



**Keys Gate Charter School &
Keys Gate Charter High School**

**2019-2020
Parent & Student
Handbook**



From the very first day of school until they don their caps and gowns, students go through the most enriching growth period of their lives. The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. As an alternative to public schools without the typical added cost of tuition, our schools offer a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be achieved without parent partnerships. You are the most essential part of your child's education and it is important that we build a strong relationship in order to best serve your child's educational needs.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated on the following pages. We look forward to a successful year and are committed to providing our students with quality learning opportunities that will help them become productive citizens in the 21st century.

Charter Schools USA's Mission

CSUSA provides world-class educational solutions with:

- An unwavering dedication to student success
- An unyielding commitment to ethical and sound business practices

Providing a choice for our stakeholders that fosters and promotes educational excellence.

Charter Schools USA's Vision

CSUSA will have a dramatic impact on the world's next generation – changing lives and leaving a legacy. Our brand will be the standard by which quality is measured in education.

CSUSA Values

- Purpose**
- Passion**
- Integrity**
- Grit**



Florida

- Aventura City of Excellence
- Bonita Springs Charter School
- Canoe Creek Charter Academy
- Cape Coral Charter School
- Clay Charter Academy
- Collier Charter Academy
- Coral Springs Charter School
- Creekside Charter Academy
- Don Soffer Aventura High School
- Downtown Miami Charter School
- Duval Charter High School at Baymeadows
- Duval Charter School at Baymeadows
- Duval Charter Scholars Academy
- Duval Charter School at Coastal
- Duval Charter School at Flagler Center
- Duval Charter at Mandarin
- Duval Charter at Southside
- Duval Charter School at Westside
- Four Corners Charter School
- Four Corners Charter Upper School
- Gateway Charter High School
- Gateway Charter School
- Gateway Intermediate Charter School
- Governors Charter Academy
- Henderson Hammock Charter School
- Hollywood Academy of Arts and Science
- Keys Gate Charter High School
- Keys Gate Charter School
- Manatee Charter School
- North Broward Academy of Excellence
- PM Wells Charter Academy
- Renaissance Charter School at Boggy Creek
- Renaissance Charter School at Central Florida
- Renaissance Charter School at Central Palm
- Renaissance Charter School at Chickasaw Trail
- Renaissance Charter School at Cooper City
- Renaissance Charter School at Coral Springs
- Renaissance Charter School at Crown Point
- Renaissance Charter School at Cypress
- Renaissance Charter School at Goldenrod
- Renaissance Charter School at Hunter's Creek
- Renaissance Charter School at Palms West
- Renaissance Charter Schools at Pines
- Renaissance Charter School at Plantation
- Renaissance Charter School at Poinciana
- Renaissance Charter School of St. Lucie
- Renaissance Charter School at Summit
- Renaissance Charter School at Tapestry
- Renaissance Charter School at Tradition
- Renaissance Charter School at University
- Renaissance Charter School at Wellington
- Renaissance Charter School at West Palm Beach
- Renaissance Elementary Charter School
- Renaissance Middle Charter School
- Six Mile Charter School
- SouthShore Charter Academy
- Union Park Charter Academy
- Waterset Charter School
- Winthrop Charter School
- Woodmont Charter School

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Dear Parents and Students,

We are excited to have you attend Keys Gate Charter Schools, a premier school of choice. Our mission statement: Motivate – Inspire – Achieve is indicative of our desire to engage students in their learning with high achievement being the result! In order to provide the best learning environment for you, KGCS/KGCHS has provided this handbook to assist with understanding many of the process and procedure items of the school.

Please read this handbook very carefully. As with all handbooks it is impossible to try to list every situation that might arise at our school, but we have attempted to cover most areas of concern. We also require you to read the Miami-Dade County Student Code of Conduct. Please note that students and parents are responsible to abide by the Miami-Dade County Code of Conduct as well as the KGCS/KGCHS Student Handbook rules and procedures outlined.

Parents, please pay close attention to the school's uniform policy and the school's discipline plan as well as to the sections related to attendance and drop-off / pick-up procedures. You will also need to complete your volunteer hours (20 hours for 1 child, 30 hours for 2+ children).

If you require any further information please do not hesitate to call the school's main number, in your child's grade level building, so that you may be directed to the appropriate person to assist you further.

With your assistance in reading these documents we will have a safe and productive school year, focused on high achievement!

Sincerely,

Corinne Baez

Corinne Baez
Principal, Keys Gate Charter School

Rodney Hull

Rodney Hull
Principal, Keys Gate Charter High School

**KGCS & KGCHS
2019-2020 School Calendar**

August 5, 2019 First Day for New Teachers - New Teacher Induction (NTI)
August 9, 2019 First Day for Returning Teachers - Returning Teacher Orientation (RTO)

August 19, 2019 First Day for Students / Start of Quarter 1

September 2, 2019 Labor Day Holiday – School Closed
September 30, 2019 Professional Development Day- No School for Students
October 9, 2019 Professional Development Day- No School for Students

October 24, 2019 End of Quarter 1 (46 Days)

October 25, 2019 Professional Dev. Day – No School for Students (Inclement Weather Make-up Day)

October 28, 2019 Start of Quarter 2

November 4, 2019 Professional Dev. Day – No School for Students (Inclement Weather Make-up Day)
November 11, 2019 Veteran's Day Holiday – School Closed
November 27, 2019 Professional Dev. Day – No School for Students (Inclement Weather Make-up Day)
November 28-29, 2019 Thanksgiving Holiday – School Closed
December 23-January 3, 2020 Winter Recess – No School for Teachers & Students
 School Closed 12/24-12/25 and 12/31-1/1

January 16, 2020 End of Quarter 2 (44 Days)

January 17, 2020 Start of Quarter 3

January 20, 2020 Martin Luther King, Jr. Holiday – School Closed
February 17, 2020 President's Day Holiday – School Closed

March 20, 2020 End of Quarter 3 (44 Days)

March 23-27, 2020 Spring Recess- No School for Teachers & Students

March 30, 2020 Start of Quarter 4

April 10, 2020 Professional Dev. Day – No School for Students (Inclement Weather Make-up Day)
May 25, 2020 Memorial Day Holiday – School Closed

June 3, 2020 Last Day for Students/End of Quarter 4 (46 Days)

June 4, 2020 Professional Development Day – No School for Students
 (Inclement Weather Make-up Day) – Last Day for Teachers

*State testing dates will be announced per the MDCPS and FLDOE calendars when available.

AFTER CARE & BEFORE CARE:

Keys Gate Charter School operates the before and after School Care during the school's operating hours. Please visit our webpage at www.keyscharter.org or visit the front office to pick up your application pamphlet. The students participate in homework assistance, snacks/drinks, enrichment/remedial work, and games/activities. There is a separate charge for this program. For more information, visit our website to view and download their handbook.

Hours of Operation:

Before Care: 6:30 am -8:15 am (K-2); 6:30 am-7:45 am (Grades 3-6); 6:30-7:00 (Grades 7-8)

After Care: 3:30pm-6:00 pm (K-2); 3:00pm- 6:00 pm (Grades 3-6); 2:30-6:00 (Grades 7-8)

Fees/Payment Schedule:

Registration Fee: \$20 (upon entry or re-entry into the program)

Daily Before Care Rate: \$10 (must pay when student is dropped-off)

Daily After Care Rate: \$15 (must pay when student is picked-up)

Emergency After Care: \$15 (must pay when student is picked-up)

*Additional fees apply after 6:00pm. See before/after care handbook for more information.

All payments must be made in cash or money order. Checks will not be accepted. Students that accrue late fees in excess of one month will not be permitted to participate in before/after care until fees are paid in full.

Before Care and After Care will be provided to 7th - 8th grade students at the 3-6 building. Before Care students in 7th - 8th grade, that eat school breakfast, will do so at the 7-12 building. At 7:00am, they will walk unsupervised from the 3-6 building to the 7-12 building and the parent must sign the Bike Rider/Walker Form included in the Before/After Care handbook. No student is permitted on campus before or after school hours without being placed immediately in our after/before care program for the safety and security of the student and a fee will be assessed. All students must be signed in and out by parent(s) or approved adult on file. Please see the separate After/Before Care Registration Packet for more details about the program and payment options.

AGENDA BOOKS:

Students are required to maintain and keep a student agenda book. This is an important form of communication for behavior, work assignments, and class/school events. A parent/guardian must sign the Agenda Book daily (grades K-6). KGCS will provide each student (K-6) with an agenda book. If an Agenda Book is lost or defaced, parents/students must purchase replacement agenda books from the front office for the same cost of \$3.00.

ARRIVAL:

Students need to learn the importance of regular school attendance. In addition, it is important that students report to school on time. There is no supervision before the posted time in each building for students who are not enrolled in the Before Care program unless they are eating breakfast. K-2 students registered in before care will enter through the brown doors on the south side of the building, near the bike rack. If students are dropped off prior to supervised hours, they will be placed in BSC and the parent will be assessed a \$20.00 registration fee and the daily rate of \$5.00.

Morning Hours:

***No supervision is provided before or after the noted hours.**

6:30 am – 8:15 am Before Care for grades K-2 **(fee applies)**

6:30 am – 7:45 am Before Care for grades 3-6 **(fee applies)**

6:30am- 7:00am Before Care for grades 7-8 **(fee applies and is held in the 3-6 building)**

8:00 am - 8:20 am Breakfast for K-2

7:30 am – 7:50 am Breakfast for 3-6

7:05 am – 7:25 am Breakfast for 7-12

8:30 am – Grades K-2 Instruction Begins, Doors open at 8:00 (no supervision prior to this time)

8:00 am – Grades 3-6 Instruction Begins, Doors open at 7:30 (no supervision prior to this time)

7:30am – Grades 7-12 Instruction Begins, Doors open at 7:15 (no supervision prior to this time)

Student Drop-Off/Pick-Up Traffic Pattern

Drop-Off Procedures for Grades K-2:

Parents will enter through the sports complex at the second Kingman Road entrance (stay in the left hand lane) towards the Primary Learning Center building located behind the High School building. Remain in the left lane throughout the dismissal traffic loop. Please follow directions of posted personnel as they assist your child with getting out of the vehicle. At no time should your vehicle be left unattended in the drive through lane.

Pick-Up Procedures for Grades K-2:

Same as above – use both lanes. Please make sure to place the placard in the windshield of your automobile and follow directions of posted personnel as they assist your child with getting in your vehicle. We also ask that you be patient during the first couple of weeks of school during this process as we get used to our procedures for the school year. Usually after the first couple of weeks we have reduced the dismissal time down to a reasonable time frame. Thank you in advance for your support!

Drop-Off Procedures for Grades 3-6:

Parents will enter through the sports complex at the second Kingman Road entrance (stay in the right hand lane) and follow the posted signs for the 3-6 building. Remain in the right lane throughout the traffic loop. Please follow directions of posted personnel as they assist your child with getting out of the vehicle. At no time should your vehicle be left unattended in the drive through lane. Please wait at the curve until 2:55 (location identified on the attached map) to allow for the dismissal traffic from the high school building. At 2:55, proceed West across Kingman Road. Please adhere to the directions of school personnel as they assist your child with getting in/out of the vehicle. At no time should your vehicle be left unattended in the drive through lane.

Pick-Up Procedures for Grades 3-6:

Same as above. Parents will be held in the sports complex until approximately 2:50 pm. At that time, cars will be permitted to enter the 3-6 parking lot. Dismissal will begin at 3:00 pm (see Dismissal section for more information). Parents are not permitted to leave their vehicle unattended at any time. Please display your placard on the dashboard in clear view for all dismissal personnel. The placard assists dismissal personnel in identifying the students name/grade level to announce. After 3:10pm, the right lane only of the 7-12 drop off loop, can be used Upon entering the 3-6 parking lot, there will be personnel to assist your child with safely getting to your vehicle. Please follow the directions of posted personnel as they guide you to move forward in order to keep the dismissal line flowing. In the event your child does not report to dismissal when called, you will be instructed to park your vehicle and report to the main office for further assistance. Parents must not use their cell phones while driving in the parking lot and music must be turned off. Only placard names will be called throughout the dismissal process. Please do not come to the rotunda.

During dismissal ONLY after 3:15pm, the right lane of the 7-12 traffic loop will be used for 3-6 parent pick up. These vehicles will be alternated into the large traffic loop by posted personnel. **Do not use this lane during morning arrival.**

Drop-Off Procedures for Grades 7-12:

Parents will enter through the sports complex at the second Kingman Road entrance (stay in the right lane) and follow the posted signs for the 7-12 building. Parents will enter through the sports complex at the second Kingman Road entrance and follow the posted signs for the 7-12 building dismissal lanes. Parents must remain in the right lane and make the first right hand turn towards the 7-12 building. Parents must stop at the stop sign and adhere to the traffic rules before proceeding to the drop-off/pick-up area.

Pick-Up Procedures for Grades 7-12:

Parents will enter through the sports complex at the second Kingman Road entrance and follow the posted signs for the 7-12 building dismissal lanes. Parents must remain in the right lane and make the first right hand turn towards the 7-12 building. Parents must stop at the stop sign and adhere to the traffic rules before proceeding to the drop-off/pick-up area.

Decal / Student Parking Information:

Eleventh and twelfth grade students who have their driver's license can park on campus. In order to do so, they must complete a registration form and pay a \$25 registration fee. They will then be assigned a numbered parking spot. Students who do not register their automobile will not be allowed to park on campus. Students must park in the assigned parking area at all times. Students are not permitted to go to their vehicle during the instructional day.

The safety of your children is our first priority. Please follow drop-off and pick-up procedures very carefully to keep all of our children safe and do not use your cellular phone (talk, text, emails, etc) while in the drive through loop. DO NOT USE YOUR CELLULAR PHONE.

ATHLETICS:

It is a privilege to be part of an interscholastic athletic team at KGCS/KGCHS. We believe athletics is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experiences as you do from your academic endeavors. A challenge we face annually (an area of utmost importance) our athletic program is striving for sportsmanship. The positive values you will learn on the playing field now will last a lifetime. You are a leader and are always in the public eye. You represent KGCS/KGCHS. Whenever and wherever you are involved in competition, you are a role model to many young people in our community. Good sportsmanship is essential in the life of every school athletic program. The example you provide sets the standard of behavior for everyone associated with our program. When you commit to being a student athlete, you will be provided with detailed information on the expectations for student athletes.

MANDATORY: Students in grades 7-12 must purchase their PE Uniforms at school for \$20.00 cash. The school issued lock for lockers must be purchased for \$8.00. Students may purchase their PE uniform and lock for a discounted price of \$25.00 cash.

ELIGIBILITY

The following eligibility requirements are in compliance with the bylaws of the Florida High School Activity Association (FHSAA) and with applicable Florida statutes. Eligibility for interscholastic athletics is determined at the beginning of each semester based upon a student's cumulative grade point average (GPA). In order to be eligible for interscholastic athletics competition during each semester of the school year, a student must have a cumulative GPA of 2.0 on a 4.0 un-weighted scale in all courses. For further clarification, see FHSAA ruling 11.2, Academic Standing, Athletes must also maintain satisfactory conduct.

Eligibility is determined and declared by the Athletic Director (Kevin Corum) after consultation with administration as soon as the grades for each semester are posted. **A student who has not met these eligibility requirements may not participate in athletics for the entire semester.** He/she will be removed from any sport he/she is currently participating in and may not try out for any other sport until eligibility is regained.

An incomplete grade will be considered a failing grade until such time as the grade of "I" is replaced with actual grade. A student who is ineligible due to this conditional failure may regain eligibility once the "I" is replaced with actual grade.

DISCIPLINE PROBLEMS

Any problems concerning attitude, behavior, attendance, etc. may result in dismissal from any team at any time. Detentions after school may be rescheduled in order for any athlete to participate in a game, contest, or event.

Detentions will not be rescheduled for practice. It will be considered, in such circumstance, that the given athletes will not participate in a game, contest or event while suspended from school.

FEES

A fee will be required per sport. This information will be provided by the Athletic Director/Assistant Athletic Director/Coach and must be paid in cash.

PRACTICE/GAME POLICIES

You are a team member; therefore, once you have made a commitment to participate, this takes precedence over any other extra-curricular activity.

TRANSPORTATION

Athletes are responsible for their own transportation to and from KGCS KGCHS campus. Transportation will be provided to away games and contest unless the athletes are notified in advance. Student athletes are responsible for their own transportation after all practice sessions. **Note:** Students may not earn volunteer hours for transporting other students to games.

In order to participate in athletic teams, student must have a complete FHSAA Form EL2 (Pre-participation Physical Evaluation) and the FHSAA EL3 (Consent and Release from Liability Certificate).

Additional Athletic Guidelines:

Academic Standing

Athletes are expected to be students first. All athletes (MIDDLE SCHOOL AND HIGH SCHOOL) must meet the state guidelines (maintain a 2.0 GPA or above) in order to be eligible to represent Keys Gate Charter Schools. However, should an eligible student-athlete begin to perform below his or her potential in the classroom, the coach may require that student to attend tutoring sessions prior to resuming his/her participation with the team. All parents, students, teachers, and coaches are encouraged to work together to provide the optimum academic environment for the student to reach his/her greatest potential.

Attendance

Student athletes must be marked present in order to participate in athletic competitions and/or practice. Attendance at school is crucial to the academic success of students.

Conduct

Student-athletes may be suspended from team participation, should their conduct in school or on the field of play not adhere to the KGCS / KGCHS code of conduct. Disciplining measures shall be levied at the discretion of the athletic director and KGCS / KGCHS administration. The athlete may be placed on an athletic probationary behavior contract as deemed necessary by the athletic director and administration.

ATTENDANCE:

Kindergarten through 12th grade students will be recognized for perfect attendance yearly during quarter four. Students must have no more than three tardies and/or early releases to receive perfect attendance.

ABSENCES:

1. Your children must be in school every day as mandated by state law.
2. Students must be in attendance for a minimum of **four hours** to be considered present for the day. Anytime a student returns to school after an absence, a note **MUST** be brought from home.
3. All doctor notes must be original from the doctor. Photocopies and/or faxes will not be accepted.
4. (K-6) Parents will send a note to the homeroom/1st period teacher to notify the school if the student is going to be absent. Parents only have three days (72 hours) to bring in acceptable documentation to excuse the absence, failure to do so will result in the absent being unexcused. Students in grades 7-12 must bring in

their absentee note within 72 hours to the attendance clerk to receive his/her admit pass to excuse the absence (See below)

5. Students that have accumulated 10 or more unexcused absences or 10 or more unexcused tardies will not be permitted to participate in field trips, activities, enrichments or sports.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

1. Illness of the student
2. Death of an immediate family member
3. Religious holidays of the student's own faith. Student absences for religious purposes as identified on the approved holiday listed in the Student Attendance Reporting Procedures PK-12 Handbook may not prohibit students from receiving attendance awards or other attendance incentives at the school level, region level, or District level. Students shall receive a permissible excuse when school is in session and such holiday is listed on the list of approved holidays.
4. Required court appearance or subpoena by a law enforcement agency.
5. Special Event (public functions, competitions, exceptional cases of family need)
6. Scheduled medical or dental appointments and absences for treatment of autism spectrum
7. Students who have, or are suspected of having a communicable disease.

****Refer to "Make-Up Work/Late Work" Section of the handbook for additional information***

A student accumulating **ten** or more class unexcused absences in an annual course or **five** or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs. Any student who fails to attend any regularly scheduled class, and has no excuse for absence, will be referred to the appropriate administrator. Disciplinary action should include notification to parent.

Students who have 15 or more unexcused absences within a 90 calendar day period risk the possibility of a truancy referral and their child's academic standing could be adversely affected due to the large number of absences.

Please refer to School Board Policy 5200 and/or Florida Statute 1003.21(1) and (2)(a) for additional information as needed.

PLANNED EXTENDED ABSENCES

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student. Please note that vacations are considered unexcused absences.

ADMIT SLIP PROCEDURE GRADES 7-12:

Upon returning to school, students must report directly to the attendance office between the time of 7:00 a.m.- 7:25 a.m. and during his/her lunch wave time secure an ADMISSION TO CLASS form. The student should present to the attendance clerk an explanatory note from the parent or doctor and complete the admission to class form. The admission form is taken by the student to each class; it should be signed by each teacher whose class was missed. After all of the teachers from the missed classes have signed the admission form, the student should give form to his/her Period 7 teacher. Students have a maximum of three (3) days following an absence to submit a note explaining the absence. After three days, the absence will remain unexcused.

TARDY POLICY (To Homeroom/First Period):

A child is tardy when he/she is not in their classroom when the tardy bell rings and instruction begins. All (K-6) late students must have a tardy stamped in their agenda from the front entry area before being admitted into their classroom. Students in 3-12th grade must receive a pass from the attendance clerk to enter class. Students arriving tardy must be signed in by a parent in the main office. **A student who has twenty (20) or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.** Please refer to the "Discipline" section for information on tracking of Hero points and consequence tracking.

Excused Tardies: A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason (see above). The reasons for excused tardies are as follows: doctor's appointments with original notes from the doctor/orthodontist or extreme emergencies approved by administration. Photocopies of doctor's notes will not be accepted. Excused tardies will not count toward the student's tardy record.

Unexcused Tardies: A student will be considered as unexcused because of last minute vacations, alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record. **Three unexcused tardies is equivalent to one absence.**

Your children must be in school and ON TIME by state law.

The procedures for abiding by state law are as follows:

1. At 5 tardies, the registrar will review your child's file for medical excuses for tardies turned in and recorded.
2. At 10 tardies, the school will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference and/or letter.
4. On the 15th tardy (without doctor's note), the student will be issued consequences in accordance to the MDCPS Code of Student Conduct, Level II behavior/corrective strategies.
5. If tardies continue, the case will be referred to administration and your child will be referred for an Attendance Committee hearing.

TARDY CONSEQUENCES:

A child is tardy when he/she is not in their classroom once the tardy bell rings.

The tardy policy is as follows:

1. At 1 tardies, the student will receive a warning.
2. At 2 tardies, the student will receive a weekday detention.
3. At 3 tardies, the student will receive a Saturday detention.
4. Tardies to class will refresh weekly.

BOOK BAGS/FOLDERS/PERSONAL ITEMS:

Students may not use book bags on wheels unless they have a current (this school year), original doctor's note on file indicating that it is needed for medical reasons. Rolling backpacks can cause a safety concern to students/staff/parents in the hallways and classrooms. All book bags must be in good condition. Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang related paraphernalia, , or any other item that would be deemed inappropriate, offensive, or reflect negatively on KGCS/KGCHS . **Students should not draw or write on their bags.** Failure to comply will constitute a uniform violation and parent contact, detention and/or possible confiscation. Backpacks cannot be taken to school during the last week of school. Refer to "Deliveries" section for additional information.

BULLYING/HARRASSMENT

Bullying means systematically and chronically inflicting physical hurt or psychological distress by way of written, verbal, or physical behavior, including threatening, insulting or dehumanizing gesture, by a student or adult. Bullying may involve but is not limited to:

- Teasing
- Social exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual or religious harassment
- Public humiliation
- Destruction of property
- Social Media

The classroom teacher can play a crucial role by establishing a positive classroom culture. If a student is being bullied, there is help! Please refer them to the Student Services Coordinator / Guidance Counselor for your respective building so that they may voice their concerns. For more information on bullying/harassment, please familiarize yourself with Miami-Dade County Public Schools bullying and harassment policy:

<http://studentservices.dadeschools.net/bullying/index.asp>

BUS TRANSPORTATION:

In the morning, students must be at their bus stop at the designated time. The bus will not wait for late students. Students that ride the bus must board the bus immediately and stay seated. Standing around the side of the building is not allowed unless you are waiting for a late bus. Students who miss their bus must report to the main office, call home and wait in aftercare (grades K-8) until a parent can pick them up. Fees will be applied. Students may only board the bus at their building. They will not be permitted to board the bus in another location. Receiving transportation to and from school is a privilege and will be taken away for misbehavior on the bus. Any student not following the bus rules or adhering to the driver's direction will be disciplined. Discipline will include suspension or loss of bus services at the discretion of administration. At dismissal, students in grades 7-12 must be aboard the bus 2:35pm students in grades 3-6 must be aboard the bus by 3:07pm. Students in grades K-2, must be aboard the bus by 3:37pm. **Bus Drivers will take attendance daily, if a student does not ride the bus for five (5) consecutive school days, the bus company will notify the school. Administration will investigate. Student shall be removed from services if applicable, and the next student on the waiting list shall receive that seat.** The Transportation Coordinator for KGCS and KGCHS is Ms. Susan Chambers. She can be reached at schambers@keyscharter.org and she is located at the 3-6 building. Students riding a private bus to school must arrive on time and be picked up at dismissal through the bus loop. Private bus students that are not picked up at their assigned dismissal time will be placed in after care and fees will apply.

CAFETERIA PROCEDURES:

Preferred Meal Systems provides all breakfast and lunches for KGCS/KGCHS. Breakfast and lunch will be served in the dining room. Students should take one of each item as they go through line as they will not be permitted to come back into line for seconds or missed items. Students who bring lunch from home are able to purchase milk for \$.50. **Students will be allowed to charge up to three meals only.** Students are not allowed to bring sodas to school. Energy drinks are not permitted at school. If your child forgets his/her lunch, they will be given a cheese sandwich and milk. **The front office staff will not interrupt instruction to deliver lunch after 9:00am.** Grades 7-12 ONLY: Students are permitted to use a cell phone during breakfast/lunch. Inappropriate use of a cell phone is subject to disciplinary action.

Cafeteria Behavior: Lunch time at KGCS/KGCHS is a time to eat a healthy meal and socialize with peers. We encourage our students to have meaningful conversations with one another. Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion while being in full uniform. Students are to stand in a single file line while waiting for food, to keep communication noise levels low, and to stay seated unless they raise their hand and receive permission to get up from a cafeteria monitor. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the dining area during the lunch period without a written pass or permission to some other area of the school. **A student is not allowed to leave the school grounds during the lunch period.** NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED CAFETERIA AT ANYTIME. The cafeteria rules are posted and all students are expected to follow them at all times. Food or objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts will result in a suspension from school. **Fast food is not permitted at school.**

CAFETERIA MEALS: Preferred Meal System is the provider for breakfast and lunch. Cost: Breakfast = \$1.75 daily and Lunch = \$3.00 daily. Reduced Cost: Breakfast = \$0.30 and Lunch = \$0.40. Milk can be purchased for \$.65.

Payment: All parents are encouraged to pre-pay for lunches on Friday or monthly so that money is always available for student purchases. All payments will need to be made to your child's homeroom teacher/1st period teacher or through Power Lunch. Only cash, money order or online payment only will be accepted. Please include your **child's name** as well as **lunch number** on a money order. It is imperative that you pay for lunch on time. Students should not have to wait for a parent to bring money or a lunch to school. Students with no money will be provided a cheese sandwich and a drink.

Free/Reduced Price Lunches: An application for Free or Reduced Price meals will be sent home with students the first day of school and will be available on the school's website. One application must be completed per student. Parents must apply for this benefit yearly (application is separate from Miami-Dade County and students must reapply each year). New students to KGCS/KGCHS, who have applied for free/reduced lunch, must pay full price for lunch until your application is processed. It should be completed and returned to the office as soon as possible. The application process takes 10 school days. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by Charter Schools USA. Students who had free and reduced lunch during the last school year will receive their benefits for the first 30 days of school. Students new to Miami- Dade County will have to pay full price until their application is processed.

CARE OF SCHOOL PROPERTY:

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building or grounds is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. Students are not permitted to play or act inappropriately in the bathrooms, including-but not limited to- graffiti, climbing on sinks/toiletries, clogging toilets on purpose, or throwing objects. **Marking or defacing school property is a serious offense leading to disciplinary action which may include suspension and possible expulsion.**

CELEBRATIONS/PARTIES:

Grades K-5: Birthday celebrations will be permitted during lunch/recess or the last 30 minutes of the day and must be pre-arranged with the teacher. Please do not bring 'goody bags', balloons, decorations, etc. as they are not permitted. Birthday party invitations must be distributed outside of school hours unless the entire class is invited. Individual snacks (cupcakes, cookies, etc.) and a drink may be brought to school to celebrate. Siblings may not attend this celebration as it would be disruptive to another class. Please remember we are a peanut free school and all treats must be free of nuts. Grades 6-12: Birthday celebrations are not permitted.

Peanut Free School – Please note that we are a peanut free school; therefore, we ask that when packing your child's lunch that you do not send snacks that have nuts.

CHARACTER/CITIZENSHIP:

Students are expected to demonstrate superior character and citizenship based on respect and our KNIGHTS of Excellence values. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Lend a helping hand whenever possible, always make good choices and act responsibly. Students will be recognized each month as demonstrating characteristics of a "Knight of Excellence".

- Items found should be turned over to the office or placed in the lost and found. Never keep unclaimed items as your own
- Do not participate in situations with peers that can get you into trouble
- Report wrong doing and dangerous situations
- Do not take things that do not belong to you including personal items and/or lunches

CHILD ABUSE:

State law requires that teachers, administrators and other school personnel must report suspected cases of abuse, abandonment, or neglect to the **DCF Hotline at 1-800-96-ABUSE**. A report will be made by the person who has the most firsthand knowledge of the situation.

COMMUNICATIONS:

Communication is absolutely essential for success in any human endeavor. KGCS/KGCHS will post events, activities and reminders on the Power School "School Bulletin". Parents will also receive weekly "Upcoming Events" calls and/or emails through the Parent Link system. The administration and staff recognizes communication is essential and will strive to facilitate open and frequent communications with parents at all times. Teachers will communicate with parents on behavior and academics through the student agenda, email, phone and Power School. Please remember that teachers have 48 school-week hours to respond to parent phone calls and/or emails. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder. Please ensure your contact information is always up to date. A Mid and End-of-Year Survey will be conducted and your participation is crucial so that the school can determine areas that are working well and areas that need improvement. Please ensure a current telephone number(s), email addresses and home address is updated when necessary in the main office in order to communicate between school and home. Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through Power Schools. Username and passwords will be sent home at the beginning of the school year. Also, visit our school's web page at www.keyscharter.org or www.keysgatecharterhigh.org. Pertinent information about school functions and events will appear on this page. Teacher and staff contact information can be found on the school's website.

It is imperative that you speak to your child's teacher first for classroom issues. It is the desire of the administrators and the faculty to be of service to both parents and students, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient before or after-school hour. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled. Impromptu conferences with teachers during instructional hours require a pre-scheduled meeting. This distracts the teacher from supervision of the students during a crucial time of movement. If a parent does have a conference, please check-in at the front office and the teacher will be called down to escort you to the conference meeting location.

COMMUNITY SERVICE HOURS (HIGH SCHOOL):

Students will complete service hours yearly as follows and required for graduation –

Grade 9 – 30 hours

Grade 10 – 30 hours

Grade 11 – 20 hours

Grade 12 – Any pending community service hours must be completed by January 1st in order to participate in all senior activities.

Deliveries to Students/Staff

In order to maintain an optimal learning environment, school staff must ensure each classroom is minimally interrupted during the day. Therefore, office staff will not make any deliveries to students or staff after 9:00am. We request parent cooperation in preparing students for school and in making certain that students have all the materials and assignments necessary for the day. Office Staff will not accept delivery of supplies, lunches, home learning assignments, projects, etc., for students or staff after this time. Also, please be advised that the Main Office will not accept any field trip forms or monies on behalf of teachers, the Before/After-School Care Programs, or the cafeteria. We appreciate your cooperation and understanding regarding this matter.

DISCIPLINE:

Throughout KGCS/KGCHS teachers use a positive behavior plan to support students making good choices. Teachers implement Responsive Classroom Discipline (K-6) and Restorative Justice (7-12). Students receiving excessive detentions and/or suspensions will not be permitted to participate in any enrichment activities. (See "Enrichment" section) On rare occasions, if positive behavior procedures are not working, a teacher may have to utilize enforcement procedures based on the Miami-Dade County Code of Student Conduct which can be viewed on the district website: <http://ehandbooks.dadeschools.net/policies/90/>.

Grades 3-12: A system called "Hero" is used to manage and track positive and negative student behaviors. Students in grades 3-12 will earn positive Hero points that can be redeemed for various incentives throughout the year. Hero will print a "Hero Pass" for both positive and negative points. This pass will note points earned and / or consequences for the student. Hero passes should be taken home to parents on a daily basis in order to be informed of both positive and negative situations.

Parents will be provided with access to Hero to monitor their child's behavior.

Each teacher will establish appropriate procedures for behavior in his/her classroom based on these guidelines. The following list is not all-inclusive.

1. Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff and substitutes.
2. Malicious destruction of school property will result in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on school grounds.
4. Items such as water pistols, matches, iPods, skateboards, hand held game devices, toys, weapons of any sort, etc. are not permitted on school grounds.
5. No items will be permitted that carry pictures or slogans referring to drug culture or alcohol. No profane, abusive or slang language is to be used.
6. All students will follow the established school cell phone policy. Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and returned directly to the parent.
7. There is zero tolerance for aggression, drugs and alcohol on campus. Students that push, hit, bite, kick, harass, bully, threaten School Safety or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school.

LEVELS OF DISCIPLINARY ACTION

There are three (3) levels of disciplinary action and the levels are determined by the seriousness of the act and the MDCPS Code of Student Conduct:

Level I Actions- In order to resolve Level I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Behavioral Contract
- Detention (lunch)

Level II Actions- In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school administrative)
- Detention (after school teacher)
- Time Out
- Conference with Principal or designee
- Saturday School
- Out of school suspension if repeated offense
- Alternative to External Suspension

Level III Actions- In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment

AFTER SCHOOL DETENTION: An administrator or teacher will complete the After School Detention form which includes the date/time/location of the detention, description of why the detention was given, and what attempts were made to contact parent/guardian. If a student misbehaves or is late to After School Detention, they will be assigned one day of Saturday Detention. Administrative assigned detentions will be held as follows:

Grades 3-6: Monday, Tuesday, Wednesday, Thursday, Saturday

Grades 7-12: Monday, Tuesday, Thursday, Saturday

Students in grades K-2 may receive appropriate, age-level consequences according to the Student Code of Conduct. Students in grades 3-12 missing a detention or leaving detention early will receive a Saturday Detention. Students that do not serve their assigned Saturday Detention are subject to suspension. Students that have been issued more than 3 detentions or have failed to serve 3 detentions may be assigned a suspension.

DETENTION POLICY:

Grades 3-6: (60 minutes) 3:15-4:15

Grades 7-12: (60 minutes) 2:35-3:35

Saturday: Grades 3-6 is 8am-10am

Grades 7-12 is 8am-11am

SATURDAY DETENTION (Grades 3-12): Saturday Detention will be assigned to those students whose behavior is consistently inappropriate or who have missed a detention. Those students who are assigned detention on Saturday must attend or they will be suspended. Students must come to Saturday Detention in their school uniform and must complete homework/seatwork. There is zero tolerance for misbehavior. If a student misses Saturday Detention, unless a doctor's note is provided or family emergency, they will be suspended for one day.

Detentions will be given for the following infractions, but not limited to:

1. Uniform infractions
2. Not following classroom rules and expectations. When a student misbehaves, the teacher will provide the student with a verbal or written warning. When the student receives a second warning, the teacher will again warn the student and notify the parent that further misconduct will result in a detention.
3. Certain misconduct/ unacceptable behaviors may warrant an immediate detention.

KGCS/KGCHS students are expected at all times to focus on learning and behave in ways that are respectful. Examples of unacceptable behaviors, which lead to disciplinary action include, but are not limited to:

1. Disrespectful words (e.g. "whatever"), disrespectful gestures (e.g. rolling eyes, sucking teeth), disrespectful actions and/or disrespectful tone (showing "attitude"). Students are expected to respect authority. All teachers and staff have authority of all students.
2. Cursing
3. Teasing, name calling, harassing comments
4. Spreading of malicious rumors or gossip
5. Putting head or shoulders on desk
6. Calling out
7. Complaining or whining
8. Any sign of disrespect after receiving a warning or redirection
9. Not following directions from an adult right away and all the way
10. Un-tucked shirt, uniform violations, lack of ID badge (grades 7-12)
11. Unprepared for class (including lack of agenda)
12. Refusal to participate and/or complete classwork
13. Failure to complete Home Learning (after parent contact)
14. Lying and/or cheating
15. Being late to class
16. Disruption of learning
17. Use of electronic devices or cell phones during instructional hours / inappropriate use
18. Malicious destruction of school property which will result in the replacement, repair or payment for damages.
19. Chewing gum in the school building or on the school grounds.
20. Threatening violence, even in jest
21. Racial, sexual, homophobic or other inappropriate comments
22. Touching, pushing, hitting, horseplay, throwing objects or any form of aggression
23. Public displays of affection, including kissing, hugging and/or holding
24. Trespassing
25. Selling of goods / solicitation on campus
26. Submitting assignment/projects late

SUSPENSION: Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.

Suspend able offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking/Vaping on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. Possession and/or use of a weapon or any object that can be used as a weapon including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalizing school property.
6. Igniting any flammable substance.

PERMANENT DISMISSAL: The Principal may recommend to the Board of Directors and South Central Area Office of the Miami-Dade County School Board to dismiss a student for any of the following as per the Miami-Dade County Public Schools Code of Student Conduct:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, making a threat or false report, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of any school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school and that have clearly transpired.

DISMISSAL: All parents must identify how their child will be dismissed from school and keep this information updated with the homeroom teacher and the front office (Silent Dismissal – Grades 3-6). On rainy days, bike riders/walkers will be held in the school building until school administration deems it safe to release students. Please avoid calling the front office during dismissal. Students must leave school grounds immediately after dismissal, unless enrolled in ASC or Enrichment Programs. Parents must wait for their children outside the school. ASC students will not be dismissed during regular dismissal and may be picked up after dismissal concludes.

If making changes in your child's dismissal plan, please fax/email the information with a copy of your Florida Driver's License and signature to the school before 2:00 p.m. No phone calls will be accepted.

Examples of changes to child's dismissal plan:

- An ASC student going home in "parent-pick-up" instead of going to the ASC Program.
- Requesting that a student be placed in ASC for the day instead of going to "parent-pick-up".

Dismissal for Grades K-2

Category 1: Car Riders/Bus Riders

All vehicles must have a student placard in their front window to ensure security and quickness. Vehicles without a placard will be asked to park and show ID to the front office. Parents must follow all directions from staff, including: staying in the proper lanes, staying in vehicle at all times, pulling all the way forward, and keeping the name placard in clear view, in the car window until your child is in your vehicle. Student's names will be called over the school intercom system and they will be released to exit the building from their location. Students will be escorted to their vehicles. Faculty will escort students to their buses. Parents/guardians are required to use the drive-thru loop. Walk-ups are not permitted

Category 2: Student Walkers/Bike Riders

In Grades K-2, KGCS will not release students to walk/bike ride home unless accompanied by an older Keys Gate sibling in Grade 3 and up. The older sibling will be required to show the dismissal placard and sign the student out on a daily basis. Parents must provide a signed and completed "Walker Permission Form" available on the information wall located in the office. If your child walked home last year, a new permission form must be filled out for the new school year. Students that walk / bike ride home will report to the cafeteria for dismissal. Students that walk / ride bike will exit the building through the brown, cafeteria side door on the south side of the building. If parents are on school property, he/she must use the parent pick-up loop.

Dismissal for Grades 3-6

Category 1: Walkers and Bikers/After School Care

All bike riders must walk their bikes off property (failure to do so will result in them losing their bike privileges). The Walker Permission form must be completed for any 3-6 student to be allowed to walk or ride off property for any reason; this includes students walking to a vehicle off-property.

Category 2: Car Riders / Bus

Students will be called through Silent Dismissal to leave their room and come directly down to the vehicle. Any students who are not picked up once dismissal concludes will be placed into After Care and a fee will be applied. All vehicles must have a student placard in their front window to ensure security and quickness. Vehicles without a placard will be asked to park and show ID to the front office. Parents must follow all directions from staff, including: entering through the sports complex traffic pattern, staying in their vehicle in the drop-off lanes, pulling all the way forward, and keeping the name placard up in the car window until your child is in your vehicle. If a child misses his/her bus, the student must report to the office immediately and call home. **All students should be aboard the school bus by 3:07pm.**

Category 3: Sibling Pick-Up

All students that are being escorted to the K-2 building for sibling pick up will be called at one time. They are to report to school staff and will be walked across the street to meet their sibling. They must have their sibling pick up card and will report to the K-2 cafeteria door for pick up. The biker/walker form must be completed for both the student and the sibling being picked up.

Category 4: Enrichment/Detention

Students participating in after school enrichments/athletics/detention, must remain in their holding room until dismissal concludes and/or they are dismissed from class. Upon the conclusion of dismissal, students must report to their enrichment/athletic sport/detention immediately. Students found on school campus who are not in either enrichment or detention will be placed in after care and fees will apply.

Dismissal for Grades 7-12

All students are dismissed by groups and must exit the building/campus once called for dismissal. If a student is participating in athletics/events, he/she must be report to immediately to their assigned location. Students are not permitted to re-enter the building.

Please remember:

- During a rainy day dismissal, bike riders/walkers will not be released until it is deemed safe by administration.
- Students are not permitted to leave campus and then return for any reason (i.e.: tutoring, sports, clubs, detentions, bathroom, etc). Only if a student is in danger are they allowed to return back onto campus.
- Students are not permitted to be on any other KGCS/KGCHS campus unless picking up a sibling/authorized by administration.
- Parents are **not** allowed to park alongside the school on Southeast 28th Street as **they will be given citations** by Homestead Police Department.
- Students are not allowed to loiter on school grounds after dismissal; they must leave immediately per the process. Loitering will be considered trespassing and will be asked to leave.
- Students should be picked up within the allotted time as supervision off-campus is the parent's responsibility.
- Students will not be released to adults unless they have proper identification and are on the approved pick-up list.

Parents must provide the front office with legal documentation for pick-up rights. Students will not be permitted to wait in the front office or front rotunda after 3:15 pm (grades 3-6). Parents must drive 5 mph, stay off cell phones, and turn off music while in the parking lot.

DRESS CODE:

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Keys Gate Charter School reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be sent to the front office and stay there until a parent/guardian brings the proper uniform for the student. Every student in attendance shall wear the KGCS/KGCHS official school uniform and must be purchased at the school uniform company. If an undershirt is worn, it must be white. Items/outerwear deemed inappropriate, a distraction to the learning environment and/or unsafe are not permitted and will be confiscated by administration. Grills and/or false mouth pieces are not allowed.

All uniforms must be purchased from the following vendor (no exceptions will be permitted): **All Uniform Wear 27495 S. Dixie Hwy, Homestead, Florida 33032 (786) 545-9988. An alternate location is also located at 19400 South Dixie Highway.**

MANDATORY: Students in grades 7-12 must purchase their PE Uniforms at school for \$20.00 cash. The school issued lock for lockers must be purchased for \$8.00. Students may purchase their PE uniform and lock for a discounted price of \$25.00 cash.

- Hair must be neat, clean and free of inappropriate head symbols/shavings. Hair must not obstruct the student's vision. This is left to the administration's discretion. Hair that is distracting to the educational setting will not be allowed. No hats or bandanas may be worn or displayed.
- In order to prevent allergies, migraines, epileptic seizures and asthma which are triggered by scents, please refrain from the excessive use of perfumes, deodorants, body sprays and/or lotions. These items should be limited to use in the restroom/locker rooms and should not be used in common areas for the safety of students, staff and parents.
- The school issues identification badges for students in grades 3-12 and is part of the student uniform. Students in grades 3-12 must wear their badge every day around their necks (not anywhere else) before entering the school. Students are required to wear their own current ID badge around their necks, with the picture facing outward at all times. The ID badges may be needed for admission to various school activities. The first badge will be provided at no charge to the students. ID badges should not have graffiti, stickers, writing, other pictures, or cuts/tears. Replacement ID badges will cost \$5.00 (lanyards cost \$2.00) and can be purchased in the Hero Store (Grades 3-6) and Activities Office (Grades 7-12). ID badges must be from the present school year. Consequences will be given to students for not wearing their ID badge at all times while on campus (exception of PE). Consequences will be given for each day that a student does not have their ID badge.
- Students must wear closed shoes (front and back) and flat, rubber sole shoes at all times. Platforms, heels, "Heely's" (wheeled sneakers) flip flops/slides, wedges, bedroom slippers or "Crocs-style" shoes any kind are not permitted. We recommend sneakers or flat dress shoes for our students' safety.
- All shirts must be tucked in and purchased from the KGCS/KGCHS vendor with the school's logo. They cannot be shirts that are similar in color and not bearing the school's logo. Only solid white, gray or black undershirts may be worn. Undershirt should not be visible below the uniform shirt.
- All slacks, shorts, and skorts (K-6) must be worn **at the natural waist (at the top of your hip bone)** and may not be worn rolled up on the leg. If worn, belts must be school appropriate. Slacks, shorts, and skorts (K-6) are to be **navy blue or khaki** and must be purchased through the school endorsed uniform company. Jeans are not permitted for any reason aside from Dress-Down Days. Jumpers, carpenter pants, sweat pants and tan jeans are not permitted. Logo is not required.

- A belt must be worn at all times with any article of clothing as belt loops are part of the school uniform pant. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.
- Students may wear piercings on their ear lobes. Facial piercings are not permitted. Either a stud or a tiny hoop earring can be worn for safety purposes. (Rule of Thumb: if an adult thumb can fit inside, then they are too large.) Limited jewelry is suggested such as a watch, one small bracelet, one ring and/or one thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes.
- Navy Blue school authorized jackets and crew neck KGCS/KGCHS sweaters are the only outerwear permitted at KGCS/KGCHS. Parents may purchase the school's navy blue jacket or sweatshirt from ALL UNIFORM WEAR that provides the rest of the school uniform. Solid/plain, navy blue sweat shirts/jackets or school approved outerwear may be worn. At any time the temperature drops below 50 degrees, students may wear a heavier jacket of their choice on top of their Keys Gate jacket while outside.
- Jean days will be the first and third Friday of the month (or Thursday if there is no school on Friday). Students pay \$1.00 to participate in this program which allows a student to wear jeans (blue only) and uniform top (or a school sanctioned alternative top) on this day only. This is a voluntary program and the proceeds benefit the school's educational mission. Jeans must be worn at the natural waist line and have no holes/tears/graffiti. Those students who do not participate must wear a complete uniform to school. Any student out of uniform will be made to call home for a change of clothing. If a change of clothing cannot be provided, disciplinary actions will be issued. 'Jeggings' are not permitted.
- Absolutely no jeans will be allowed on any day (no matter the temperature), except on designated Jeans Days when the student may wear appropriate jeans if the student chooses to participate as a fundraiser.

Elementary students' colors are light blue. Middle school students' shirt color is royal blue. High school students' shirt color is gold and navy blue. These collared shirts must be worn every day to school (with the exception of Dress-Down Days). If a child has PE, they are permitted to wear the PE t-shirt during the school day (K-6 only). This is a polo shirt and must bear the school's logo. Only one solid white t-shirt may be worn underneath the polo shirt. T-shirts may not be visible below the shirt hem or cuff. The polo shirt must be worn every day to school (excluding Dress-Down Friday).

Cambridge uniforms guidelines are provided are the uniform vendor. All Cambridge students will be required to purchase the long/short-sleeved oxford shirt with logo at All Uniform Wear or the appropriate grade level polo.

General: At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. Inappropriate/non-uniform items will be confiscated and must be picked up by a parent in the main office. **Confiscated items and lost/found will be discarded at the end of each grading period.** The lost and found is located in the school cafeteria (K-6) and in the main office (grades 7-12). Student athletes may wear his/her school issued jersey top with their team issued warm up on game days only.

Uniform Consequences:

Students out of uniform will result in the student being sent to the front office and a phone call being made home. If appropriate uniform clothing cannot be brought to the school in a timely manner, the student will be kept in the front office and given their school work to complete.

1st Uniform Violation – Warning

2nd Uniform Violation – Parent Informed

3rd Uniform Violation – Detention Issued

EARLY DISMISSAL/EARLY RELEASE:

Excused early dismissals are given for doctor's appointments with original notes from the doctor and extreme emergencies. Students that are 18 years old are NOT permitted to sign themselves out. **Three early releases are equivalent to one absence.**

If you need to take your child out of school before the end of the school day, come to the front desk, sign him/her out, and a school employee will call for your child, as long as it is 30 minutes prior to dismissal. We cannot dismiss children after these times due to our dismissal process beginning and for safety purposes. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissal from a field trip site is not permitted.

Students are urged to arrange doctor, dental and other appointments at hours that are not in conflict with school time. Parents requesting for their child's permission to leave school early must present a picture ID. According to School Board Rule, students will be released only to those individuals whose names are listed on the student emergency card. If a student emergency card is not on file, the student will not be released from school. Students are not permitted to sign themselves out for early release. If an emergency should arise, a parent or guardian must sign the student out of school. No permission for early release will be written without a parent or guardian signature. No student will be released by telephone, and under no circumstances will faxes or emails be allowed to release students from school. Permits to leave school are granted in emergencies at the discretion of administration. The school principal or designee may approve an early pick-up or release beyond these limits after taking into consideration the reason, as well as the student's attendance history, both daily and by period, and the number of early releases.

The procedures for abiding by state law are as follows:

1. At 5 early releases, the registrar will review your child's file for medical excuses for early release turned in and recorded.
2. At 5 early releases, the school will contact the parent regarding excessive early dismissals via phone conference, email, teacher/parent conference and/or letter.
4. On the 10th early release (without doctor's note), the student will be issued consequences in accordance to the MDCPS Code of Student Conduct, Level II behavior/corrective strategies.
5. If early dismissals continue, the case will be referred to administration and your child will be referred for a Truancy Committee hearing.

After 10 early releases per semester, the student will be referred to administration for review.

As per Dade County, students must be in attendance for two hours in order to be marked present for the school day.

ELECTRONICS/CELL PHONES:

The use of electronic devices of any kind by a student during instructional time, not authorized by an educator, is not allowed. Handheld games, iPods, iPads, tablets and the like should not be brought to school. Students who bring handheld games and headphones to school will have them confiscated, unless authorized by administration. All electronic devices confiscated (including gaming devices) will be subject to the offenses listed below.. If these items are brought to school, and then lost or stolen, the school is not responsible for the loss.

If student possess a cellular telephone, it should be kept out of sight inside a pocket, book bag, or similar container, and it may not be allowed to emit any ring tone or vibrations on school grounds during instructional hours. Consequences are as following:

First Offense: The cell phone/electronic device will be returned to the parent/guardian of the student and a detention issued.

Second Offense: The cell phone/electronic device will be returned to the parent/guardian of the student and a Saturday detention issued.

Third Offense: The cell phone/electronic device will be returned to the parent/guardian of the student and a suspension will be issued.

Failure to surrender items will result in a disciplinary consequence.

Confiscated electronic devices must be picked up at the end of the school day. Devices that are not picked up by the end of June will be recycled.

Elevator (7-12 Building):

The elevator is used solely by those individuals who are physically unable to use the stairs. An original doctor's note must be provided to administration and a written elevator pass will be issued.

EMERGENCIES:

Illness: The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Children should be free of fever, pink eye, vomiting and diarrhea for 24 hours before returning to school after being ill. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. **PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UPDATED.** Students who do not return an Emergency Card will not be permitted to participate in any extracurricular activity (field trips, sports, dances, etc). Students will not be permitted to take phone calls from parents to see how they are feeling.

Students that are identified as having lice **must** be picked up from school immediately and treated. Upon return to school, escort your child into the office to be cleared to return to class. Students must be free from any evidence of lice prior to being cleared to return to class.

SEE SECTION ON MEDICATION

Injuries/Accidents: The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office with an incident report form even if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer basic first aid (give ice or Bandaid).
4. The parent(s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached. It is expected that sick students will be picked up in a timely manner. For major injuries, parent/guardian will be contacted and rescue will be called.
5. An incident report will be completed and filed for every accident.
6. Parents must realize that we do not have trained nurses or medical assistance at the schools and therefore the cooperation of parents and those listed in the emergency contact form is essential for the safety of the children.

EMERGENCY EVACUATION:

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdown drills, and practice extreme weather drills to prepare our students for the possibility of an emergency. Should we need to evacuate the building, there are comprehensive evacuation plans for bomb threats, nuclear release and other situations. Under extreme circumstances should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstance will parents be allowed

to pick up their child at school during an evacuation period. Our goal is to evacuate the entire building safely. In the event an evacuation takes place, you may contact CSUSA at 954-202-3500 or listen to local news stations for information. The local news stations is always helpful with disseminating information regarding evacuations and procedures as well. Please patiently wait for a phone call from the school personnel explaining the location and procedure for picking up your child. For this reason, it is important that your contact be updated when necessary. Students will only be released to the people identified on the emergency contact form. Please have a valid picture ID when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers. *See School Safety & Security Section

ENRICHMENT/CLUBS

Participation in after school enrichments/clubs is a privilege. Parents must arrange for pick up promptly after all enrichment/club activities within 10 minutes of dismissal or he/she will be placed in after care (grades K-8) and fees will apply. Teachers will escort students out for dismissal. Enrichments/clubs may take place Monday, Tuesday, Thursday and Friday. They do not take place on Wednesdays. We will make every effort to provide notification of cancellation at least 24 hours in advance to accommodate student pick-up. **Please be aware that all academic tutoring and detentions takes precedence over clubs and enrichments.** Students receiving excessive detentions and/or suspensions will not be permitted to participate in any enrichment activities as deemed by administration. All enrichment/club fees must be paid by the first Friday of the month.

FAMILY RIGHTS AND PRIVACY ACT:

The revised Family Rights and Privacy Act became a Federal law in November 1974.

The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access in writing to allow other agencies working with your child to have access to those records.

FEES:

Students in grade 6: \$5.00 for science lab fees

Students in grade 6: \$5.00 music fee

Students in grades 7-12 will be required to pay a lab fee as follows:

Science - \$10.00 per year

Drama - \$10.00 per year

Film, Photography, Art, Ceramics - \$25.00 per course/per year

Technology - \$10.00 per year

Replacement ID - \$5.00 per occurrence

Band – Fee varies based on rental of instrument

Graduation Fee - TBA

*All fees must be paid in full to receive your child's graduation diploma and attend field trips.

FIELD TRIPS:

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. **Parents serving in this capacity may not have other children accompany them.** Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours (Day trips – 5 hours, Extended Day Trips – 10 hours, Overnight trips – 20 hours). Parent chaperones must utilize their personal transportation to and from the field trip. The **Guidelines for Chaperones** form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours**Even these parents need level 1 clearance**. Parents accompanying students on overnight field trips, must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. At times, staff may request that a parent/guardian accompany his/her child on the field trip in order to attend. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Failure to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they may be excluded from participating in any field trips or dances during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips or dances during the second semester and include the loss of money per the non-refundable policy. **Students that have accumulated 10 or more unexcused absences or 10 or more unexcused tardies will not be permitted to participate in field trips, activities, enrichments or sports.**

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned by the due date in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip without a completed signed permission slip. Students are permitted to wear jeans with their Keys Gate polo or field trip t-shirt on field trips. **No refunds/reimbursements/transfers will be issued.** All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, cafeteria fees. **Early dismissal from a field trip site is not permitted.**

Those students with poor behavior that may endanger/disrupt other on a field trip their participation will be left up to the discretion of the school administration.

GRADING SCALE:

Grades K-1

E- Excellent
S- Satisfactory
N- Needs Improvement
U- Unsatisfactory

Grades 2-12

90-100% = A (Outstanding Performance)
80-89% = B (Above Average Progress)
70-79% = C (Average Progress)
60-69% = D (Unsatisfactory Progress)
0-59% = F (Failure)

Parents are required to utilize Power School to monitor their child's grades and attendance.

Grievance Procedure

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through appointment.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact School Support, CSUSA at 954-202-3500.
6. If still unresolved, you should contact the Board of Directors. Please call the school for contact information.

HALLWAY BEHAVIOR/PROCEDURES:

Students should travel through the hallways quietly to avoid interrupting ongoing classes and will follow staff directions to proper procedures. At no time will students be allowed to run or yell in the hallway. Elementary students will line-up, refrain from touching the walls, and bulletin board as in accordance with the behavioral expectations for the school.

Middle school/high school students (7-12) must be in possession of their ID's & Hall Passes at all times while in the hallways.

HOME LEARNING POLICY:

Teachers shall be given broad latitude in designing/assigning homework. Homework includes the use of assigned instructional technology. The KGCS/KGCHS home learning policy expects and encourages parental involvement in the home learning process. It is expected that the child will write his/her homework in their agenda daily (grades 1-12) and do their own work. Homework has been found to be most beneficial to the learning process when checked and returned to the student. Therefore, homework shall be checked and returned regularly. The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. Home learning assignments will reflect a practice grade in the electronic grade book. If a child does not understand his/her assignment after trying to do it at home, please communicate the problem to the teacher.

These guidelines may be altered or changed to take into account any special projects, book reports, research papers or other assignments or events. Performing arts require practice and participation at after school events.

1st Homework Violation – Warning / Parent Informed

2nd Homework Violation – Warning / Parent Informed

3rd Homework Violation – Detention Issued

Teachers use the following time schedule as a guide when assigning home learning:

Home learning & Instructional Software usage requirements for ALL Grades

Grade K	10 minutes	10 minutes
Grade 1	20 minutes	10 minutes
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes
Grade 4	45 minutes	30 minutes
Grade 5	45 minutes	30 minutes
Grade 6-8	60 minutes	30 minutes
Grades 9-12	60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some home learning assignments may take less time or may take slightly more time on any given day. A child who does not complete class work during school hours may have to complete this work in addition to the home learning assignment. Reading Log requirements will be sent home by the teacher.

HONOR ROLL REQUIREMENTS:

High Honor Roll – Kindergarten through 12th Grade students will be recognized for earning all A's in all subjects. (including special areas/electives).

Honor Roll – Kindergarten through 12th Grade students will be recognized for earning all A's and B's in all subjects. (including special areas/electives).

Students will be recognized at the honor roll assembly.

End of the Year Awards – A variety of awards will be given covering numerous academic and non-academic areas at the end of the school year.

Injury

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- Teachers will send the student to the office if the injury is minor.
- Teachers will notify the office if the student is unable to be moved.
- School personnel will administer basic first aid.
- The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:

All textbooks needed by students for school and homework assignments are furnished by the school. Some courses may require supplemental materials and/or supply fees. Charges will be made for damaged or lost books and/or materials. The cost for a student/parent/guardian to replace a lost/damaged textbook is between \$75.00 - \$100.00 based on the type of book. Workbooks/novels are between \$15.00 - \$30.00. Students must learn to be responsible for the care of school materials.

Supply lists can be found on our school's webpage or in the front office. Students will be expected to provide all of the supplies. Please provide your receipts for classroom purchases to your homeroom teacher so that volunteer hours can be verified. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed. You will receive three volunteer hours for the purchase of the complete supply list. Please log these hours through the Power School parent log in.

LABELS:

Please have your child's name on all personal property such as: lunch boxes, school jackets, backpacks, etc.

LIBRARY BOOKS:

Library books must be returned within two weeks from the date of check out. Charges will be incurred for lost or damaged books at replacement cost.

LOST AND FOUND:

Throughout the school year, items that have been lost are turned into the school office/cafeteria. Please label your child's personal belongings making them easier to return to the student. Anytime a student loses an item, he/she may go to the front office/cafeteria to claim it. Sweaters, jackets, and uniforms not labeled and in good condition will be washed and resold for \$5.00 each after 30 days and/or disposed of quarterly.

MAKE-UP WORK/LATE WORK:

All students are expected to make up class work missed during an EXCUSED absence/tardy/early release. It is the student's responsibility to request and submit all make up/late work. The student has **three days** to make up the work for each day the student is absent, **not including the day of return**. Students who have an unexcused absence/tardy/early release will receive a grade of zero, if, on the day of the unexcused absence, the teacher's instructional activities include work for which a grade is given. Based on the teacher or department policy, this work may or may not be allowed to be made up. Teachers WILL include these **zeros** when averaging grades for a marking period. Students in grades 7-12 must report to the office to receive their admit slip in order to receive his/her make up work. Students who do not submit assignments/projects on time are subject to disciplinary action.

MEDICATION/IMMUNIZATIONS:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of **Keys Gate Charter School/Keys Gate Charter High School** without specific written authorization by a medical doctor of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the medical doctor must sign an authorization form. Please obtain this form from the school office. The medication will be kept in the main office and will be administered by certified office personnel. No student can bring medications on campus and self-medicate. In accordance with Miami-Dade District School Operations, all medication must be received and stored in original containers. When the medication is not in use, it will be stored in its original container in a secure fashion under lock and key in a location designated by the principal. Students are not permitted to carry any kind of medication while on school grounds (this includes aspirin, cough drops or inhalers).

Florida Statute 1003.22 mandates compulsory immunization as a prerequisite to school attendance. For additional information on the required immunizations, please refer to School Board Policy 5320.

PARENT CONFERENCES:

All parents of elementary school students will meet with their child's teacher at least once during the school year. Middle school/high school parents can request a conference by contacting their student's homeroom teacher. We encourage you to have conferences more often, as effective communication is one of the cornerstones of education. Conferences can be set up at the request of the school or the request of the parent at any time. A conference with a teacher should be set up through the student's teacher. A conference with multiple teachers (3 or more) should be scheduled by the guidance counselor/student services. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences *requested by the school* will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

PARENT TEACHER STUDENT ORGANIZATION (PTSO):

A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO. The faculty, staff and administration encourage all parents to become active members supporting the school and the organization. Officers will be elected yearly according to the school's bylaws and district/state guidelines. Bylaws can be found on the school website. Officers are expected to work for the good of the school and students, in accordance with their job descriptions.

- The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students.

PTO board meetings will be held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings. PTSO will create monthly opportunities for parent involvement on a large scale that will allow parents to assist and volunteer. Parents receive 1 volunteer hour for attending meetings. Parents receive one (1) volunteer hour for attending meetings and one volunteer hour for joining the PTSO.

PAYMENT POLICY:

Please pay with cash or money order for all school purchases. Checks will not be accepted.

Positive School Culture

It is the policy of the School Name that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. Our school will not tolerate bullying and harassment. Bullying and harassment, as defined below are prohibited.

Definitions: Bullying includes cyberbullying, and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or public or private humiliation; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential.

POWER SCHOOL:

All parents will have access to the CSUSA Power School online. User names and passwords are available through the front office as needed. They are sent home by Quarter 1 Progress Reports. Parents are required to log on to keep up to date on their child's academics, attendance, and tardy records. **It is very important that you keep phone numbers, addresses, and contact information updated through the main office.**

PROGRESS MONITORING PLAN (PMP)

A student that is not progressing at the appropriate rate in academics and/or behavior will be placed on a Progress Monitoring Plan (PMP). The PMP will be developed collaboratively by the teacher and parent/guardian to address the child's individual needs and to assist the child in achieving grade level standards. Parents are expected to attend the PMP conference in order to effectively develop and be able to monitor their child's plan. Failure to make academic progress through the PMP could result in retention. Students/parents wishing to receive additional opportunities to demonstrate mastery will be required to attend tutoring/help sessions.

Your child must have a PMP if:

- The student (in grades 3-12) received a Level 1 or Level 2 on the FSA.
- The student is earning a D or F in a core subject (grades 2-12) or a U or N in a core subject (K - 1).
- Behavior of a student is impeding the learning process for that student.
- Students earning below 45% on the prior year's SAT 10.
- ELL (English Language Learner) students who meet any of the above criteria must have a LEP Committee meeting and the PMP must be documented at that time.
- Students receiving special education services (ESE) will NOT be required to have a PMP.

REPORT CARD DISTRIBUTION:

Report cards will be sent home with the student for all quarters. At any time the parent can request a copy of their child's report card.

SCHOOL ADVISORY COUNCIL (SAC):

A School Advisory Council works with the Principal and/or Administration Team on issues related to the overall operation of the school and implementing the School Improvement Plan. This council meets once a month and represents all grade levels within the school. Any parents, teachers, or middle school students wishing to participate are welcome to attend. Attendance at SAC meetings will earn the family 2 volunteer hours.

SCHOOL HOURS:

Grades K-2 Before Care (Fee Applies)	6:30 - 8:00 am
Grades 3-6 Before Care (Fee Applies)	6:30 - 8:00 am
Grades 7-8 Before Care (Fee Applies)	6:30 - 7:00 am
Breakfast Hours Grades K-2	8:00 - 8:20 am
Grades 3-6	7:30 - 7:50 am
Grades 7-12	7:05 - 7:25 am
Grades K-2 Instruction Begins	8:30 am
Grades 3-6 Instruction Begins	8:00 am
Grades 7-12 Instruction Begins	7:30 am
Student Dismissal	
Grades K-2	3:30 pm
Grades 3-6	3:00 pm
Grades 7-12	2:30 pm
After School Care (students remain in their class until dismissal concludes)	
Grades K-2	3:30 pm - 6:00 pm
Grades 3-6	3:00 pm - 6:00 pm
Grades 7-8	2:30 pm - 6:00 pm

School Safety and Security

Safety and security is a paramount importance to Charter Schools USA and KGCS/KGCHS. As part of KGCS/KGCHS commitment to being a premier educational community, it is our priority to provide a safe and secure learning environment. We all play an important role in helping to maintain this positive atmosphere. As a student you can make a difference. Make a personal commitment not to participate in violence in any way. Do not bully, tease, or spread negative gossip about others. Respect others and value differences. Try to broaden your social circle to include others who are different from you.

SAFETY DRILLS

We will continue to ensure students and staff are prepared to quickly make their way to safety in the event of an emergency situation by conducting required numerous "safety drills" during the school year. Fire Drills, Lock-down drills, Active Shooter Drill, Evacuation Drills, etc.

Emergency Evacuation

Your child’s safety is a top priority. We need to be prepared for the unexpected. We conduct required monthly safety drills and practice extreme weather procedures to prepare us for the possibility of an emergency. Under extreme circumstances should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA at 954-202-3500. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The local news stations may also be helpful is always helpful with disseminating information regarding evacuations and procedures as well. Stakeholders will be advised via parent link/Remind 101 and/or local news of the reunification site.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.

SEVERE WEATHER INFORMATION:

KGCS/KGCHS will advise parents of changes to the school schedule (closing/opening) via all communication tools available should a severe weather emergency occur. Parents should watch the local news for information about school

closings as well as our mass Parent Link calls/emails. KGCS/KGCHS does not close schools when MDCPS closes schools; therefore we will use all means of communicating closures to our families. The campus is equipped with early warning devices. In the case of severe weather, students will be held in their classroom.

SUSPECTED HEALTH CONCERNS (Pediculosis – Head Lice; Eye Infections):

If your child has a communicable disease, please notify the office and teachers in order to ensure the safety of all staff and students. Students will be checked periodically for head lice and ringworm. Students will be sent home if school personnel detect lice and/or nits (lice eggs) in his/her hair or ringworm on the skin. The entire class will be checked for any head lice if it is detected on a student in the class. A notification letter will be sent home should a classmate be suspected of having lice/ringworm. The effected students MAY NOT return to school until treatments have been administered. If your child has a communicable disease, an original doctor's note must be provided upon return. Upon return, the student and parent must report to the office and the student will be checked to determine if any nits are still present before being re-admitted. Students with pink eye (conjunctivitis) should not report to school until treated and cleared by a doctor. Any eye conditions that do appear to be infectious must be cleared by a doctor in order for the student to return to school. This is for the protection of the student and their classmates.

MDCPS Comprehensive Health Services - <http://comprehensivehealthservices.dadeschools.net/>

STUDENT PROGRESSION:

Keys Gate Charter Schools will follow the Miami-Dade County School's Student Progression requirements and procedures for K – 12 students. For further information please contact the school counselor/student services (K-2). Student schedules will be provided the first day of school. Schedule changes will not be granted until after the second week of school for the exception of a core class discrepancy. These should be brought to the attention of the guidance counselor right away. **All seniors are expected to graduate. Students that do not complete all graduation requirements and/or earn a Certificate of Completion will not participate in the graduation ceremony.**

STUDENT RECORDS:

Student records and grades cannot be released until property and textbooks have been returned or paid for. All accounts must be brought up to date from the library, cafeteria, textbooks, fundraisers, and aftercare program, etc. prior to any records being released. To avoid having the school become involved in personal family conflicts, parents or guardians should submit to the school administration a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the registration documents. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child. Friends and strangers will be denied access to student in the absence of verified parent consent by means of the Emergency Contact Card. We encourage you to provide any updated documents as needed.

STUDENTS' RIGHTS:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detentions, suspension or expulsion. **Parents who have a conflict with a student other than their own child are requested to speak to Administration. At no time may parents approach the student or other parents directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student, parent or employee will NOT be tolerated.

When a student is suspected of being in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by administration and/or law enforcement.

TELEPHONE:

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students must have permission to use the telephone and only for emergencies. If there is an emergency, the office staff will contact the parent/emergency contact listed on the emergency card. Please ensure current telephone numbers, email address and home address is in our data base/emergency cards. **Please ensure your child has pre-arranged the means for transportation at dismissal.**

TRESPASSING (School Safety Zones):

The term "school safety zone" means in, on, or within 500 feet of any real property owned by or leased to any public or private elementary, middle, or high school or school board and used for elementary, middle, or high school education. Trespass signs are posted in clear view on school campus.

A principal or designee of each public or private school in this state shall notify the appropriate law enforcement agency to prohibit any person from loitering in the school safety zone who does not have legitimate business in the school safety zone or any other authorization, or license to enter or remain in the school safety zone or does not otherwise have invitee status in the designated safety zone.

During the period from 1 hour prior to the start of a school session until 1 hour after the conclusion of a school session, it is unlawful for any person to enter the premises or trespass within a school safety zone or to remain on such premises or within such school safety zone when that person does not have legitimate business in the school safety zone or any other authorization, license, or invitation to enter or remain in the school safety zone.

A person who violates this policy commits a misdemeanor of the second degree, punishable by law. A person who does not have legitimate business in the school safety zone or any other authorization, license, or invitation to enter or remain in the school safety zone who shall willfully fail to remove himself or herself from the school safety zone after the principal or designee, having a reasonable belief that he or she will commit a crime or is engaged in harassment or intimidation of students entering or leaving school property, requests him or her to leave the school safety zone commits a misdemeanor of the second degree, punishable as provided by law.

VISITORS:

Visitors, INCLUDING PARENTS, are *NOT* permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. Per the Jessica Lunsford Act, all visitors must provide a government issued ID (driver's license) to receive a visitor's pass. For the safety and protection of all students, visitors (including parents) must be raptored through a government issued identification. Passports, screenshots and a photocopy of identification are not accepted. The Raptor system is linked to the FDLE (Florida Department of Law Enforcement) database. Cooperation will enable the school to provide a safe and orderly learning environment for all students. If you wish to meet with a teacher, please make arrangements for a conference with the teacher via the front office or through email.

VOLUNTEER HOURS:

Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school's needs. Parents are required to log the volunteer hours.

Volunteer opportunities are listed on the school website. Please be sure to enter your volunteer hours so they can be accounted for. It is the parent's responsibility to log hours on a regular basis. Parents are required to volunteer 20 hours for the first child 30 hours total for two or more.

- Half of all volunteer hours should be completed the first Friday in December.
- All volunteer hours must be completed by the first Friday in May.
- KGCS/KGCHS makes every opportunity available to parents to earn volunteer hours through school activities. However, if a parent, due to unforeseen circumstances, cannot complete his/her hours, they should contact the office to find a workable solution.

VOLUNTEER GUIDELINES:

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Chaperones/volunteers must be a minimum of 21 years of age.
- High school field trip chaperones for overnight / extended day trips must be the parent/guardian only.
- Individual student's grade records and abilities are personal and confidential information. Students have the right to confidentiality under Florida Statutes 1002.22 that covers academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.
- Students may not be given medication by volunteers.
- Parents volunteering may not bring other children during school hours.
- Volunteers will not contact parents regarding student performance or behavior.
- Classroom supervision and student discipline are the responsibilities of the teacher and school.
- Permission for a student to leave the classroom must always be given by the teacher.
- Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.
- For ID, volunteers are required to wear a visible name badge when helping with school activities.
- Volunteers will be assigned only to staff members requesting assistance.
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and dressed appropriately (Example: Jeans and a school spirit shirt).
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will be allowed in the classrooms during instructional time ONLY when scheduled by the teacher.
- Parents are required to volunteer in their child's building.

GUIDELINES AND FREQUENTLY ASKED QUESTIONS REGARDING VOLUNTEER HOURS.

- Volunteer hour(s) are given for PTSO memberships.
- When sign-in sheets are used at a function, **it is your responsibility to sign in**. If you forget to sign in, please do not expect the coordinator of hours, the teachers or other parents to recall and vouch for your attendance.
- One hour is given per family **not per person** for attendance at functions. Examples: PTSO meeting, honor roll, etc.
- One hour is given per family, regardless of how many children are in that family, per function. Please don't misinterpret and expect an hour for each of your students when you attend a function.
- Three (3) volunteer hours are given for bringing ALL required supplies to your child's teacher, per child, regardless of the cost of all the combined items by the end of the first week of school.
- Receipts must be submitted to the teacher prior to inputting volunteer hours in Power School.
- You can earn additional hours above and beyond the requirement. You can choose to give those hours to another parent who has the inability to participate due to financial hardships, medical reasons or if previously approved by administration.

- When you are part of a subcommittee, all the time you spend counts. Example: emailing, preparing a flyer, phone or internet research, meeting with other parents etc. Keep track of your hours on a weekly basis and input your hours in Power School in a timely manner.
- Thirty box tops have a value equivalent to one volunteer hour.
Parents who officially serve on EESSAC or the PTSSO Board are exempt from hours and do not have to sign in or submit volunteer hours.

Parents are not allowed to volunteer in classrooms (only for special events with consent from administration)
Please note no babies/siblings are allowed while volunteering at school during school hours.

WITHDRAWAL PROCEDURES:

The registering parent/guardian must complete a withdrawal form 24 hours prior with the registrar when a child leaves the school during the school year. Be sure that the child has turned in all school property before he/she leaves the school. All obligations and debts must be paid prior to records being released. The registering parent will be the primary parent and is required to be present if a withdraw is requested. Students that withdraw from the school for any reason are required to reapply to be re-enrolled.

Students enrolled in Keys Gate Charter School and/or Keys Gate Charter High School remain active with Miami-Dade County Public Schools and retain entitlement to all applicable policies.



**Student & Parent Handbook
Acknowledgement**

2019 – 2020

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook. Please return this form by the end of the first week of school.

Parent/Guardian Name

Parent/Guardian Signature

Student Name

Student Signature

Student Grade Level

Student Homeroom/First Period Teacher



PARENT OBLIGATION 2019-2020

I (We) the parent(s)/guardian(s) of _____ have read and agree to abide by the Code of Conduct and the Dress Code of (Keys Gate Charter School) I (We) understand that my (our) child is a Miami-Dade County Public School student.

WHEREAS, in order to provide my (our) child with a unique educational opportunity;

WHEREAS, by choosing to enroll my (our) child at (Keys Gate Charter School) is a decision of my (our) personal choice and not a privilege;

WHEREAS, my (our) desire to enroll my (our) child at (Keys Gate Charter School) is premised upon my (our) desire to become an active partner in the education of my (our) child;

NOW, THEREFORE, in consideration of the foregoing:

1. As a parent of a student at (Keys Gate Charter School), my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend all conferences scheduled with any member of the (Keys Gate Charter School) staff.
- D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child. Recording of volunteer hours will be done on PowerSchool by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1st.
- E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, (Keys Gate Charter School) is not responsible for my child’s safety. If my child is continually tardy, I understand that for the benefit of my child’s education, he/she may be required to transfer to a school that is more accessible for my child.
- F. To purchase uniforms for my child from the (Keys Gate Charter School) approved supplier and ensure that my child is wearing the approved uniform daily.
- G. To supply a lunch, either brown bagged or purchased from the (Keys Gate Charter School) approved vendor, each school day for my child.
- H. To be responsible for timely payment of any fees accrued to my account at the school.
- I. To participate in at least one of the many parent groups i.e. PTC, School’s Improvement Committee, Fundraising Committee, etc.
- J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.

2. To do the following things to enhance my (our) child’s academic growth, I (we) agree to do the following:

- A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
- D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- E. To check my child’s homework nightly.

As a proud member of the Charter Schools USA family, we believe all parents should have a choice in their child’s education, and that all children deserve access to a quality education. We look forward to sharing information with you regarding changes in legislation, or other factors that could impact the educational environment or a parents right to choose. We may also call upon you to help us communicate the importance of putting students first. Thank you in advance for your support.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my child's education and the school community as a whole. I (we) understand that such participation is a contractual obligation to the school and to my (our) child, and that failure or refusal to fulfill this obligation is incompatible with the school's mission. Therefore, a breach of this obligation by you may impact your child’s status with the school.

Signature of Parent/Guardian _____

Date _____

Acknowledged by: _____

Date _____

School Official

Acceptable Internet Use Policy

Student's Last Name

Student's First Name

Grade

Home Phone Number

Introduction

The Internet links thousands of computer networks around the world, giving Keys Gate Charter School / Keys Gate Charter High School students access to a wide variety of computer and information resources.

Keys Gate Charter School / Keys Gate Charter High School does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. Keys Gate Charter School / Keys Gate Charter High School and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

Keys Gate Charter School / Keys Gate Charter High School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, www, keyword searches, etc.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Keys Gate Charter School / Keys Gate Charter High School facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Keys Gate Charter School / Keys Gate Charter High School network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use Internet at Keys Gate Charter School / Keys Gate Charter High School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access

- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Keys Gate Charter School / Keys Gate Charter High School the Miami-Dade County Public Schools and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Keys Gate Charter School / Keys Gate Charter High School.

Student Name

Student Signature

Date

Acceptable Internet Use Policy: Parent Agreement

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about Keys Gate Charter School / Keys Gate Charter High School Internet accounts, please phone the principal via the front office.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Keys Gate Charter School / Keys Gate Charter High School I hereby give my permission for my child to use the Internet through classroom curriculum projects.

Parent Name

Parent Signature

_____ _____
Date Parent Work Phone Number

KEYS GATE CHARTER SCHOOL & KEYS GATE CHARTER HIGH SCHOOL
POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING
SEXUAL AND OTHER FORMS OF HARASSMENT

I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
- B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
 - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:

1. Graphic verbal comments about an individual's body or appearance.
2. Sexual jokes, notes, stories, drawings, pictures or gestures.
3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
2. Has the purpose or effect of interfering with an individual's work or academic performance;
or
3. Otherwise, adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;
2. Threatening, intimidating or hostile acts, such as stalking; or

3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
2. The complaint should be filed with the school Principal. Complaints filed with the Principal must be forwarded to CSUSA Employee Services within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with CSUSA Employee Services.
3. If the complaint is against CSUSA Employee Services, the Chief Academic Officer, or other member of the School's Board, the complaint may be filed with the School Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Chief Academic Officer or member of the School's Board:
 - a. Upon receipt of the written complaint by CSUSA Employee Services, CSUSA Employee Services shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to CSUSA Employee Services as to whether there is reasonable cause to believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to CSUSA Employee Services along with the summary and recommendation.

- b. If the complaint is against CSUSA Employee Services, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).
- c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to CSUSA Employee Services within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against CSUSA Employee Services. CSUSA Employee Services, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If CSUSA Employee Services or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. CSUSA Employee Services or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the Chief Academic Officer.
- e. If CSUSA Employee Services or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by CSUSA Employee Services or School Attorney be reviewed by the Chief Academic Officer within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Chief Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer and CSUSA Employee Services/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Chief Academic Officer shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the Chief Academic Officer is not timely requested, CSUSA Employee Services or School Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Chief Academic Officer. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Chief Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer and CSUSA Employee Services/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the Chief Academic Officer shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and

complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.

2. Complaints against School Board Members.

- a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
- b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
- c. If reasonable cause is recommended by the investigator against a School's Board Member, the recommendation shall within twenty (20) days be forwarded to the Chairman of the FCEF/RECS School Board to determine if there is evidence that a misfeasance or malfeasance of office occurred. The FCEF/RECS School Board will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
- d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the FCEF/RECS School Board In compliance with Florida Statute, the investigation file shall become public record and the School's Board Member shall answer to their constituency.

3. Penalties for confirmed Discrimination or Harassment

- a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

4. Limited Exemption from Public Records Act and Notification of Parents of Minors

- a. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigation and take corrective action may supersede an individual's right to privacy.
- b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

Keys Gate Charter School / Keys Gate Charter High School shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

CSUSA Employee Services
Charter Schools USA
800 Corporate Drive, Suite 700
Ft. Lauderdale, FL 33334
(954) 202-3500 ext. 1209