



McKeel Academy Central

www.mckeelcentral.com

Student Handbook 2023-2024

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Mission Statement

McKeel Academy Central recognizes each child's individual needs and abilities. The school is dedicated to providing a nurturing, safe environment in which students achieve academic success and receive a strong foundation to prepare them to confidently succeed in the future.

Absences/Tardiness/Checkouts

It is an expectation of The Schools of McKeel Academy that children be in school each day. Please schedule medical and dental appointments for your child after school hours. **Students who arrive late must be signed in by a parent/guardian.** If your child does not attend at least 50% of a school day, he/she will be marked absent. The faculty and administration of The Schools of McKeel Academy supports Florida State Statute (Title XL VIII, Chapter 1003.26) that mandates all children attend school regularly during the entire school year to ensure academic success. Students who accumulate excessive absences, tardies or early checkouts will be subject to review by administration to determine the causes and to determine appropriate actions. 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.

Uploading Documentation for Absences

Parents can submit documentation for absences by logging into McKeel Systems and selecting attendance. There is an option to "upload note".

Absent 10+ days

After a student has accumulated more than 10 days of absences, tardies, or early checkouts the parent will receive an automated attendance message notifying them that their student has reached an excessive number of absences. After reviewing the absences, tardies, and/or checkouts appropriate action will be taken if it is determined that they are excessive without just cause. Excessive absences may result in dismissal from McKeel Academy Central.

There are no checkouts allowed after 2:30pm

Behavior Expectations

Purpose of Behavior Expectations

- Provide students with a knowledge base of how work ethics affect their learning and production in a working environment.
- Teach students basic skills based on school being their job.
- This is a teaching tool, designed to reward students for proper behavior in the classroom and on campus.

McKeel Academy Central Behavior Expectations

All McKeel Academy Central students are required to follow the behavior expectations listed below. Three violations of these expectations, in the same category, will result in **one infraction**.

1. Follows directions
2. Takes responsibility for own actions; demonstrates self-control
3. Completes and submits quality classwork
4. Listens respectfully and acknowledges the thinking of others
5. Displays best effort
6. Uses technology in accordance with school policies

Rewards and incentives will be put in place at the discretion of the classroom teacher.

***Parents/Guardians should check their child's agenda daily to determine how their child is performing during the school day.**

Grades 3-6 will receive behavior notification emails through the McKeel Systems site ([systems.mckeelschools.com](https://www.mckeelschools.com)); parents and students may also log in to view the student's behavior log.

Directions on how to view warnings and infractions can be obtained at <https://www.mckeelschools.com/departments/information-technology/tutorials/mckeel-systems/behavior>

This system enables teachers to instruct their students in proper behavior for school and the workplace. Misbehavior in the classroom will result in an infraction for minor and major offenses. The student may also be **referred to the office** for more serious breaches of conduct.

Any violations of the following will result in an infraction or in more serious cases a referral to the office:

Any violation of any of the following will result in **one infraction**:

1. Disrespectful behavior toward peers or property of school/others
2. Unauthorized area (out of assigned area)
3. Unauthorized items- food, gum, candy, toys
4. Horseplay (pushing, hands on another person, etc.)
5. Disruptive behavior (1st offense)
6. Personal communication device infraction (which includes the display of good digital citizenship at all times)

Any violation of the following will result in **two infractions**:

1. Abusive/inappropriate language or actions in the presence of others (includes cussing, name calling)
2. Defacing/destroying school property
3. Disruptive behavior (2nd offense)
4. Disrespectful behavior (includes lying) toward authorities
5. Cheating (including plagiarism)
6. Recurring personal communication device infractions

Serious Breaches of Conduct

*The following are considered serious code violations. Any violation of these or others listed in the **Student Code of Conduct** will result in an automatic office referral which may lead to multiple infractions, student suspension **and/or** dismissal from McKeel Academy Central.*

- Abusive language or conduct directed at an adult
- Battery/fighting/threatening others
- Bullying (verbal, physical)
- Forgery
- Defiance (openly)
- Disruptive behavior (3rd offense)
- Drugs
- Leaving campus without permission
- School bus safety
- Spitting at or on another person or their property
- Stealing
- Weapons of any kind
- Disruption of the educational process
- Conducting internet search for or viewing adult content

The Code of Conduct can be found on the school website.

Students and/or parents may anonymously report bullying activity on MAC's Website.

Levels of Consequences

The accumulation of infractions is per semester for Grades 3-4. The accumulation of infractions for grades 5-6 is for the entire year.

Behavior Infraction Reductions

Students in grades 3 through 6 can reduce accumulation of infractions by obtaining a Behavior Infraction Reduction Request (BIRR) from a school administrator and complying with the requirements. Students may turn in a BIRR once they reach Level 1. Each successfully completed and submitted form will result in a reduction of a level. Multiple BIRR's may be submitted for continued success with making good choices. Students must be in attendance 15 school days without an infraction in order to receive a level reduction.

Level 1 (5 Infractions):

Parent Contact by Teacher

Student Completes Behavior Reflection Form

Level 2 (10 Infractions):

Parent/Teacher/Student Conference

Behavior Plan Created

Level 3 (15 Infractions):

Parent/Student/Teacher/Admin. Conference

Student Revisits Behavior Plan and Completes Behavior Reflection Form

Level 4 (20 Infractions):

Parent/Student/Admin. Conference

Loss of School Activities (field trips, clubs, etc.)

Level 5 (25 Infractions):

Parent/Student/Admin. Conference

Danger of Dismissal Letter

Level 6 (30 Infractions):

Student serves one day out of school suspension (OSS)

***Students at or beyond Level 6 will receive additional consequences and may be dismissed from McKeel Academy Central.**

Birthday Recognition

McKeel Academy Central will recognize student birthdays on a weekly basis at school. Personal celebration invitations and food for celebrations will **NOT be permitted** at school.

Change of Information

It is the parent's responsibility to update their child's records on the McKeel Online Office if there has been a change in phone numbers, address, or email address. For address changes, two proofs of address are required. Court ordered changes must have documentation on file.

Digital Citizenship- From ISTE (International Society for Technology in Education)

Students operate in a manner that demonstrates their understanding of the opportunities, responsibilities, risks, and foundational skills required to live, learn, and work in an increasingly digital world.

Performance Indicators:

- a. Students understand and practice safe, legal, ethical, and responsible use of technology, information, and resources.
- b. Students are aware of the persistence of their activity in the digital world and actively foster a positive digital identity and reputation.
- c. Students critically consume technology and media and understand the social, legal, and ethical impact computing and technology has on our lives.
- d. Students evaluate new and emerging technologies and transfer their knowledge of technology operations to use them.

Students at McKeel Academy Central are expected to practice good digital citizenship with technology tools. Technology is an important part of our educational program at McKeel Academy Central. All personal devices should be turned off and in backpacks during school hours. We do not allow or promote student use of social media apps such as Instagram, Facebook, Snapchat, TikTok etc. We recognize that some parents will provide their children with smart watches for safety purposes. During the school day students are not permitted to use their watch for calling, messaging, texting, using the internet or taking photos. Parents can help us enforce this policy by not texting or calling their children during the school day. If a parent needs to contact their child, they should phone the school office. The watch should be on silent mode during the school day so that there will not be disruptions to the classroom. If a student uses a smart watch for anything besides checking the time, they will be subject to a personal communication device infraction.

Students who use social media on personal devices, private networks, and/or outside of school hours are expected to act responsibly. Social disruption of the educational process is not tolerated.

MAC leverages various techniques to provide a safe online environment for our students. Students should know that if they do happen to come across inappropriate content/images while in class (or at home) **they are expected to immediately tell their teacher or adult in charge**. Students should only be on websites approved by the teacher. McKeel schools issued email accounts should only be used for school related business, not for personal communication.

Field Trip Chaperones

All chaperones **MUST** be approved volunteers. Chaperones agree to assume duties as stated on the chaperone form. Chaperones must be available to chaperone the entire trip; no early checkouts are permitted. The chaperone is responsible for the children assigned to him/her and is not to leave them unattended. Chaperones **MAY NOT BRING SIBLINGS/CHILDREN OF ANY AGE ON FIELD TRIPS**. Chaperones are not permitted to take any children, other than their own, from a field trip. Chaperones must be 21 years of age or older. All students attending a field trip must ride the bus to the arranged destination.

FORTIFYFL Report Suspicious Activity (for students and staff)

FortifyFL is a suspicious activity-reporting tool that allows one to instantly relay information to appropriate law enforcement agencies and school officials. A tip can be submitted by downloading the app (FORTIFYFL) or by visiting the website www.getfortifyfl.com. Anyone who knowingly submits a false tip through FortifyFL may be subject to further investigations by law enforcement, and may be subject to criminal penalties under section 837.05, F.S.

Grading Scale

Students in grades K-6 will follow a traditional reporting system.

A: 90-100 Excellent

B: 80-89 Proficient

C: 70-79 Developing

D: 60-69 Limited Evidence

F: 0-59 Of Concern

Homework

In the primary grades (K-3), homework consists of reading.

Recommended reading days/times:

K: M-Th, 10-15 minutes (read to or assist with reading)

1st: M-Th, 10-15 minutes (read to or read independently)

2nd: M-Th, 15-20 minutes (read independently)

3rd: M-Th, 20-30 minutes (read independently)

In grades 4-6, assigned homework will be appropriate for the grade level, and should not exceed 45 minutes per night. Practice and reinforcement of classroom instruction will be the goal of any homework. Students are expected to independently complete, return, or submit all homework as it is assigned. Homework must be attempted to avoid a Behavior Expectation Warning (At Home Practice Not Complete).

Hours

The school day will be from 8:15 AM – 3:00 PM. Before school (7:00–7:45 AM) and after school (3:15–6:00 PM) care will be available for a fee for students in Grades K-6. Students not participating in the CAT Care program may not be dropped off before 7:45 AM, as supervision is not available. All car riders need to be picked up no later than 3:25 PM. Once students have been dismissed from the classroom, they may not return to get items such as homework, agendas, etc.

Lunch Accounts

Parents may check the balance of lunch accounts and/or place money in lunch accounts by setting up an account at www.myschoolbucks.com. (Use the last 6 digits of your child's student ID#.) Students are expected to maintain a positive balance in their lunch accounts. Each student will be provided a scannable ID card at the beginning of the school year. Lost or damaged cards must be replaced for a fee.

Breakfast & Lunch

Breakfast may be purchased from 7:45-8:15. Students may purchase a school lunch or bring a lunch from home. Food from outside vendors is not permitted under any circumstance. Students are not allowed to bring sodas or candy for lunch.

Make-Up Work

Students are responsible for making up any work missed. Students in Grades 4-6 should check their Canvas account and communicate with all teachers regarding assignments.

Medication Policy

The staff at McKeel Academy Central is prohibited from giving ANY medication to students without a McKeel Academy Central Medical Authorization Form signed by a physician. **The medicine must be delivered to the school clinic by a parent/guardian.** Students are not allowed to carry medication throughout the day at school unless they have a written form on file in the clinic that has been signed by the parent and physician.

Moment of Silence

House Bill 529 requires a moment of silence in 1st period classrooms daily in Florida's Public Schools. Teachers are prohibited from making suggestions for the moment of silence; parents and guardians are encouraged to discuss moment of silence and make suggestions for their child.

Personal Electronic Devices

McKeel Academy Central **will not** be responsible for any personally owned mobile devices or technology that is lost or stolen from students. Devices are not to be used after school in the car line or bus line area.

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 the principal.

Student Contract

As a student at McKeel Academy Central I agree to do my best.

I will:

- Come to school on time each day
- Dress in a McKeel Academy Central approved uniform purchased from Risse Brothers
- Follow all school, class, and bus rules
- Treat staff members and other students with respect
- Return notes and papers with my parent's signature
- Complete my work in class and at home
- Take care of school property

I understand that being a student at McKeel Academy Central is a choice and a privilege. I will do my part to help make our school the best it can be.

Student Planners (Agendas)

The planner is to be used as a source of written communication between parents/guardians and teachers. It is also used to teach students organizational skills. Parents/guardians are to review and sign the planner on a daily basis. Teachers will monitor agendas regularly. If an agenda is lost or damaged, a new one must be purchased.

Student Uniform Policy

Students attending McKeel Academy Central are required to wear the school uniform while on campus.

All uniform clothes must be purchased through Risse Brothers School Uniforms. This includes both shirts and bottoms. The Risse Brothers Uniform store is located at: 2525 Dranefield Rd.,

Suite 11, Lakeland, FL. See our website for store hours. You may also contact them at www.rissebrothers.com or by telephone at 863-940-9913.

McKeel Academy Central expects all students to look professional at all times. Uniforms must be worn appropriately as follows:

- All pants are to be worn above the hipbone
- Shirts are to be tucked in at all times
- Skorts and shorts are not to be rolled up
- Belts must be visible and fastened properly
- Body writing or fake tattoos must not be visible

Required Uniform:

Pants- long navy blue or khaki

Shorts- navy blue or khaki (hemline should reach mid-thigh or lower)

Shirts- gray or burgundy with MAC block logo (Gr. K-6) or white with MAC block logo for Grades 5 and 6 only

Long or short-sleeved undershirts must be plain **WHITE** or **GRAY** only with no logo

Skorts- McKeel Academy Central plaid, navy or khaki skorts for Gr k-6 (hemline should reach mid-thigh or lower)

Tights and Leggings: May be worn under the school uniform but must be full length covering the entire leg and **WHITE, GRAY or BLACK** only. NO CROPPED LEGGINGS ARE PERMITTED.

Shoes: Must have closed toe and closed back for safety purposes. No sandals, flip-flops, crocs, or roller shoes.

Tennis shoes are REQUIRED for PE!

Belts Must be worn and visible at all times with any bottoms that have belt loops.

Jewelry Earrings (ears only-no gauges allowed)

Coats/Jackets

NAVY McKeel Academy Central “Wildcat” hoodies/sweatshirts are available for purchase by order only through our vendor (information on the school website). These and other solid **NAVY** sweatshirts, jackets or sweaters with no logos may be worn at all times. Hoods on jackets should not be worn while on campus. The length of jackets/sweatshirts may not be the same length or longer than the length of uniform shorts/skorts.

Makeup: Minimal makeup, in natural tones, will be allowed for girls in Grade 6.

Hair: Only naturally occurring hair colors will be permitted (no purple, green, orange, pink, etc.) Student’s hair may not cover their eyes. Students are not allowed to have hairstyles that are considered distracting to the educational process and will be referred to the office. If you are unsure of acceptable styles, please contact an administrator before making the change to your child’s hair.

Backpacks: No offensive or disrespectful writing or drawing on outside. Rolling backpacks will not be permitted for safety purposes.

Non-Uniform or Cold Weather Days

Fridays:

Students are permitted to wear solid **BLUE** colored, plain (NO holes, patches or designs), regular fit jeans, jean shorts, jean skirt/skort, or jean capris each Friday at a cost of \$1.00 or \$35.00 for the year prepaid for school fundraising purposes. All jean bottoms must be hemmed with NO frayed edges. Length of shorts and/or skirts should reach mid-thigh or lower. Participation in “Jeans Fundraiser” is optional. Students who do not participate are to wear regular uniform bottoms. Students not complying with the

policy in place may lose their Friday jean privilege. McKeel Academy Central sponsored shirts or spirit T-shirts may be worn with jeans or another uniform pant, short, etc. on Fridays only.

Cold Weather Days:

Students and parents will be notified the day before a cold weather jeans day if students will be allowed to wear jeans due to the cold temperature. Notifications may be posted on the school website, Facebook page or via email. If no announcement is made, students are to report to school in their regular school uniform. Students are permitted to wear heavy jackets/coats on cold days. However, they are to be removed when they come inside the school building. Jeans worn on cold days must be long jeans, solid **BLUE** colored, plain (NO holes, patches or designs).

Dress Down Days:

Students are not permitted to wear spaghetti strap garments or tank tops. Clothing that is offensive, suggestive, disruptive, or indecent including clothing associated with gangs, or encouraging the use of tobacco, drugs, alcohol, or violence is not permitted. Shoes must be closed toe and closed heel. All dress down attire must meet the dress code requirements in the Polk County Schools Code of Conduct.

<https://polkschoolsfl.com/codeofconduct/#section2.06>

Teacher Conferences/Contacts

Teachers will schedule their own parent conferences. Please write a note in your child's planner or email the teacher requesting a return call or meeting. An appointment is needed as teachers have duty assignments and scheduled meetings before and after school.

Transportation

Please notify the school office by 11:00am if there is a change in your child's normal mode of transportation.

- **BUS** - In order to ride a McKeel School Bus, the information for the McKeel Online Office must be completed so a bus stop can be assigned. Your child may not ride any other bus or disembark at any bus stop other than the one he/she is assigned for.
- **CAR** - Your child will not be loaded into a vehicle without the appropriate school year car tag. Please park and bring your identification into the office if a new tag needs to be made. **NO EXCEPTIONS** will be allowed. Parents are not permitted to escort their child(ren) into the classrooms. Children are to load and unload at the carline.

Visitors

All visitors to the school, including parents, must sign in at the office with a state issued ID before going to a classroom, the lunchroom, or any area on campus. Visitors are only to go to the designated area they are approved to visit. Parents must use the main office door to enter and exit the school building.

Volunteers

McKeel Academy Central welcomes volunteers! All volunteers working with children in the school or on field trips must be approved (NO SIBLINGS/CHILDREN of any age are permitted on field trips **or** when volunteering or participating in events held on campus during school hours). Parents are encouraged to join and be involved in our PTO.

MAC is responsible for the safety of everyone who is on our campus. In your role as a volunteer, we encourage you to be vigilant and report anything you witness that could affect the safety of the school campus. School safety is everyone's responsibility.

Wellness Policy: McKeel Schools have adopted a Wellness Policy regarding healthy lifestyles. As part of encouraging a healthy lifestyle for our staff and students, please refrain from sending in snacks and/or drinks with high sugar or fat content. Healthy snacks include items such as fresh fruit and vegetables, low-fat cheese, low-fat crackers, pretzels, non-iced animal crackers, water and 100% fruit juice.