



2021-2022

# Student Handbook

**Colors:** Keystone Blue, Light Gray, and White

**Mascot:** Knights

This handbook provides the most current and up-to-date information on the policies of Keystone Prep High School. It should always be considered a “work in progress”. The Administration reserves the right to make any revisions that they deem necessary to promote the vision and mission of the school and provide the most effective and positive learning environment possible for our students.

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## Mission, Vision, and Core Values

### Mission

To offer a different approach to high school where students with unique learning styles thrive academically, emotionally, and socially as we prepare them for college and the workplace.

### Vision

Keystone Prep High School is working to become a nationally recognized educational model utilizing advanced individualized support systems with students who think and learn differently. This will propel each KPHS student to be a creative problem solver, and successful, independent self-sufficient adult, who becomes a responsible contributing member of society.

### Core Values

**ACHIEVING:** Each student, staff member, and parent who agrees to be a part of Keystone Prep High School commits to doing their best collaboratively to **achieve** what is best for the school, its culture, and the people who are a part of it. As individuals, they commit to working diligently to **achieve** their personal best in everything they do, no matter how small, to arrive at levels of success that may have seemed unattainable at times. This is accomplished by never giving up, through perseverance and tenacity.

**HONORING:** Each student, staff member, and parent who agrees to be a part of Keystone Prep High commits to **honoring** others before self. If we each see the value in what others contribute and do, praising them before ourselves, we value others who will also in turn value us.

**UNDERSTANDING:** Each student, staff member, and parent who agrees to be a part of Keystone Prep High School commits to **understanding** decisions and situations are not always understood with only partial information. There are times when all the information may not be able to be shared. There are also times when student's stories about their own lives are painful and they need to not tell it to others. Gossip is very dangerous and rarely true. To truly **understand** each other, we need to not pass on gossip or get upset, until we **understand** why things occurred by listening to each other, talking to each other, and finding out what we question with the right people before we make assumptions and judgements.

**MINDFULNESS:** Each student, staff member, and parent who agrees to be a part of Keystone Prep High School commits to doing to their best to be **mindful** by realizing the world around them has others in it, not just us. We do not know stories or situations of others. We need to be mindful of other spaces and clean up behind us. We don't barge into private conversations, walk through office doors that are closed, or demand to see someone not knowing their appointments already scheduled for the day. We are always **mindful** to pick up items others may have forgotten for them, open doors to assist each other, and offer to help those who might need it. We are **mindful** not to make a scene or be the center of attention. We are **mindful** of our surroundings, how loud we speak, and how we can make the world/school a better place.

**RESPECT:** Each student, staff member, and parent who agrees to be a part of Keystone Prep High School commits to demonstrating **respect** in what they do and say about each other. We want genuine people in our school, not those who hurt others behind their backs. We respect each other and our differences, if someone is not like you. We **respect** them by being kind and considerate, even if we personally do not grasp why they do things the

way they do. If it is an authority over us like a teacher or administrator, we respectfully ask questions and try to learn how they arrived at the decision they made.

**SUPPORT:** Each student, staff member, and parent who agrees to be a part of Keystone Prep High School commits to showing **support** for each other. This includes supporting decisions we were not in a role that allows us to make them. We ask ourselves, how can I **support** this person and make their life better today? By doing so, we will support each other and our school, to become the best that both can possibly be.

## Attendance Policy

Florida School Law, Chapter 232 states that any child under the age of 16 is required to attend school regularly during the entire school year. To benefit from our program, students are expected to attend school regularly, be on time, and satisfy all course requirements. Poor attendance and/or excessive tardiness could result in a failing grade and will be seriously taken into consideration when evaluating a student for promotion and/or graduation, as required by Florida standards.

The attendance policy includes the following:

- An absence can be excused by phone on the same day. Voice messages must be clear and include the name of the caller, the name of the student, the date, and the reason for the student's absence. If a call was not received on the same day as the absence, then only written notification will be accepted for an excusal. The notification must be submitted in a timely fashion with the above required information.
- All classwork is required to be made up for any absence and is the responsibility of the student.
- After the 3<sup>rd</sup> absence in one semester, an attendance intervention form will be initiated and notification sent home.
- After the 7<sup>th</sup> absence in one semester, a letter will be sent home reminding parents of the grade drop policy for 10 or more absences. The parent or guardian is also encouraged to contact the school for assistance.
- After the 10<sup>th</sup> absence in one semester, any further absences must be accompanied by a physician's note or court document to be considered excused. A letter will also be sent home informing the parent or guardian that the student will receive a grade drop of one letter for that semester. The parent or guardian will also be directed to contact the school to schedule a conference with administration. *If this is not possible, the appropriate authorities may be contacted.*
- After the 15<sup>th</sup> absence in one semester, a letter will be sent home regarding possible dismissal from the school.
- After the 15<sup>th</sup> unexcused absence in a semester, the student has met the legal definition for truancy and law enforcement may be contacted. For students that have a driver's license, this may result in a suspension of this license.

The following criteria should be used when deciding whether a student should come to school. Additionally, if these conditions exist while at school, the student will be sent home.

- A temperature of 100 degrees (F), after being taken once and thirty minutes later with no changes downward.

## Excused Absences

The following are examples of excused absences:

- Accident resulting in injury to student
- Death in the family
- Emergency reasons approved by the school administration
- Illness of student (Physician's note may be required)
- Medical or dental appointment
- Observance of a religious holiday
- Subpoena by a law enforcement agency for a court appearance

## Unexcused Absences

The following are examples of unexcused absences:

- Any absence not excused by the administration
- Out-of-School suspension
- Vacation
- Truancy of a student

## Reporting an Absence

The parent or guardian should contact the school by 8:00 am to report the student's absence to the school Receptionist. Information required will be the name of the student, the name of the caller (only a parent or guardian may report an absence), the date, and the reason for the student's absence. Upon a student's return, the Receptionist may request additional information or documentation.

## Guidelines for Sending Students Home Due to Illness:

The following criteria will be used as guidelines in sending a student home when ill:

A temperature of 100 degrees F, after being taken once and thirty minutes later with no change downward. Students that are sent home due to fever should remain home until 24 hours post the last fever without the use of fever reducing medications (Motrin, Tylenol).

**If your child had a fever overnight or in the morning, please do not give him/her Tylenol/Motrin and then send them to school. If he/she has had a fever prior to the start of school, please keep him/her home to prevent the spread of germs.**

A cold accompanied by:

- Sneezing, runny nose, coughing, congestion, temperature.
- Use of PRN medications (Tylenol, Motrin, Albuterol etc).
- Change in conditions of student's health status.
- Green drainage or sputum.

### Emesis (vomiting)

- Coffee ground emesis, projectile vomiting, large amounts or frequent small amounts.

### Loose watery stools

- Students will be observed after the first two watery stools and sent home after the third if no other symptoms are present and student appears to be in no discomfort.
- If there are other symptoms present student will be sent home after the second watery stool.
- If diarrhea persists on a daily basis student may return to school if they have a written statement from their Health Care Provider (HCP) that no viral, bacteriological, or parasitic condition exists.
- If student has a medical condition or food intolerance that causes them to have loose stools, a written note from their HCP will be required. If they have no note, then we will follow the above guidelines.
- Students that are sent home for loose stools may return to school 24 hours past their last loose stool without the use of medication (Pepto-Bismol etc).

### Contagious disease that is not under treatment or a non-specific rash (chicken pox, shingles, scabies, lice, etc).

- Impetigo and ringworm are allowed in school if under medical treatment and student keeps it covered.
- Any child with a fever accompanied by rash should be sent home.

Other medical concerns (pneumonia, persistent coughing with copious amounts of thick yellow/green sputum or any other distress noted) will be at the clinic monitor/administrator discretion.

Post- surgical students or students that have been hospitalized or been to the ER can return to school upon written order from the attending physician.

Please keep your child home if they are feeling tired, not acting like themselves or showing any possible sign of flu or Covid like symptoms. Please help us stop the spread of germs.

**Please remember: Students should remain home until they are symptom free for 24 hours.**

## Tardy Policy

A student who arrives to school late causes a disruption. A student is considered tardy if they are not in their classroom seat and prepared to work when the bell rings. Remember tardies cost lost time in learning and affect class credit.

## Tardy Consequences

Students with excessive tardies (per quarter) may be subject to the following consequences in addition to lost credit:

- After the 5<sup>th</sup> tardy, a student may face a consequence of after-school detention
- After the 6<sup>th</sup> and subsequent days tardy, a student may face a consequence of Saturday School (4 hours)
- To receive credit for a course, **students must receive a minimum of 135 hours of instructional time.** Absences and tardies directly affect the amount of time a student is in class and jeopardize credit. Tardies may affect whether or not a student will receive credit for a class.

## Anti-Bullying and Harassment Policy

### What is Bullying?

A person is bullied when he or she experiences four conditions: 1) The student is exposed to aggressive behavior, 2) repeatedly and over time, 3) and there is an imbalance of power, due to negative actions on the part of one or more other persons, and he or she has 4) difficulty defending himself or herself.

This definition includes four important components:

- Bullying is aggressive behavior that involves unwanted, negative actions by a person to another person.
- Bullying involves a pattern of behavior repeated over time by one or more people.
- Bullying involves an imbalance of power or strength levied against an individual.
- Bullying involves finding oneself in a position of being afraid to defend oneself.

Each incident must be weighed considering these definitions before being termed a “bullying” incident. There are many documents on sale in the country today with faulty bullying descriptions being sold to make money. They will not hold up in court. This definition will. Students, staff, and parents using the term “bullying” must first ask if they have the correct definition of what “bullying” really is and all four issues are actively happening.

Bullying is peer abuse that should not be tolerated under any circumstances. Today, more than thirty states have adopted [laws against bullying](#).

### Types of Bullying

Bullying can take on many forms. We may ask students if they have been bullied in any of these nine ways:

1. Verbal bullying – including derogatory comments and bad names being called.
2. Bullying through social exclusion or isolation.
3. Bullying – such as hitting, kicking, shoving, spitting or physical aggression.
4. Bullying through lies and false rumors.
5. Bullying by having money or other things taken or damaged by students who specifically single them out to bully.
6. Bullying by being threatened or being forced to do things by students who bully them.
7. Racial bullying – using racial or natural origin slurs.
8. Sexual bullying – stating accusatory sexual innuendoes.
9. Cyber bullying (via cell phone or internet) may be difficult to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved, until one gets tired of it. Often, they tease each other equally, but it rarely involves physical or emotional abuse. Cyber bullying is much different. Cyber bullying is pervasive and seriously harmful. Report all known incidents immediately.

### Why Students Bully

Information about bullying suggests that there are three interrelated reasons why students bully.

1. Students who bully have a strong need for power and (negative) dominance.
2. Students who bully find satisfaction in causing injury and suffering to other students.
3. Students who bully are often rewarded in some way for their bad behavior.

## Sexual Harassment Policy

Sexual harassment is against the law. Keystone Prep High School is committed to providing an educational atmosphere that is free from sexual harassment and will not tolerate conduct that creates an abusive, hostile, or intimidating environment. When notified, the Administrator/s and/or the Head of School will determine if an allegation of sexual harassment is credible and take prompt corrective action, based on a subsequent fact-finding investigation. In situations where facts cannot be determined, assistance from outside agencies such as law enforcement may occur.

## What Is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes but is not limited to:

- Attempting to touch, to fondle, or grab another in a sexual manner.
- Giving gifts or leaving objects that are sexually suggestive.
- Making or posting sexually demeaning or offensive pictures, cartoons, or other related material, including sending provocative pictures.
- Repeatedly asking a person to socialize when they said “no” and they have indicated he/she is not interested.
- Repeatedly making sexually suggestive gestures.
- Repeatedly standing too close to or brushing up against another person suggestively in a sexual manner.
- Sexual pranks, sexual teasing, sexual jokes, or sexual innuendo, in person or via e-mail.
- Verbal abuse of a sexual nature.
- Unwelcome conduct of a sexual nature outside of normal school hours that affects students upon re-entering the school. The incident occurs after school but is then brought into the school where the school must deal with it.

## Who May Be Involved

A victim of sexual harassment can be a boy or a girl. The victim can be the same sex as the harasser. The harasser can be a fellow student, a parent, a stranger, a supervisor, or any individual who has a relationship to the school.

## What Actions May Be Taken

**The victim should tell the offender to stop the minute it happens.** If the offender fails to do so, immediately report the offender to the Administrator/s or the Head of School. If the victim is afraid to tell the offender to stop the unwelcome behavior, then the victim should immediately report the unwelcome conduct to those listed above.

## **Tobacco, Smokeless Tobacco, Electronic Vaping Devices, and Illegal Drug Possession**

Any form of smoking is prohibited and can result in discipline actions up to and including out-of-school suspension. This includes cigarettes, cigars, smokeless tobacco, and electronic vaping devices (or any other form of smoking that is invented). Any form of illegal drug possession or use will result in law enforcement notification and expulsion for at least the current semester. It could result in expulsion with no possibility of return. This will be addressed on a case-by-case basis.

## **Cell Phone Policy**

In an effort to create an environment dedicated to the pursuit of knowledge and development of students academically, and in keeping with Keystone Prep High School's commitment to student security and safety, cell phone or personal electronic device usage will not be permitted during school hours with the exception of making calls or texts at the locker area during breaks between classes or at lunch. Cell phones and other personal electronics must be stored in the student's locker. Any student found to be in violation of this policy will be required to turn over their device to school administration for the remainder of that day and a parent will be notified to come retrieve the device. Students who repeatedly violate this policy will also be subject to the consequences outlined in Keystone Prep High School's Progressive Discipline Policy. (Note: At teacher's discretion, phones may be brought into the classroom to take pictures of notes on whiteboards)

## **Headphone/Ear Bud Policy**

Use of headphones or ear buds during class periods will be authorized at teacher discretion. If a teacher has not authorized headphones or ear buds, they will not be worn during the class. Additionally, no blue tooth headphones or ear buds are authorized during class sessions. This includes the wear of them while walking around the school. Blue tooth listening devices are not authorized because our chrome books are not configured to be used with blue tooth headphones/ear buds.

Any student found to be in violation of this policy will be required to turn over their device to school administration for the remainder of that day and a parent will be notified to come retrieve the device. Students who repeatedly violate this policy will also be subject to the consequences outlined in Keystone Prep High School's Progressive Discipline Policy.

## **Curriculum**

### **Academics**

Keystone Prep follows FCIS and Next Generation Sunshine State Standards. These benchmarks, expectations, and standards are met through the implementation of education and technology into the learning process and the utilization of various teaching techniques such as auditory learning modalities, and kinesthetic and visual learning efforts.

## Credit Acceleration

Keystone Prep allows students the option to earn high school credit for various courses provided they pass a College Level Examination Program (CLEP) or a statewide course assessment without enrolling in the course, upon recommendation of their administrators. Students must be emotionally and socially ready for the process after this succession. If a student feels qualified for this option, please see the school Administrator/s. This option is not recommended for every learner due to the emotional and social subset needed and individually displayed, based on specific learners.

Courses include the following subjects:

- Algebra I
- Geometry
- U.S. History
- Biology I
- Algebra II

## Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

## Mid-Term and Final Examination Exemption Policy

Keystone Prep will exempt students from mid-term or final examinations when the student has a semester average of 90% with less than five absences. It will also be up to teacher discretion on whether a student is eligible to be exempt from the exam or project.

## Graduation Requirements

To receive a viable diploma, students must meet the graduation requirements outlined by the Florida Department of Education. Standard Track requirements for graduation are:

- **4 credits** of English Language Arts
- **4 credits** of Mathematics
- **3 credits** of Science
- **3 credits** of Social Studies
- **1 credit** of Fine and Performing Arts, Speech and Debate, or Practical Arts
- **1 credit** of Physical Education
- **8 credits** of Electives

Technical/Honors Track requirements for graduation are:

- **4 credits** of English Language Arts
- **4 credits** of Mathematics
- **3 credits** of Science
- **3 credits** of Social Studies
- **1 credit** of Fine and Performing Arts, Speech and Debate, or Practical Arts
- **1 credit** of Physical Education
- **6 credits** of Electives
- **2 credits** of Foreign Language

## Promotion/Retention Policy

Students must actively participate in the learning process and show a consistent effort to meet the requirements established by FCIS and the Florida Department of Education, to be promoted to the next grade. Promotion and retention decisions are based on a student's individual progress as well as attainment of state and school benchmarks. Goals for student promotion may also be determined by the student's Individual Education Plan. Every effort will be made to assist the student, however any student that demonstrates a reluctance to put forth effort, fails to meet the minimum course requirements, and does not show an interest in their own learning, may result in failure and/or possible dismissal from Keystone Prep High School being non-compliant in the school's goals.

## Dress Code Policy

All uniforms must be purchased from our uniform providers [Educational Outfitters](#). Due to the possibility for students to misplace items, it is recommended that parents/students label all clothing on interior tags. Consequences will be applied to students violating the dress code policy. This may include a call home to bring appropriate attire, sending the child home to change, or a referral to the Administrator/s for repeated violations.

### PANTS

**LADIES:** Navy. Approved for everyday. Ok on formal days.

**MEN:** Navy or Gray. Approved for everyday. **REQUIRED** on formal days.

### SKIRT

**LADIES:** Plaid 76. OR Navy Skirt. Must be worn with navy bike shorts underneath the skirt. Ok on formal days.

**SHORTS:** Navy. May be no shorter than 2" above the knee. **NOT permitted on Formal Days**

**DRI-FIT POLO SHIRT:** Dri-fit Gray or Navy (short sleeve). OR Dri-Fit Gray or Navy (long sleeve).

### FORMAL DAY DRESS SHIRT

**LADIES:** White or Light Blue short sleeve button-down blouse.

**MEN:** White OR Light Blue short OR Long sleeve button-down Oxford Shirt

**TIES:** Required only on formal days. **Ladies:** Plaid cross tie or plaid self-tie. **Men:** Plaid self-tie.

### OUTERWEAR

Navy Cardigan, Sweater and ¼ Zip Cardigan

Navy Full Zip Performance Jacket

¼ Zip Performance Jacket

Hooded sweatshirt - Only FRIDAYS and other designated Spirit days.

No other jackets or hoodies will be permitted.

**GYM CLOTHING** Navy Mesh Shorts and Gray 50/50 uniform T-Shirt

**SPIRIT DAYS:** SPIRIT SHIRT. May wear with jeans and other approved bottoms. Only non-distressed (no holes) blue jeans are acceptable.

**BELT:** Navy Only

**SOCKS / LEGWEAR:** Any style, solid color Navy or White. Tights (optional) Navy in color only.

**SHOES:** Solid colors only: Navy, Black, Brown. Avoid running sneakers except for PE

#### Grooming

- All uniforms must be clean and in good repair.
- Hair must be of a natural color (no blue, green, purple, pink, etc.) Subtle highlights based on natural hair color are authorized.
- Personal grooming should include being bathed, using deodorant, having hair combed and neat, no facial hair unless it is properly cared for and kept groomed short daily.

#### Jewelry

- No body piercings other than earrings which are limited to posts. Only two earrings may be worn.
- No large, colorful or obtrusive jewelry may be worn – gold, silver or navy colors only.
- Stretched earlobes are prohibited.

## General Information

### Arrival Policy

Student drop off is at the far end of building past the picnic tables, not in front of the main doors. Please pull all the way up for drop off and pick up. Students may arrive at 8:00 am and must remain in the designated picnic area until 8:15 am. Do not arrive earlier than 8:00 am as supervisory staff does not arrive before 8:00 am. Once students arrive on property after 8:00 am and before the doors open at 8:15 am, supervision ensures their safety.

**Continuous disregard or violation of this rule could endanger continued enrollment at KPHS, for safety reasons.**

### Dismissal Policy

Dismissal for all students is at 3:30 pm, unless enrolled in an extracurricular course or school activity. All students are required to leave campus at 3:30 unless officially enrolled in an 8<sup>th</sup> hour or in athletics. Students that ride the van home must report immediately to their designated area at dismissal. Students are required to be in pickup area when waiting for rides. Students cannot be unsupervised. **Continuous disregard or violation of this rule could endanger your child's continued enrollment at KPHS, for safety reasons.**

### Early Release of Students

We expect parents to make every possible attempt at arranging all appointments for their children **after school hours**. If this is not possible, a parent or guardian must report to the main office to properly check out their child from school. Early pick-ups should not become a pattern. A parent must call or email the Receptionist if a student is to be released to someone not listed on the student's emergency card.

### Field Trips

Field trips are an important part of our curriculum. Students are required to participate in relative field trips. A field trip form signed by the parent is required for each field trip (phone permission is not accepted). Students without written permission will remain at school with appropriate assignments. Parent chaperones are an important part of field trips to help with supervision and transportation. Parent chaperones are expected to act in a supervisory position with students and intervene in student behavior as needed.

## Lockers and Restroom Breaks

Each student at Keystone Prep is assigned a locker and a combination padlock (provided by the school) for their use during the school year. To decrease the number of materials students carry from class to class, students are encouraged to store their personal items and school materials in their secured locker. Students are given seven breaks throughout the day and are instructed to use their lockers only during these breaks for refreshment by drinking water or having snacks at their lockers. These breaks are also the appropriate time to use restrooms.

## Make-up Work Policy

A student who has an excused absence is permitted to make up work that has been missed. Students are required to pick up work. All work must be completed within the time specified by the teacher. It is the general rule that the student is allowed the total number of days they were absent plus one (1) to make up any work missed during their absence. They are responsible to obtain and submit the missing work in the time frame provided by the teacher. Failure to do so in the appropriate time offered may mean no credit.

## Schedule

1<sup>st</sup> Period **8:30 – 9:25** (5-minute restroom/snack/water break)

2<sup>nd</sup> Period **9:30 – 10:25** (5-minute restroom/snack/water break)

3<sup>rd</sup> Period **10:30 – 11:25** (5-minute restroom/snack/water break)

4<sup>th</sup> Period is Lunch or Homeroom for all students:

**11:30 – 11:55** Lunch Shift #1 (Students in Lunch Shift #2 go to Homeroom)

**12:00 – 12:25** Lunch Shift #2 (Students in Lunch Shift #1 go to Homeroom)

5<sup>th</sup> Period **12:30 – 1:25** (5-minute restroom/snack/water break)

6<sup>th</sup> Period **1:30 – 2:25** (5-minute restroom/snack/water break)

7<sup>th</sup> Period **2:30 – 3:25** (5-minute restroom/snack/water break) Dismissal for students is 3:25 pm.

8<sup>th</sup> Period **3:30 – 4:25** (Advanced Classes, Clubs, Credit Recovery, Specials, Tutoring)

## Student Drivers

Any student of legal driving age and possessing a valid driver's license must comply with all guidelines when driving to school. They must also ensure that all appropriate paperwork has been submitted to have this privilege.

- Students must complete the Vehicle Registration form
- Students must be cleared of all obligations from the previous school year(s).
- Students must be in good standing with only minor discipline infractions to be allowed to drive on campus.
- Students must meet Florida attendance requirements.
- Students are required to obey the rules of the road and drive in a safe and responsible manner. Students must not exceed 15 mph in the school driveway when entering or exiting the parking lot.
- Students are not permitted under any circumstance to leave school during the day.
- Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian turned into the school.
- Students are required to notify the Receptionist of any passenger who may be travelling with them to and from school.

Any student found to be in violation of any of these driving guidelines could face serious consequences which may result in vehicle driving and parking privileges being revoked. Any unsafe driving behavior or breaches of road rules will be reported to parents and the Administrator/s.

## Health/Medical Issues

### Emergency Illness Procedures

If a student becomes ill at school, every effort shall be made to reach parents, guardians, or their emergency contact person. An emergency information card must be on file in the school office, for every student. Students will be released to persons on the emergency card ONLY unless otherwise stated by parents in an email to the Receptionist. **It is extremely important to keep your emergency card up to date with all the current contact information and phone numbers for emergency pickups. Drivers Licenses may be required for unknown faces on pick up.**

### Health Policy

Students too ill to remain in class must request permission from their teacher to report to the office for admittance to the clinic. A parent or guardian may be contacted and a determination made whether the student shall go home or return to class. The health clinic is available to students from 8:30 am to 3:30 pm. The Clinic is designed for illness while parents are arriving to until a student can drive home.

### Medication Policy

Prescription medication will be administered through the clinic by the Clinic Supervisor. All medications must be brought to the school by a parent or guardian and be in the container in which it was purchased with the original label clearly visible. All medication must indicate the student's name, name of medication, physician's name, dosage, and time (frequency). Students must also have an authorization form on file to receive over-the-counter medications. **No student will be permitted to bring medication to school and no student is permitted at any time to self-administer medication(s).**

## Learning Tracks

We have three tracks for our specific learners to be placed on, however we do not limit a student based on their past. We have seen many students excel and end up in a technical school or college when they thought it not possible, right alongside our gifted students. Students begin to realize the power of their dedication. We believe the only limits our students have are the ones they put on themselves. We don't limit them, so be careful as parents you don't either. Track 3 or the Honors Track is by staff recommendation only, and is not only based on grades.

- **TRACK 1: Standard Track** – This student feels the world must be explored but wants to do so without exertion or stress of any kind. They are happy to get their high school degree but interested in the minimal requirements. Many people think this is a bad thing but what would we do without these wonderful people who help us in everyday life? These students will go on to be successful blue collar workers getting jobs in manual labor areas such as: cashiers, childcare workers, clerks, construction, custodians, factory workers, food service, grocery, housekeeping, industry, maintenance, operators, park services, retail, sanitation, transportation, and warehousing. They often work for others in businesses to make the world a better place.

- **TRACK 2: Technical Track** – This student wants to advance beyond just a High School Diploma, earning a skilled or technical educational level. They want to go above and beyond the basic high school requirements. They desire to be in a specific labor force, where some extra study is needed to hold jobs past the high school minimal wage level. These students exert energy and positive effort to be their best and achieve their specific dreams in a variety of fields. They often become skilled contributors as carpenters, chefs, cosmetologists, craftsmen, dental assistants, drafters, electricians, fire fighters, masons, nursing assistants, paralegals, paramedics, police officers, plumbers, soldiers, etc. after completing a technical specialized program or two-year college program.
- **TRACK 3: Honors Track** – This student is the highest level learner, seeking personal advancement in an advanced college prep program. These students want to be independent and seek a lifestyle of personal choices other levels may not financially provide. Students on the college prep path become leaders while yet in high school, after their sophomore and junior year. They see the world through different eyes and strive to do their best in all aspects of life, whether in the more intense studying demands or their athletic competitions. They begin to think and act like the adults they are becoming during high school. They try to learn from everyone they meet. They grow more personally and evaluate others less. They have a sense of the world around them culturally and they are inquisitive. They demonstrate maturity in their thinking and take personal responsibility. They are kind and helpful to other students who struggle more in their classes. They seek to use their wisdom to benefit others in some way. These students become accountants, administrators, astronauts, attorneys, biologists, chief operating officers, doctors, educators, engineers, geologists, scientists, school administrators and many more professional fields. **This TRACK is an EARNED track** after review by administrators and teachers based on academic and leadership skills. To be considered a part of this honors track, one must demonstrate ability and commitment through personal effort beyond just grade averages in several areas such as: academics, entrepreneurship, leadership, and service to others. Students who remain on this level rarely have behavior issues.

## Progressive Discipline Policy

Handling one's own classroom discipline issues is a sign of an effective teacher. In high school, the staff needs to prepare the students for the real world. Students who are in the habit of barging in through closed doors, or interrupting teacher or administrator meetings without an appointment, are practicing poor behaviors. These sorts of self-demanding student attitudes or disruptions need to be addressed. Students need to learn how to overcome disruptive behaviors by working towards adulthood, and to insure successful college and future employment experiences. These actions might have been tolerated in the elementary school, they should have stopped in middle school, but they need to be eliminated in high school. The goal is to properly prepare our students to succeed in life after high school, whether it be college or work. By instituting a PROGRESSIVE DISCIPLINE PROCESS, we will be effectively helping students reach that goal by improving their self-control.

Teachers will spend time discussing this progressive discipline process with their students in Homeroom. Students need to understand it and know it is in force. Students must be respectful, not use foul language, and follow simple directions without arguing, and we want to do our best to ensure our students succeed in life beyond Keystone Prep. Progressive discipline is ultimately at the discretion of the Administrator/s.

Students must:

1. maintain appropriate grade point averages as specified by the activity coordinators or certification agencies, such as Florida Council of Independent Schools (FCIS), Florida High School Athletic Association (FHSAA), the Robotics Organized Builders of Tampa (ROBOT League), and KPHS club guidelines,
2. uphold appropriate behavior as detailed in the KPHS Student and Parent Handbooks, and
3. sustain good conduct, inclusive of KPHS dress code and cell phone policies.

Failure to meet all requirements will prevent students' participation in curricular or extracurricular activities. This includes activities such as: athletics, robotics, or any other school function where the student represents Keystone Prep High School. Additionally, Spirit Day will be every Friday. This allows students to dress-down one day per week. In order for a student to participate in wearing the Spirit Day uniform, they must not be above Progressive Discipline Step 1.

### **Progressive Discipline Step 1 (Detention)**

Parent is informed by the teacher/Administration to explain the offense. Every attempt to help the student correct his/her behavior will be made in an effort to return the student to the learning environment. In the event that these efforts prove ineffective, the student may be assigned after school or lunch detention. The student may be required to miss athletic competitions or other extracurricular activity. Work to be completed during detention will be provided to the student and must be completed in the one hour allotted time.

### **Progressive Discipline Step 2 (Saturday School/In School Suspension)**

A student failing to comply with previous opportunities for the student (and/or parent) to resolve the problem will then result in Saturday School or In School Suspension being given. In addition, if a student arrives late for Saturday School, one additional day will be added. If a student fails to come to school on the assigned days of ISS or Saturday School, the student and their parents will meet with the Head of School, and additional discipline would result from this. Work to be completed during Saturday School or ISS will be provided to the student and must be completed within the allotted time. If a student is in ISS, the student will still be able to submit and participate in classroom work but will lose participation points for the appropriate day(s).

### **Progressive Discipline Step 3 (Out-of-School Suspension)**

At Keystone Prep, we understand the importance of teaching our students to adhere to established policies and procedures. We also work to ensure that our students are given every opportunity to learn and work within an environment that is positive, safe, and supportive. However, we also understand that, in certain situations, students who fail to comply with reasonable direction or engage in inappropriate behavior can forfeit their opportunity to attend classes and as such, the school will utilize out-of-school suspension as a last resort when addressing these actions and behaviors.

Students that are assigned out-of-school suspension will be required to be picked up, if already at school for the day, and will be unable to report to school for the duration of the suspension. Students serving out-of-school suspension will not only be marked absent from class but will lose academic points and not be allowed to make up any work missed during their suspension. This includes but is not limited to classwork, quizzes, tests, and projects. Additionally, students serving out-of-school suspension will be unable to participate in any extra-curricular activities that are scheduled to take place during their suspension.

## Progressive Discipline 4 (Expulsion)

If all other discipline steps are followed to no avail and the student is unable to adjust or change the behaviors that continue to impact theirs and others learning and safety, Keystone Prep High School reserves the right to utilize expulsion as a final step. Re-entry would be evaluated by convening a discipline committee and would follow a written, formal request for the school to re-evaluate the decision to expel a student.

## Student Character

Developing good character is an important element of the KPHS Student's education and in addition to our core values, we encourage all students to abide by, develop, and exhibit character traits expected to be seen in positive, mature, and supportive students.

- **Accept correction.**
- **Be a person of your word.**
- **Be responsible.**
- **Do not lie, cheat, or steal.**
- **Do not make promises you won't keep.**
- **Do the right thing.** You know what is expected of you and what the right thing to do is most of the time.
- **Organize yourself.**
- **Respect others always.** Treat others the way you would want to be treated.
- **Respect the property of or belongings of others and the school.** Carelessness with the property of others is unacceptable. Respect other people's belongings like you want them to respect yours.
- **Reputations and positions are easily damaged.** Words are powerful so use yours carefully. Slander is unethical and will be dealt with very seriously. It is also illegal in some cases.
- **Take ownership of your failures and mistakes.**
- **Take things seriously when needed.** Weapons of any kind never belong at school or on school grounds. Bringing or showing a weapon, or anything that could be construed as such, will result in immediate suspension according to the Federal Safe Schools Law and the appropriate law enforcement agency will be contacted.

## Student Responsibilities

- Be an active participant in your education. Ask for guidance from adults on homework if needed, school projects, fundraisers, and other school related activities.
- Be in communication with teachers when grades reflect the need.
- Be on time and present in school each day.
- Be respectful representing yourself to others.
- Bring all appropriate and required materials necessary to be a successful student.
- Cell phones must be secured in lockers for the duration of the school day. Students may talk or text at their lockers during each 5-minute break between classes and at lunch.
- Do not bring unapproved electronic devices to school.
- Do not bring anything to the school that can be misconstrued as a weapon.
- Read and keep up on communications from the school.
- Wear uniforms at school each morning and replace uniforms that become worn, stained, or ill fitting.

## School Lunch Program

Keystone Prep High School partners with Three Brothers Pizza to offer students diverse options for lunch. All payments and ordering are done directly through the restaurant ahead of time. Students who choose to bring their own lunch may use the microwaves to heat their meals. Various beverages and snack options are available as well in our Vending Machine, for an additional charge.

## Technology/Equipment Policy

### Commercial Use

School information resources should not be used for commercial purposes, including advertisements, solicitations, promotions, or other commercial messages unrelated to pre-approved school use. Photos may not be copied.

### Copyrights and Licenses

Users must not violate copyright laws and must respect licenses of copyrighted materials at all times. For the avoidance of doubt, unlawful file-sharing - using the school's information resources is a violation as well as falsifying information to represent it as one's own when it belongs to someone else.

### Equipment

The Technology Policy is an agreement that the signees are the steward of their assigned computer/notebook/tablet. This requires that they are responsible for any abuse causing the computer/notebook/tablet to malfunction due to:

- abuse of the computer/notebook/tablet
- breaking the computer/notebook/tablet
- damaging the computer/notebook/tablet
- dropping or tossing the computer/notebook/tablet
- harmful neglect of the computer/notebook/tablet
- spilling liquid on the computer/notebook/tablet

In the event the computer/notebook/tablet equipment experiences any of the above listed infractions, the user will be fully responsible for the replacement cost of the device and for paying for the new computer/laptop/tablet to be programmed by our specified agent. **This combined total replacement cost is to be paid immediately.**

### Personal Use

School information resources should not be used for activities unrelated to the appropriate intended academic functions, and only be used by students when working appropriately in the educational setting.

### Prohibited Technology Usage

Users must not download, message, send, share, sext, text, participate in, view, or watch any fraudulent or inappropriate content or engage in any inappropriate technology use including but not limited to: harassing, obscene (i.e. pornographic), threatening, illegal or other such messages or material that are a violation of applicable law or school policy, in particular, nor contribute to the creation of a harmful, hostile, or inappropriate academic or work environment.

All deliberate attempts to engage in any of the above behaviors and/or mask, hide, or circumvent any online searches, chats, or communications that could be harmful, illegal, or deemed detrimental due to the user's unethical actions will be dealt with at the time of incident in accordance with school discipline policies.

## Political Use

School equipment and information resources must not be used for partisan political activities as prohibited by federal, state or other applicable laws, and may not be used for other political activities to remain in compliance with federal, state and other laws due to our 501c3 status. School emails cannot be used to promote partisan politics or personal belief systems.

## Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a user believes a computer or mobile device might be infected with a virus, they should alert the Administrator/s immediately. Users should not attempt to remove the virus or download any programs to help remove the virus.

## Social Media

Users must respect the purpose of and abide by the terms of use of online media forums, including social networking websites, mailing lists, chat rooms, blogs etc. including never using such sights for bullying or for defamatory remarks about others in our student or staff population. **Be careful when commenting to support other sites. If commenting negatively about the school, the staff, or other students you may forfeit a scholarship or be asked to leave the school.**

## Technology Policies Related to Personally Owned Computers/Notebooks/Cell Phones and Resources

Keystone Prep does not ask students or staff to use their personally owned resources to conduct school business. Individual units being brought into or operated within the school setting are bound by the same polices as listed here. Any personally owned resources used for activities, business, or personal needs while on our campus or grounds, are subject to this policy and must comply with all Keystone Prep requirements pertaining to that type of resource and to the type of data needs involved. The resources must also comply with any additional requirements (including security controls for encryption, patching and backup) specific to the school functions for which they are used, and to ensure our school technology systems are not compromised in any way by personal equipment. If such a compromise occurs and it can be traced to a specific user, all costs related to the repair of the school's system will be passed on to the user identified as creating the said breach. Where use of external networks is involved, policies governing such use also are applicable and must be followed.

## Technology Responsibility

Offenses regarding technology users may result in serious discipline consequences and/or law enforcement being called to investigate the misuse if it involves bullying or hacking on a school device. Saying "a friend or someone else used the computer/notebook/tablet" will not halt the investigation or remove a student's discipline consequences, as the computer/notebook/tablet is assigned to a specific individual, who is required to have it in their personal possession at all times. The said equipment is never to be left unattended. **The user is fully responsible that no other person accesses their equipment at any time.**

## Technology Use Requirements

Keystone Prep is a non-profit, tax exempt 501c3 organization and as such is subject to specific federal, state and local laws regarding sources of income, political activities, use of property, technology use, and similar matters. Due to that tax-exempt status Keystone Prep is also subject to government regulations for that status, and thus must ensure proper use of property/services under its control. Use of the school's technology information resources must comply with federal, state, and local policies and obligations (including licenses and subcontracts) and abide by all federal and state laws relative to proper technology use.

## Web Access

Web access will be restricted in compliance with KPHS technology regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, they should alert the Administrator/s over technology.

## Volunteer Commitment

Keystone Prep High School stresses that all families volunteer time at the school. It is our belief that family involvement is essential to the success and development of each child and advancement of the school. Parents may volunteer at the school in a variety of ways: securing donations of goods and services in support of school events, or to personally donate money, service, or time to the school. Parent volunteer hours will be monitored and tracked by the school. All scholarship families are required, along with their child, to be at every school fundraiser. The school fundraisers are raising money for your child's scholarship. Additionally, volunteer opportunities are indicated on the Master Calendar.

## Weather Emergency Drills/Warnings

### Drills

Keystone Prep performs regular fire, shelter in place, and lock-down drills. Drill safety routes are posted in each classroom. As these drills are designed to prepare students for certain events, students are to follow these directions. When prompted to do so, students shall leave the building quickly in single file and silently in an orderly manner to a designated location. Teachers will take their class roles with them. When the building is emptied and the signal given, the students are to return immediately and in the same orderly manner to their classroom. When students are required to remain in the building, they are to listen carefully for all directions and move quickly and quietly to the designated areas, until the signal is given to return.

### Inclement Weather

If it should be necessary to close school for any reason, the announcement will be sent to parents via text broadcast or email. It is our policy to follow Hillsborough County School District's determination on school closings.

### Tornadoes

Tornado safety rules are posted in each classroom. Students are to follow these directions. Tornado drills are conducted on a regular basis.

## Zero Tolerance

Keystone Prep High School has a ZERO tolerance for bullying, drugs, gender or race baiting, faith baiting or bashing, sexual harassment or physical misconduct, sexual soliciting, and any forms of violence.

Keystone Prep High School buildings and grounds are alcohol and drug-free zones. School officials reserve the right to search a student's belongings, clothing, electronic devices, locker, social media and vehicle, without prior notification, when they have a reasonable basis to believe that a student has violated this policy, to ensure the safety of others. Law enforcement officers will be included in any investigation as needed.

Discussions about sexual orientation or related topics unless class specific, do not belong in the educational environment. Inappropriate touching will not be tolerated.

## Student Handbook Acknowledgement

I have read and been informed about the content, requirements, and expectations outlined within the **Student Handbook** for Keystone Prep High School. I have been provided access to a copy of the handbook and agree to abide by all guidelines as a condition of my enrollment and my continuing education at Keystone Prep High School.

I understand that if I have questions, at any time, regarding the Student Handbook, it is my responsibility to consult with either a teacher or administrator for clarification.

I understand if I receive a Keystone Prep High School scholarship and I, at any time, post negative comments about the school, or engage in any inappropriate or hostile behavior, my scholarship may be revoked and my family and I will be required to repay my scholarship in full.

Please read the Student Handbook carefully to ensure that you understand the policy before signing this document.

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Parent Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**