsion of exceptional education students and shall be responsible for convening a disciplinary review committee. The disciplinary review committee membership shall include, but not be limited to, the representative of exceptional education students/designee, the ESE teacher, and the Principal/designee. The disciplinary review committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to the student's exceptionality. If the disciplinary review committee determines the student's behavior is in relation to the exceptionality it may modify the student's IEP in accordance with current needs and expulsion may not be applied. Procedures in State Board of Education rules shall apply when a student's conduct does not have a relationship to the exceptionality. If a functional behavior assessment or behavior intervention plan has not been completed for the student, the administrator/IEP team must complete a functional behavior assessment and develop and implement a behavior intervention plan. If the student already has a behavior intervention plan, the discipline review/IEP team must meet to review the plan and its implementation necessary to address the behavior.
2. An IEP meeting shall be conducted in conjunction with the disciplinary review committee meeting. The decision of the disciplinary review committee shall be recorded on the IEP and shall be used in determining the adequacy of the current special program and related services. The student's IEP may be revised to reflect a modification of the current special program or an alternative placement or an indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in this Code of Student Conduct.
3. Any change from the student's school placement to an alternate education setting must be reviewed within 45 days. The Principal/designee of student's home school must set up a discipline meeting/IEP to review the interim alternate education placement prior to extending the alternate setting or returning the student to their home school.
4. The Principal/designee is responsible for taking appropriate action consistent with School Board Policy and Special Programs and Procedures for Exceptional Student Education Manual.
5. The parent/guardian/custodian of an exceptional education student shall be provided a copy of the suspension and expulsion procedures regarding discipline of exceptional students at the initial placement meeting or at the first IEP meeting held in Monroe County. Additional requirements for the suspension or expulsion of exceptional students may be set forth in the Special Programs and Procedures for Exceptional Student Education Manual.

## PUBLIC NOTICES

**Family Education Rights and Privacy Act** - The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the students' educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District received a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Monroe County School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record or in order to fulfill his or her professional responsibilities.

In addition, you must receive annual, written notice of the categories of personally identifiable information designated as directory information for which consent to release is not required. The District School Board of Monroe County defines directory information as:

"the student's name, address, telephone number if it is a listed number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, most recent previous educational agency or institution attended by the student."

Parents, guardians and adult students have the right to prohibit the release of any or all categories of personally identifiable information defined as directory information. To prohibit the release of directory information you must notify the school Principal in writing that directory information is not to be released for a particular student. However, personally identifiable records or reports of a pupil or student may be released, without the consent of the pupil or pupil's parent, to parties through an interagency agreement among the Department of Health and Rehabilitative Services, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy, in-school and out-of-school suspensions, to support alternatives to in-school and out-of-school suspensions and expulsions, and which support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent, guardian or other responsible adult on behalf of the juvenile.

**Discrimination** - The Civil Rights Law of 1964, as amended, Section 504 of the Rehabilitation Act 1973/Americans with Disabilities Act (ADA), F.S. 228.2001, and The School Board of Monroe County, Florida, Resolution number 616, adopted April 13, 1976, prohibit discrimination on the basis of race, national origin, color, sex, handicap, marital status, religion, or sexual orientation. No student enrolled in the Monroe County School District shall, on the basis of race, national origin, color, sex, handicap or disability, marital status, religion, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity conducted by public schools in Monroe County. If any student feels that he or she has been discriminated against, he/she may contact Mr. Serge Sanchez, District Equity Coordinator, 241 Trumbo Road, Key West, Florida 33040. (Complaints relating to discrimination may also be addressed to the Office for Civil Rights, P.O. Box 2048, Atlanta, GA 30301.)

**Sexual Harassment and Sexual Violations** - Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the School Board Policy File: GBAA. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. The School District prohibits any form of sexual harassment and sexual violence. [F.S. 230.22(2)]

**Harassment** – It is the policy of the School Board of Monroe County to maintain an educational and work environment which is free from all forms of unlawful harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. [F.S. 110.1221, 1000.05, 1006.07].

**Bullying** – KWHS and the Monroe County School District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. "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 students, 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. Students may file a complaint with administration or the school resource officer if they feel they are a witness to or part of a bullying situation. [F.S. 110.1221, 1002.20, 1006.13, 1006.147]

**Student Hazing** – Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation in any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. [F.S. 1001.43]

**Complaint and Grievance Procedures** - The School Board of Monroe County, Florida, believes in just treatment of ALL students and provides a learning environment that is free from unfair or discriminatory practices. Procedures for disciplinary complaints and resolution of discriminatory practices have been established.

There may be times when students feel they have been unfairly penalized. Most problems can be solved if students speak with the teacher or staff member who was involved. If the student feels uncomfortable with this person, the student may request a conference with the next level of authority. The student may also request the presence of a third party, such as a counselor, assistant Principal or other staff person. The parent may also be present. If the problem is not resolved, by talking things over, the following steps may be followed:

1. A written statement must be presented to the Principal after the last conference. The statement must tell what happened, when it happened, who was involved, and how the student would like the problem resolved. The Principal must present a written response to the student.
2. If the problem still has not been resolved, the student may ask, in writing, for an appointment with the Deputy Superintendent or his/her designee. The letter asking for the appointment must include a copy of the first written statement.
3. Upon receipt of the letter, the Deputy Superintendent or his/her designee will schedule a meeting. The meeting will include the persons involved in the original action, the Principal, the student and his/her parent.
4. If the student still is not satisfied, he or she may take the problem to the Superintendent following the above procedures.
5. The Superintendent will schedule another meeting to see how the matter can be resolved. If a decision is not made at this meeting, the Superintendent is to send a written response to the student. If the student is not satisfied, he or she may write to the School Board and ask for a hearing. This letter must tell the whole story.

**Non-discriminatory Minority Language Equity** - National origin minority or limited English proficient student shall not be subjected to any disciplinary action because of their use of a language other than English. [FAC 6A-6.0908 (3)]

If you feel you have been discriminated against and disciplined because of your use of a language other than English in the Monroe County Public Schools, please notify the school Principal and/or the District Equity Coordinator, 241 Trumbo Road, Key West, Florida, 33040.

**Notification of Risk** - Be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result in complete or partial paralysis; brain damage; serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular/skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Understand that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life. Because of the dangers of participating in interscholastic sports, it is important to follow and obey coaches' instructions regarding playing techniques, training and team rules.

In consideration of the School Board of Monroe County, Florida, permitting try outs for high school team sports and engaging in all activities related to the team including, but not limited to, trying out, practicing or playing/participating in that sport; all employees, agents, representatives, coaches, and volunteers will be held harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise out of or in connection with participation in any activities related to the high school interscholastic sports team. The terms hereof shall serve as a release and assumption of risk for heirs, estates, executors, administrators, assignees, and all family members.

**Public Safety Information Act 1997 – Sex Offender/Sexual Predator Laws** - Information is available at the school. Contact the Principal.

**Medicaid Notice:** “The school district may seek Medicaid reimbursement in accordance with applicable rules and regulations. Parents/guardians may contact the district administration offices for further information.”

**\*\*\*Please be advised the contents of this handbook may be revised to reflect changes in the student progression plan or state statute. The most updated version can be found on our school website at [www.keysschool.com/kwhs](http://www.keysschool.com/kwhs).**

**\*\*\*School Board Policies and District Handbook can be viewed at [www.keysschools.com](http://www.keysschools.com) .**

*About Key West High School*



**Conchy Conch – Mascot**

## **ALMA MATER**

In our City's southern section  
Fair to every eye  
Proudly stands our Alma Mater  
As the year goes by.  
Service, service is our watchword  
Words that will avail  
Hail to thee, our Alma Mater  
Key West High, all hail.

## **SCHOOL NICKNAME – CONCHS**

The Key West High School's athletic teams proudly bear the nickname of "Conchs." A Conch is a shell of various gastropods which is noted for its toughness, tenacity, and beauty. They are found in the waters of the area. Natives of Key West are referred to as Conchs. This custom originates from the fact that many early settlers of the island came from the Bahaman Islands where it is common to call English settlers "Conchs." It has been the school nickname since the school was organized and is unique. We know of no other school in the country with a similar nickname or school symbol. Representatives of Key West High School have so conducted themselves in the past that the student body and community have always been proud of the spirit of the "Fighting Conchs". Conch PRIDE means displaying perseverance, respect, integrity, dedication and excellence. We hope you will have a great deal of Conch Pride in your school!

### **Fight Song by Tom Whitley**

On with the crimson, On with the grey,  
Listen to us while we say, hey.  
Fight down that field again,  
Men of the crimson and grey.  
Get on that ball and then,  
We'll mow 'em down like new mown  
Hay, hay, hay, hay!  
Fight on to victory,  
Fight, fight with all your might.  
For there's naught to fear,  
The Conchs are here  
And we'll celebrate with you tonight

## **Accessing Information**

### **Facebook**

### **Key West High School Athletics & Student Activities**

### **Key West High School Instagram and Twitter**

Instagram- kwhs\_news

Twitter-@kwhsnews

### **Monroe County School District Website**

## Key West High School Website

[www.keysschools.com/kwhs](http://www.keysschools.com/kwhs)

## Conch Notes Weekly Newsletter

Email [stacy.saunders@keysschools.com](mailto:stacy.saunders@keysschools.com) to start receiving our weekly electronic newsletter.

## Connect Ed Phone Calls

Please make sure your phone numbers is updated in our system.

## Student Activities Board

Located outside of the main office to access daily announcements and club news.

## Marquee

Highlights upcoming events.

## Daily Announcements

Please remain silent during announcements to receive the most up-to-date information and reminders.

## Remind 101

Many clubs and teachers use Remind 101 for text notifications. Text 81010 for each remind group:

KWH-Info @kwhs-info; Seniors - @conchs2020; Juniors - @conchs2021; Sophomores - @conchs22; Freshmen - @conchs2023  
Clubs, Athletic Teams and Teachers may provide other Remind codes.

## FOCUS Gradebook

<https://monroe.focusschoolsoftware.com/focus/>

Student login: username first initial + last name, password 44lunchnumber0

Parent login: Register for account @ <http://keysschools.com/> under FOCUS Parent Portal Registration

Parents and students should sign up for grade and attendance notifications.

