

Keystone Prep High School

2017-2018

Student Handbook



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.

Colors

Dress Blue, Light Gray, and White

Mascot

Knights

School Newspaper

Knights News

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Attendance

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 3rd absence in one semester, an attendance intervention form will be initiated and notification sent home.
- After the 7th 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 10th 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 15th absence in one semester, a letter will be sent home regarding possible dismissal from the school.
- **After the 15th 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.**

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

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.

Tardy Consequences

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

- After the 4th tardy, a student may face a consequence of after-school detention
- After the 5th tardy, a student may face a consequence of In-School suspension (7 hours – all day)
- After the 6th 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 time a student is in class and jeopardize credit. Tardies affect whether or not a student will receive credit for a class.

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 when the bell rings. Any student arriving after this time will be required to report to the school Receptionist to receive a tardy pass. Remember tardies cost lost time in learning and affect class credit.

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

Anti-Bullying and Harassment Policy

What is Bullying?

A person is bullied when he or she experiences three 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 three 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 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

School Personnel: If the bullying charge meets this definition and criteria, go to your “Policy on Investigation of Major Incidents” and begin implementation of a formal investigation. Bullying must be immediately addressed through a serious investigation for the protection and safety of the student. Legal charges could ensue against those bullying others and apply to students who aid and abet in this activity.

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.

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 the lunch period. 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.

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. The question needs to be asked if this particular learner is emotionally and socially prepared for upper classes with more mature students or if they still behave in a manner befitting immaturity.

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

Graduation Requirements

To receive a viable diploma, students must meet the graduation requirements outlined by the Florida Department of Education. 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

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.

Girls Required School Uniform

EVERY DAY WEAR

Pants: Navy plain front only – style 7501.

Skort: Plaid 76 or Navy style 7942 only. Must be no shorter than 2" above the knee.

Skirt: Plaid 76. Must be worn with NAVY BIKE SHORTS underneath the skirt.

Must be no shorter than 2" above the knee.

Dri Fit Polo Shirt: LST650 Dry-fit Navy or White only. Shirts must have crossover tie with it.

Cross Over Tie: Required every day with either color shirt.

Outerwear: Blazer, Jacket, or Sweater: Students may choose their preference of a Navy Blazer, Navy ¼ Zip Jacket or Navy Cardigan Sweater. All have KPHS Logo. No other jackets or hoodies will be allowed in school.

These should only be worn in class on cold days or for class presentations.

Belt: Required for pants. Navy Only

Socks: Navy or White Only. Socks are required.

Shoes: Leather Navy or Tan Sperry Boat Shoes: Angelfish or Firefish in Linen Oat, Koifish Etched in Linen, Coil Ivy Perforated in Navy. No tennis shoes.

Accessories: Must match both uniforms. Navy and/or white colors **only** can be worn as desired.

No gaudy jewelry or chokers.

DRESS UP UNIFORM

Skort or Skirt: Plaid 76 or Navy style 7942 only. Must be no shorter than 2" above the knee.

Dress Shirt: White or Blue Button-Down Blouse Style 9841.

Cross Over Tie: Required with either color dress blouse.

Outerwear: Blazer, Jacket, or Sweater: Students may choose their preference of Navy Blazer, Navy ¼ Zip Jacket or Navy Cardigan Sweater. All have KPHS Logo. No other jackets or hoodies will be allowed in school. These should only be worn in class on cold days or for class presentations.

Belt: Required for pants. Navy Only

Socks: Navy or White Only. Socks are required.

Shoes: Leather Navy or Tan Sperry Boat Shoes: Angelfish or Firefish in Linen Oat, Koifish Etched in Linen, Coil Ivy Perforated in Navy. No tennis shoes.

GYM CLOTHING (If student has a physical education class): Navy Mesh Shorts and Gray KPHS approved PE 50/50 T-Shirt

SPIRIT DAYS (Students will be allowed to wear this at most assemblies and for dress down days. If they want to dress down, this must only be worn.) Gildan 50/50 Poly/Cotton T-Shirt with Spirit Logo. Worn with dark jeans only without holes. Beige, Brown or Navy Sperry Boat Shoes. No tennis shoes.

Boys Required School Uniform

EVERY DAY WEAR

Pants: Navy or Gray. Both must be worn with approved uniform navy belt.

Shorts: Navy. Must be only 2" above knee.

Dri Fit Polo Shirt: ST650 Dry-Fit Navy or White only

Outerwear: Navy Blazer, Navy ¼ Zip Jacket, or Navy Cardigan, choose one. No other hoodies or jackets will be allowed in school. These should only be worn in class on cold days or for class presentations.

Belt: Navy Approved only

Socks: Navy or White. Socks are required.

Shoes: Leather Black, Brown, Beige or Navy Sperry Authentic Original 2-Eye Boat Shoes. No tennis shoes.

DRESS UP DAYS

Pants: Navy or Gray. Both must be worn with approved uniform navy belt.

Dress Shirt: White Long or Short Sleeve Oxford Button-Down Collar in Light Blue or White

Tie: Plaid 76. To be worn with Oxford Shirt.

Outerwear: Blazer, Jacket, or Sweater: Student may choose from Navy Blazer, Navy ¼ Zip Jacket, or Navy Cardigan. No other hoodies or jackets will be allowed in school. These should only be worn in class on cold days or for class presentations.

Belt: Navy Approved only

Socks: Navy or White. Socks are required.

Shoes: Leather Black, Brown, Beige or Navy Sperry Authentic Original 2-Eye Boat Shoes. No tennis shoes.

GYM CLOTHING (If a student has a physical education class): Navy Mesh Shorts and Gray 50/50 T-Shirt White Tennis Shoes

SPIRIT DAYS (Students will be allowed to wear this at most assemblies and for dress down days. If they want to dress down, this must only be worn.) Gildan 50/50 Cotton/Poly T-Shirt with Spirit Logo. To be worn dark jeans only without holes. Black, Brown or Navy Sperrys. No tennis shoes.

Grooming

- All uniforms must be clean and in good repair.
- Hair must be of a natural color (no blue, green, purple, pink, etc.) and cut short or tied back out of student's face.
- 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, no shadow or day old growth.

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. KPHS is not an elementary/middle school. It is like other high schools and it does not have before and after school daycare.

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 8th 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

Your student should arrive at school no later than **8:15**. Classes start at **8:30**. For class credit, don't be late.

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

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

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

4th 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)

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

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

7th Period **2:30 – 3:25** (5-minute restroom/snack/water break)

Dismissal for some students at 3:25 Dismissal for teachers is 4:00.

8th 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 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 permitted to only use their vehicles for traveling to and from school.
- Students are not permitted under any circumstance to leave school during the day.
- Students are required to park in the designated student area.
- 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 Receptionist.
- Students are required to notify the Receptionist of any passenger who may be travelling with them to and from school.

- Student drivers, a parent/guardian and the parent/guardian of any passenger, must sign the Parent Permission and Student Agreement Form which includes the right to search the student vehicle when deemed necessary.
- Vehicle make and model information must be on record with the school or turned into the school Receptionist.

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. Once school begins, students must have a pass to see the Clinic Supervisor. The Clinic is designed for illness while parents are arriving to until a student can drive home. If attending school ad well, students don't belong in the Clinic.

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 take off like a rocket, 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, child care 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. These workers are the bread and butter of life to keep it all running. They are the support staff in every occupation.
- **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. They stop complaining and begin to see themselves as how they relate to the world not how the world relates to me. They 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 leave being silly, playing games, and complaining about teachers in middle 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 drop giving unqualified opinions and grasp research to prove their ideas instead. 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. Left undealt with, they will hurt the future college student or a young employee in the workplace, where this sort of behavior would be viewed very negatively. Students need to learn now 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 staff is not doing their best for the students by enabling such behaviors. Educators need to ensure they do not foster an enabling culture that eliminates success in college or the workplace later. 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.

There may be students who seriously cross a discipline line occasionally, but that should be infrequent. Teachers need to abide by and establish good discipline in their classrooms. They cannot ignore behaviors one day, then want to enforce them the next day. They must be consistent and **always follow the policies with their students**. Teachers should 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. This has little to do with an educational accommodation... most Kindergartners can do it. It has much more to do with low expectations on behavior, a poorly run child centric lifestyle, and/or continual enabling. Teachers are not preparing their students for college or the workplace, if they tolerate this in the high school setting, but rather damaging their student's future ability to succeed in college or the workplace. Those future environments will not offer accommodations. 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 School (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 result 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.

Progressive Discipline Step 1 (Classroom)

Student writes report that parent signs. A student exhibiting poor behaviors will receive an additional work assignment on the day of their offense, entitled: **Discipline Assignment for Disruptive Behavior – Step 1, to be signed by the parent and returned to school the following day.** It will be due to the Administrator/s and put in the student's discipline folder. This is an attempt at the lowest level for the student to be responsible for their own behavior and understand it must be changed. If the student takes their own responsibility and does their assignment, the problem ends there. The parent is notified that the student has entered the progressive discipline process, by signing the form. This allows the parent discussion time with their student, to encourage behavior changes. (Student responsibility)

Progressive Discipline Step 2 (Teacher and Administration - Detention)

Parent is called by the teacher. If the student fails to complete the assignment opportunity, they are moved to Step 2. It is entitled **Failure to Complete Discipline – Step 2**. A form will be filled out by the teacher and given to the Administrator/s on the following day. **On Step 2, the teacher will call the parent the next day**, to explain the offense and tell the parent the student had the opportunity to get this problem fixed themselves without involving the Administrator/s, but failed to comply. The teacher will state what the student did behaviorally. Now a second failure to follow reasonable directions has resulted in a parent call for their assistance, and culminated in an **After- School Detention** for one hour the following day with a teacher or the Administrator/s. If the student misses athletic competitions or other extracurricular activity, due to their failure to comply in Step 1 that is unfortunate. They had a previous opportunity to resolve this simply. The Step 1 assignment previously required, will be done during the **After-School Detention**. The After-School Detention Form is also sent to the After-School Detention Supervisor with the assignment due from the teacher. The After-School Detention Supervisor turns in the completed assignments to the Administrator/s before leaving school at the close of that same day.

Progressive Discipline Step 3 (Staff - Saturday School)

Saturday School for 4 hours and possibly more In School Suspension days, based on the incident's seriousness and the history of the student's behavior. A student failing to comply with previous opportunities for the student (and/or parent) to resolve the problem **will then result in a Saturday School being given, if no other school violations exist.**

In the case of other violations which have also occurred simultaneously or near the incident, additional In-School Suspension may be added. Each case at Step 3 must be individually evaluated and needs a comprehensive review based on the overall student issues occurring in the school for this defiant student. Step 3 discipline will be an intervention on the student by the school discipline team perhaps involving parents in a meeting held at the school. (School responsibility)

Progressive Discipline Step 4 (Out of School)

A **Removal from School – Step 4** action will be implemented. The parent will be called to pick up their child or the student will be asked to drive home. The student will not be allowed to stay at the school to wait more than 30 minutes, after the call is made. The decision by the student to ultimately end up here, drastically impacts their parent's life rather than the simpler process of them complying with reasonable direction. **It clearly reveals the student has a major problem with authority.** Calling a parent to leave work and immediately pick up a student, due to their student's egregious behavior, is a very serious offense but not necessarily a final resolution, based on the type of student offense or the number of repeated attempts to change the student's behavior that have occurred previously without success. When such an offense occurs, the parent will be called to pick the student up from school immediately.

These sorts of behaviors take time away from the educational process, disrupt education for other students, and degrade the staff who are paid to educate, not referee disruptive behavior. Most importantly, they take time away from the parents who must now deal with their child's behavior and their failure to comply. When this student's behavior disrupts the educational process, and affects other students, those students' parents become upset and rightly so. They are not paying for their own child's educational process to be violated. The teacher must deal with

the issue instead of teach. The other students miss learning. A school is a place for education, not a juvenile delinquency prevention center. The school must enact correct educational environment standards. Behaviors such as disrespect to school staff, excessive disruptions, failure to comply with reasonable directions, and using foul language or defiance etc. cannot be tolerated. If a parent is called by the school to pick up their student on **Removal from School – Step 4**, due to these ongoing inappropriate behaviors, **it is serious**. Discussion with student and the parent notification failed in Step 1, parents being called by the teacher again in Step 2 failed, then an intervention and review with the educational staff and a possible meeting with the parents in Step 3 failed, so now at Step 4 has no other action but a one week suspension from school being delivered by the Administrator/s. Three prior attempts were made to resolve this behavior by the staff. If the student would have complied at any of the prior steps this would not be happening. Discussion is over by the time we reach Step 4. Now it falls to the parents to take responsibility for their child, and deal with it in the home. The parent and student then each write a letter to the Administrator/s assuring the school their student's behavior will change before student is allowed re-entry to school. Both the student and the parent must sign their letters. The parent and staff are working in a partnership or in tandem to improve the student's behavior. (Parent Responsibility)

Progressive Discipline 5 (Semester Suspension)

Semester Suspension Step 5 – The student receives a suspension for the entire semester. Re-entry would have to be-evaluated by the discipline team and ESE staff. This meeting would include the Administrator/s, ESE staff and relevant others. (Head of School Responsibility)

School Lunch Program

Keystone Prep High School partners with various local restaurants to offer students diverse options for lunch. Students may choose from pizza, pasta, or submarine sandwich options and are required to make their selections each month and have the appropriate form and payment submitted to the front office by the set deadline. Students who choose to bring their own lunch may use the refrigerator provided and the microwave ovens to heat their meals. Various beverages and healthy snack options are available as well in our Healthy Foods Vending Machine, for an additional charge.

Student Character

- **Accept correction**, it is a sign of wisdom. Only correct others if asked, or if you have authority over a project.
- **Be a person of your word**. If you say you will do something, do it.
- **Be responsible**, so teachers and others do not have to ask you about what was not done.
- **Do not lie, cheat, or steal**. These are character issues. If caught expect serious consequences.
- **Do not make promises you won't keep**. Write down your promise and deliver on it.
- **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**. Being an effective person means you can do work on things until you are responsible.
- **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 and selfish. 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. Do not initiate or say unkind things about or to anyone, even if true. It may be true, but it is rarely some other son's business.
- **Take ownership of your failures and mistakes.** It makes you a better person. Do not tell others about problems and issues of others, only your own, unless it involves an issue of eminent safety for others. That always bring to the attention of the school staff immediately.
- **Take things seriously when needed,** since people's lives can be lost. Weapons of any kind never belong at school or on school grounds. Bringing or showing a weapon will result in immediate suspension according to the Federal Safe Schools Law and the appropriate law enforcement agency will be contacted followed by suspension.

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, except at lunch.
- Do not bring unapproved electronic devices to school.
- 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.

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 water or beverage 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, so the equipment can be replaced.**

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 technology use including but not limited to: harassing, obscene (i.e. pornographic), threatening, or other such messages or material that are a violation of applicable law or school policy, in particular, contributing to the creation of an inappropriate or hostile academic or work environment, which will result in immediate suspension.

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, or 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

Serious 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: driving students to events, 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. If not supported by the recipient, how can they expect a scholarship? This is KPHS's only method of raising that scholarship money for students and it needs support.

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. It is our policy to follow Hillsborough County School District's determination on school closings. **We do not follow Hillsborough County for days off school or for other matters.**

Tornado

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.

Keystone Prep High School

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