



# **Student Employee Handbook of the Behavior Economy System**

**2010 - 2011**

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**Please keep for future reference**

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# Program Overview – Welcome to Your New Job!

## Purpose:

- Provide each student with a knowledge base of how work ethics affect learning and production in a working environment.
- Teach students workplace responsibility based on the premise that school is their job.
- Reward students for mastering employability skills based on their work performance.

**The Employability Skills Program** is a teaching tool designed to **teach and reward** students for complying with skills needed in the workplace. The Employability Skills are posted in every classroom.

- **Employability Skills** expected in the workplace include:
  1. Follow classroom specific instructions.
  2. Do assigned work/homework.
  3. Be prepared with the correct materials for school - agenda, paper, pencil, parent communication, etc.
  4. Dress appropriately at all times.
  5. Be on time.
  - **If a student fails to follow any of these employability skills, he/she will be fined \$50 for each violation.**
  - A student refusing to write a check will be written up on a referral **for insubordination.**
- Students are issued a checking account to maintain for the year and are responsible for carrying their agenda containing their up to date check register with them at all times. Wages will be earned based on time spent in the workplace at a rate of \$10.00 per class period for a total of \$70.00 a day.
- A statement will be issued after each pay period that will reflect what each student has earned, less deductions. Deductions are taken out of student's gross wages per pay period (monthly). Income tax and Social Security are taken out at a rate of 15% and 5% respectively.
- Statements are sent home after the 15<sup>th</sup> of each month and must be signed by the parent and returned to school.
- Students will be responsible for balancing their check statements with their agenda check log.
- **Fines:** Students write checks to pay fines for not following the Employability Skills listed above.
  - Checks must be written neatly in **blue or black ink** with student name and ID# and be made payable to the teacher.
  - The reason for the fine will be noted on the check.
  - Each check and reason for check **must** be recorded in the check register **by the student and initialed by the teacher.**
    - **Parents/Guardians should check their child's checkbook register frequently to determine how their child is doing. Checks may also be monitored online through the student's McKeel account at [www.mckeelacademy.com](http://www.mckeelacademy.com). If you are having difficulties accessing this information, please contact your child's grade level team leader.**

- **Reducing Levels**

- **There will no longer be an automatic roll back of levels for any grade level.**
- **Students must work to roll one level back and follow the procedures below:**
  - **Rolling back is not automatic. Student must complete the process below on their own.**
    - **Complete 20 school days with no fines (one school month).**
    - **Obtain a Behavior Level Review Request (BLRR) form.**
      - **Student’s teachers must approve and sign Behavior Level Review Request (BLRR) form.**
      - **Must have no behavioral referrals during the same time period.**
    - **Submit form to Administration immediately upon completion of 20 days.**
    - **Arguing with a teacher about a check or refusal to write a check will result in a behavioral referral and will void the current attempt to roll back the student’s level.**
  - **MIDDLE SCHOOL Students may only roll back one level per 9 week period.**
  - **HIGH SCHOOL Students may roll back one level per semester.**
  - **All Behavior Level Review Request (BLRR) forms must be done in a timely manner. Requests submitted after a student’s 20 day check and referral free period has been ended, may not be accepted. No request will be accepted after more than 5 school days has passed.**

- **Bonuses can be earned for:**

All A’s on report card	\$200.00
A’s and B’s on report card	\$100.00
All B’s on report card	\$50.00
Perfect Attendance (per 9 weeks)	\$100.00
Follow all Employability Skills (no fines per 9 weeks)	\$100.00
Participation in School Sponsored Academic Competitions	\$100.00

- **Rewards for students not receiving any referrals and not reaching level one, will be determined by administration, once per nine week period.**

## • LEVELS OF CONSEQUENCES

### **LEVEL 1     \$500 in fines**

- Phone contact to parent by grade level team member. Levels of consequence discussed by grade level team member.
- Student conference with Team Manager.

### **LEVEL 2     \$1000 in fines**

- Student conference with Assistant Principal of Administration (APA). Parent contacted for phone conference by Assistant Principal of Admin.
- 1 day of Saturday work detail.

### **LEVEL 3     \$1500 in fines**

- Parent/student conference with Assistant Principal of Admin.
- 1 day of Saturday work detail and one day of retraining/detention with Assistant Principal of Admin.
- Students will be placed on an activity probation contract at this time. Students involved in athletics or other extracurricular activities are in jeopardy of losing this privilege.

### **LEVEL 4     \$2000 in fines**

- Student conference with Guidance Counselor, follow up with Assistant Principal of Admin.
- 1 day of OSS. (Out of School Suspension)
- Dismissal warning letter is issued.

### **LEVEL 5     \$2500 in fines**

- Parent/student conference requested with Principal and Guidance Counselor to discuss possible dismissal of student.
- 2 days of OSS. (Out of School Suspension)
- Final Danger of Dismissal letter issued.

### **LEVEL 6     \$3000 in fines**

- Student may be dismissed from McKeel Academy and sent back to home-zoned school.
- 3 days of OSS (Out of School Suspension)
- Parent may appeal school placement to McKeel Academy Senior Director, Alan Black.

## • **Return of discipline communications forms to Administration is mandatory.**

- Failure to return by deadline will result in 1 day of detention.
- Attendance to after school detention or work detail assigned is mandatory.
  - After school detentions are scheduled from 2:30pm – 3:15pm. Those that do not attend will face the following consequences:
    - 1 missed detention = 1 Saturday Work Detail
    - 1 missed Saturday Work Detail = 1 day OSS (Out of School Suspension)

## • **SERIOUS BREACHES OF CONDUCT**

- Abusive language or conduct directed at a school staff member
- Arson
- Assault
- Battery
- Bomb Threat/Possession of Explosive Materials
- Burglary
- Bullying (harassment)
- Computer misuse
- Disruptive Behavior
- Drugs
- Possessing any medication (including cough drops) except items that are brought to the clinic by a parent and dispensed by the school clinic staff.
- Extortion
- False Alarm
- Felony charges
- Fighting
- Firearms, other weapons, or dangerous objects (ie. electric shocking devices)
- Gang Activity
- Gambling
- Indecent exposure
- Hazing
- Leaving campus without permission (OSS and loss of driving privileges will result)
- Insubordination (openly refusing to follow instructions)
- Mooning
- Possession of lighters, matches, or hazardous chemicals
- Robbery
- Misconduct on a School Bus (School Bus Safety)
- Sexual offense
- Sexual harassment
- Skipping class
- Student confrontation with a staff member
- Theft
- Tobacco Products
- Transportation (speeding, illegal parking, going to car without permission from office, etc. )
- Trespassing (being on school campus without permission)
- Vandalism
- Violence/Weapons (knives, etc. not firearms)

**Any violation of these or other infractions listed in the McKeel Code of Responsibility or the Polk County Student Code of Conduct will result in an automatic administrative referral and will lead to consequences up to and/or including being dismissed from McKeel Academy.**

## • Student Uniform Policy

Students attending McKeel Academy are required to wear the school uniform while on campus. Students are expected to wear their uniform correctly and be neatly groomed at all times, while on school grounds. **All uniform clothing must be purchased through Fontaine Apparel, 1-800-237-1603.** Anyone needing financial help purchasing uniforms should contact their grade level Guidance Counselor.

**Students with uncorrectable dress code issues will be required to change into appropriate uniform clothing. Students will be given the option of wearing clean items from the clothes closet, if available, or will have to call home to have appropriate uniform clothing brought to them. Students unable to get appropriate uniform clothing through one of these manners will be required to remain in the office for the day. Students with persistent uniform adherence problems will be considered as insubordinate and will be subject to disciplinary action according to the McKeel Student Code of Responsibility up to and/or including dismissal.**

### Required Apparel:

- Pants/Shorts**
- Navy blue or khaki Fontaine Apparel, only. No store purchased shorts, pants, etc. are allowed.
  - Girls' shorts must not be altered from their originally designed length and should be considerably longer than mid-thigh in length.
  - **Other non-uniform pants or shorts are not allowed.**
  - After the third dress code violation for improper length, the student will be required to wear **pants** for the remainder of the semester.
  - **NOTE: All students must purchase Fontaine Apparel pants, as jeans will no longer be allowed during cold weather.**
- Skorts/Skirts**
- (Girls) Skirts are no longer available for order, but may be worn if they are of the appropriate new length requirements.
  - Length requirements - Skorts/skirts must be no more than 3 inches above the top of the knee cap. Please keep in mind this measure of three inches is the absolute limit. The skort/skirt must not be at this length.
  - Must be Navy, Khaki, or McKeel Academy Plaid.
  - After the third dress code violation for improper length, the student will be required to wear **pants** for the remainder of the semester.
- Shirts**
- Middle School Students - Navy blue, hunter green, or white polo shirt with the words "McKeel Academy" embroidered.
  - High School Students - Navy blue, hunter green, or white polo shirt with MAT "Cat" Logo. Seniors may wear a red uniform shirt with MAT "Cat" Logo.
  - Shirts must fit the student so they may be tucked in at all times.
  - New girls' banded shirts must be worn in the designed manner and cover appropriately.
- Hair**
- Neatly cut, styled and clean at all times. Only natural hair colors will be permitted.
  - Girls and Boys hair should be styled so as to not fall below the student's eyebrow. If the student's hair is not kept in this fashion, a haircut will be required to comply. Girls may use hair bows/barrettes to keep hair in compliance. Hair length for boys must not fall below the bottom of the collar. Hair length for boys also cannot be extreme in length outward or combed back, as these are not professional in style.
  - Multiple referrals for hair violations will be considered insubordination and dealt with as required by the McKeel Code of Responsibility.
  - Students with hairstyles that are considered extreme or distracting to the educational process will be referred to administration. These include hair carvings, mohawks, etc.
- Shoes/Socks**
- Must have a closed toe and heel. No sandals, flip flops, slides, roller shoes, or slippers may be worn. This rule applies to Professional Dress days also.
- Belts**
- Must be worn through belt loops, buckle required

## McKeel Academy expects all students to look professional at all times.

- **Uniforms must be worn appropriately as follows:**
  - All pants/shorts to be worn above the hip bone.
  - Shirt is to be tucked in at all times - not rolled under.
  - Skorts/skirts/shorts/pants/shirt sleeves are not to be rolled up.
  - Buckled belts must be visible and fastened properly.
  - Body writing or tattoos are not allowed on areas of the body that the student's uniform does not cover when the uniform is worn correctly. Students cannot use band-aids to cover.

### Optional Apparel:

- Undershirts** • If worn, must be plain white, black, gray, navy, or hunter green with no logos, designs, or writing seen through the collar or through the uniform shirt.
- Piercings** • Ears are the only visible body part to be pierced. May not be covered by band-aids, etc.
- Hats & Sunglasses** • May not be worn unless announced for field trips.
- Accessories** • Any accessory (earrings, rings, bracelets, necklaces, grills, etc.) considered extreme or distracting to the educational process is not allowed.

### Outerwear Options:    **No Grey or Black outerwear is permitted**

- Sweaters** • SOLID navy blue, hunter green, or white with no logos (cardigan or pullover style)
- Sweatshirts** • SOLID navy blue, hunter green, or white with no logos (zip-up or pullover style) or McKeel Academy.
- Long Sleeved Shirts** • SOLID navy blue, hunter green, gray, black or white under the uniform shirt. No logos or writing are permitted on the shirt
- Jacket** • SOLID navy blue, hunter green, or white with no logos may be worn. McKeel sports team jackets or other McKeel sponsored jackets may also be worn.
- Unacceptable Clothing** • Non-McKeel jacket, thermal long john tops/bottoms (with shorts) and sweatpants, flannel shirts, oversized/baggy clothing, hats, hoods or head coverings, open toe/heel shoes, no logos other than McKeel Academy logo (includes commercial logos). Hoods may not be worn while at school.

### Cold Weather Dress Days (40 degrees or below):

- Students will be notified in advance, when a cold weather dress day is expected. An announcement will be made in school, information will be posted on the McKeel Academy website ([www.mckeelacademy.com](http://www.mckeelacademy.com)), and an automated phone call will be sent to the phone number we have on record for the student. Please be sure your accurate contact information has been supplied to the school.
  - **Heavy** coats may be worn. Students without a “heavy coat” must layer appropriate McKeel approved color clothing
  - **Non-McKeel lightweight jackets, sweatshirts, or sweaters, etc. are NOT considered heavy coats.**
  - **Jeans may no longer be worn during cold weather days – Students should order Fontaine apparel pants as part of their uniform.**

## **Uncorrectable Offenses:**

### **\*WILL RESULT IN A \$50 FINE AND A REFERRAL TO THE OFFICE.**

- Torn, ripped or cut clothing.
- Non-uniform clothing.
- Hair violations.
- Skort/shorts/skirt length violation---**After the 3<sup>rd</sup> skort/shorts/skirt violation, the student will be required to wear pants for the remainder of the semester.**
- No belt.
- Inappropriate shoes.
- Body writing or tattoos on areas of the body that the student's uniform does not cover when the uniform is worn correctly.

## **Non-Uniform Days \*:**

### **Friday:**

- Jeans**
- Students are permitted to wear **PLAIN regular fit** solid plain blue denim jeans (no designs, no holes, no rips, no decorative tattering, no embroidery, no sequins and no laces, etc are allowed).
  - Capri pants worn well **below** the knee and long jean skirts are permitted.
  - A \$1.00 charge for school fundraising purposes is required.
- Shirts:**
- Principal approved McKeel sponsored shirts may be worn with jeans or other McKeel Academy uniform pants, shorts, etc. the spirit shirt must be a "McKeel" sport team or club shirt and McKeel, McKeel Academy, or Wildcats must be represented prominently on the shirt.

### **Professional dress day:**

- Boys – Dress pants, shirt and tie, worn properly at all times.
- Shirts must be tucked in and shoes must be closed toe/closed heel.
- Girls – Dress slacks, dress blouses, dresses, and skirts are acceptable.
- Belts must be worn and buckled if there are belt loops on the pants.

### **Field Trips/Team Activity/Special Events/Spirit Week:**

- Team/sponsor/school designee will determine the dress code for event. Any violation will result in the student not going on the trip or participating in the event.

### **Sports Team Dress after a Win:**

- Each sport will have a victory jersey or shirt designated by McKeel Academy Athletic Director and the Administration.

**\*All clothing worn on non-uniform days must meet the PCSB Code of Conduct. This is located at [www.polk-fl.net](http://www.polk-fl.net)**

## Other McKeel Academy Expectations

**Zero Tolerance Drugs and Alcohol** – It is the expressed policy of McKeel Academy that the use, possession, distribution, or overt act in connection with any controlled substance, counterfeit controlled substance, alcoholic beverage, or model glue, as defined by law, by any student at McKeel Academy would result in dismissal from McKeel Academy and will also be referred to the appropriate law enforcement agency.

**Zero Tolerance Inappropriate Contact** – It is expected that students control their hands, feet and mouth at all times. Students do not have the right or permission to touch other students – even in a playful manner. Inappropriate touching, pushing, shoving or kicking someone and then saying “I was only playing” isn’t acceptable. Students who do not control their hands, feet and mouth will be suspended out of school for one or more days up to dismissal from McKeel Academy.

**Public Displays of Affection** – Handholding and very brief hugs are considered appropriate displays of affection. Kissing, extended embraces, and/or inappropriate touching/petting are not permitted at any time while on school property, including buses, or at a school sponsored event. Inappropriate displays will result in a referral to the office.

**Cell phone/Electronic Media device policy** – **Cell phones and other electronic media devices must be powered off at all times other than before school, after school, and in the lunch pavilion area during student’s assigned lunch period.** Cell phones and other electronic media devices may not be used in classrooms, restrooms, or hallways during the school day for any reason. Any device that is powered on will be confiscated by a staff member and kept in the office. **Refusal to immediately hand over phone/device will result in a referral to administration.**

### Cell phone/Electronic Media Device Consequences:

- **1<sup>st</sup> Offense** – Confiscated and returned to student at the end of the day with a parent contact.
- **2<sup>nd</sup> Offense** – Confiscated and returned to Parent at the end of the day along with a work detail.
- **3<sup>rd</sup> Offense** – Loss of phone carrying privilege, parent conference to return phone and an additional day of work detail.
- **4<sup>th</sup> Offense** – One day of out of school suspension. Possible dismissal from McKeel Academy for continued insubordination.

**Electronic Devices** – McKeel Academy will not be held responsible for any lost or stolen electronic devices. It is encouraged that expensive electronic devices not be brought to school and if they are it is strongly recommended that students and parents record serial numbers for possible future reference for law enforcement. Lockers should be used for expensive electronics at all times when students are not in direct possession of them.

**Students on Field Trips** – Students are expected adhere to both the McKeel Academy Code of Responsibility and the Polk County Code of Conduct while attending any school sponsored field trips or event. Students who do not abide by these expectations, skills, and rules will be sent home **at their parents’ expense.** In addition, should a student’s behavior, actions, misuse, or abuse of objects cause damages, the student and parents will be held financially responsible. Students will also face disciplinary action which could result in suspension or dismissal from McKeel Academy.

**Agenda** - Students are expected to have their agenda with them at all times. Agendas must be used for all passes to and from classrooms. It is the student’s responsibility to properly fill them out and present them to a staff member for signing and verifying time, destination, and purpose.

**Fundraising** - Only items from school-sponsored activities are allowed to be sold on campus.

## Other McKeel Academy Expectations (Continued)

**Community Service** - It is a McKeel Academy graduation requirement for all students to complete 150 community services hours. Students must make yearly progress at attaining their community service requirements. Dismissal from McKeel Academy may occur for students not maintaining the following pace in earning the service hours. Students should have the following minimum hours to remain at McKeel: 10th grade - 50 hrs, 11<sup>th</sup> grade 75 hrs, 12<sup>th</sup> grade – 100 hrs.

**Career Shadowing** - It is a McKeel Academy requirement to participate in all scheduled Career Shadow days. Failure to participate may result in dismissal from McKeel Academy.

**Senior Internship** - It is a McKeel Academy graduation requirement to participate in the Senior Internship program. Failure to participate may result in dismissal from McKeel Academy.

## McKeel Academy Attendance and Tardy Policy

The faculty and administration of McKeel Academy supports the Florida State Statute (Title XLVIII, Chapter 1003) that mandates all children from the ages of six to sixteen attend school regularly during the entire school year to ensure academic success.

### Absence Reporting:

It is the responsibility of the parent to notify Student Services when their child is absent from school. Any absences in which the school is not notified by parent phone call will be considered unexcused absences. Teachers are not required to accept work missed during unexcused absences. The parent will be notified by phone on the day of the absence, if the child's absence notice was not received.

Absences should be reported to (863) 499-2818 extension 267 or by email to [Attendance@mckeelacademy.com](mailto:Attendance@mckeelacademy.com).

In the case of an upcoming event that will cause a student to be out of school, a pre-arranged absence form should be completed and returned to Student Services. Students must have all teachers sign the pre-arranged absence form prior to the absence. Please note that pre-arranged absences must be approved by school administration before they are considered excused absences.

If a student is absent for an extended period of time due to hospitalization or extended illness, court-ordered appearance, death/funeral of immediate family or a traffic accident directly involving the student, documentation must be provided to the school upon return.

### Excessive absences:

Students who accumulate absences, whether excused or unexcused, will be subject to review by an Attendance Committee, chosen by the Principal. The function of the Attendance Committee is to evaluate the causes of the excessive absences and determine appropriate actions necessary as described below:

- After a student is absent for five or more (5) days of any one class period during a semester, the student and parent will be notified by mail and may be placed on Attendance Probation upon review by an Attendance Committee chosen by the Principal.
- After a student is absent for ten or more (10) days of any one class period during a semester, the student and parent will be issued a notice for immediate conference with the Attendance Committee member(s). Students missing more than ten (10) days of school may be required to take a comprehensive final exam to earn credit.
- Any student who is absent for fifteen (15) or more days will be evaluated by the Attendance Committee for dismissal from McKeel Academy. Before such decision is determined the following steps will be taken:
  - a. **Conference/Meeting:** The parent and student will have been afforded the opportunity to meet with the Attendance Committee after the tenth (10<sup>th</sup>) absence in an effort to solve the attendance problem.
  - b. **Recommendation to Withdraw from School:** After reviewing the case, the Attendance Committee may make a recommendation that the student be withdrawn from school.

- c. **Notification made to the Florida Department of Transportation:** Poor/unacceptable attendance (15 days+) may lead to Florida Driver's License suspensions as per state statute.
- d. **Re-admission to School:** Once a student has been withdrawn under this provision, they lose their position at McKeel Academy, will be placed at the bottom of the waiting list, and must apply for re-admission for their current grade level.

#### **MAKEUP WORK:**

It is the **student's** responsibility to check the website for work missed and if necessary email/contact teachers for additional information on work that is missed. The time allotted a student to complete an assignment should be a minimum of one school day following the student's return to school per each day of absence from the class. For example, students who are absent 2 days should ask for make-up work immediately upon return to class and will be allowed 2 days to complete and turn in the make-up work. Students may be given more time only with prior teacher approval. For absences of 5 days or more, the Principal may require a physician's note. Students may only be allowed to make up work from the first 3 days missed for OSS per semester.

#### **TARDY POLICY:**

A student tardy to class will be assessed a \$50.00 fine. Students who are checked in tardy with a parent, with a valid reason, will not be assessed the \$50 fine, but are still marked as tardy. **A student who is tardy three (3) days to any one class will be issued a detention by that teacher to be served on their grade level team.** Students who miss more than 25 minutes of any class due to check in or check out will be marked **A**. Since the majority of the class period is missed, this check in/ check-out will count as an absence in the class period and subject to the consequences of the Attendance Policy.

#### **CHECK IN/ CHECK OUT:**

It is the parent's responsibility to furnish current names and phones numbers on their child's Emergency Card. **ONLY ADULTS (18 YEARS +) LISTED ON A CHILD'S EMERGENCY CARD MAY CHECK THEM OUT OF SCHOOL, including students who drive to school. McKeel Academy will not accept phone calls or notes authorizing someone not listed on the Emergency Card to be allowed to check out a student. Parents and emergency contacts must present a photo ID in order to check out a student.**

# Student and Parent Acknowledgement

## Student Acknowledgement:

I have read, understand, and agree to comply with all of the regulations and guidelines set forth in the contents of the McKeel Academy High School Student Employee Handbook. I have also been informed that compliance with the Handbook is mandatory.

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

Name of Student (PRINT) \_\_\_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_

## Parent Acknowledgement:

I/We are aware of the contents of the McKeel Academy of Technology Student Employee Handbook and have been informed that compliance with the Handbook is mandatory.

Parent/Guardian Signature \_\_\_\_\_

Name of Parent (PRINT) \_\_\_\_\_

Date \_\_\_\_\_