



2021-2022

Student Handbook

McKeel Academy of Technology

Kim Benson, Principal

Linda Acocelli, Assistant Principal

Mark Dunsford, Assistant Principal

Noel Green, Dean of Students

Alan Black, Director of Schools

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MCKEEL ACADEMY VISION

We are a choice school that cultivates productive citizens to compete in the global society educating students through relevant and innovative curriculum, the integration of technology, and real-life endeavors.



Wildcat Ways^(adopted from Ron Clark Academy -RCA)

#Wildcatstrong#WeareMcKeel

Students

1. Accept correction and advice and learn from it.
2. Show appreciation.
3. Don't procrastinate.
4. Seek to be a global citizen.
5. Pick up trash, use proper etiquette at lunch; show pride in keeping the school clean.
6. Cheer for your classmates and celebrate their successes.
7. Be **CURIOUS**.
8. Show good character and make good choices, even when no one is looking.
9. Take advantage of the clubs, trips, lessons and opportunities at MAT.
10. Avoid cliques and befriend all.
11. Realize that the **ENERGY** you place in your environment is the energy that is returned to you.
12. Apologize with sincerity and mean it.
13. Find solutions; don't make excuses.
14. Love your school and represent it with pride.
15. Do not feel entitled.
16. Always be professional and neat in appearance. Adhere to dress code. Keep well groomed at all times; take pride in looking your best. Take care of your uniforms, supplies, etc.
17. Ask for help.
18. Speak the truth. At MAT lies are abhorred. The truth is rewarded and it comes with respect.
19. Represent the MAT ideals of respect and discipline everywhere, on the court, in the mall, on the bus, and throughout your life.
20. Honor your character outside of school when using social media. Realize that nothing is ever really gone once it has been posted.
21. Be a **FRIEND** to get a friend.
22. Do not whine or complain.
23. Stand together against bullies. Never tolerate it at our school, and let it be known, loud and clear, when you are unhappy with that treatment that you witness.
24. Show appreciation and thank your teachers for great lessons at the end of the class period.
25. Seek to know your teachers and staff members better. You are responsible for developing the student-teacher bond as well.
26. Uplift each other and seek to make the world a better place. **EMBRACE SERVICE**.
27. Realize it's not all about you.

School-Wide Educational Expectations:

Career Shadowing: Participation in all scheduled Career Shadow days is expected.

Senior Internship: To meet McKeel Academy of Technology graduation requirements, it is necessary for most seniors to participate in McKeel's Senior Internship Program. Internships are to be completed in the summer preceding their senior year or during students' first semester as a senior. This program will resume for the class of 2023.

Rock Around the Clock: Participation in Rock Around the Clock is expected.

Academic Performance: To meet graduation requirements, it is necessary for students to meet the following criteria each semester they are enrolled. Failure to meet requirements will result in academic warning, academic probation and/or retention for the student.

- Earn an overall final GPA of at least 2.0 for the year **and**
- Earn a final grade average of C or higher for semester 1 and 2 in English/Language Arts, Math, Science, and Social Studies.
- High School students **must** earn credit for all scheduled classes.
- Middle School Students **must** successfully complete all scheduled classes.

*Additional information, along with complete requirements, can be found in our Program of Study Guide at www.mckeelacademy.com under the Academics tab.

School-Wide Behavior Expectations:

1. Follow instructions and established procedures in the McKeel Student Handbook and those given by McKeel employees.
2. Maintain a positive learning environment - be kind, courteous, professional and respectful.
3. Be prepared with the correct materials - agenda, paper, pencil, charged iPad, parent communication forms, etc.
4. Dress appropriately at all times.
5. Arrive on time.
6. Display good digital citizenship while using electronic devices - use digital communication appropriately, use appropriate digital etiquette and responsibly use digital interfaces and content.

Warnings and Infractions: Students will be notified for each offense of non-compliance of the School-Wide Behavior Expectations and it will be documented on the student's McKeel Dashboard. Warnings and Infractions will automatically generate an email notification to the student and parents/guardians, if they elected to have these notifications.

As students obtain infractions, they begin moving up Behavior Levels and receive the associated consequences. Students along with their parents/guardians should frequently review student behavior and their current Behavior Level by accessing the online behavior summary. Directions on how to view warnings and infractions can be obtained at www.mckeelacademy.com/info/display/viewbehavior.

Disciplinary Referrals: A student may receive a disciplinary referral for misbehaving anytime they are on a Schools of McKeel Academy campus, during any McKeel related function (on or off campus), while using McKeel Academy equipment (on or off campus), or while on transportation provided by the Schools of McKeel Academy. Students receive referrals for repetitive noncompliance of the School-Wide Behavior Expectations, Serious Breaches of Conduct and violations of McKeel Academy Policies and Expectations. A student may be referred to administration by any McKeel employee regarding a student's misbehavior. To avoid an additional infraction, disciplinary referrals must be signed by the parent/guardian and student and turned in at the main office upon the students return to school.

Serious Breaches of Conduct:

Any violation of these or other infractions listed in the Polk County Student Code of Conduct will result in a disciplinary referral and may lead to consequences up to and including dismissal from McKeel Academy of Technology. Polk County Student Code of Conduct may be downloaded from <https://polkschoolsfl.com/policiesandforms/>

- Abusive language or conduct directed at a school staff member
- Academic Dishonesty/Cheating
- Arson
- Assault
- Battery
- Bomb Threat/Possession of Explosive Materials
- Bullying (harassment)
- Burglary
- Computer or iPad misuse; Violation of the Terms of Use for School-Owned Devices, the Terms of Use for Campus Data Networks and the iPad Policies and Procedures
- Disruptive Behavior
- Drugs (sale, distribution, use, or possession)
- Extortion
- False Alarm
- False Information
- Felony charges (off campus)
- Fighting
- Gang Activity

- Guns, Weapons, and Dangerous Items (ie. electric shocking devices)
- Hazing
- Indecent exposure or conduct
- Insubordination (openly refusing to follow instructions)
- Interference with the Educational Process
- Leaving campus/class without permission
- Other Serious Violations of the Law
- Personal communication device misuse
- Possession of lighters, matches, or hazardous chemicals
- Pornography-Possession or Distribution (including sharing of inappropriate electronic images or websites)
- Robbery
- Serious Misconduct on a School Bus
- Sexual Harassment or Offense
- Student Confrontation with a Staff Member
- Theft
- Tobacco Products (including electronic cigarettes, electronic “vapor” and associated materials used for consumption of nicotine)
- Transportation (speeding, illegal parking, going to car without permission from office, etc.)
- Trespassing
- Vandalism
- Violence/Weapons (knives, etc. not firearms)

Arrests and/or Conviction of a Crime

Students are expected to obey the laws of the community, state, and nation. Any student who is arrested, charged with, or convicted of a crime, other than minor traffic violations may be subject to school discipline, which may include dismissal. Offenders are required to report such incidents within 48 hours to the school administration for review. Failure to report an incident may result in suspension, pending action by the administrative team, regarding dismissal.

Bullying: Bullying and harassment disrupts the educational setting and will not be tolerated or accepted at McKeel Academy of Technology. Bullying, according to the PCSB Bullying Policy, is defined as “conduct directed by a person or persons against another person on account of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion, or any other basis prohibited by law which is severe, persistent, pervasive and objectively offensive to the point that the prohibited conduct substantially impairs the victim’s participation in his/her employment, educational programs, school-sponsored activities, or any other activities offered or provided.” To help determine whether or not behavior is considered bullying or harassment, ask yourself the following

questions:

- Was the behavior negative or malicious?
- Did the behavior happen more than once?
- Did the incident occur on school property, at a school event, on the school bus or at the bus stop?
- Did the behavior disrupt the learning environment?
- Is there an imbalance of strength or power, or an attempt to create an imbalance?

For additional information on various forms of bullying, as well as resources on bullying you may access: <https://polkschoolsfl.com/bullying/>

For information regarding consequences against any forms of bullying you may access: <https://polkschoolsfl.com/policiesandforms/>.

Students who believe they have been bullied or have witnessed bullying should report the incident(s) to a teacher, school counselor, an administrator or complete the anonymous bullying report at www.mckeelacademy.com/info/bullying/report. When completing the report, a student should include as much detail as possible in order for a thorough investigation to be conducted. Reports can be made anonymously.

Behavior Levels and Consequences: Attendance to an assigned detention or work detail is mandatory. If a student misses a detention it may be replaced with a work detail and a missed work detail may be replaced with an out of school suspension (OSS). Student discipline for Levels is assigned according to the following information, however, administration retains the right to alter consequences as necessary.

Level 1 = 5 Infractions

Student's 1st period teacher will make parent contact

Level 2 = 10 Infractions

Student meeting with Dean of Students

Student serves one before-school detention

Level 3 = 15 Infractions

A McKeel staff member schedules the student's teachers and Dean of Students to a conference which a parent/guardian and the student must attend.

Student serves one 2.5 hour work detail

Student may not be able to participate in field trips and extracurricular activities Behavior Contract will be developed

Level 4 = 20 Infractions

Student serves one detention and one 2.5 hour work detail

Student/Parent meeting with the Dean of Students

Student will not be able to participate in field trips and extracurricular activities Review Behavior Contract

Level 5 = 25 Infractions

Principal and Dean discuss possible dismissal with the student and a parent/guardian

Student will not be able to participate in field trips and extracurricular activities Danger of Dismissal Letter is issued

Behavior Contract reviewed/revised

Student serves two 2.5 hour work details

Level 6 = 30 Infractions

Student will not be able to participate in field trips and extracurricular activities. The student serves one day of out of school suspension (OSS). Student meets with the Principal and Dean of Students to discuss additional consequences.

Detention is a disciplinary action that does not involve students missing classroom instruction and is conducted prior to school starting. Detentions are held every Wednesday morning from 7:40 am - 8:40 am. Students who are late to detention will make up the time missed during their lunch period on that same day.

Work Detail is a disciplinary action that is held after school hours. Details are held every Thursday, from 2:30 pm -5:00 pm. Students must be picked up on time.

Failure to show up for work details and/or detentions will result in further disciplinary actions.

Reduction of Behavior Levels: To reduce a Behavior Level, the student must complete the following:

1. Attend 15 consecutive school days without receiving any warnings, infractions or referrals.
2. Obtain and complete a Behavior Level Reduction Request form from www.mckeelacademy.com under the Information tab.
3. Within five school days of completion of the 15 days without warnings, infractions or referrals, submit the completed Level Reduction form to administration.

Rewards & “Paws-itive” Recognition: McKeel Academy of Technology encourages and rewards students who are working hard and giving their best effort. Monthly rewards will be given to students who exhibit positive behavior and academic success. McKeel staff and/or PTSO will also reward students for their outstanding efforts.

Pledge of Allegiance: Pursuant to 1003.44 FS students can opt out of reciting the pledge

of allegiance with a written note from their parents. Parents who are interested in exercising this option should email, mail or deliver their note to Dr. Linda Acocelli, Assistant Principal.

House Bill 529- Moments of Silence in Florida's Public Schools. Requires at least one minute of silence in 1st period classrooms daily.

McKeel Academy Policies:

Zero Tolerance of Inappropriate Contact: It is expected that students control their limbs, hands, feet and mouth at all times. Inappropriate touching, pushing, shoving, kicking or horseplay is not acceptable, even if it is done in a playful manner, will result in disciplinary action.

Public Displays of Affection: Public Displays of Affection will not be allowed at any time while on school property including buses, or at any McKeel sponsored functions.

Medication

Students are not allowed to carry medication nor self-medicate while on campus, with the only exceptions being students with emergency health issues that have been documented and have completed all the procedures outlined below. Students who are found to have unauthorized medication in their possession will receive disciplinary action.

If a student must have medication of any type given during school hours, including over-the-counter drugs, the parent has the following choices:

1. The parent or someone designated on the emergency card may come to the school office, check in with office personnel, and give the medication to the student at the appropriate time.
2. The parent may obtain a copy of the Authorization for Medication form from the school nurse, health clinic aide, school secretary, or online at www.mckeelacademy.com/info. The parent will take the form to the student's doctor/nurse practitioner and have him/her complete the form by listing the medication(s) needed. **This form must be completed for both prescription and over-the-counter medication. If the student must carry the medication for emergency, life threatening conditions, this form must expressly explain the need on the form.**
3. School personnel will not administer any medication to students unless they have received an Authorization for Medication form properly completed and signed by the doctor/nurse practitioner, and the medication has been received in the clinic in a prescription labeled container, or for over the counter medications, must be supplied in original, unopened containers.

Zero Tolerance of Drugs and Alcohol: It is the policy of McKeel Academy of Technology that the use, possession, distribution, or overt act in connection with any drug, controlled substance, narcotic, counterfeit controlled substance, alcoholic beverage, or intoxicative inhalant, paraphernalia, as defined by law, by any student enrolled at McKeel Academy of Technology will **result in dismissal of the student** and as required by law, the appropriate law enforcement agency will be notified. Smoking (or possession) of tobacco products, lighters, matches, nicotine delivery devices, e-cigarettes or vapor products, is prohibited at school, in the perimeter, in the parking lots, on the sidewalk in front of the school, in and around campus, on the bus, and at all school sponsored events and activities. Any of these items in these areas will lead to confiscation of the items and disciplinary action will be taken.

Zero Tolerance of Dangerous Weapons/Items: Any student who brings a dangerous weapon (firearms/knives) or any item that would endanger the health, safety, and well-being of students or staff on school property will immediately be suspended from school followed by dismissal.

Note: The possession of a concealed weapon is a felony crime and requires that the incident be reported to the authorities. Any student who is complicit in concealing the presence of a weapon will also be suspended, followed by dismissal. Neither pocket knives, lighters, firecrackers, nor other types of dangerous objects are permitted at school or on school buses.

Academic Honesty: McKeel Academy is committed to maintaining high academic standards that require a high-level of academic integrity from all students. Cheating is defined as any work that a student submits that he or she did not complete honestly and fully. This includes exchanging passwords, answers for homework, tests, quizzes, and/or projects. Plagiarizing is presenting or accessing someone else's work as your own, with or without their consent. Either of these actions are a serious offense and will result in a disciplinary referral.

Students who share their school credentials for Canvas, Notability, Google Drive, etc. or students who log into other students' Canvas, Notability, Google Drive, etc. are guilty of cheating and electronic device misuse. Disciplinary action will be taken regarding these actions.

Electronic Device Policy: Students are responsible for their own electronic devices. If a student chooses to bring AirPods, Cell phones, etc. to school, it is at their own risk. Students may check lost and found for missing items, but it will not be the school's responsibility to help students search for these missing items.

Cellphones, iPads, and other electronic devices including headphones are only permitted to be in use during the student's lunchtime **or** with expressed permission from a supervising adult within a class period. A student seen using any electronic device outside of the

permitted times, will receive disciplinary action. Under no circumstance will a student be allowed to display any type of inappropriate or illegal content or substance on any electronic device.

Textbooks, library and other financial obligations: An obligation is defined as school property lost or damaged by a student, and/or a fine or fee assessed by the school. Failure to provide timely payment for the obligation may result in the suspension of the student from participation in extracurricular activities included but not limited to sports, clubs, field trips and graduation.

Community Service: Community Service is a valuable asset for students in regards to college acceptance, for Bright Futures Scholarships and some school clubs and service organizations. Community service hours must be documented every quarter. Students can upload their community service log by logging into McKeel Systems.

Directions on how to review your community service hours report can be found at www.mckeelacademy.com/info/display/viewhours.

Student Arrival: Students are not allowed on campus until 8:15am. Upon arrival they will report to the following locations: 7th grade- sit in front of their designated areas, 8th grade- on the bleachers by the track (walking around the track during this time is not permitted), 9th and 10th- high school covered pavilion, 11th and 12th grade will be on the south side of building 15 (on basketball court). Students who need to eat breakfast should report directly to the cafeteria upon arrival. Students who are found outside of their designated areas, without permission, may receive disciplinary action.

Student Dismissal/Pick-up: Students are expected to remain in their classrooms until the bell designated for their dismissal rings. Only students riding the bus will be dismissed at 2:24. All other students will be dismissed at 2:30. Student car pick-up must occur at the two car lines in the front of the school. No one will be allowed to be picked-up in the parking lots or across the street. All students are expected to be off campus by 2:45 pm unless they are under the direct supervision of an adult. This supervision may be a coach, club sponsor, or tutoring teacher. If a student is found unsupervised, they will be required to go to the Media Center to participate in the after school study hall until pick-up occurs. Beginning at 3 p.m., parents/guardians of students participating in the after school study hall, will be charged a minimum fee of \$10, then an hourly rate of \$10 per child, per hour. Charges are per hour and there will be no partial hour charges. This designated study hall will close promptly at 5:00 pm. Parents/guardians will be invoiced weekly for this service.

Coaches/sponsors may make arrangements to allow for students to participate in the after-school study hall in season during game days, performances, and for practice days/practice sessions, at no charge. This must be approved by the coach/sponsor in advance, except during the first days of tryouts. Siblings of students in these approved

programs will be charged the full rate for study hall on any days they attend.

Bus Transportation: Students are to conduct themselves in a manner consistent with bus safety. Students must adhere to seating arrangements established by the driver and must remain seated while the bus is in motion. Students must follow all bus expectations; failure to comply will result in a bus referral and may result in loss of bus privileges. In order to ride a McKeel School Bus, transportation information must be completed in McKeel Online Office. Please contact McKeel Transportation Department at bushelpdesk@mckeelschools.com for any additional information.

Rules for Student Drivers: Parking for Seniors will be in the front of the school. Parking for underclassmen will be in the back of the school. Students must be in good standing with attendance in order to be permitted to drive. The speed limit on campus is 5 mph. All students must receive a parking pass to be permitted to park on campus and display the pass on the rear view mirror at all times. Students must park so as to not block other students in. (Directions on how to obtain a parking pass can be found at: <http://www.mckeelacademy.com/info> under Student Resources.)

Please be cautious driving to and from school along Grady Ave. Frequently there are traffic backups just before school and just as school ends. Please plan your time accordingly so that you are not late. You may not break traffic laws to avoid this traffic. This includes driving down the wrong side of the road to pass car lines.

Failure to adhere to safe driving practices, attendance guidelines, damaging the parking area, and/or breaking any traffic laws may result in loss of driving privileges and/or parking pass. Any damage to school facilities due to student driving will be the financial responsibility of the student/parent. McKeel Academy and the Polk County School Board are not responsible for damage or loss due to parking on our campus.

E-Hall Pass Use: E-Hall Passes are required for ALL students and can be purchased for \$8 through McKeel Online Office. This tool will be used for hall passes, late check-in, early check outs, etc. Anyone found outside of class without an E-Hall pass is considered skipping and will receive a disciplinary referral.

McKeel Wildcat Cafe: In order to provide support to our McKeel cafeteria program and to align with the National School Lunch Program, outside vendor food and drink is not permitted at any of the campuses of The Schools of McKeel Academy during student lunch time.

Lunch: Students are **NOT** permitted to check out during their lunch period. This will be monitored and a parent conference will be required for those in violation. Students are expected to maintain a positive balance in their cafeteria account. Students with charges exceeding \$10.00 will be provided with an alternate meal. Food purchased at fast food restaurants may not be brought to students or

dropped off in the office for students to pick up on their way to lunch.

Eating and Drinking: To help keep our campus clean and minimize pests, students may not bring outside vendor food to school. Students may bring drinks in reusable containers with twist on or snap on caps/tops. Glass and disposable containers that cannot be resealed are not permitted. Students should follow classroom guidelines regarding consumption of beverages.

Uniform Policy: While on campus, students attending McKeel Academy of Technology are required to dress appropriately. All uniform clothing must be purchased from the MAT Clothes Closet, Risse Brothers website at www.rissebrothers.com or from the Risse Brothers Uniform Store located at: 2525 Drane Field Road, Suite 11, Lakeland, FL 3381, Phone: 863-940-9913. Anyone needing financial assistance in obtaining uniforms should contact their School Counselor.

Parents, we invite you to partner with us to ensure that your student abides by the dress code. Criticism and negative communication regarding these rules, creates an unwillingness to comply in children. We want to ensure that the dress code does not become a major issue at MAT. The dress code is NOT optional. We are here to provide an exceptional educational experience for all students. Students are expected to comply with the dress code and parents are expected to monitor compliance before their children leave home.

Students with uncorrectable dress code issues (torn, ripped or cut clothing, no belt, improper uniform, hair violations, inappropriate shoes, etc.) will be required to go to the office. Once in the office, the student will be required to change into appropriate uniform clothing. Students will have to call home to have appropriate uniform clothing brought to them OR parents can purchase a used clothes closet item (shirt, pants, shorts, skorts or belt) online for \$10. Students unable to get appropriate uniform clothing through one of these manners may be required to remain in the office for the day.

Student Identification Badges: Student identification badges will be provided to all students to ensure safety and security of students and staff. Students **must** wear the ID card at all times around the neck area when on school grounds. This ID will also be used when purchasing items in the cafeteria. Lost ID cards can be repurchased through the McKeel Online Office for \$5.

Uniforms must be worn appropriately as follows:

- All skorts/pants/shorts must be worn at the waist.
- Shirts are to be tucked in at all times, not rolled under.
- Skorts/shorts/pants are **not permitted** to be rolled up at the waist or at the hemline and must be mid-thigh or longer
- Hoodies or jackets may not exceed the length of the shorts/skorts
- Belts must be visible and fastened properly with a buckle.
- Visible body writing and/or tattoos are not permitted.

- PE shorts and/or non-uniform apparel should not be visible underneath a student's uniform.

Regular Uniform:

General - No clothing displaying brand logos, other than McKeel logos, and no clothing that is torn or tattered will be permitted.

Pants/Shorts/Skorts (please note skirts are not allowed)

- Must be navy blue, khaki or McKeel Academy Plaid.
- Shorts and skorts hemlines should reach mid-thigh or lower.
- Shirts -Can be navy blue, hunter green, or white. Seniors may wear red. Must be McKeel "M" logo polo shirt. Must fit the student so they remain tucked in at all times.
- **Shoes** Must have a closed toe and heel. No sandals, flip-flops, crocs, slides, or slippers may be worn at any time.
- No open toe or open heel shoes.

Belts

- Must be worn through belt loops and fastened properly. Belts must have a buckle.
- **Hair** must appear in a naturally occurring color.
- Should be cut so that hair does not fall below the student's eyebrow. Extreme or distracting hairstyles (hair carvings, eyebrow cuts, mohawks, faux-hawks, etchings, etc.) are not permitted.

P.E. Uniforms

P.E. uniforms are purchased from McKeel, worn only in P.E., and may not be altered.

Optional Apparel:

Undershirts & long-sleeved shirts - If worn, are allowed to be solid white or navy blue without logos, designs, or writing seen through the collar or through the uniform shirt.

Sweaters, Sweatshirts, Jackets & Hoodies - Must be solid navy blue or solid gray or have an official "McKeel" logo. Hoods on jackets should not be worn on the head while on campus. Jackets/Hoodies must not exceed the length of the skorts/shorts.

Piercings, Body Jewelry and Tattoos - The ears are the only pierced location allowed for jewelry. **A clear acrylic piercing retainer may be used for other pierced locations.** Piercings deemed distracting will be dealt with on an individual basis by administration. Visible body jewelry and/or tattoos are not permitted.

Hats & Sunglasses - May not be worn inside any school building and will be confiscated if violation occurs.

Other Accessories - Any accessory (earrings, rings, bracelets, necklaces, grills, etc.) considered extreme or distracting to the educational process is not allowed.

Tights & Leggings - White or navy blue may be worn.

Additional Unacceptable Uniform Issues - Any clothing associated with gangs, clothing encouraging the use of tobacco, drugs, alcohol, or violence and/or clothing associated with discrimination on the basis of age, race, handicap, national origin, marital status, religion, political affiliation, or sex will not be permitted.

Cold Weather Dress: Students and parents will be notified, in advance, if students will be allowed to wear blue jeans and heavy jackets or coats due to predicted cold temperature. An announcement will be made in school, information will be posted on the McKeel Academy website (www.mckeelacademy.com), and on the McKeel Facebook page ([McKeel Academy of Technology - Home](#)). Students without a “**heavy**” jacket or coat can layer appropriate “optional apparel” to stay warm. On cold weather dress days, IF the student opts to wear a hoodie, it MUST be solid navy blue or solid gray and/or have an official “McKeel” logo. NO other hoodies are allowed.

Full-time MAT Students with 4 or more AP or Dual Enrollment courses per semester: Students may wear “McKeel” spirit, club, team or “McKeel M” shirts with uniform bottoms or regular blue jeans.

Senior Students: Must wear a McKeel “M” polo Monday - Thursday and can wear blue jeans Monday - Friday.

Fridays: Students may wear “McKeel” spirit, club or team shirts with uniform bottoms. For a charge of \$1 (\$35 for the year), students are permitted to wear blue jeans, blue jean capris or blue jean skirts worn well below the knee (designs, holes, rips, decorative tattering, sequins, metal beading, laces, etc are not permitted). No reimbursement will occur.

Professional dress: Occasionally administration allows students to wear professional dress at school. The following will be strictly enforced: Shirts must be tucked in and belts are to be worn, if appropriate. Males should wear dress pants along with a tucked in collared shirt and tie. Females should wear dress slacks or skirts along with a dressy blouse or they may opt to wear a dress. The hemline of skirts or dresses shall be no shorter than 3” above the knee.

Dress for rewards, field trips, team activities, special events, or spirit week: Team coach, club sponsor or school designee will determine and announce the dress code guidelines for these events. Homecoming shirts must be pre-approved by administration

before ordering and distributing.

Sports Team Game-Day Clothing: Each sports team will have designated Game-Day jerseys or shirts allowed to be worn with uniform bottoms, **only** on game days, to encourage awareness of and attendance to games. Cheerleaders and Dazzlers may wear their designated Game-Day shirt and school uniform bottoms only on performance days.

Student Field Trips and Extracurricular Events: Students are expected to adhere to both the McKeel Academy of Technology Student Handbook and the Polk County Code of Conduct in order to participate in any school sponsored field trips or extracurricular events. Students who do not abide by these expectations, skills, and rules will be sent home at their parents' expense. Should a student's behavior, actions, misuse, or abuse of objects cause damage, the student and parents will be held financially responsible. In addition to behavior requirements, students must also maintain passing grades and must not be on attendance probation.

Attendance Policies:

There is a direct relationship between attendance and learning. Missed classroom teaching and learning activities can never truly be replaced. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. School attendance policies are designed to encourage a high value on education. It is imperative that parents support the importance of school attendance by not asking for or supporting unnecessary absences.

Absences: An automated message will be sent to parents when a child is absent.

Uploading Documentation for Absences:

Parents and students can submit documentation for absences by logging into McKeel Systems and selecting attendance. There is an option to "upload note". Notes need to be submitted for approval within **7 school days**.

Make-up work: It is the student's responsibility to obtain missed work in accordance with their teachers' procedures (i.e. Canvas) and additional contact with teachers may be necessary to clarify information regarding work that was missed.

Absent 10+ days/Year: If the student is absent for 50% or more of any school day, the entire day will be counted as one day of absence. After a student is absent for ten or more days from any one class period, it will be determined that the student has reached an excessive amount of absences.

Late Arrival to School Policy: Students who miss more than 50% of any class due to being late will be marked as absent for that class. Students do not need to be checked in by a parent when tardy, but all students must report to the office for check in upon first arriving at school after the late bell at 8:44 a.m. and receive an e-pass to class. Students

are permitted to have 3 unexcused tardies per quarter which will be notated in McKeel Systems with a warning. If a student reaches six (6) tardies without an approved excuse, the student will receive a detention. A 2.5 hour work detail will be issued to the student for 10 tardies, 15 tardies and so forth.

Late Arrival to Class Policy: Students are expected to be on time for each class. Any student who has six (6) unexcused tardies to any of their classes will be issued a before school detention. If a pattern of tardiness continues, further disciplinary action will be taken. This is monitored by the teacher.

Excused Absences:

Students who are late to school or absent can submit documentation by uploading it to McKeel Systems (-select 'Attendance'- select 'Upload Note'). Medical, mental health, dental, death of a close relative, judicial/legal proceedings, and other absences as approved, are considered excused absences. Junior and seniors may have two additional excused absences per year to visit prospective colleges. The number of days per visit should be kept to a minimum. Visits must be planned in advance and approved by the School Counselor and Administrator. A confirmation from the prospective college will need to be submitted by the student.

Truancy law: Florida law defines "truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian. Truant students are reported to the Department of Juvenile Justice through an automated system for excessive unexcused absences. Florida Statutes require suspension of a student's driver's license when the student reaches 15 or more unexcused absences within a 90-day period.

Check in & check out: There will be no check-outs after 2:00pm. Students who miss more than 50% of any class due to a check in or check out will have an absence for that class. Only adults listed online as being an emergency contact for the student may check the student out of school. Parents, guardians, and emergency contacts must present a photo ID in order to check out a student. **All students who are checking out must come to the office and officially check out/sign out with office staff, before leaving campus.** If a student needs to check out for illness or other reasons and the parent/guardian is unable to come to the school, the student may be permitted to check-out once administration has received an email (MATCheckout@mckeelschools.com). The emailed request must include a copy of the parent/guardian driver's license, date, time requested for check-out, and the student's legal name. If the administration determines that the student should not drive, someone listed on the emergency card will be required to pick up the student and arrange alternative transport of the student's vehicle. Students are **NOT** permitted to check out during their lunch period. This will be monitored and a parent conference will be required for those in violation.

Students/Parents/Guardians: Our McKeel Online Office provides a multi-step process for completing required student information forms. The Student Handbook Acknowledgement form and the Parent/Student Contract are now electronic. Once you receive your student access code, you will be required to agree to and electronically sign these documents when you log onto the McKeel Online Office to update your contact information, etc.

If you have not yet accessed McKeel Online Office,
www.office.mckeelschools.com, please do so as soon as possible.