



Dear Students/Parents/Guardians:

The MAT Student Handbook outlines the policies and procedures applicable to students while enrolled at our school. However, it cannot cover every possible academic, disciplinary, or school-related situation. Many common-sense policies are not explicitly included. Consequently, the Administration reserves the right to make decisions on individual cases related to academic performance, student behavior, or other issues, whether explicitly stated or implied in the handbook. The Administration also reserves the right to address any situations not specifically covered in the handbook or those with perceived ambiguities. The Administration's decisions are final.

To meet the needs of the MAT community, the Administration may amend regulations and procedures in this handbook at any time, providing reasonable notice to the families of enrolled students. Any changes will be communicated through written and/or electronic notifications.

The Parent/Student Contract and Student Handbook Acknowledgement Form confirm that you have received and understood the information within the Student Handbook and Parent/Student Contract Form. Please sign the Acknowledgement Form and submit it electronically through McKeel Systems. A copy of the Acknowledgement Form was included in your student's beginning-of-the-year packet and is also available on the McKeel website under the 'Information' tab or at the front office. All students and parents must sign this form to indicate they have read and understood the contents of the Student Handbook and the Parent/Student Contract. These forms must be uploaded to McKeel Systems by August 23, 2024.

Thank you for your attention to this matter. We look forward to an amazing school year!

Sincerely,

MAT Admin



Parent(Guardian)-Student Contract and Student Handbook Acknowledgement Form

Parent(s)/Guardians:

By choosing to enroll a child at The Schools of McKeel Academy, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper support, encouragement, guidance and home environment to foster the best possible learning situation. The Schools of McKeel Academy expect parents and students to comply with the requirements of the school. Please read the following expectations carefully.

1. I understand that as a parent, I must be supportive of my child and his/her school.
 - I understand that my child is to adhere to the uniform dress code. All uniform clothing must be purchased through Risse Brothers. On cold weather days students **must** wear proper uniform bottoms purchased through the uniform supplier. Students will **not** be able to wear jeans on cold weather days unless communicated otherwise by the school.
 - I understand my child is to adhere to discipline policies of the school.
 - I understand that I (or designee) am **required** to attend mandatory meetings, conferences, trainings or other school sponsored activities as deemed necessary by the school.
2. I understand that my child is expected to attend school every day, to arrive promptly, and to remain throughout the scheduled hours.
 - Excessive tardiness and/or absences will be tracked and communicated to parents and to the Department of Education as required by law.
 - I understand that high school academic credit **may not be given** to any student with excessive absences (MAT only).
 - I also agree to strive to schedule medical/dental/etc. Appointments outside of school hours.
3. I understand that it is my responsibility to notify the school if my child is absent, or is to be released in the custody of another adult in order to leave the school grounds.
 - Any adult requesting to check out a student must have their name on the emergency card and provide proper ID at the time of checkout.
 - I agree to pick up or have my child picked up on time from all school activities.
4. Failure to follow school rules will result in my child serving out of school suspension or possible dismissal from The Schools of McKeel Academy.
 - Any student who commits a major violation of the Code of Conduct will be immediately dismissed from school.
 - I understand that it is my responsibility to provide transportation if my child is assigned after school detentions, study hall, or work detail.
5. I understand that it is my responsibility (or my designee) to review all homework and communications (this includes interims and report cards), as requested, and as needed meet with his/her teacher or team of teachers.
 - The school website, student canvas accounts, and student school emails should be reviewed daily.
6. I understand that my child is participating in a rigorous academic program that may include academic remediation or after school remediation in order to maintain continuous academic progress and desirable work habits.
7. I understand that it is my responsibility to provide the school with the appropriate documents when my phone number, address, and/or other important changes on my child's emergency card occur.
8. I understand that my child **must** participate in our career shadowing (middle and high school) Rock Around the Clock and Senior Internship. Failure to do so will result in loss of privileges as deemed appropriate by administration.
9. I understand that all my child's school work must be their own.

Students:

I understand that attending The Schools of McKeel Academy is a choice and that in making this choice I agree to abide by the policies and procedures of The Schools of McKeel Academy. I also understand The Schools of McKeel Academy offers a rigorous and academically challenging program that may require extra effort in class and additional homework time.

Please read the following expectations carefully:

1. I will put forth my best effort academically. I will listen and participate in class, ask questions when appropriate, and turn in high quality assignments on time.
2. I will purchase and use the ehallpass as outlined by school-wide expectations.
3. I will read and follow The Schools of McKeel Academy uniform policy and dress code rules. All my uniform items must be from Risse Brothers.
4. I will read and follow the discipline policies of The Schools of McKeel.



5. I will be on time to school and be in school every day. If I am absent, I or my parents will upload medical, dentist, or any other valid excuse note into McKeel Systems.
6. I understand that I am responsible for all missing assignments when I am absent, and I will schedule a time to meet with my teachers to collect and/or do any summative work missed.
7. I will be on time, in the class that I am assigned to and prepared for class to begin.
8. I will abide by the rules governing the use of cellphones and other electronic devices at all times.
9. I will display a positive attitude towards the school, staff, and my peers. I will strive to represent my school in a positive manner; this includes at the bus stop, on the bus, on field trips, at school sponsored events, while career shadowing, etc.
10. I will participate in our career shadowing days, Rock Around the Clock, and the Senior Internship Program.
11. I understand that all school work must be my own.
12. I understand that failure to meet behavior expectations may result in my dismissal from McKeel Academy of Technology.

Please be familiar with the McKeel Academy of Technology Student Handbook. We also abide by the Polk County Code of Conduct. You may view the Student Handbook on our website at <https://www.mckeelacademy.com>. You can view the Polk County Code of Conduct at <https://www.polkschoolsfl.com/quicklinks/codeofconduct>. You may also request for the school to provide a physical copy of the Student Handbook.

By Signing this form, I acknowledge that I have received the information about accessing the Student Handbook and Polk County Code of Conduct and agree to abide by the requirements therein.

I agree to all of the above expectations and understand that violation of this contract may result in consequences set forth by The Schools of McKeel Academy.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____