



Welcome to Key West High School

2022-2023

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.

**RISE AS ONE,
RISE AS CONCHS!**

Parents and Students of Key West High School,

Welcome to the 2022-2023 school year! We are excited to welcome you all to a year of learning and growing, continuing our commitment to excellence! I am very excited to return to Key West High School as your principal. It is my desire to continue building upon all things that make our school a great place to learn! Joining our administrative team is Mrs. Ballard, our new Assistant Principal. To assist with our understanding of KWHS, it would be most helpful if you would take a few minutes to complete a brief survey: <https://tinyurl.com/yeyz8xkj>.

This year, we will continue to build and strengthen our relationships. Our theme for the upcoming school year will be, "RISE AS ONE! RISE AS CONCHS!" Conch PRIDE is Perseverance, Respect, Integrity, Dedication and Excellence. Those lessons and expectations are embedded in all that we do. The highly qualified staff members will hold students to high expectations and provide them with a rigorous education that will support their achievement and success. Key West High School provides outstanding traditions in academics, athletics and activities. Communication is a key factor in both students and parents having a successful year.

Please take a few moments to read this important information. There is a lot included that will help throughout the year.

Orientation for *New Students/Freshmen* will be on **Monday, August 8, at 6:00 p.m. in the auditorium**. Information on academics, activities, athletics and life in our Conch Community will be shared. KWHS Peer Mentors will be available to provide a tour of the building after the 30 minute orientation presentation.

School begins Wednesday, August 10, with the first class starting at **7:30 a.m.** and ending at **2:30 p.m.** We are asking students to dress in school spirit: Seniors (Crimson Red), Juniors (Black), Sophomores (Gray), and Freshmen (White). *Go Conchs!*

ATTENDANCE MATTERS so please be prepared for students to be on campus by 7:15 a.m. so they can be in class on time. The day includes seven periods. Much information will go home regarding class requirements, syllabus information and materials requests on the first day. Please read through it all carefully and return the necessary documents. A bus schedule will be distributed by the district through the district website. Copies are available on our website.

Administrative/Counseling Assignments

GRD 9	Mrs. Yanelys Ballard, Asst. Principal Mrs. Jennifer Bassett, Counselor	GRD 11	Ms. Melissa Alsobrooks, Asst. Principal Ms. Lindsay Moore, Counselor
GRD 10	Mr. David Perkins, Asst. Principal Mrs. Caitlin Nicklaus, Counselor	GRD 12	Ms. Melissa Alsobrooks, Asst. Principal Ms. Linda Missert, Counselor

Noteworthy Policies and Procedures:

- **Masks-** As of current, masks are optional for staff and students to wear while on school campus. Wearing a mask may reduce your risk if you come in close contact with a staff/student experiencing COVID-19 symptoms.
- **Student ID's must be shown at entry points** – Students will receive their school ID's as soon as possible. **They must wear them at all times while on campus.** Lanyards will be provided for each student; however, a student may purchase their own if they choose to do so.
- **For safety purposes, we encourage no headphones on open campus** – Students are urged to not use headphones (or keep one ear open) between classes or at lunch. Having headphones in both ears is a possible safety issue, as students wearing headphones are not able to hear students and staff around them or any safety announcements. They may not wear any type of BEATS or complete ear covered headphones on the open campus (these will be taken and returned at the end of the day). Electronics should be put away BEFORE entering a classroom.
- **Attendance MATTERS** – While our attendance policy has not changed, it is important to note that there will be a major focus on the enforcement of this policy and regular school attendance. Written notes for excused absences must be submitted within 2 days. Students who are absent more than 9 times a semester must pass the semester exam to get credit for the course.
- **Tardy Policy** – All classroom doors will be locked throughout the day for safety. Students who are not in class by the bell that starts class will be considered tardy and will receive a 15 minute detention to be served after school with the teacher. This will be school wide. Please see included flyer for details of the intervention implementation.
- **Tutorials/Teacher Office Hours** – Student are encouraged to utilize these times as well as our after school open library (2:30-3:30 p.m.) to take advantage of extra assistance and mentoring. Classroom teachers will provide more information.

Schedules – Will be made available via your FOCUS Student Portal on or before August 5. Please review it and if **core course changes** are needed or a class is missing. Seniors may come to see a counselor Aug. 5 from 9:00-11:00 a.m.; Juniors may come Aug. 5 from 1:00-3:00 p.m.; Sophomores may come Aug. 8 from 1:00-3:00 p.m.; and Freshmen may come Aug. 9 from 9:00-11:00 a.m. and 1:00-3:00 p.m. Please plan to wait and be patient. **PLEASE DO NOT COME IN FOR ELECTIVE OR TEACHER NAME CHANGES.** Elective changes can be made the first week. The process will be explained at grade-level orientation assemblies on Friday, August 12th.

Safety - The safety of our students and staff are our primary concern. We have an SRO and SSO on site for law enforcement, with one point of entry - front gate. **Students and staff must have their id's on** and all visitors must check in through the front office. Safety tips, drills and information will be given out regularly to students. We encourage See Something, Say Something and urge all to utilize our Text Tips reporting system for anything that is a possible safety issue by texting 305-432-3311. We also encourage parents to verify their phone number and email address in Focus Parent Portal to ensure they get immediate information if there is a safety or threatening situation. More information will be forthcoming.

Student Code of Conduct - Students should: Be Respectful, Be Responsible, Be Determined, Be Dedicated, and Be Empowered. Students can expect the same from our staff. Our code of conduct is in line with the district and was developed with student input. The expectations of each of the areas will be reviewed with students, can be found visible around campus and are in the handbook. Violations have consequences that include detentions, Saturday School, In School Suspension, Out of School Suspension and Restorative Justice. Violations that will result in OSS and law enforcement involvement include vaping on school grounds (including paraphernalia possession), fighting, drugs/alcohol/tobacco possession on campus. No weapons or items simulating a weapon are allowed.

Student Handbooks will be available on our website. The handbook includes school/district policies, behavior and academic expectations as well as other important information that students and parents are responsible for knowing. ***Our handbook is a valuable resource that will help both students and parents throughout the year.***

Breakfast 7:00-7:30/Lunchtimes are 11:11-11:46 a.m. and 12:05-12:40 p.m. The cost of **breakfast is \$1.75** and the cost of **lunch is \$2.85** for the 2022-23 school year. Menus, Meal Pay information and free/reduced lunch applications are on the keysschools.com web and must be completed online. Seniors could be eligible for off campus lunch - forms completed online by

Aug. 12. The off campus lunch pass form is located at <https://kwhs.page.link/off-campus-form>. Food may not be delivered or brought back to campus. Only students with a valid lunch pass are allowed to leave campus for lunch.

Parking by Permit ONLY - Key West High School Student Parking Permit Application Form: <https://kwhs.page.link/parking-permit>. This form is for the Senior and Junior cohorts of Key West High School looking to apply for a parking permit for the 2022-23 school year. Please read and complete each field accordingly and correctly to avoid delays with the processing of your request.

Testing has become a large part of Florida students' academic career and there are many tests that students must take. Most are taken during the month of May, so please do not plan any absences during that month. **MID TERM EXAMS** will be December 12-16. **SENIOR FINAL EXAMS** will be May 15-19. **GRADE 9-11 FINAL EXAMS** will be May 22-26. See the Master calendar on the website for other testing dates. **Waivers for mid-terms and finals will be given only on an emergency basis. Please plan vacations accordingly.**

Communication with parents is the key to a student's success. Please help us keep you informed by completing the registration form and packets that are sent home the first day. Be sure to include your email address to receive the weekly newsletters. Visit our website at <https://www.keysschools.com/kwhs> for the latest in school news. In addition to the website and weekly newsletters, we utilize the marquee, announcement board at school, quarterly information letters, Facebook (Key West High School Athletics and Activities), Instagram KWHs_news, Twitter KWHs_news, phone calls, BlackBoard messages and an electronic gradebook, FOCUS. See enclosure for specific communication avenues.

Student communication occurs using several methods including verbal announcements daily during third period and posted announcements on the designated board outside of the office. KWHs uses social media and the school website for overall information. The school, teachers and clubs use Remind 101 and some utilize Google classroom or Canvas. Take advantage and keep up with the news and information using the avenues of communication in the enclosure. Use of student planners is encouraged to keep up with project deadlines, assignments and activities.

School Advisory Council (SAC) meets the first Tuesday of each month at 5:30 p.m. in the library, although the first meeting will be **August 23, 2022**. The role of SAC is to participate in the School Improvement plan, provide input on school activities and procedures and provide a forum for parents to share and receive information. ***Please consider being a part of this valuable parent organization!***

Academic monitoring as well as attendance can be done with Focus, our electronic grade book. Grades are put in weekly. Progress reports are available in FOCUS Parent/Student Portal at the mid-nine week point. Student report cards will be available in FOCUS Parent/Student Portal within 10 days after the end of each grading period. Parents may contact teachers directly through email or a phone call with questions or concerns. Information regarding graduation requirements and curriculum expectations will be delivered at orientations and via our communication methods. Please note that EOC courses do not earn semester credit as they are yearlong courses.

Athletes who plan to play in a fall sport should have completed a sports packet and physical before their season begins. Contact Athletic Director Justin Martin at ext. 54406 with questions. There will be an Athlete Seminar for parents and ALL students that plan to participate in any sport throughout the year – **August 15, 2022 at 6 p.m. (Auditorium)**. The mandatory coursework for all athletes can be found on our website under athletics.

Activities! There is something for everyone at KWHs! School events, performing groups, clubs and the opportunities for service and fun with peers are extensive. Please take a moment to check out the brochure in the front office and look for announcements, as clubs get underway after Labor Day. Stacy Saunders is our Student Activities director and can be reached at ext. 54391.

Underclassmen Photos: August 17th – During English Classes

Freshmen Executive Board Officer Applications will be in the front office – August 15th -19th

The Dress Code is located on the website. Please note that sleeves are required on all tops. The dress code will be adhered to very closely. Students who do not follow it will be required to change into a school given t-shirt or call home for appropriate clothing. We appreciate your cooperation.

Electronics such as cellphones and headphones are popular; however, the policy at school will be **that NO ELECTRONICS MAY BE VISIBLE UPON ENTERING CLASS**. No full ear covering headphones are allowed. See full information in our handbook. Teachers may utilize electronics as a technological tool for lessons at times and our Bring Your Own Device policy indicates electronics are only taken out at the teachers' request (see handbook). Students are responsible for monitoring their own electronics. They are also expected to follow the Acceptable Use Policy regarding student access to network communications. Violation of policies may result in detention or the item being held in teacher lock up during class.

Photo Release – Students are photographed for the yearbook, news releases, and publications, including social media throughout the year. If this is not acceptable, please be sure to notify the office at the start of the school year by emailing Stacy.Saunders@keysschools.com identifying your student and stating you do not want them photographed in school activities or for the yearbook.

Medications - ALL medications need to be registered with and administered by the school nurse in the front office. **Students are not permitted to carry medications**, even if they are prescribed, with them throughout the school day. Nurse Jennifer Searcy can be reached at ext. 54311.

College preparations are underway for upperclassmen. Our CAPS counselor, Lydia Estenoz at ext. 54307, and our school counselors can assist with college applications and scholarship information throughout the year, so please utilize their services. SAT/ACT registration can be done on-line, however, counselors are available to help. Transcripts cost is \$1.00. Ms. Faatuai or Ms. Darnall in the office can assist with transcript requests.

The Debt List from last year is available in the office. Please check to be sure a student is cleared of owing fees or books. Students on the debt list will not be able to participate in formal athletics or performing groups, receive a lunch pass or have any other privileges until cleared.

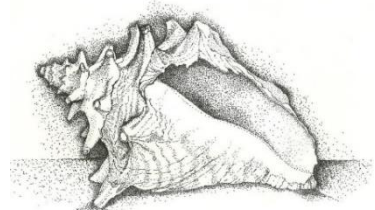
Support – you have it! Administration is here to assist students, parents and staff in any way. Our door is open or you may call for an appointment or email with issues or suggestions. The Guidance Department is available to help with course scheduling, testing information and student services. Our Activities Director and Athletic Director oversee extra-curricular operations. Our exceptional teachers provide quality instruction and help. We have a Care Center Counselor on campus to assist with serious issues. Please see the website for our organizational chart and utilize all that we have to offer.

I am very proud of the culture for learning at Key West High School and the entire staff that supports our amazing students. We are looking forward to working with you and your child as we reengage ALL students and accelerate their learning and overall well-being.

Sincerely,



Dr. Larry C. Schmiegel
Principal



Conch Pride! – Perseverance, Respect, Integrity, Dedication, Excellence