



# McKeel Academy Central

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## Campus Handbook 2026-2027

[www.mckeelcentral.com](http://www.mckeelcentral.com)

Principal: Angela Massung  
Assistant Principal: Dan Backes

Director of Schools: Michele Spurgeon

### **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.

#### **We want our students to . . .**

- Develop a love for learning
- Possess the skills to be life-long learners
- Master a solid core of academic content
- Become effective problem-solvers and decision-makers
- Recognize and realize their full potential, and
- Become productive members of society.

#### **To accomplish this mission, we will . . .**

- Create a challenging curriculum with an emphasis on academics.
- Focus on the core values of equality, honesty, integrity, patriotism, respect and responsibility.
- Develop students who are self-confident, critical thinkers and who cultivate and value creativity.
- Inspire all students to discover and nurture their innate leadership abilities.

#### **We want McKeel Academy Central to . . .**

- Recruit, retain, and support the best possible staff
- Provide opportunities for professional growth for all staff
- Produce students who are well prepared for future academic endeavors
- Provide students and teachers with current technology to support teaching and learning
- Meet the needs of all students
- Provide opportunities for constructive parent involvement, and
- Be recognized as an outstanding school in our state and nation.

## **Teacher Expectations**

- Follow and model all school policy, procedures, and programs, and show support for all aspects of the program.
- Positive interactions with parents, students, and other staff members. Remember to address students privately and not in front of others.
- Provide structured learning activities that emphasize time on task.
- Ongoing formative and summative assessments for all students.
- Innovative and creative classroom applications.
- Regular contact with parents.
- Make at least one personal positive contact (phone call) with each parent during the first two weeks of school.
- Take responsibility for all McKeel Academy Central students.
- Turn in all reports/paperwork on time.
- Use and integrate technology throughout lessons using resources provided.
- After approval from administration of parties, field trips, eating in classrooms etc. please notify the cafeteria and front office staff at least 24 hrs in advance.
- Greet students at your door in the mornings.
- Ensure all students are sent to their dismissal spot in a timely manner. Listen for announcements and have your google doc up and visible to the classroom.

## **Accidents and Injuries**

Teachers shall report cases of accident, contact with bodily fluids, or serious illness immediately to the Principal or the Principal's secretary. Teachers shall make written reports of any injury, accident, or serious illness to the principal as soon as possible and by the end of the day. Forms may be obtained from the principal's secretary. If a staff member is injured the same procedure applies.

## **Afternoon Dismissal Chart**

Classroom teachers are expected to have a dismissal chart. This chart should include the student's name and mode of transportation. (Example: Smith, Bobby – car rider, CAT Care, daycare van (name), red bus, blue bus, etc.) This form should be kept on your clipboard and not posted in your classroom.

A change in a student's mode of transportation must be documented in writing from the parent/guardian and **verified by the office.**

## **Animals on Campus**

The presence of animals on campus may pose a safety concern putting The Schools of McKeel Academy at risk of potential liability. Therefore, animals are not allowed on campus. The sole exceptions to this policy are dogs being used by law enforcement personnel, dogs serving as guides or aides (service animal) to their owner, or the principal approves in advance animals brought into the school for a lesson (animals MUST be licensed and insured-provide principal the proof of paperwork).

## **Animals Found on School Grounds**

Notify the front office if stray animals are seen on campus. We will contact the Polk County Animal Services Division to arrange for removal of the animals. Do not allow students or staff to come in contact with the animals. If contact is made, contact the Principal or Assistant Principal.

## **Attendance/ Substitute Teachers**

All staff members are expected to use their professional judgment when using paid time off. Requests for leave must be submitted through ADP **at least 3 days before the day is taken.** If you are absent due to illness the principal's secretary will submit your time off through ADP.

Mrs. Waldron will schedule all substitutes. Teachers do not arrange for substitutes.

When a staff member is going to be absent from school due to illness, it is his/her responsibility to contact Mrs. Waldron (cell 863-370-6037) **as soon as possible.** Notification should be made as early as possible but in no case should it be made later than 6:30 a.m. on the day of the illness. Please do not send a message via another staff member as notification of an absence. If the teacher is going to be absent for a second day, he/she will need to notify Mrs. Waldron as soon as possible so the substitute can be arranged for the second day.

If Mrs. Waldron does not receive a phone call from the teacher on the afternoon of the absence due to illness, it will be interpreted to mean that the teacher will be returning to his/her regular duties the next day. If a staff member is going to be late to work, you must contact an administrator.

Each teacher will complete a McKeel Academy Central Substitute Teacher folder, which will be on file in the front office or on your desk in your classroom. All Sub Folders are due by the end of the 1<sup>st</sup> week of school.

### **Budget Procedures/Purchasing Materials**

- All orders must be submitted through McKeel Systems for approval.
- Once approved by the Principal, a purchase order will be prepared and processed through the vendor. If you have a problem with the order, please notify Mrs. Waldron so that she may handle it. Do not call the vendor(s); this is the responsibility of the purchasing staff. Purchases generally require 3 to 10 days from time of requisition to receipt of goods. If there is a delay, you will be notified.
- All orders MUST be processed through the principal's secretary.
- Ordering and/or buying supplies, materials without written authorization is not permitted. Individuals doing so will be responsible for paying the bill and may be subject to disciplinary action.
- Inquiries as to the status of a requisition or Purchase Order may be made via e-mail to Mrs. Waldron.

### **Internal Accounts/Student Activities Funds**

All collections of funds from student activities must be accounted for through the principal's office. This is in compliance with the State Department of Education and the McKeel Academy Board guidelines. Each class, club, activity, individual or organization handling funds must submit the monies collected to Mrs. Waldron (on Thursdays by NOON), who will then deposit the funds in a controlled banking account with a careful record kept of the same. No cash collected is to be used to purchase items for the group or activity for which the money is collected. All purchases must follow the purchasing procedures set forth herein. There are no exceptions.

DO NOT keep cash (or checks) on hand. All money must be turned in on the day it is collected. In no case will a check be accepted for deposit if not submitted within seven (7) days from the date written and it will be the responsibility of the teacher to collect funds to replace any such checks.

Teachers will be held responsible for funds lost or stolen due to not following the stated procedure. Authorization for expenditures from these accounts must carry approval of the sponsor and the Principal and will be processed with a purchase order issued by the school. **The Principal must approve any expenditure, which requires a reimbursement to the sponsor, in advance.**

**Cash Collected** for activities may NOT be used to purchase items directly for the activity. All purchases must go through Mrs. Waldron on an appropriate purchase requisition to ensure a clean audit trail exists.

Credit Cards: Any major credit card can be accepted with a minimum of a \$5.00 charge.

The forms used for submitting funds or requests for reimbursement are:

- **Report of Monies Collected**

This form is the document that is used outside the Business Office by teachers or sponsors when collecting student activity funds. **The form should be completed on your computer and the amounts will be automatically calculated.** The form provides for a simple listing of the students' names, the purpose for which the money is being collected and the account name and number to be credited. This form must accompany a deposit and must be signed off on by the teacher and Principal's designee. A signed copy of the Monies Collected form should be retained as your receipt for funds submitted. Coin wrappers are available from the office and large amounts of coins are to be wrapped.

- **Request for Reimbursement/Cash Disbursement**

This is a form used to request a check be issued from a student activities account. The form must be approved by the sponsor/Teacher and the Principal and processed through the Business Office. Reimbursements are only processed to reimburse for purchases if approved in ADVANCE in writing by the Principal.

Check Requests for payment of field trips, fundraiser items, refunds, etc. will only be processed if the balance requested is on deposit in the account for which the check is being requested. **Check requests forms are available on the server and must be SUBMITTED AT LEAST 14 DAYS IN ADVANCE.** Receipts to back up the expenditure must be submitted to the business office within 3 days after receiving checks(s). Inquiries as to the balance in an account, the status of a purchase or check requisition may be e-mailed directly to Mrs. Waldron.

## **Campus Safety**

McKeel Academy Central is committed to providing a safe, secure, and supportive learning environment for all students and staff. In accordance with Florida law and school policy, all employees are expected to understand and actively support school safety procedures.

### **Campus Security Procedures:**

- Classroom doors must remain locked during all times students are on campus.
- Lights must be turned off when the room is unoccupied to support safety monitoring.
- Students may never open doors or gates for anyone under any circumstance.
- All instructional areas must have a clearly marked “safest area” for sheltering including RHF stickers and hard corner marking on the ceiling, and students must be informed within the first 10 days of school.
- Doors and exterior gates must never be propped open. This compromises building security and is strictly prohibited.
- Staff keys and fobs must not be shared with students/non staff members or used by students/non staff members to access any building. Doing so violates school policy and may result in disciplinary action.
- Any known violations of door or perimeter safety must be reported immediately to the principal and may result in progressive disciplinary actions.

### **Supervision and Access Control:**

- Students must be supervised at all times. Unsupervised students present a safety risk and violate school policy.
- All staff must wear visible school-issued ID badges at all times while on campus.
- All visitors must check in at the front office, be screened through the Raptor system, and wear a visitor badge while on campus. If you encounter a visitor without a badge, immediately escort them to the front office.
- Report any suspicious behavior, unauthorized visitors, or unusual activity to the front office or administration immediately.

### **Emergency Preparedness:**

- As required by Alyssa’s Law, the school is equipped with a mobile panic alert system, Raptor, that is directly connected to local law enforcement. Staff must be trained on how and when to use the system during emergencies.
- The school utilizes a Threat Management Team to assess and respond to credible threats in alignment with Florida’s model policies. Staff may be asked to provide input, documentation, or supervision during the process.
- All teachers must show the district-approved "Run, Hide, Fight" video to their students within the first 10 days of school. This is part of our emergency preparedness training and helps ensure students understand how to respond in an active threat situation.

### **Mandatory Reporting:**

All staff members are legally required to immediately report any suspicion or knowledge of:

- Threats or acts of violence
- Self-harm or suicide risk
- Abuse or neglect
- Harassment or bullying

## **Child Abuse - Mandated Reporting**

All employees or agents of The Schools of McKeel Academy have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect; have immunity from liability if they report such cases in good faith; and have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect. Additionally, the Ethics in Education Act requires mandatory reporting of child abuse. Failure to report child abuse is a breach of ethics and could result in job termination, as well as revocation of your teaching certificate.

1. Evaluate the situation for reasonable cause to suspect child abuse. Do not attempt to investigate—that remains the Department of Children and Families' (DCF) job.
2. Immediately report the abuse. You can call the statewide toll-free hotline at 1-800-962-2873 or report online at <https://reportabuse.myflfamilies.com/s/> if abuse, abandonment, or neglect is suspected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, including a public-school employee.  
Be sure to document your report and obtain the ID number of the crisis line operator or click notify me by email for the status of the case if you report online.
3. Inform your administrator upon reporting an incident.
4. Additional information will be provided during the annual mandatory child abuse training.
5. Your School DCF/Heartland School Liaison will also serve as a resource.

## **Classroom Security**

Teachers must ensure classroom doors are always locked. Lights should be turned off when not in the room. Doors should not be propped open at any time. Do not allow students to use your key fob to enter a building.

## **Clinic**

Students who become ill or injured should be sent to the Clinic immediately. Call the office if assistance is needed or in an emergency. The principal or designated person

shall decide whether the student shall remain in school. Students sent to the clinic by the teacher must have a clinic pass, except in the case of an emergency. Only clinic personnel will notify parents of a child's illness or injury.

## **Club Activities/Fundraising**

The principal must approve all school-wide club activities. At the time of the request, the calendar and activities already scheduled will be considered. Fundraising should not be initiated or advertised until approved and booked on the calendar.

## **Cumulative Records**

Cumulative records are housed in the storage room located in the corner office in the front of building A and filed alphabetically by grade. These records are legal documents subject to subpoena and must be maintained at all times. Cumulative records are to be reviewed in the office area. The only people allowed to check cumulative records out are the ESE facilitator, MTSS coordinator and school psychologist. Under no circumstance should these records be removed from the school premises. Teachers are responsible for checking cumulative records of students to be aware of special needs and programs.

## **Disaster Plan / Emergency Procedures**

Emergency Evacuation routes are to be posted in each classroom. Emergency procedures will be reviewed and distributed to each staff member. In the event of an emergency or drill, all staff members are required to adhere to all procedures outlined in the Emergency procedures located in the spiral bound book and in the document section of Raptor. **Each staff member is expected to read and be able to implement the procedures outlined in this plan.**

## **Discipline**

All staff members are required to use the McKeel Academy Central Behavior System concerning student discipline. Referrals should only consist of what was seen, heard, or experienced, NOT your opinion. Please do not include other students' names in the details section. If you are completing a referral based on what another student saw, heard, or experienced; write "the student reported..." Referrals must be submitted in McKeel Systems at the time the behavior occurred; do not wait until the end of the day to submit a referral. Teachers need to keep documentation on a challenging student and the steps/communication you have had with the parent. Include information on the type of violations being committed, and the method of parental contact (conference, phone, email, agenda, etc.) and dates.



## **Drug-Free Policy**

McKeel Academy Central follows the Drug-Free Workplace Act.

## **Duty Hours/Assignments**

Teachers are expected to work 7:45-3:30. Teachers' schedules must accommodate parent conference times, duty assignments, and scheduled staff meetings/in-services.

Paraprofessionals and office staff will work 7:30-3:45 or 7:45-4:00 with a 30 minute uninterrupted lunch. Paras and office staff **MUST** clock in/out each day using ADP.

Staff members may not leave campus without the approval of an administrator. Once approval is given, please complete the sign out/in log located in the front office of building B.

All staff members are responsible for being on time and in their assigned location for duty.

The school is open 7:00am to 5:30pm M-F, and 8:00am-12:00pm on Saturdays for teachers by using your key fob. Please adhere to these hours so you do not set off the alarm. If you come to campus on a Saturday, you must get prior permission from an administrator.

## **E-mail**

All staff members are responsible for all information sent out through the e-mail system. Staff members must check their mail daily. The website is <http://mail.mckeelschools.com>. Please keep in mind school email is public record and **should only be used for work related duties.**

## **Emergency Lesson Plans**

Grade level team leaders will ensure the substitutes have the materials needed in the event of an emergency that prevents a teacher from providing plans.

## **Equipment**

Teachers are responsible for the proper use and care of all assigned equipment. Improper use, abuse or loss of equipment will result in teachers being charged for reasonable repairs or replacement. If a piece of equipment breaks, please notify the Helpdesk. Any issues with classroom technology (TVs, iPads, Computers, Internet, etc.) should be reported to the McKeel Helpdesk at [ineedhelp@mckeelschools.com](mailto:ineedhelp@mckeelschools.com).

## Faculty Meetings/In-service Training

Faculty meetings will be held at the discretion of the principal. Attendance is mandatory unless excused prior to the meeting by the principal. Personnel involved in extra-curricular activities should alter schedules in order to be in attendance for those meetings that are announced in advance. Any staff member missing these meetings will be held accountable for all information given. Teachers are to notify the Assistant Principal prior to and upon completion of any outside training for which they wish to receive credit (in-service points). Any follow-up points need to be completed within the school year of the training.

## Field Trips

Field trips must have a clear educational goal and connect to what students are learning in the classroom. Trips focused only on entertainment will not be approved unless tied to academic content or used as a special end-of-year experience with administrative approval. A field trip request form must be submitted to administration in advance. Families are asked to contribute student dues each semester to help cover the cost of field trips. The amount for student dues must be approved by administration each year before being communicated to families. Refunds are not guaranteed for absences or cancellations. Any costs beyond this amount are the responsibility of the grade-level team, which may raise additional funds through approved fundraising efforts or donations. All fundraising plans must be submitted to administration for approval. All field trip chaperones must be approved volunteer

## FORTIFYFL

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](http://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. Within the **first five days of each school year**, every teacher must ensure that students receive age and developmentally appropriate instruction on how to use the FortifyFL mobile reporting tool.

## Grade Level Expectations

- Meet weekly at a minimum and communicate with each other. Team Leaders need to inform administration of the designated day, time, and location of your grade level planning. Administration may attend grade level meetings.

- Look at the data provided to you. Go over assessments. Analyze and make decisions on how to keep data moving forward.
- Frequent communication to parents including but not limited to school website, emails, weekly newsletters, agenda etc. Inform parents of homework by one of the means mentioned above.
- Grade level teams are expected to share curriculum and best practices ideas as a team to ensure consistent integration of all disciplines across the grade level.

## **Grading**

- Teachers will record grades in systems. Teachers are responsible for maintaining an accurate record of each student's academic progress, and daily attendance.
- Report cards will be issued every nine weeks.
- Grades should be a reflection of the student's proficiency towards mastery of standards.
- All D's and F's on report cards should be communicated prior to report cards being sent home.
- Grades for each subject area should be entered on a weekly basis to provide an up-to-date account of the student's progress.
- Teachers must document parent contacts and resources (interventions) used to ensure the success of all students.
- Report card comments should be specific to each student and should highlight the student's strengths and areas of need.

## **Health, Safety, Fire Code Compliance**

At South McKeel Academy, maintaining a safe and compliant learning environment is a shared responsibility. The following expectations are not optional—they are required by fire code and safety regulations. While some of these measures may seem inconvenient, they are in place to protect both students and staff in the event of an emergency. Your full cooperation with these guidelines is essential.

- No door stops--if the door has an automatic closer, it cannot be propped open.
- Keep all work areas and storage areas neat and orderly.
- No obstructions in hallways or near doorways that can impede evacuation during a fire or other emergency. This includes furniture, backpack racks, tables/chairs, safety cones etc.

- No flammables stored on campus.
- Draperies and curtains must be flame resistant.
- No paper or flammable material may be on doors used for egress (classroom doors, exit doors, office doors). Not even temporarily.
- Entrance/exit doors must be free of any painted designs or murals, paper or other material.
- Emergency exit windows must be free of any painted designs or murals, paper, or other material. (Not all classrooms have such windows.)
- Exit signs must be visible from all directions.
- Emergency lights must be free of any obstruction.
- Vision through windows in exit/entrance doors must be unobstructed. If there is no window in the door, then the window (door panel) beside the door must be unobstructed
- Nothing can be hung from the ceiling.
- No more than 50% of wall area (in a sprinkled room) may have artwork or teaching materials attached to walls. Maps on rollers, which are rolled up when not in use, do not contribute to the 20/50 percent limit. A bulletin board covered with paper/material contributes to the 20/50 percent limit.
- No “daisy chaining” extension cords or power strips. Two prong extension cords are NOT allowed. Only use approved extension cords of proper size. Extension cords are for temporary use only and cannot be used for permanent wiring.
- Appliances must plug directly into a wall receptacle.
- No storage in mechanical (AC), electrical or fire riser rooms.
- No plug-ins, wax warmers, etc. are allowed.
- No candles are allowed.
- If using a room freshener, please keep in mind that you may have a student with allergies and may not be able to use room fresheners
- The use of heat lamps must be approved by the administration.
- Lamps must be turned off and decorative lights must be unplugged when an area is unattended.
- Do not use chairs, tables, or any other unsafe device to stand on to hang items.

## **Homework**

Homework assignments should be meaningful, related to current curriculum goals, and used to drive instruction. Homework should be appropriate for the grade level and is not to exceed the following:

- K-3 Reading only
- 4<sup>th</sup>-6<sup>th</sup> Assigned homework will be appropriate for the grade level and should not exceed 45 minutes per night.

- Homework should NOT be assigned on weekends or on nights that MAC sponsored events are planned. Class time should be set-aside for students to write down assignments in student agendas. Teachers are expected to review agendas/emails daily for notes from parents and check for parent signature.

## **iPads**

- Keep an accurate account of your classroom iPads.
- Make sure iPads are charged and ready to use each day.
- Email [ineedhelp@mckeelschools.com](mailto:ineedhelp@mckeelschools.com) with any technology issues.
- You are responsible for the proper use of iPads in your classroom. Use Apple classroom.
- Any misuse of iPads should be reported to administration.

## **Lesson Plans**

All teachers will prepare weekly lesson plans.

Lesson plans are to be uploaded to the MAC network electronically before the start of the school day-Monday for that week. Teachers will submit INDIVIDUAL, not grade level lesson plans each week. While team planning is encouraged for innovative units and idea sharing, each teacher is responsible to plan for the individual needs of his/her class and submit plans accordingly. You will each have a folder with your name on it to drop your weekly lesson plans into Google Drive under “Lesson Plans”. Grades 4-6 may document plans through Canvas.

## **Mailboxes**

Teacher’s mailboxes are located in the front offices and are to be checked daily. Students may not retrieve information from mailboxes.

## **Medication**

School personnel will not administer any medication to students unless there is a medication form properly completed and signed by the doctor/nurse practitioner, and the medication has been received in an appropriately labeled container. Only trained staff will be able to administer this medicine. Medication must be administered in the school clinic, except in emergency situations or as directed by the school nurse. If a student must have medication of any type given during school hours, including over-the-counter drugs, the parent has the following choices:

- The parent or designee may come to the school office and give the medication to the student at the appropriate time.
- The parent may obtain a copy of the Authorization for Medication form from the school nurse. 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.
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## **Parent Communications**

Teachers are expected to maintain regular contact with parents. Please record all means of communication for documentation purposes. All emails and/or phone calls should be returned within a 24 hour period excluding weekends or holidays. Teachers may not communicate information pertaining to a student in text messages on their personal devices. Teachers are not required to share their cell phone numbers with parents.

## **PTO**

Staff members are encouraged to join the McKeel Academy Central Parent Teacher Organization (PTO) and support all activities and events. Teachers are encouraged to attend meetings and events, and volunteer to help with activities.

## **Staff Children**

Staff children are to remain with parents in their classroom before (7:45-8:00) and after school (3:15-3:30) or they may be in Cat Care in the AM only. Staff children may attend Cat Care on afternoons where meetings are required. No children are to go to the teachers' lounge or workroom to use the vending machines, microwave or make copies. Discussions about students or other confidential/sensitive information should never be discussed while staff children are present. Staff children must not be in your classroom after 8:00am or prior to 3:15 as your focus should be on your students at that time.

## **Staff Dress**

With all the attention placed on school uniforms, the subject of "employee dress" is important. The Schools of McKeel Academy expects all employees to maintain a neat, well-groomed appearance at all times. Employees should dress professionally at all times, not only to represent the organization but to also model appropriate, professional dress for the students.

Different standards of dress are acceptable and appropriate for different jobs. For example, a PE coach needs to dress differently than a classroom teacher.

- Staff members are permitted to wear jeans on Fridays with McKeel polos or school related shirts.
- Collared McKeel shirts may be worn any day of the week.
- Flip-flop style shoes are not appropriate footwear.
- School appropriate athletic shoes may be worn on Fridays and on field trips.
- Any dresses or skirts must be worn at an appropriate length (mid-thigh).

See section 9:9 in the McKeel Schools Employee Handbook for additional information of employee appearance and dress.

### **Student Tardiness/Absences**

A student who is tardy to school must check in through the office with a parent/guardian. Teachers must record absences and tardies daily in McKeel Systems by 9:00am each day. A parent contact should be made by the homeroom teacher when a student is absent for several days consecutively, and the school has not been notified. =

### **Students With Disabilities**

Teachers are legally responsible for implementing and documenting all accommodations and services outlined in a student's 504 or IEP plan. Documentation of accommodations provided must be noted in the teacher's grade book.

### **Supervising Students**

It is the teacher's responsibility to properly supervise their students at all times. The teacher should always have knowledge of the whereabouts of each student in the class. **At no time should a teacher leave his/her class unsupervised.** Students should not be in your classroom if you are not in there. Students should not be sitting in the hallways unsupervised. If a teacher has students stay after school, that teacher must remain on campus with the students until they are picked up. Any teacher who has students staying after school is responsible for those students while they are on campus. Teachers should be the last person in a line so he/she can observe students in front of him/her.

## Teacher Certification

Teachers are responsible for keeping their certifications current. This includes expiration deadlines and the addition of new endorsements. Be sure to give Mrs. Waldron a copy of your new certificate when you receive it.

## Telephone Use

Telephone use should be limited to school business, except in emergencies. This includes the use of cell phones or other electronic devices for calls, texting, or personal business during class time or while supervising students.

## Transportation of Students in Privately Owned Vehicles

See administration about transporting students in privately owned vehicles

## Tutoring Policy

Teachers are expected and encouraged to offer additional remedial help to current students as needed before or after school. Any teacher conducting tutoring for pay must do so only before or after his/her contract hours (7:45-3:30). There are no exceptions to this policy. Teachers are not allowed to tutor current classroom students for pay. Any tutoring for pay conducted on school property **MUST** be approved by administration.

## Video Viewing Policy

Videos should be shown on a very limited basis. Videos should have an instructional purpose that is tied to curricular objectives. Educators bear the responsibility for choosing videos wisely. Only educational videos can be shown. Remember these guidelines when selecting educational videos:

1. Always preview first.
2. Be sure the video is of educational value. Remember you do not have to show the entire video; you can show parts interspersed with discussion.
3. Limit the student viewing time of videos.
4. Include it in your lesson plans and the Standards that correlate with the movie.
5. Be very selective of the content. Videos must be appropriate, relevant, legal, of educational value, and on the student's level. The only videos appropriate for school viewing must have a "G Rating". **Parents must be given the title, an accurate synopsis, and the opportunity to give or deny permission for their student to view a video.**



## **Visitors**

Visitors, including parents, need to be directed to check in at the front office. Notify administration if a visitor enters any door besides the front entrance. Staff should stop anyone without a visitor sticker even if you know them. If a conflict arises, don't hesitate to contact the office and ask for administration.

\*DO NOT prop any of the outside doors or gates open for any reason as this may bring in unwanted visitors.\*

## **Volunteers**

Teachers may use volunteers in the classroom. However, anyone working in the school on a volunteer basis must be an approved volunteer. Teachers must inform office staff at least 24 hours in advance of a volunteer being on campus. Please include the expected time frame and purpose of volunteering. At no time should a volunteer be left to supervise a class. Chaperones for field trips must also be an approved volunteer. Volunteers and chaperones may not bring children of any age while volunteering or chaperoning.

## McKeel Academy Central Campus Handbook Acknowledgment

Staff Name: \_\_\_\_\_ Position: \_\_\_\_\_

I have read, understand, and agree to comply with all the guidelines and regulations set forth in the 2026-2027 McKeel Academy Central Campus Handbook.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## TSMA Handbook Acknowledgment

Staff Name: \_\_\_\_\_ Position: \_\_\_\_\_

I have read, understand, and agree to comply with all the guidelines and regulations set forth in the 2026-2027 McKeel Academy Central Campus Handbook.

**Please sign and return this form to Mrs Waldron by Friday August 7, 2026**