



McKeel Academy of Technology

2024-2025

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.

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

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 as this is a MAT graduation requirement.**

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, as this is a MAT graduation requirement.**

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.

Academic Contract: Students are placed on academic contract if they receive a grade of D or F in any subject for the quarter. Students on academic contract may be required to participate in tutoring services provided by the teacher or BYPASS in order to help them be more successful. Academic contracts are reviewed at the end of each quarter. At the **end of the quarter**, if the student is found to have passing grades (C or higher) in all classes, the student will be removed from academic contract. Students on academic contract are not allowed to participate in extracurricular activities, field trips, or other school related activities. All FHSAA sanctioned sports have specific grade requirement guidelines for student athletes.

*Additional information, along with complete requirements, can be found in our Curriculum Guide at www.mckeelschools.com under the Academics tab.

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. Based on Florida

House Bill 1537, students may carry ibuprofen and acetaminophen, however if your student is a frequent user it is advisable to have a backup supply in the clinic for those days when they forget. Students who are found to have unauthorized medication in their possession will receive disciplinary action.

If a student must have medication to be given during school hours, 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.

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 **electronically** 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. The first five behavior infractions will be recorded as warnings (yellow) in McKeel Systems, except for the following categories: "Other (Teacher Use Only)," "Other (Administrative Use Only)," and infractions linked to referrals. These exceptions will be recorded as red. Students who receive 3 infractions for the same offense will receive a disciplinary referral. As students obtain infractions (red), 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 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 student's return to school. All disciplinary referrals that violate a serious breach of conduct as listed below are considered major infractions and will cause the student to advance to a higher behavior level. The student will be required to complete the consequences associated with the referral as well as the consequences associated with the corresponding level. All other disciplinary referrals are considered minor infractions and will cause the student to receive three infractions counting towards the next level.

***Infractions associated with Disciplinary Referrals are not eligible for level reduction.**

Serious Breaches of Conduct:

Any violation of these or other infractions listed in the Polk County Student Code of Conduct will result in a major 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
- Major 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)

Pranks or Other Acts of Vandalism: MAT does not tolerate pranks of any kind at any time. Severe penalties will be applied to students involved in prank activities. Penalties may include Saturday work details, suspension, a referral to law enforcement, exclusion from student activities, which may include the senior picnic, senior auction, senior walkout, graduation ceremony, recommendation for dismissal, or other consequences as deemed appropriate.

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 a decision by the administrative team and could result in dismissal. Any student arrested on school grounds will immediately be dismissed from MAT.

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 recognise 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://www.polkschoolsfl.com/studentsandparents/bullying>

For information regarding consequences against any forms of bullying you may access: [https://polkschoolsfl.com/policiesandforms/.](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.

Retaliation is Prohibited: MAT encourages all students to report incidents of

discrimination, harassment, or bullying. Such reports will be investigated promptly. Retaliation against any individual who reports will not be tolerated. The individual(s) engaging in the retaliation will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, dismissal, and in egregious cases, the involvement of law enforcement.

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.

***Infractions associated with Disciplinary Referrals are not eligible for level reduction.**

Level 1 = 5 Infractions

- Student serves one before school detention

Level 2 = 10 Infractions

- Student meeting with Assistant Principal
- Student serves two before-school detentions

Level 3 = 15 Infractions

- A McKeel staff member schedules the student's teachers and Assistant Principal 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 Assistant Principal 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 Assistant Principal to discuss additional behavior consequences

Students who end the school year on level 5 or level 6 will be dismissed from McKeel Academy of Technology.

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 and Thursday morning from 7:30 am - 8:30 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. Students who fail to attend the required detention will be scheduled for a work detail.**

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. Students who fail to attend their scheduled work detail will be issued an out of school suspension.

Failure to show up for work details and/or detentions will result in further disciplinary actions. Students serving out of school suspension are not permitted to attend any school-related events or activities.

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. After completion of the 15 days without warnings, infractions or referrals, submit the completed Level Reduction form to administration.

Behavior level reduction forms, if approved, will forgive five (5) infractions (not associated with a referral).

Rewards & “Paws-itive” Recognition: McKeel Academy of Technology encourages and rewards students who are working hard and giving their best effort. Quarterly 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.

McKeel Academy Policies:

Questioning Students At School:

School teachers and administrators have the right to question students about their own conduct at school, in the investigation of alleged misconduct by other students, and to question them about the conduct of others. School officials will not ordinarily contact the parents or guardians before questioning their child about his or her own conduct or about the conduct of other students.

The investigation of possible violations of the Code of Conduct and Student Handbook are not a criminal proceeding, and there is no such thing as “pleading the Fifth” or a student’s right not to incriminate him or herself in a school discipline investigation. Sometimes, law enforcement officials or investigators from Child Protective Services may ask to interview students at school. In the case of an investigator from law enforcement or a state agency who is conducting a child abuse or neglect investigation, MAT officials are required by state law to permit the investigator to talk to the child at school.

Zero Tolerance of Inappropriate Contact: Students are expected to maintain control of their actions and refrain from engaging in any form of physical contact that is inappropriate, including touching, pushing, shoving, kicking, or engaging in horseplay. Such behavior, even if intended as playful, is not acceptable. Failure to adhere to this expectation will result in an infraction or disciplinary referral, depending on the severity of the action or its impact on the educational environment.

Assault/Fighting:

Assault and fighting, whether or not they cause injury, will not be tolerated. These actions are

considered major offenses and will result in an increase in the behavior level of the student(s) involved. Violators will be suspended, and in some cases, may face dismissal and referral to the School Resource Deputy for further intervention.

Students who do not fight back will not be subject to punishment. Those students should report the incident immediately to an administrator, resource officer or teacher. Students should not take matters into their own hands, but should allow an administrator to handle the situation. Students who are intimidated or harassed by another student should report this to a teacher or administrator immediately.

Students who instigate fights without actively participating (such as spreading rumors, encouraging others to fight, relaying information between parties, recording the fight, or reposting it on social media, etc.) will face the same penalties as those directly involved in the fight.

- First offense: up to 5 days out of school suspension
- Second offense: up to 10 days out of school suspension, followed by dismissal from MAT

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.

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.

In the interest of promoting student safety and attempting to ensure that our school is safe and drug free, if there is a reasonable basis to suspect that a student has violated the Zero Tolerance of Drugs and Alcohol policy, a search will be conducted. School officials can search a student's outer clothing, pockets, or property. If the student does not consent to being searched, parents and the school resource deputy will be contacted, and the student will be issued an out of school suspension.

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. If searches yield illegal or contraband materials, such findings shall be turned over to the proper legal authorities for further investigation.

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. **Plagiarizing** is presenting or accessing work that is not your own, with or without their consent. This includes, but is not limited to, the following:

- Using AI without teacher approval
- Using the internet to find answers without teacher permission
- Copying other students' work
- Using reference materials (cheat sheets, books, note cards, etc.) during quizzes or tests, without teacher permission
- Sharing answers: the person giving the answers is considered to be cheating as well as the person receiving answers
- Sharing information meant as an individual assignment to a group

- Exchanging passwords, answers for homework, tests, quizzes, and/or projects.
- Taking credit for work without citing references
- Logging into other student's Canvas accounts with or without their knowledge and submitting their work (consequences for this behavior will result in an out-of-school suspension).

*Students engaging in these behaviors will be ineligible to participate in honor societies or academic-related clubs.

Formative Assignments and Assessments: Sharing class work or formative assessment answers with other students without teacher approval is considered academic dishonesty.

First Offense:

- Consequences: The student will receive a zero on the assignment and will serve detention with the teacher.
- Next Steps: It is the student's responsibility to make arrangements with the teacher to complete an alternative assignment.

Second Offense:

- Consequences: The student will receive a zero on the assignment, be referred to an administrator, and work detail will be assigned.
- Next Steps: The student will not have the opportunity to make up the assignment.

Third Offense:

- Consequences: This will be treated as chronic academic dishonesty.
- Outcome: The student will receive a zero for the assignment, no alternative will be offered, be referred to an administrator, and the student will face out-of-school suspension and may be dismissed from MAT.

Summative Projects, Assignments, and Assessments: Sharing information or answers on summative assessments, summative assignments, or summative activities/projects, as well as sharing school account credentials (e.g., for Canvas, Notability, Google Drive), with other students constitutes academic dishonesty.

First Offense:

- Consequences: The student will be referred to an administrator and assigned work detail.

- Next Steps: It is the student's responsibility to make arrangements with the teacher to determine if an alternative assignment will be accepted/given.

Subsequent Offenses:

- Consequences: The student will be referred to an administrator, face out-of-school suspension and may be dismissed from MAT.
- Next Steps: The student will not have the opportunity to make up the assignment.

Electronic Device Policy:

The proper use of any type of electronic device is important to maintaining a safe learning environment. The following describes types of electronic misuse.

In accordance with Florida Statutes section 1006.07(2)(f) under the Technology in K-12 Public Schools law (CS/HB 379), the use of wireless communications devices during instructional time is prohibited except when expressly directed by a teacher for educational purposes. Upon entering the classroom, students must silence and place their wireless communication devices in the provided cell phone holder. Devices must remain in the holder until the student transitions to the next class period or is dismissed for the day.

Exceptions are made for students if they use their cell phone or wireless communication device to monitor a health condition that is documented through medical records provided to the school, including, but not limited to an IEP, a Section 504 Plan or a Health Plan.

Cellphones, iPads, and other electronic devices, including headphones/earbuds/airpods and smartwatches, are only allowed during lunchtime, between classes, or with explicit permission from a supervising adult within a class period. Use of electronic devices outside of these permitted times may result in disciplinary action. Inappropriate, discriminatory, or illegal content or substance display on electronic devices is strictly prohibited.

Students are solely responsible for their electronic devices and online accounts. The school bears no responsibility for damaged, lost, or stolen devices. Lost items may be checked in the lost and found, but the school is not responsible for assisting in their retrieval. Students should be diligent with keeping their passwords secure and updating them on a regular basis.

Using social media to ridicule, intimidate, or harass others, including students and staff, is unacceptable. Cell phones and cameras are not permitted for use inside locker rooms or multi-stall restrooms for any purpose, including texting, calling, or photography.

Any type of violation may result in disciplinary action as deemed necessary by school administration.

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. Students with obligations will not be able to purchase tickets for school events.

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. Community service hours must be submitted by the deadline specified for each quarter and must reflect only the hours that were earned within the designated quarter. Late submissions of Community Service forms will not be approved. Hours earned over the summer must be submitted by the 1st quarter deadline.

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>

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. This must be submitted annually.

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

Student Arrival:

- **Arrival Time:**
 - Students may not arrive on campus before 8:15 a.m. unless they have a pass from a school staff member.
- **Designated Arrival Locations:**
 - At 8:15 a.m., students will report to the following locations:
 - 7th grade: Front of designated areas
 - 8th grade: Hallways outside Media Center in Buildings 5 and 6
 - 9th and 10th grade: High school covered pavilion
 - 11th and 12th grade: Basketball court by gym
- **Breakfast:**

- Students needing breakfast should go directly to the cafeteria upon arrival.
- **Disciplinary Action:**
 - Students found outside designated areas without permission may face disciplinary action.

Student Dismissal/Pick-up:

- **Dismissal Time:**
 - Bus riders will be dismissed at 2:24 p.m. All other students will be dismissed at 2:30 p.m.
- **Car Pick-up Location:**
 - Student car pick-up must occur at the two designated car lines in front of the school.
 - Pick-ups are not allowed in parking lots or across the street.
- **Off-Campus Expectation:**
 - All students must leave campus by 2:45 p.m. unless directly supervised by an adult such as a coach, club sponsor, or tutoring teacher.
 - There is NO after school childcare. Unsupervised students will receive a disciplinary referral.

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.

McKeel buses have installed video cameras, with audio, to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, if necessary, the video will be reviewed by school administration. 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 the McKeel Online Office. Please contact McKeel Transportation Department at bushelpdesk@mckeelschools.com for any additional information.

Rules for Student Drivers:

- The campus speed limit is 5 mph. Students must drive cautiously and courteously.
- Students must display parking decals on the driver's side front windshield.
- Students must park in the designated parking lot for their grade level.

Parking Etiquette:

- Upon arrival, students must park straight in designated spots and avoid blocking others.
- Students are not permitted to linger in their cars; they must exit and proceed to designated areas or the cafeteria.
- Returning to cars during the school day requires permission from the office.
- After dismissal, students not participating in after-school activities should promptly leave campus.
- Failure to comply with parking expectations may result in loss of driving privileges.

Vehicle Search Policy:

- The school administration may search vehicles on campus if there is reasonable suspicion of prohibited items such as alcohol, drugs, weapons, or tobacco products.
- Confiscated illegal items will result in disciplinary action and may involve law enforcement.

Revocation of Parking Privileges:

- Excessive tardiness, absences, or irresponsible driving may lead to the revocation of parking privileges.

Parking Decal Instructions:

- Instructions for obtaining parking decals can be found at <https://www.mckeelacademy.com/information/student-resources>
- **E-Hall Pass Use:** E-Hall Pass is required for ALL students and **must** be purchased for \$8 through McKeel Online Office within the first week of school. 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 students with E-Hall passes that are found out of area 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:

- **Outside Food:**
 - Students are not allowed to bring outside vendor food to school to maintain campus cleanliness and minimize pests.
- **Drinks:**
 - 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 adhere to classroom guidelines for consuming beverages.
- **Sales of Food and Drink:**
 - Students are prohibited from selling food or drink items to other students without prior approval from administration.
- **Consequences:**
 - Violations of these rules will result in an infraction or referral as deemed appropriate by school officials.

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.

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 need 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.

Uncorrectable Violations:

- These include torn, ripped, frayed, or cut clothing, missing belts, improper uniforms, incorrect lengths, hair violations, or inappropriate shoes.

Procedure for Violations:

- Office Referral: The student will be sent to the office if found with an uncorrectable dress code issue.
- Changing Clothes: The student must change into appropriate uniform clothing.
 - Options for Clothing:
 - Call Home: The student can call home for the correct uniform to be brought to them.
 - Purchase Option: Parents can buy a used clothing item (shirt, pants, shorts, skorts, or a new belt) online for \$10.
 - School Provision: If immediate provision or purchase isn't possible, the school will provide the item, and the cost will be added to the student's obligation.
- Return to Class: The student may return to class once the dress code violation is corrected.
- Repeated Violations:
 - If the student is found with skort or shorts length violations twice, the student will be required to wear alternate uniform bottoms for the remainder of the year.

Uniforms must be worn appropriately as follows:

- **Waistline:** Skorts, pants, and shorts must be worn at the waist.
- **Shirts:** Shirts must be tucked in at all times and must remain unaltered. Rolling shirts under is not allowed. A uniform or spirit shirt **MUST** be worn at all times.
- **Skorts, Shorts, and Pants:** These items must not be rolled at the waist or hemline and must be at least mid-thigh length.

- **Outerwear:** Hoodies or jackets must not extend beyond the length of your shorts or skorts.
- **Belts:** Belts must be worn properly, with the buckle visible and fastened correctly.
- **Body Writing and Tattoos:** Visible body writing and tattoos are not allowed. If a student has a tattoo, it must be covered at all times.
- **PE Shorts and Non-Uniform Apparel:** These should not be visible underneath your uniform.

Regular Uniform:

General:

- **Logos:** Only McKeel logos are allowed on clothing; no other brand logos are permitted.
- **Condition:** Clothing must not be torn or tattered.

Pants, Shorts, and Skorts:

- **Acceptable Colors:** Navy blue, khaki, or McKeel Academy Plaid.
- **Note:** Skirts are not allowed.
- **Hemlines:** Shorts and skorts must be mid-thigh length or longer.

Shirts:

- **Colors:** Navy blue, hunter green, or white. Seniors may also wear red.
- **Style:** Must be McKeel “M” logo polo shirts.
- **Fit:** Shirts must fit properly and remain tucked in at all times. Students must wear a shirt under their hoodie, sweatshirt, or jacket.

Shoes:

- **Design:** Shoes must have closed toes and heels.
- **Prohibited:** No sandals, flip-flops, Crocs, slides, slippers, or any open-toe or open-heel shoes.

Belts:

- **Requirement:** Must be worn through belt loops and fastened with a buckle.

Hair:

- **Color:** Hair must be a naturally occurring color.
- **Length:** Must be cut so it does not fall below the eyebrows.
- **Styles:** Extreme or distracting hairstyles (e.g., hair carvings, eyebrow cuts, mohawks, faux-hawks, etchings) are not allowed.

P.E. Uniforms:

- **Purchase:** P.E. uniforms must be purchased from McKeel.
- **Usage:** Worn only during P.E. classes, and is a P.E. grade requirement.
- **Alteration:** Altering P.E. uniforms is not allowed.

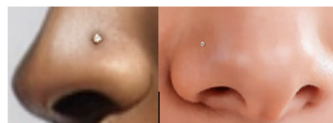
Optional Apparel:

Undershirts and Long-Sleeved Shirts:

- **Colors:** Allowed in solid white or navy blue.
- **Designs:** Must be free of logos, designs, or writing that can be seen through the uniform shirt or collar.

Sweaters, Sweatshirts, Jackets, and Hoodies:

- **Colors:** Must be solid navy blue or solid gray, or feature an official “McKeel” logo. Black is not permitted.
- **Logos and Symbols:** If students wear a navy or gray sweater, sweatshirt, jacket, or hoodie, and it has a logo or symbol, the logo or symbol must be the size of a business card. Logos or symbols that are larger than a business card is a dress code violation.
- **Hoods:** Hoods may not be worn on the head while on campus.
- **Length:** Must not exceed the length of skorts or shorts.
- **Underneath:** A McKeel uniform shirt, unaltered, must be worn underneath any over garment.
- **Prohibited:** Denim jean jackets and trench coats are not allowed.



Piercings, Body Jewelry, and Tattoos:

- **Nose Stud:** One small nose stud is allowed. Any inappropriate or distracting nose stud must be removed.
- **Prohibited:** Other nose jewelry, tongue rings, lip rings, eyebrow rings, ear gauges,

spacers, or any facial jewelry.

- **Body Jewelry/Tattoos:** Visible body jewelry and tattoos are not allowed. If a student has a tattoo, it must be covered at all times.

Hats & Sunglasses - May not be worn inside any school building.

Toys:

- Not allowed on campus without express permission from a classroom teacher or an administrator.
- **Includes:** Teddy bears, other stuffed animals, Legos, footballs, basketballs, etc.

Other Accessories:

- **Accessories:** earrings, rings, bracelets, necklaces, grills, etc., considered extreme or distracting, are not allowed.
- **Headgear:** Caps, hats, sweatbands, hair rollers, durags, and similar items are not allowed during school hours.
- **Bandanas:** May be worn as a headband but not be worn as a head covering

Tights and Leggings:

- **Colors:** White or navy blue only, to be worn under uniform bottoms.

Additional Unacceptable Uniform Issues:

- **Gang-Related Clothing:** Clothing associated with gangs is not allowed.
- **Promotional Clothing:** Clothing that promotes or encourages the use of tobacco, drugs, alcohol, or violence is prohibited.
- **Discriminatory Clothing:** Clothing that promotes or implies discrimination based on age, race, disability, national origin, marital status, religion, political affiliation, or sex is not 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. **BLACK is not an approved color for sweaters,**

hoodies, jackets, or sweatshirts. Denim jean jackets, trench coats, or blankets are not permitted.

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.

Friday Dress:

- **Shirts:**
 - **Allowed:** “McKeel” spirit, club, or team shirts.
 - **Pairing:** Must be worn with uniform bottoms.
- **Jeans Option:**
 - **Allowed:** For \$1 per Friday (or \$35 for the year), students can wear blue jeans.
 - **Restrictions:** Jeans must not have jegging material, designs, holes, frays, rips, decorative tattering, sequins, metal beading, or laces.

Professional dress: Administration may occasionally allow students to wear professional attire. The following rules will be strictly enforced:

- Shirts must be tucked in.
- Belts must be worn if appropriate.
- Males: Dress pants with a tucked-in collared shirt and tie.
- Females: Dress slacks or skirts with a dressy blouse, or the option to wear a dress.
- Skirt or dress hemlines must be no shorter than 3” above the knee.

Dress for rewards, field trips, team activities, special events, or spirit week:

Rewards, Field Trips, Team Activities, Special Events, or Spirit Week:

- Dress code guidelines for these events will be determined and announced by the team coach, club sponsor, or school designee.
- Homecoming Shirts: Must be pre-approved by administration before ordering and distributing.

Game-Day Attire for Sports Teams and Performers:

- **Sports Teams:**
 - **Allowed Attire:** Team jerseys or shirts designated for Game Days.
 - **When to Wear:** Only on game days.
 - **Pairing:** Must be worn with school uniform bottoms.

- **Cheerleaders and Dazzlers:**
 - **Allowed Attire:** Designated Game-Day shirts.
 - **When to Wear:** Only on performance days.
 - **Pairing:** Must be worn with school uniform bottoms.

Student Field Trips and Extracurricular Events: Students must follow both the McKeel Academy of Technology Student Handbook and the Polk County Code of Conduct to join any school-sponsored field trips or extracurricular events.

- Failure to comply with these expectations, skills, and rules will result in the student being sent home at the expense of their parents.

Financial Responsibility for Damage:

- Students and parents will be held financially responsible for any damage caused by the student's behavior, actions, misuse, or abuse of objects during the event.

Academic and Attendance Requirements:

- In addition to behavior standards, students cannot be on academic or attendance contract(s) to participate.

Attendance Policies:

State law requires all children between the ages of 6 and 18 to attend school until the mandated requirements have been met. 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. Students may only earn credit for the purposes of requirements for high school graduation or middle school promotion, if they are in attendance for a minimum of 135 hours of bona fide instruction.

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. With suspension of a driver’s license, parking privileges on campus will be revoked.

Absences:

- Parents receive automated messages for student absences.
- Each absence is automatically considered unexcused.
- Excessive unexcused absences may lead to dismissal from MAT.
- Student athletes must be present for a minimum of half the school day on game days to participate in sports.

Excused Absences - Documentation Submission:

- In order for late arrivals or absences to be evaluated to determine if it is excused, required documentation must be uploaded to McKeel Systems.
- Navigate to 'Attendance' and select 'Upload Note' to submit documentation.
- Parents and students must submit absence documentation through McKeel Systems within 7 school days from the absence.
- Submission of falsified documentation will result in out of school suspension

Approved Excused Absences:

- Criteria for determining excused absences shall be in compliance with Florida Statutes.
- Some valid/approved excuses include but are not limited to: medical, mental health, dental appointments, bereavement, legal proceedings, etc.
- Documentation must be submitted for any of these to be considered (see above for directions).

Attendance Warning/Contract: Students who miss 10 unexcused days of school in any class, are given an attendance warning. If a student reaches 15 unexcused absences, he/she will then be placed on an attendance contract. Parents and the student are required to attend a meeting with the attendance coordinator to discuss attendance requirements. Under this contract:

- Students are at risk of not earning credit for the semester, regardless of their current grades.
- Students are ineligible to participate in extracurricular activities which include, but are not limited to athletics, prom, homecoming, and senior privileges.
- Student drivers will have campus parking privileges revoked.
- Students are at risk of dismissal from McKeel Academy.

Once a student is placed on an attendance contract, it will remain in effect for the remainder of the school year.

College Visits for Juniors and Seniors:

- Juniors and seniors are allowed two additional excused absences per year for visiting prospective colleges.
- These visits must be planned in advance and approved by the School Counselor and Administrator.
- Students are encouraged to minimize the number of days per visit.
- Confirmation from the prospective college must be submitted by the student.

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. Please see the grading policy for additional clarification.

Tardies- Late Arrival to School or Class:

- Students missing more than 50% of any class due to tardiness will be marked as absent for that class.
- Upon arriving late, students must report to the office for check-in and receive an E-Hall Pass to class.
- Students are allowed 3 unexcused tardies to school or class per quarter.
- After the third unexcused tardy, a warning email will be sent to the parent(s).
- Accumulating five additional unexcused tardies (8 total) results in a detention.
- For 13 unexcused tardies, a 2.5-hour work detail will be issued.
- Continued unexcused tardiness may lead to a parent conference and out-of-school suspension.

Students who are excessively tardy will be placed on an attendance warning and a parent meeting will be required. In addition, if students are driving to school, parking privileges on campus will be revoked.

Check-Out Procedures:

- Check-Out Time:
 - No check-outs are permitted after 2:00 p.m.
- Class Attendance Impact:
 - Students missing more than 50% of any class due to check-in or check-out will be marked absent for that class.
- Authorized Check-Outs:
 - Only adults listed as emergency contacts for the student may check the student out of school.
 - Parents, guardians, and emergency contacts must present a photo ID for

- check-out.
- Check-Out Process:
 - Students must officially check out/sign out with office staff before leaving campus.
 - If a parent/guardian is unable to come to the school, administration may permit check-out via email.
 - The email must include a copy of the parent/guardian driver's license, date, time for check-out, and the student's legal name.
 - Please email (MATCheckout@mckeelschools.com) for approved student check-outs.
 - If the administration deems a student unfit to drive, someone listed on the emergency card must pick up the student and arrange alternative transport.
 - Lunch check-outs are not permitted:
 - Students are not allowed to check out during lunch.
 - If a student is found to be checking out for lunch and returning to campus, this will be considered a violation.
 - Consequences:
 - First offense: Parent and student will be reminded of the policy via email
 - Second offense: Required parent-student conference and student will serve a detention
 - Subsequent offenses: Progressive disciplinary actions for the student.

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 for any assignment not completed.
- 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. 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 grade 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 (see section on Academic Honesty)

Cheating/Plagiarism on any type of assessment is considered a violation of our Academic Honesty Policy. Any student that is found in violation of our Academic Honesty Policy will be issued disciplinary consequences for the incident. The teacher or 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. If the student is eligible for reassessment, this would be considered the student's reassessment opportunity. 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 who have subsequent incidents of plagiarism or cheating will receive a zero for the assessment.

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 unless an exception is given. 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 for any assignment not completed.
- 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. 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 (see section on Academic Honesty):

Cheating/Plagiarism on any type of assessment is considered a violation of our Academic Honesty Policy. Any student that is found in violation of our Academic Honesty Policy will be issued disciplinary consequences for the incident. A teacher or 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. If the student is eligible for reassessment, this would be considered the student's reassessment opportunity. 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 who have subsequent incidents of plagiarism or cheating will receive a zero for the assessment.



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.
 - o 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.
 - o I understand my child is to adhere to discipline policies of the school.
 - o 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.
 - o Excessive tardiness and/or absences will be tracked and communicated to parents and to the Department of Education as required by law.
 - o I understand that high school academic credit **may not be given** to any student with excessive absences (MAT only).
 - o 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.
 - o 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.
 - o 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.
 - o Any student who commits a major violation of the Code of Conduct will be immediately dismissed from school.
 - o 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.
 - o 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** _____