



McKeel Academy of Technology

2022-2023

Student Handbook

Kim Benson, Principal
Linda Acocelli, Assistant Principal
Mark Dunsford, Assistant Principal
Noel Green, Assistant Principal

Alan Black, Director of Schools
Michele Spurgeon, Assistant Director of Schools

MCKEEL ACADEMY MISSION STATEMENT

Motivating, Achieving, and Transforming for future global challenges.

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.

CORE VALUES

Community

Community supports one another, celebrates successes, and reaches out to surrounding communities to serve their needs.

Excellence

Excellence is evident through highly effective teaching and high performing students who produce results that reflect this mindset.

Integrity

Integrity is the expectation to be dependable, honest, and accountable to yourself and others in all situations.

Leadership

Leadership is cultivated throughout our school with opportunities for students and development of teachers to reach their full potential.



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 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. All seniors are required to participate.

Rock Around the Clock: Each year the Junior class researches and prepares musical numbers to bring us back through the major musical moments of the 20th century. All Juniors are required to participate.

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.mckeelschools.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 (see dress code section).
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 and parents 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

<https://www.mckeelschools.com/departments/information-technology/tutorials/mckeel-systems/behavior>

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, phone 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. Students who bully other students will receive disciplinary consequences, including but not limited to detention, work detail, out of school suspension, and possible dismissal. 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.” Verbal bullying includes but is not limited to, repeated name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse. While verbal bullying can start off harmless, it can escalate to levels which start affecting the individual target. Physical bullying includes but is not limited to, spitting on, hitting, kicking, tripping, pinching and pushing or damaging property. Physical bullying causes both short term and long term damage. Social bullying is often harder to recognize and can be carried out behind the bullied person’s back. It is designed to harm someone’s social reputation and / or cause humiliation. Social bullying includes but is not limited to, lying and spreading rumors, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone, and damaging someone’s reputation. Cyberbullying is the intentional and repeated harm inflicted through the use of computers, phones, and other electronic devices. Cyberbullying includes abusive or harmful texts, emails or posts, images or videos, deliberately excluding others online, nasty gossip or rumors, and imitating others online or using their log-in. McKeel is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. We encourage students to promptly report *all* incidents of bullying. Those who seek retaliation for reports of bullying or those who assist in the spread and upkeep of bullying behavior, even if the content was created by another person (forwarding offensive emails or text messages) will be subject to disciplinary action. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

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 serves one before school detention

Level 2 = 10 Infractions

Student meeting with Dean

Student serves two before-school detentions

Level 3 = 15 Infractions

A McKeel staff member schedules the student's teachers and Dean 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 is developed

Level 4 = 20 Infractions

Student serves Out-of-School Suspension (OSS) or two 2.5 hour work detail
Student will not be able to participate in field trips and
extracurricular activities
Review/Revise Behavior Contract

Level 5 = 25 Infractions

Principal and Dean discuss possible dismissal with 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 Out-of-School Suspension (OSS)

Level 6 = 30 Infractions

Student will not be able to participate in field trips and
extracurricular activities
Student serves long term suspension
Student and parent meet with Principal and Dean to discuss additional
behavior consequences

Detention is a disciplinary action that does not involve students missing classroom instruction and is conducted prior to school starting or after school. Depending on the infraction. Detentions are held every Wednesday morning from 7:40 am - 8:40 am, but additional days may be used if needed. **Students who are late to detention will be scheduled for detention the following day. There are no lunch detention options.**

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 or from the main office.
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 an office referral, followed by appropriate disciplinary action.

Public Displays of Affection: Public Displays of Affection include physical contacts, such as holding hands, kissing, inappropriate and excessive touching, indecent exposure, etc. These behaviors are prohibited on school property including buses, or at any McKeel sponsored functions and will result in appropriate disciplinary action.

Sexting: Sexting is the use of technology to send or receive sexual messages including full and/or partial nudity. Sexting at this age, according to Florida law, is considered child pornography, consequently, parents and local law enforcement will be contacted immediately. Students engaging in this behavior will be suspended and may be subject to dismissal.

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, 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. If a student is caught in possession of or use of these products, an office referral will be issued, law enforcement will be notified, and appropriate disciplinary action will be applied.

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 law enforcement. 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, but is not limited to 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. Students who share their class work or assessment answers/information with other students, outside of teacher approval, are guilty of academic dishonesty. These actions are serious offenses and will result in an office referral followed by appropriate disciplinary action.

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.

Chronic incidents of Academic Dishonesty will result in dismissal.

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, between classes, **or** with expressed permission from a supervising adult within a class period. A student seen using any electronic device outside of the permitted times, may receive disciplinary action. Under no circumstance will a student be allowed to display any type of inappropriate, discriminatory, or illegal content or substance on any electronic device.

Textbooks, library, uniform fees 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, Prom, Homecoming 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. Forms are located on the website under Student information. 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

<https://www.mckeelschools.com/departments/information-technology/tutorials/mckeel-systems/service-hours>

Student Arrival: Students are not allowed on campus until 8:15am, unless they have a pass from a school staff member. At 8:15am, they will report to the following locations: 7th grade- sit in front of their designated areas, 8th grade-hallways outside Media Center in Buildings 5 and 6, 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: The Bus Drivers have complete authority over all students and the power to enforce all rules and regulations. Bus Drivers have the same authority in the bus

as teachers have in the classroom. Their directives are to be followed at all times to transport students safely, orderly, and reliably. 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. Throwing items out of a bus window is a serious safety violation and will result in loss of bus privileges. 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. The speed limit on campus is 5 mph. Students must be cautious and courteous driving to and from school. We expect students to display parking decals on the driver's side front windshield.

When arriving at school, students are expected to park their car straight and into a parking spot. **DO NOT BLOCK ANYONE IN!** This is important in case of an emergency situation where a student might have to leave. Students are not allowed to “hang out” in their cars; all students must exit their cars and walk to grade level designated spots or cafeteria for breakfast. Students are not allowed to leave campus for lunch- nor are they allowed to go to their cars at lunch or any time during the school day without permission from the office. Upon dismissal, unless students are in an after-school activity, they are to go to their cars and leave the campus immediately. Failure to adhere to any or all these expectations may result in loss of driving privileges.

In addition, excessive tardiness or absences or irresponsible driving in the parking lot or around school may result in parking privileges being revoked. (Directions on how to obtain a parking decal can be found at: <http://www.mckeelacademy.com/info> under Student Resources.)

E-Hall Pass Use: E-Hall Pass is required for ALL students and must 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. For details about the menu or how to apply for free/reduced priced meals, please visit: <https://www.mckeelschools.com/departments/food-service>

Meal Prices:

\$1.25 Breakfast

\$2.80 Lunch

Reduced Prices

\$.30 Breakfast

\$.40 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 can not be resealed are not permitted. Students should follow classroom guidelines regarding consumption of beverages. In addition, students may not sell food or drink items to other students without prior approval from administration. Violations of these rules will result in disciplinary action.

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 new belt) online for \$10. If parents are unable to provide or purchase the item immediately, the school will provide the item to the student and the charge will appear on the student's account. The student will return to class once the uniform violation is corrected.

Student Identification Badges: Student identification badges will be provided to all students to ensure safety and security of students and staff. Students are expected to have their ID card with them at all times. 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 skort 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

- 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. **No facial piercings** of any other location are allowed at school. 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 under uniform bottoms.

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 by email in advance if

students will be allowed to wear blue jeans and heavy jackets or coats due to predicted cold temperature. An announcement may 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. Excessive unexcused absences may result in dismissal from McKeel Academy

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-Hall 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. Juniors 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 2:00 p.m. 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.**

McKeel Academy Grading Policy

Middle School Grading Policy

Homework

Homework, “at home practice” will NOT be part of a grade. Anything assigned for students to complete at home should be practice that is directly related to instruction that is occurring in class.

Due Dates/Lock Dates

Assignments will be given a specific due date. For **Middle School** (7th and 8th grade courses), students are expected to submit the assignment by the due date. If there is an extenuating circumstance preventing a student from meeting the due date, that extenuating circumstance must be communicated to the teacher within 24 hours. Pending teacher approval, students may have a grace period of 2 days to submit any assignment not turned in on the due date. This will be the lock date for the assignment. Assignments will not be accepted past the lock date. Students with accommodations will receive their additional time.

Formative Assessments

Formative assessments are designed to measure student learning for a priority standard prior to the summative, and students will be held accountable for completing them. In order to be successful, students should complete all formative assessments by the due date assigned by the teacher.

If a student does not complete the formative by the assigned due date, the teacher will:

- Enter a Z or a 0 (zero) for any assignment not completed. A “Z” would be entered for any student that will be allowed to submit the assignment past the due date.
- An automated email will go out each evening for any student with a Z for an assignment - If students receive multiple Z’s in different courses in a single day, parents will receive a single email notification.
- All Z’s will automatically turn to a zero in the gradebook one week after the lock date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.

- If a student is allowed to submit the assignment late, no grade penalties will be given.

Summative Assessments

Summative assessments will align with curriculum outcomes and provide information regarding student mastery. If a student does not complete the summative by the assigned date, the teacher will:

- Enter a Z or a 0 (zero) for any assignment not completed. A “Z” would be entered for any student that will be allowed to submit the assignment past the due date.
- An automated email will go out for any student with a Z for a summative assessment.
- The student is expected to schedule the completion of the summative immediately after receiving email notification.
- All Z’s will automatically turn to a zero in the gradebook one week after the lock date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.
- If a student is allowed to submit the assignment late, no grade penalties will be given.

Student Reassessment

There are times when a student needs additional learning/time to master content.

Instructional staff will allow for student reassessment to be consistent with the following policy: Students who earn failing grades of **D**’s or **F**’s on summative assessments will be provided **one** additional opportunity to demonstrate their knowledge and skills. Any other score earned by a student must receive approval from the individual teacher to be allowed to reassess.

Students will:

- Have all practice/formative assessments completed prior to the date of the summative assessment to have an opportunity to reassess.
- Communicate with the teacher to request a reassessment.

Cheating/Plagiarism

Cheating/Plagiarism on any type of assessment is considered a behavior issue and will be handled as such. Any student that is found cheating/plagiarizing will be issued a referral for the incident. Administration will determine the consequence the student will receive for the behavior. The teacher will allow the student the opportunity to demonstrate their level of understanding of the content covered on the assessment. This would be considered the

student's reassessment opportunity. Students will not be allowed to reassess for subsequent incidents of cheating/plagiarizing. The final grade of the assessment should be a direct reflection of the student's level of understanding of the content, not a reflection of their behavior.

High School Grading Policy

Homework

Homework, "at home practice" will NOT be part of a grade. Anything assigned for students to complete at home should be practice that is directly related to instruction that is occurring in class.

Due Dates

Assignments will be given a specific due date. For **High School** ((9-12th grade courses), students will be required to turn all assignments in on the due date. Assignments will not be accepted past the due date. Students with accommodations will receive their additional time.

Formative Assessments

Formative assessments are designed to measure student learning for a priority standard prior to the summative, and students will be held accountable for completing them. In order to be successful, students should complete all formative assessments by the due date assigned by the teacher.

If a student does not complete the formative by the assigned due date, the teacher will:

- Enter a Z or a 0 (zero) for any assignment not completed. A "Z" would be entered for any student that will be allowed to submit the assignment past the due date.
- An automated email will go out each evening for any student with a "Z" for an assignment - If students receive multiple Zs in different courses in a single day, parents will receive a single email notification.
- All Zs will automatically turn to a zero in the gradebook one week after the due date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.
- If a student is allowed to submit the assignment late, no grade penalties will be given.

Summative Assessments

Summative assessments will align with curriculum outcomes and provide information regarding student mastery. If a student does not complete the summative by the assigned date, the teacher will:

- Enter a Z or a 0 (zero) for any assignment not completed. A “Z” would be entered for any student that will be allowed to submit the assignment past the due date.
- An automated email will go out for any student with a Z for a summative assessment.
- The student is expected to schedule the completion of the summative immediately after receiving email notification.
- All Z’s will automatically turn to a zero in the gradebook one week after the due date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.
- If a student is allowed to submit the assignment late, no grade penalties will be given.

Student Reassessment

There are times when a student needs additional learning/time to master content. Instructional staff will allow for student reassessment to be consistent with the following policy: Students who earn failing grades of **D’s** or **F’s** on summative assessments will be provided **one** additional opportunity to demonstrate their knowledge and skills. Any other score earned by a student must receive approval from the individual teacher to be allowed to reassess.

Students will:

- Have all practice/formative assessments completed prior to the date of the summative assessment to have an opportunity to reassess.
- Communicate with the teacher to request a reassessment.

AP Classes and Reassessments

Teachers of AP classes are not required to allow reassessments. Their grading policy will be clearly stated in their syllabus and stay consistent throughout the year.

Cheating/Plagiarism

Cheating/Plagiarism on any type of assessment is considered a behavior issue and will be handled as such. Any student that is found cheating/plagiarizing will be issued a referral for

the incident. Administration will determine the consequence the student will receive for the behavior. The teacher will allow the student the opportunity to demonstrate their level of understanding of the content covered on the assessment. This would be considered the student's reassessment opportunity. Students will not be allowed to reassess for subsequent incidents of cheating/plagiarizing. The final grade of the assessment should be a direct reflection of the student's level of understanding of the content, not a reflection of their behavior.

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** require electronic submission in McKeel Systems. All students and parents are required to sign these forms indicating that they have read and understand the contents of these important documents.