



# *Kendall Greens High School*

*Tuition Free Public Charter School*

*Biscayne Ridge High School is dedicated to helping at-risk students earn a standard high school diploma and prepare for post-secondary success.*

*Pursuant to Florida Statute 1002.31, enrollment in this school is open to students residing in any Florida school district who are not subject to a current expulsion or suspension unless the school has reached its enrollment capacity.*

## **STUDENT / PARENT HANDBOOK**

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## **Admission / Enrollment Information**

## **A. Enrollment**

1. Applications are accepted year-round at the school. Any student who meets the eligibility requirements under state law for enrollment in a public school is eligible to apply. Once students complete an application, they will be admitted to the school regardless of race, gender, religion or ethnic origin. If the number of all eligible applicants for enrollment exceeds the school's capacity, the school shall perform a random selection process to determine which students are enrolled and which students are placed on a waiting list in the order determined by the lottery.
2. Interested students must complete an enrollment interest form online at <https://kendallgreenshs.com/> and/or complete an application and return it to the school. If the student has a copy of his/her transcripts or other records, these should also be attached. If the student does not have a copy of his/her transcripts, the student and/or the parent/guardian will need to sign a "Request for Records" form. These records will only be used to verify existing credits.
3. Within five working days, the student will be notified of their enrollment status. If accepted, the student and parent will complete all necessary paperwork.
4. The student will be assigned an academic class and session, based upon availability.
5. Students are required to attend an enrollment orientation.
6. The School operates in conjunction to the Authorizing School District's calendar when possible. It is an expectation that all students attend school on a regular basis. Failure to attend school regularly and throughout the entire school year will result on the initiation of truancy procedures. Please refer to the attached instructional calendar for information on expected days of attendance.

## **B. Fees**

We are a free public charter with no registration fee or tuition of any kind.

## **C. Non-Discrimination Policy**

The school does not discriminate against any person, regardless of a person's religion, national origin, age, race, creed, color, disability, condition, sexual orientation, or gender.

## **Parent Rights / Student Responsibilities**

The school is committed to accomplishing its mission and providing a safe and respectful learning environment for all students. We do not tolerate any actions from

students, parents, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and wellbeing of any member of the school community, or threaten the integrity and stability of the school and its reputation. As such, all students and parents/guardians are encouraged to understand their rights as defined in this handbook and are required to meet the responsibilities defined in this handbook and in the district code of conduct.

## **A. Student/Parent Records Rights**

1. Students and parents shall have the right to access their education records, including the right to inspect and review those records.
2. Students and their parents shall have the right to waive their access to their education records in certain circumstances.
3. Students and their parents have the right to challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise a violation of privacy or other rights.
4. Students and their parents shall have the right of privacy with respect to such records and reports.
5. Students and their parents shall receive annual notice of their rights with respect to education records.

## **B. Student Responsibilities**

All students share with the administration and staff a responsibility to develop a safe learning environment within school. Students shall have the responsibility to:

1. Be on time and attend school daily in accordance with the annual instructional calendar.
2. Put forth a conscientious effort in all school assignments to include integrity of all work products.
3. Have knowledge of and conform to the school rules and regulations and applicable laws.
4. Use appropriate speech refraining from disrespectful, indecent, obscene, or foul language; and,
5. Report to school staff any incidents or activities that may threaten or disrupt the school environment.

## **C. Students shall have the right to...**

1. A public-school education up to 21 years of age or upon graduation; whichever occurs first.
2. Not be excluded from school or from school privileges because the student is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color religion, sexual orientation (known or perceived), or national origin.
3. Not be the subject of corporal punishment.
4. Request and receive interpretation and translation assistance for school-related matters if English is not their primary language.

## **D. Parents/Guardians Responsibilities**

1. Ensure that their children attend school regularly in accordance with the laws of the State of Florida.
2. Enroll their child in another school if he/she withdraws from this school.
3. Present to the school administration any concern or complaint in a calm, reasonable manner.
4. Work with their child daily to ensure that the student is completing assignments.
5. Know the rules set forth in this handbook and the accompanying district code of conduct and review the contents with their child(ren).
6. Ensure that their child complies with all required testing and assessments.
7. Ensure that their child receives the periodic health examinations that are required by law.

## **E. Parent / Guardian shall have the right to...**

1. Receive accurate and timely information regarding their child's academic progress and must be informed of ways they can do to help their child to succeed in school.
2. Inspect, copy, and challenge, according to the appropriate guidelines, all information contained in their child's records.
3. Request and receive an explanation for the basis of any grade given by a teacher.
4. Request a conference with a teacher and/or the principal/school administrator.
5. Receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education.
6. Receive reasonable accommodation for any disability to have access to participate in their child's education, to the extent all parents are permitted to participate, upon request for such accommodation and proof of medical necessity.

## **F. Family Education Rights and Privacy Act (FERPA)**

### Personally Identifiable Information (PII)

The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to have records amended, the right to have partial control over the disclosure of personally identifiable information from the records and the right to file a complaint with the U.S. Department of Education with alleged failures to comply with requirements of FERPA. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").

Parents has the right to:

1. Inspect and review the student's education records
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and § 99.31 authorize disclosure without consent; and
4. File with the Department a complaint under §§ 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act

If you would like to inspect and review your student's records, please contact the school's principal. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, D.C. 20202-4605

FERPA requires that the school, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the school may disclose "directory information" without written consent, unless you, the parent or eligible student, have advised the school in writing that you do not want all or part of the directory information disclosed. The method for objecting to the disclosure of directory information is specified below. The primary purpose of directory information is to allow the school to include the following information from education records in certain school publications or disclose it to certain parties. Examples include:

1. Shipment of computer and school materials to and from student's home.
2. Entry of student enrollment information into a computer database for use by school officials
3. Honor roll or other recognition lists
4. School Yearbook Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent.

In addition, federal law requires the school to provide military recruiters, upon request, with three directory information categories – name, addresses, and telephone listings – unless parents or eligible students have advised the school in writing that they do not want their student's information disclosed without prior written consent. The school has designated the following as directory information:

1. Name
2. Address
3. Telephone Number
4. Email Address
5. Photo
6. Honor Roll Status
7. Grade Level Activities and Clubs
8. Awards

If there are certain items the school has chosen to designate as directory information that you do not want to be disclosed from your child's education records, without your prior written consent, please send an email identifying the information you do not want to disclose, your student's name, and any edits to the attention of the principal.

## **G. Academic Dishonesty Policy**

Academic integrity is highly valued at our school. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use. See also Student Responsibilities for additional information regarding this policy. An online resource is used to verify plagiarism within assignments.

### **Non-Citation Infraction**

Should a student be determined to have violated the Academic Dishonesty Policy by failing to appropriately cite work thereby representing such work as authentically their own, the following consequences shall be applied:

1st incident = requirement to resubmit assignment(s) and parent conference.

2nd incident = parent, teacher, and administrator conference, possible grade of zero on assignment and administrative review of student coursework potentially resulting in requirement to retake the full course in question.

### **Citation Infraction**

Should a student be determined to have violated the Academic Dishonesty Policy by failing to appropriately cite work thereby inaccurately representing work, the following consequences shall be applied:

1st incident - counseling on correct use of citations and opportunity to re-do assignment, parent conference.

2nd incident = parent, teacher, and administrator conference, possible grade of zero on assignment and administrative review of student coursework potentially resulting in requirement to retake the full course in question.

Students are responsible for their own work on all assessments and final exams. Students are not allowed to use notes, quizzes, or textbooks on unit tests and final exams, unless otherwise indicated in an IEP or at the explicit direction of the content area teacher. Students are not allowed to share work with other students on assessments or final exams. Unless otherwise noted, tests and quizzes are not “open-book” assignments. If a student does not complete his own work or shares his work with others on unit tests and/or final exams, he/she will not receive credit for the work. He/she faces the risk of disciplinary action in accordance with the district’s code of conduct.

## **H. Complaints/ Dispute Resolution**

Disputes with parents/guardians will be handled in a professional manner, with dignity and respect.

Complaints about the school should be registered with the Principal or Assistant Principal (administrator), who will determine the nature of the complaint and begin collecting all relevant information and data. The administrator will take steps to resolve

the situation in a reasonable, agreed-on timeframe, typically **within 10 school days**, unless otherwise communicated.

If the issue cannot be resolved at the school level, the concern may be escalated to the **Regional Director**, who will review the situation, consider all documentation, and work collaboratively with the family and school team to reach a resolution.

If the parent or guardian is not satisfied with the outcome, or if the situation warrants further attention, the Regional Director may notify the **Governing Board Chair**, or the parent/guardian may directly contact the Chair. Contact information for the Governing Board Chair can be obtained at the school's front desk.

The Board shall have final authority to hear and decide on actions resulting from parental concerns.

Parents are always welcome to attend quarterly Board meetings. Public notices for these meetings are posted on the school's front door and in the "Public Notices" section at <http://FinishSchool.com/FL/locations.php>. Parents are welcome to voice comments, concerns, or recommendations during the Public Comment period of any Board meeting.

**The school maintains a strict anti-retaliation policy.** Parents and guardians may raise concerns or complaints without fear of retaliation or negative consequences to their child or family.

This policy aligns with **Section 1001.42, Florida Statutes**, which outlines school board responsibilities, including the duty to address and respond to parental concerns in a fair and timely manner.

## I. Attendance Policy

All students are required to attend school daily for the full duration of their assigned session. Parents are responsible for their child's daily school attendance.

Students must sign a daily attendance roster in the classroom upon entry each day to count for attendance. Failure to do so will be reflected as an absence. These signatures are maintained as official attendance records. Students who fail to attend consistently are at risk of delaying graduation progress, and/or facing legal truancy processing as defined by state and local policy.

1. All students are expected to be on time and present each day of the school year.
2. Any time a student is absent from school, the parent/guardian must communicate the reason for absence to the school. **For each day a student is absent, Parents/guardians must submit supporting documentation explaining the reason for the absence.**
3. Habitual tardiness is considered 7 tardies to school per quarter.

Students wishing to attend double session will need prior permission. A consistent pattern of failure to remain for the full duration of the assigned session will negatively impact student progress. Continued non-compliance may lead to additional disciplinary actions as outlined in the student code of conduct.

Any extenuating circumstance that may impact a student's ability to attend school regularly, on-time and for a full session should be addressed proactively with the school principal and advisory teacher. The school will work collaboratively with students and parents help address obstacles to meeting these attendance expectations. Students that are employed should work with their employer to ensure that work schedules do not interfere with school schedules. If assistance is needed in addressing this request with an employer, the school Career Coach can be called upon to assist.

### **Excused Absences**

An excused absence or tardy may be granted if the student is not in school for any of the following reasons:

1. Medical appointment – submitted with appropriate verifiable documentation.
2. Under a doctor's care – with appropriate verifiable documentation.
3. Death of an immediate family member – must submit appropriate verifiable documentation.
4. Personal illness – with appropriate verifiable documentation.
5. Court appointment – with appropriate verifiable documentation.
6. Other appointments that cannot be scheduled outside of school hours.
  - a. Examples may include appointments with case workers, probation officers, or signing a residential lease.
7. Other absences as deemed appropriate by, and at the sole discretion of, the school administrator.

Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed unexcused. Excused absences, even with the appropriate verifiable documentation, will count against the student's average daily attendance percentage. Additionally, any prolonged absence due to illness will only be coded as excused with documented evidence from a health care provider.

### **Unexcused Absences**

An unexcused absence includes:

1. Any absence that is not considered excused by the criterion above.
2. Any absence where the student fails to provide appropriate verifiable documentation.
  - a. Students should have written documentation in-hand for absences on the first day upon returning to school.
3. Leaving school early without proper authorization and/or without having participated in at least half of the assigned instructional session.

## **J. Tardy Policy**

For security reasons, the student entry doors to the school campus remain locked until the beginning of each instructional session, e.g., 7:00AM and 12:30PM.

Upon start of their assigned instructional session, students must immediately proceed to student entry and then to their assigned advisory classroom to sign in. Any student

signing in more than 15 minutes after the start of the instructional session will be marked tardy for the day. If a student is going to be more than 15 minutes late for his or her scheduled session, the student or parent are expected to call the school to inform them and determine if participating in an alternate session is recommended.

Students arriving more than 30 minutes late for their session may be required to sign-in at the main office and meet with the school Principal or designee prior to reporting to class.

Chronic tardiness will negatively impact student progress and may result in disciplinary action. Continued non-compliance may lead to additional disciplinary actions as outlined in the student code of conduct. Any extenuating circumstance that may impact a student's ability to arrive at school on time should be addressed proactively with the school principal and advisory teacher. The school will work collaboratively with students and parents to help address obstacles to meeting these attendance expectations.

## **K. Early Dismissal**

Students who are under 18 years of age must be signed out by a parent or authorized representative in the front office. Students will not be released to those whose names are not listed as an authorized pick up. A photo ID must be shown to release a student from the premises. To ensure the safety and security of our students at all times, it is the parent's are required to come to campus in-person to add or make any requested changes to the authorized pick up list.

## **L. Loitering**

Students loitering on school property or proximity after their instructional session begins will face disciplinary action up to and including potential dismissal from the school should the behavior continue despite redirection. Should this behavior occur, the school may inform the parent/guardian and request a meeting to address the concern.

## **M. Dress Code**

Students are expected to dress appropriately when attending school. Students should not wear immodest, suggestive, vulgar, obscene, or distracting attire.

Additional dress code expectations for all students:

- ❖ Head coverings shall not be worn in the building unless required for religious observance or health-related reasons. This includes wearing hoodies over the head.
- ❖ Garments or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- ❖ Tube tops, spaghetti straps, or similar types of clothing may only be worn with a blouse or cover shirt.

- ❖ Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn.
- ❖ Undergarments shall not be visible.
- ❖ Clothing shall not expose the mid-chest area.
- ❖ Clothing not properly fastened or with tears that are indecent shall not be worn.
- ❖ Clothing designed as undergarments or sleepwear shall not be worn as outer garments.
- ❖ All pants and shorts shall be secured at the waist. Hemlines shall be no shorter than fingertip length for all shorts, skirts, and dresses.
- ❖ Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and are not allowed.
- ❖ Each student must maintain a neat, clean, and professional appearance as determined by the school principal always.

The principal or his/her designee reserves the right to make exceptions to the dress code based on a student's physical disability or other conditions. Students not conforming to the dress code may not be admitted to school and will be deemed absent. If an identified dress code violation is remedied, student may return to complete their session or attend and alternate session contingent upon seat availability.

## **N. Electronic Devices**

### **(Ex. Cell Phones, iPads, Smart Watches, Fitness Trackers)**

The following guidelines are in effect to minimize distractions in the school and classrooms. Refusal to adhere to this policy is considered insubordination and are subject to disciplinary actions.

- ❖ All cell phones and any other personal electronic devices, including but not limited to music devices, hands-free devices, portable games and touch screen devices, will be collected upon entry and held until dismissal. These items are not permitted in the classroom.
- ❖ Cell phones may not be used for taking pictures and/or videos at any time.
- ❖ Use of cell phones for harassment, bullying, and/or assault that causes a disruption to the school environment, will result in disciplinary consequences, including loss of all phone privileges for the remainder of the school year.

Since the school is not responsible for loss or damage of these items, it is our strong recommendation that they are not brought on campus.

## **O. Internet Use**

The school's instructional technology resources, including messaging platforms and internet access, are designed and provided for educational use only. Students will be required to review and sign an Acceptable Use Policy as part of new student orientation. Students who violate the policy are subject to disciplinary action. Continued non-compliance may lead to additional disciplinary actions as outlined in the student code of conduct.

## **P. Code of Conduct**

The school recognizes that a positive learning environment cannot exist without maintaining order and discipline conducive to learning. This Code of Conduct is intended to ensure that all students and parent/guardians understand the expectations concerning acceptable behavior and the consequences for failing to meet these expectations. All students hold the responsibility of supporting a respectful and positive environment within the school, on school property, and at any school sponsored event.

All students at the school are required to know and follow this Code of Conduct. When students do not follow the rules, they are expected to accept the consequences.

Corporal punishment is not permitted. No employee should threaten, inflict or cause to be inflicted, unreasonable, irrational, or inappropriate force upon a student.

The rules of the Code of Conduct apply to any conduct whether the student is:

1. On school grounds during the school day or immediately before or after school hours.
2. On school grounds at any other time when the school is being used by a school group.
3. On or off school grounds at any school activity, function, or event; or
4. Traveling to and from school, including actions on any public transportation, bus, van, or other public conveyance.

Students are also expected to know and continue observance of the Code of Conduct as enforced by the authorizing school district. Please review these expectations at:

<https://api.dadeschools.net/WMSFiles/322/pdfs/01-18-23%20-%20Adopted%20Secondary%20COSC%20-%20English.pdf>

Under this Code of Conduct, the following definitions will apply:

- ❖ **Student:** a person – adult or minor – enrolled in the school.
- ❖ **Parent:**
  - a. an official caregiver or a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including DHS workers and/or group home employees as identified at the time of admission or amended in writing thereafter, or an emancipated minor (proof required).
  - b. for young adult students aged 18-20, parent or guardian with whom the student currently resides.
  - c. for married and independent adult students aged 18-20 and for all students aged 21 or older, the student him-/herself.
- ❖ **Married:** the legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or any sovereign nation.

The following behaviors are considered infractions at the school and will result in corrective action up to and including a suspension or dismissal, at the discretion of the Principal:

Minor Infractions- These infractions are least serious incidents. Addressing minor infractions may include possible interventions and corrective actions. It is important these infractions are promptly and properly addressed with the student, parent, and school personnel.

Major Infractions: These infractions are increasingly more serious and require a thorough investigation into the incident and require timely disciplinary consequences. Interventions/Alternative consequences may not be appropriate depending on the circumstances of the event. The options available may range from suspension to alternative reassignment.

Minor Infractions: These behaviors are actions that disrupt the structured operations of the classroom and school environment. These include some of the following:

- ❖ Dress Code Violation
- ❖ Use of Profanity
- ❖ Tardiness
- ❖ Visiting an Unauthorized Area
- ❖ Insubordination
- ❖ Misuse of Electronic Devices
- ❖ Use of Tobacco/Nicotine
- ❖ Disruptive Behavior
- ❖ Other Rule Violations

Major Infractions: These behaviors are increasingly more serious acts that disrupt the structured operations of the classroom and school environment. These include some of the following:

- ❖ Bullying
- ❖ Disruption on Campus
- ❖ Drug Use/Possession
- ❖ Alcohol
- ❖ Fighting/Physical Attack
- ❖ Harassment
- ❖ Sexual Harassment
- ❖ Larceny/Theft
- ❖ Gang Related Activity
- ❖ Threat/Intimidation
- ❖ Trespassing
- ❖ Possession of a Weapon
- ❖ Robbery
- ❖ Off Campus Felony
- ❖ Other Major Rule Violations

At our school, creating a safe and supportive environment for learning is our top priority. To achieve this, we utilize the Florida School Environmental Safety Incident Reporting (SESIR) system to keep track of any serious incidents that occur. We understand the importance of addressing bullying and harassment, as these are two common issues that can negatively impact students' well-being and hinder their educational experience. It is important to note that these behaviors can occur in various forms, including written, verbal, or physical conduct.

Bullying is a repeated behavior that causes harm or distress to another person, whether it be physical or emotional. Such behavior can create a frightening and unwelcoming atmosphere, making it difficult for students to focus on their studies and fully participate in school activities.

Harassment encompasses any behavior that instills fear, insults, or dehumanizes a student or staff member. It can take various forms, including verbal or written threats, as well as

physical actions. Harassment not only disrupts a student's education but also creates a negative environment within the school.

To ensure awareness and prevent any legal or negative consequences on students' records, below we provide a list and the definition of other serious recordable incidents. These incidents are recorded along with disciplinary actions taken by the school. By doing so, we maintain accurate records and uphold a safe learning environment for all students.

#### **Other Serious Incidents as determined by the State of Florida:**

- ❖ **Alcohol:** Possession, sale, purchase or use of alcohol on campus
- ❖ **Arson:** To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- ❖ **Battery:** Actual and intentional striking of another person against his or her will, or the intentional causing of bodily harm to an individual.
- ❖ **Breaking and Entering:** The act of unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- ❖ **Bullying:** Intimidating behaviors that are repeated, intentional that includes cyberbullying that causes physical hurt, psychological distress on another person.
- ❖ **Disruptive Behavior:** Participating in and/or encouraging any activity that disrupts the classroom environment.
- ❖ **Disruption on Campus:** This poses a serious threat to the learning environment or health, safety or welfare of others.
- ❖ **Dress Code Violation:** Failure to comply with the dress code requirements.
- ❖ **Drug Use/Possession Excluding Alcohol:** The use or possession of any drug, narcotic, controlled substance. This includes being under the influence of any drug for the purpose of altering brain function including but not limited to synthetic marijuana or prescription drugs not prescribed to the student.
- ❖ **Fighting:** When two or more people mutually participate in use of force or physical violence. This includes lower-level fights pushing, shoving, or altercations.
- ❖ **Homicide:** The act of unjustified killing of one human being by another.
- ❖ **Kidnapping:** - The act of force, secretly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.
- ❖ **Gang Related Activity:** Engaging any verbal, written, or physical act which is associated with becoming a member of a gang or being a member of a gang and participating in gang rituals or behaviors on campus.
- ❖ **Harassment:** Any threatening, insulting or dehumanizing gesture that places another person in reasonable fear or harm and causes substantial emotional distress.
- ❖ **Insubordination:** Failure to follow a direction or an order from a school staff member or any adult in authority.
- ❖ **Off Campus Felony:** A student who has been formally charged or found guilty of a felony may be recommended for alternative reassignment or expulsion if it is

determined the student's presence at school with impact the educational environment.

- ❖ **Other Major Incidents:** Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.
- ❖ **Physical Attack:** Striking another person against his/her will with the intent of causing bodily harm.
- ❖ **Robbery:** The taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat.
- ❖ **Larceny:** The unauthorized taking, carrying, or concealing property of another person.
- ❖ **Misuse of Electronic Devices:** Failure to comply with the electronic devices policy
- ❖ **Sexual Battery:** The act of forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. Both males and females can be victims of sexual battery.
- ❖ **Sexual Harassment:** Unwanted verbal or physical behavior with sexual connotations by an adult or student that creates an intimidating, hostile, or offensive educational environment.
- ❖ **Sexual Offenses:** The act of other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, comments, sexual activity, or exposing private body parts in lewd manner.
- ❖ **Tardiness:** Late arrival to school.
- ❖ **Threat/Intimidation:** The act of an incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.
- ❖ **Tobacco/Nicotine:** The possession, use, distribution or sale of tobacco or nicotine products (including electronic nicotine devices) on school grounds.
- ❖ **Threat/Intimidation:** No contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender.
- ❖ **Trespassing:** (illegal entry onto campus) To enter or remain on school grounds without authorization.
- ❖ **Use of Profanity:** Any vulgar, abusive or inappropriate language, clothing or gestures.
- ❖ **Vandalism:** The intentional destruction, damage or defacement of school or personal property.

- ❖ **Visiting Unauthorized Area:** Being present in rooms or other areas of the building that student is not assigned to or not designated for that student
- ❖ **Possession of Weapon:** Possession of firearms or other instruments which can cause harm

## Q. Suspensions

General guidelines for suspensions are as follows:

- ❖ The principal or the principal's designee can suspend a student for a period of time not to exceed ten (10) school days at any one time. The principal's designated representative shall:
  - ❖ Provide opportunity for the student to explain what occurred.
  - ❖ Make a good-faith effort to immediately inform the student's parent/guardian by telephone of the student's out-of-school suspension and the reasons for the suspension.
  - ❖ Notify the parent/guardian of the out-of-school suspension and the reasons for the suspension in writing within 24 hours by U.S. mail.
  - ❖ Provide opportunities for students to make up work missed during the period of suspension in a timely manner.
  - ❖ For students with an IEP or 504 Plan, refer to the Code of Conduct section titled Manifestation Determination Review if the suspension exceeds ten (10) cumulative days for the school year.
  - ❖ If it becomes necessary to consider a student for suspension from school attendance for a period of eight (8), nine (9) or ten (10) school days, the principal or designated representative shall:
    - ❖ Make a good-faith effort to notify the student and the student's parent/guardian of the consideration for suspension immediately and in writing.
    - ❖ Provide an opportunity for the student to explain what occurred.
    - ❖ Make certain that students being considered for suspension are provided an administrative review, affording both sides ample opportunity to present their case. The decision to suspend shall be subsequent to the administrative review and only on the basis of substantive evidence supporting the charges against the student.
    - ❖ Immediately notify the student and the parent/guardian of the suspension in writing.
    - ❖ For students with an IEP or 504 Plan, refer to the Code of Conduct section titled Manifestation Determination Review if the suspension exceeds ten (10) cumulative days for the school year.

### Manifestation Determination Review (MDR)

A Manifestation Determination Review (MDR) should be convened if a pattern of behavior is established that constitutes a change in placement (e.g. suspensions which exceed 10 cumulative days in a school year, or a pattern of removal for same or similar behaviors), or a request for a change of placement for disciplinary reasons (expulsion) is considered for a special education student (34 CFR 300.530(e) & 300.536), or a Section 504 Student (34 CFR 1004.35(a)). The MDR, which includes qualified persons and the parent/guardian, has the purpose of determining if the student's discipline infraction which resulted in the recommendation for change of placement was a manifestation of the student's disability. When conducting an MDR, two (2) questions must be answered:

1. Was the conduct in question (i.e., discipline infraction) caused by or did it have a direct and substantial relationship to the child's disability?
2. Was the conduct in question the direct result of a failure to implement the IEP or 504 Plan?
  - ❖ If the answer to either of these questions is yes, the discipline infraction is considered to be a manifestation of the student's disability and further disciplinary action will not occur. However, if the answer to both questions is no, the student may be disciplined in the same manner as a student without a disability would be.
  - ❖ If the answer to question two above is no, due to a pattern of removal for same or similar behavior throughout the year that the team has not addressed in the IEP/504 Plan, this removal is considered a change of placement and no further disciplinary action shall occur.

## **R. Change of Personal Contact Information**

It is the parent's responsibility to inform the school of any change of relevant information regarding home address, telephone number(s) or other contact information as soon as possible.

## **S. Bullying**

Section 1006.147, Florida Statutes, prohibits bullying or harassment of any student or employee of a public K – 12 educational institution. The school does not tolerate bullying of any type. All students and employees have the right to feel respected, safe, and secure while participating in school and school related activities. The school's policy and procedures require that:

- ❖ All incidents of bullying are reported to the Principal or Assistant Principal.
- ❖ All allegations of bullying are investigated in a timely manner.
- ❖ Parents of both parties (the alleged bully and the target) are notified that the investigation is occurring.
- ❖ Parents are notified of the outcome of the investigation.
- ❖ Interventions and disciplinary consequences will be provided to a student who has committed an act (or acts) of bullying.
- ❖ The student who is the target of the behavior receives appropriate interventions and follow-up as per the school administration and student services team.

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or

pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to:

- ❖ Teasing
- ❖ Threat
- ❖ Stalking
- ❖ Theft
- ❖ Destruction of property
- ❖ Social exclusion
- ❖ Intimidation
- ❖ Physical violence
- ❖ Public or private humiliation
- ❖ Cyber bullying
- ❖ Sexual, religious, or racial harassment

Examples of conduct which may constitute bullying or harassment include:

- ❖ Graffiti containing offensive language.
- ❖ Name calling, jokes, or rumors.
- ❖ Threatening or conduct directed at another because of one's race, color, ethnicity, national origin, disability, or personal attributes.
- ❖ Notes or cartoons related to one's race, color, ethnicity, national origin, disability, or personal attributes.
- ❖ Racial slurs, negative stereotypes and hostile acts based on one's personal attributes.
- ❖ A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, color, ethnicity, national origin, disability, or personal attributes.
- ❖ Other aggressive conduct such as theft or damage to property which is motivated by one's race, color, national origin, ethnicity, or disability.

## **Academics**

### **A. The Curriculum**

The curriculum is a combination of academics, life skills preparation, and workplace training. Each student works on an individualized computer program, participates in small group sessions, and completes independent work to earn credits for graduation and pass required state tests. Students will also have access to the Internet for their academic lessons and vocational exploration. The school provides instructor-led teaching in all subject matters for the purposes of teaching, evaluating, and helping the students throughout the duration of the course. One-on-one tutoring is available as needed.

Students receive an Individual Graduation Plan (IGP) based upon their academic needs and vocational/employment plans. A Career Coach will work with each student to assist with job placement, vocational opportunities, and career advancement. Students will receive a teacher's grading standard and course description for each assigned course and will take part in basic skills remediation and enrichment in accordance with their needs. Students are expected to be cooperative and make every effort to master course material. Students will be notified when work progress and product is unsatisfactory.

## B. Academic Sessions

Students are required to attend at least one academic session per day, Monday through Friday, based on their selected session and subject to space availability:

Session I	7:00 a.m. – 12:00 p.m.
Session II	12:30 p.m. – 5:30 p.m.

Students may elect to attend more than one session per day contingent upon space availability and approval from their advisory teacher. Students/parents may request a change in assigned session on any given instructional day by making a request to an administrator. Permission to attend a non-assigned session is contingent upon space availability with first preference given to students assigned to the session. If student/parent request a permanent change in academic session but space is not available, they will be placed on a wait list and informed by the school once a space is available and the session change is approved.

## C. Grading

Students and parents will have access to the student's grades at all times by logging on to the computer and viewing the grades through the MY SUCCESS Parent Portal. As such, parents have daily reports of their child's progress. Official transcripts will be available through the main office.

Each student is required to complete all instructional assignments, quizzes and exams defined for each assigned course through the school's digital curriculum (unless modifications or alternative assignments are provided and approved by instructional staff in alignment with student need and Individualized Education Programs or 504 plans). In addition, workbooks, newspapers, magazines, and print resource materials are available for student use while completing off-line assignments. Students must receive 70% or better on offline assignments and 80% on online quizzes to master activities for course progress.

If applicable, each student is also required to keep an academic folder of his/her accomplishments. The academic folder is reviewed by the school's Graduation Committee before the student is deemed ready for graduation.

Credit for coursework completed at other institutions will be transferred subject to the institution's accreditation. The privilege of repeating coursework allows students to retake courses in which they initially encountered challenges. A course may be repeated to improve final grade only once. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or included in, the cumulative grade point average in accordance with state and local school board rules and regulations. Repeat course credits may not be counted more than once toward graduation requirements. Any student wishing to repeat a course more than one time will need to file a written request with the school administration.

Students who complete course work at the school are not guaranteed to meet NCAA Clearinghouse requirements. **Students who desire to play intercollegiate sports**

**must notify school administration at the time of enrollment to determine if proper coursework can be assigned to meet NCAA eligibility.**

The school's grading scale is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

#### **D. Due Date and Deadline Policy**

Teachers will set suggested due dates and pacing for the submission of assessments and projects throughout each quarter. Students are encouraged to follow all due dates as a strategy to maintain adequate progress toward graduation goals. Students will have up to two (2) weeks after completing all coursework to sit for and pass the final exam unless there are extenuating circumstances as determined by the ISP/IEP. Data has shown that students are most successful when they follow assessment and work submission due dates. This allows teachers to provide timely feedback and additional effective assistance to ensure all students achieve their full potential. Students are permitted to submit work prior to due dates.

The school's instructional model is mastery based. This means that if a student does not achieve a passing grade on an assignment or quiz, the student is expected to understand the errors made through review of the material or remediation from the teacher. They must then resubmit their work until acceptable mastery of the course standards are met. The highest grade achieved will be entered into the grade book.

Students will only be allowed two attempts to pass an assessment/exam without intervention. Teachers may hold small group and one-on-one remediation sessions before permitting students to re-submit assignments or assessments for third and subsequent attempts. Students are encouraged to attend teacher-led small group remediation sessions prior to requesting a one-on-one session with a teach

#### **E. Progress Monitoring**

Students will participate in bi-weekly progress monitoring discussions with their advisory teachers. Additionally, parents/guardians have access to their student's My Success Dashboard which conveys real time status on, course progress, attendance, reading performance and growth, graduation progress, established short-term and long-term goals, and progress toward post-secondary planning.

Students with an IEP or other academic plan that requires printed progress reports shall receive them in accordance with their Individualized Education Program.

#### **F. Grade Levels**

The school follows the authorizing school district's student progression plan. Future changes as adopted by the authorizing school district shall be communicated to students and updated in the IGP (Individualized Graduation Plan) when applicable.

## Middle Grades Promotions Requirements

For a student to be promoted to high school from the middle grades, they must successfully complete the following courses:

- Three middle grades or higher\* courses in English language arts.
- Three middle grades or higher\* courses in mathematics.
- Three middle grades or higher\* courses in science.
- Three middle grades or higher\* courses in social studies.
- One of these social studies courses must be Civics. There is a statewide, standardized end-of-course exam for Civics that must be taken and factored in as 30% of a student's course grade.

\*May include high school courses for high school credit.

All promotions will be done at the end of each school year. Students who meet high school promotion criteria mid-year will remain in the 8<sup>th</sup> grade but will be eligible to begin taking courses for high school credit and will officially be promoted at the end of school year.

## Secondary Grades Promotions Requirements:

Be Classified As:	Students Must Have	AND	The Student Must Pass These Courses (Required for Graduation)
<b>Grade 9</b>	Must have completed Middle School Requirements		
<b>Grade 10</b>	4 Credits	Must include →	<ul style="list-style-type: none"> <li>• 1 English/ESOL credit or 1 Mathematics credit</li> </ul>
<b>Grade 11</b>	9 Credits	Must include →	<ul style="list-style-type: none"> <li>• 2 Credits in English/ESOL and 1 Mathematics credit and 1 Science credit OR</li> <li>• 1 Credit in English/ESOL and 2 Mathematics credit and 1 Science credit</li> </ul>
<b>Grade 12</b>	16 Credits	Must include →	<ul style="list-style-type: none"> <li>• 3 Credits in English/ESOL and 2 Mathematics credits and 2 Science credits OR</li> <li>• 2 Credits in English/ESOL and 3 Mathematics credits and 2 Science credits</li> </ul>
<b>Graduation</b>	24 Credits	Must include →	<ul style="list-style-type: none"> <li>• 24 credits including all required courses for graduation.</li> <li>• GPA requirements</li> <li>• Passing scores on state required assessments for graduation</li> </ul>

## G. Conferences / Open House

Parent / student conferences are strongly encouraged throughout the year to review student progress. Please call the school to schedule an appointment. If academic or attendance problems arise, conferences may be scheduled accordingly.

## H. Transferring Credits

Student credits from former high schools are transferable to the school. A “Request for Records” will be sent to the student’s prior school(s). If a student has an official transcript, it is recommended that he/she attach it to the initial enrollment application or submit it to the Enrollment Specialist as soon as practicable after completing the application.

Note: An official transcript must have a raised seal. All students graduating ***must*** have an official transcript on file to graduate.

## I. Graduation Requirements

The School offers several graduation options:

- ❖ Twenty-four (24) Credits
- ❖ Eighteen (18) Credits
- ❖ Certificate of Completion\*\*

\*\*Certificate of completion is a certificate available to students that earned the 24 required credits but fails to earn passing scores on the state-approved graduation test. However, a certificate of completion is NOT equivalent to a standard high school diploma. A student who is otherwise entitled to a certificate of completion may elect to remain in high school either as a fulltime student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.

Other requirements for graduation include the following:

- Earning a minimum cumulative G.P.A. of 2.0 on 4.0 scale
- Passing the statewide graduation required assessments.
- Passing the prescribed academic curriculum
- Participating in an exit interview

Graduation requirements are established by the State Department of Education and the authorizing school districts. These requirements can change from time-to-time and may even be different for different high school cohort groups. Any changes to graduation requirements will be communicated to students and their IGP will be updated accordingly. Parents and students are encouraged to request a meeting with school administration to ensure a full understanding of applicable requirements, current progress toward graduation, and details of the IGP designed to lead to graduation.

### Graduation Options and Requirements

	24 Credit Option	18 Credit ACCEL Option
English/ESOL	4 credits (ELA 1,2,3,4)	4 credits (ELA 1,2,3,4)

<b>Mathematics</b>	4 credits (Algebra I, Geometry, & 2 courses at the Algebra I level or higher)	4 credits (Algebra I, Geometry, & a course at the Algebra I level or higher)
<b>Science</b>	3 credits A student must earn one credit in Biology I and two credits in equally rigorous courses. (i.e., Physical Science, Earth Science, Environmental Science)	3 credits A student must earn one credit in Biology I and two credits in equally rigorous courses. (i.e., Physical Science, Earth Science, Environmental Science)
<b>Social Science</b>	3 credits (World History, American History, American Government, & Economics)	3 credits (World History, American History, American Government, & Economics)
<b>Foreign Language</b>	Not required (foreign language credit is required for admission to state universities)	Not required
<b>Performing/Fine Arts/ Practical Arts/ Career &amp; Technical Education</b>	1 credit in performing/ fine arts or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination	1 credit in performing/ fine arts or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination
<b>Physical Education/ Health</b>	1 credit	Not required
<b>Electives</b>	8 credits	3 credits
<b>Grade Point Average (GPA)</b>	2.0	2.0
<b>Minimum Grade to Earn Course Credit</b>	D	D

## School Facilities

### A. School Location

The official address of the school is:  
8610 SW 107th Ave.  
Miami, FL 33173

### B. Hours of Operation

The school opens daily at 7:00 AM and closes at 5:30 PM Monday through Friday. If anyone contacts the school after-hours, voicemail is available.

### C. Smoking and Eating

State law prohibits smoking in the building or on campus, to include school and plaza parking lots. Outside food and beverages are not allowed in the classrooms and open liquid containers are not permitted into the school. Since students are in class only five hours per day, they are encouraged to eat before or after their respective academic sessions. Vending machines and/or healthy snacks will be provided in the student lounge for students as needed.

#### **D. Medication**

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

#### **E. Parking**

Students will be issued a parking pass by the principal pending available space. Students are required to park in designated areas and obey all traffic laws. Usage of loud mufflers and radios or other disruptive behavior will not be tolerated. Students who do not follow these guidelines or other components of the Code of Conduct related to driving may lose their privilege to drive to school. The school is not responsible for any damage that occurs to vehicles in the parking lot.

#### **F. Transportation**

Bus passes for public transportation will be provided for those students that live outside of a two-mile radius of the school. The school does not provide traditional yellow-bus transportation and will make every effort to ensure that transportation is not a barrier to education.

#### **G. Visitors**

Parents, graduates, and other visitors are welcome to the school. To maximize student learning and be respectful of all parties' time, we request that parents or other visitors schedule meetings with teachers or other school staff in advance (except in the case of an emergency). While the school will make every attempt to meet with parents and visitors upon request, there is no guarantee that such meetings can be organized without pre-scheduling to ensure availability and minimize disruption to school operation and classroom instruction.

All visitors are required to report to the main office prior to their visit. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitors pass while in the building.

#### **H. Emergency Phone Calls**

Students may provide the school's telephone number to relatives *for emergency purposes*. The receptionist will take a message and forward it to the student as soon as possible. *For safety reasons, students are discouraged from making phone calls from the main office.* The student will be instructed to speak with the principal if there is a special circumstance that requires school phone use.

## **Safety**

### **A. Fire Alarms**

When the fire alarm rings, students are required to exit the building in an orderly fashion and as trained and directed by school staff. Instructions for leaving the building are posted in each classroom.

### **B. School Closure**

Occasionally, weather conditions or other emergencies may arise that necessitate sending students home earlier than the regular dismissal time. School closures due to a weather event or district closure will be announced on the News and social media, also notification will be sent through the school's Blackboard account. Every possible effort will be made not to make such a closing. We ask parents/guardians to provide updated and accurate emergency contact information and arrange procedures for their child to follow in case there is no one home to meet them. Please make these arrangements beforehand and instruct your child on what he/she is to do.

### **C. Reporting Injuries**

If a student is injured at the school, he/she must immediately report the injury to a teacher or the principal.

### **D. Harassment**

Harassment is any form of hostility, conduct, or language that creates an intimidating or offensive school environment. Sexual harassment can consist of unwelcome sexual advances, unwelcome touching, verbal remarks, or requests/demands for sexual favors. No student or parent/guardian shall harass another student or any staff member. Any student who believes he/she has been harassed by a student or any person employed by the school should immediately report the incident to a teacher. If there is any reluctance to discuss the matter with teacher, the incident should be reported to the principal. If the student is uncomfortable in reporting to the principal, a parent or guardian should make the report. Reported incidents shall be investigated immediately in accordance with federal Title IX guidelines and training. The incident and report will be kept as confidential as the circumstances permit. The results of the investigation will be thoroughly discussed with the student and/or parent/guardian if the student is under the age of 18. Responsive action will be taken, as necessary.

### **E. Drug-Free School**

In accordance with Federal law, the school prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or in the school building. Drugs include alcoholic beverages, steroids, dangerous/ controlled substances as defined by state statute, or any substance that could be considered a "look alike." Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from the school.

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18. Appropriate disciplinary action(s) will be in accordance with the District Code of Conduct.

## **F. Non-Custodial Parents**

Access to records will be in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, non-custodial parents\* shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.

*\* A non-custodial parent refers to the parent who does not have custody of the child but who does have the right to information about the child's education.*

# *Kendall Greens High School*

## **Student-Parent Contract**

Student's Name: \_\_\_\_\_

Parent's/ Guardian's name \_\_\_\_\_  
(If student is under 18 years of age)

We have read and understand all the information contained in the handbook. We agree to abide by and support the school's rules and regulations **INCLUDING THE DISTRICT CODE OF CONDUCT**, as outlined in the Student/Parent Handbook.

Agreed to by:

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Student's Signature

Date

---

Parent/Guardian Signature

(If student is under 18 years of age or still resides with parent)

Date

This agreement will be placed in the student's file.

**Copy of Student/Parent Handbook provided to Parent and Student.**

**Copy of Contract Signature Page placed in student file.**