

South McKeel Academy - Student Handbook
2019-2020

Mission Statement

Through innovative teaching methods, technology and experiences in the classroom and beyond, South McKeel Academy will endeavor to produce students who have fostered a love of learning, a spirit of community, and an ability to be successful in tomorrow's world.

Student Contract

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

I will:

- Come to school on time each day
- Dress in a South McKeel Academy Risse Brothers uniform top and bottom
- 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 South McKeel Academy is a choice and a privilege. I will do my part to help make our school the best it can be.

Purpose of SMA Behavior Expectations:

- Provides students with a knowledge base of how work ethics affect their learning and production in a working environment.
- Teaches 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.

South McKeel Behavior Expectations

All South McKeel Academy students are required to follow these expectations. Three violations of these expectations, in the same category, will result in one infraction:

1. Follow 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 on a daily basis to determine how their child is performing during the school day. Grades 4-6 will have behavior information documented and receive email notifications in McKeel Systems and can be viewed through student and parent accounts on the South McKeel website.***

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 and can also result in a referral to the office. The student will 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:

1. Disrespectful behavior toward peers or property of school/others

2. Unauthorized area (out of assigned area)
3. Illegal possession - food, gum, candy, toys
4. Horseplay (pushing, hands on another person, etc.)
5. Disruptive behavior (1st offense)
6. Cell Phone or electronic device infraction
(which includes the display of good digital citizenship at all times)

Any violation of the following will result in two infractions and parent contact (phone call, note in agenda, letter, e-mail) by the individual staff member witnessing the offense. In more serious cases, a referral to the office may be required:

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 **PCSB Student Code of Conduct** will result in an office referral, and may lead to multiple infractions, student suspension, **and/or** dismissal from South McKeel Academy. The Code of Conduct can be found at the following website: <https://polkschoolsfl.com/policiesandforms/#codeofconduct>*

- 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

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

Levels of Consequences

The accumulation of infractions is per semester for Grades 3-4. The accumulation of infractions for 5-7 is for the entire year.

Behavior Infraction Reductions

Students in Grades 5-7 can reduce accumulation of infractions by obtaining a Behavior Infraction Reduction Request (BIRR) from a school administrator and then complying with the requirements. Students may turn in a BIRR once they reach Level I. Each successfully completed and submitted form will result in a reduction of one level. Multiple BIRR forms 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 I (5 infractions)

Parent contact by phone (Teacher) - Behavior Reflection

Level II (10 infractions)

Parent(s) and Student conference with teacher - Behavior Plan Created

Level III (15 infractions)

Parent(s), Student, Teacher, Administrator conference – Student revisits Behavior Plan and completes Reflection form

Level IV (20 infractions)

Parent(s), Student, and Administrator conference - Loss of privilege to attend special activity (i.e. field trips) – Behavior Reflection Form

Level V (25 infractions)

Parent(s), Student, and Administrator conference - Danger of Dismissal Letter

Level VI (30 infractions)

1 day OSS

Note: Students at or beyond Level 6 will receive additional consequences and may be dismissed from South McKeel Academy.

Student Uniform Policy

Students attending South McKeel Academy 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 Drane Field Rd., Suite 11, Lakeland, FL. You may also contact them at www.rissebrothers.com or by telephone at 863-940-9913.

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

- All pants are to be worn above the hip bone
- Shirts are to be tucked in at all times
- Skirts, skorts and shorts are not to be rolled up
- Belts must be visible and fastened properly
- Body writing, real or fake tattoos must not be visible

Boys' uniform:

Pants – long navy blue or khaki

Shorts – navy blue or khaki

Shirts – yellow or red with *South McKeel Academy Block* logo (Gr. K-7)

Navy also for Gr. 5-7

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

Girls' uniform:

Pants – long navy blue or khaki

Shorts – navy blue or khaki (length must be no shorter than fingertip)

Skorts – South McKeel Academy plaid, navy or khaki skorts for Gr. K-7 (length must be no shorter than fingertip)

Shirts – yellow or red with *South McKeel Academy Block* logo (Gr. K-7)

Navy also for Gr. 5-7

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

Tights or FULL length leggings May be worn in **WHITE or NAVY** only.

Shoes: Must have closed toe and closed back for safety purposes.

Athletic shoes are REQUIRED for PE. (NO boots, boat shoes, sandals, flip-flops, crocs, roller shoes, etc.)

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

Jewelry:

Earrings (**ears only- no gauges allowed**)

Girls- 2 per ear (**ears only**)

Boys- NOT PERMITTED in grades (K-6).

One earring, only, permitted in grade (7) – must not extend past the ear lobe.

Coats/Jackets/Undershirt Options:

NAVY South McKeel Academy “Wildcat” hoodies/sweatshirts are available for purchase by order only through the front office. These and other solid **NAVY** sweatshirts, jackets or sweaters with **no logos** may be worn at all times. Plain solid **NAVY** or solid **WHITE** long sleeve shirts may be worn under a uniform shirt. The **ONLY** color of jacket, sweater, sweatshirt, or hoodie allowed inside the school building is **NAVY**. Sports or club jackets from McKeel Academy of Technology may NOT be worn to school by a South McKeel student.

Makeup:

Makeup is not to be worn by students in grades K-5.

Minimal makeup, in natural tones, will be allowed for girls in Grades 6-7.

Hair:

Only naturally occurring hair colors will be permitted (no purple, green, orange, pink, etc.) Boy’s hair must be cut to be off the collar and cut to be above the eyebrows. Students with hairstyles that are considered distracting to the educational process will be referred to the office. **This includes Mohawks, Faux Hawks, etched designs, boys with pony tails, boys with buns, etc.** 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 patches or designs) 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 must be no shorter than fingertip. 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. South McKeel sponsored spirit 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 also be posted on our website, Facebook page or via an 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 that meet the guidelines listed above.

Field Trips/Team Activity/Special Events:

Team/Sponsor/School designee will determine the dress code for event.

Field trip guidelines: Only one chaperone per student. Only immediate family: grandparents, parents, older sibling (21 or older), guardian(s), or aunts/uncles, may check out a student from a field trip, if that adult was a field trip chaperone.

*All clothing must meet the Code of Conduct and not be offensive to others.

****Any violation will result in the student not going on the trip or participating in the event.**

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 Joyce Powell, Principal at joycepowell@mckeelschools.com.

School Hours:

The school day will be from 8:00 AM – 3:00 PM. Students who are not seated, in class, by 8:00, are considered to be tardy. Before school (7:00 – 7:30 AM) and after school (3:00 – 6:00 PM) care will be available for a fee for students in Grades K-5. Students not participating in the CAT Care program **may not** be dropped off before 7:15 AM as supervision is not available. **All car riders need to be picked up no later than 3:30 PM.** Once students have been dismissed from the classroom, they may not return to get items such as homework, agendas, etc.

Student Planners (Agendas):

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

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 P.E. areas. Parents must use the main office door to enter and exit the school building. No one is permitted to use the east and west doors.

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. 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 XLVIII, 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.

There are no checkouts allowed after 2:15 PM.

Absent 1-10 days: Parents should keep doctor/dental notes for their record. No “excuse” note is necessary if absences accumulated are 10 or less for the school year.

Absent 10+ days: After a student has accumulated more than 10 days of absences, tardies, or early checkouts, the parent will be asked to submit any doctor or dentist notes. After reviewing the absences, tardies, and/or checkouts, appropriate action will be taken if absences/tardies/checkouts are excessive and without just cause.

Make-Up Work:

Students are responsible to make-up any work missed. (Grades 5-7, must request via email)

Students in Grades 5-7 should check their Canvas account and communicate with all teachers regarding assignments.

Transportation:

Please notify the office by 11:00 AM if there is a change in your child's transportation for the day.

- **BUS** - Bus Registration must be completed on the McKeel Online Office
- **CAR** - Your child will not be loaded into a vehicle without the appropriate school year car tag. Please park and bring your identification in if a new tag needs to be made. **NO EXCEPTIONS** will be allowed. Parents are not permitted to escort their child(ren) into the school building. Children are to unload and load at the carline. Parents are **NOT** to park in the Middle School parking area to drop off (between the hours of 7:15-8:00) or pick up their children (between the hours of 2:15-3:30). This area is reserved for busses and after school vans **ONLY**. **NO EXCEPTIONS WILL BE ALLOWED FOR THE SAFETY OF OUR STUDENTS.**

Medication Policy:

The staff at South McKeel Academy is prohibited from giving **ANY** medication to students without a South McKeel 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 parents/physicians.

Change of Information:

It is the parent's responsibility to update records on the McKeel Online Office @ office.mckeelschools.com. For address changes, two proofs of address are required. Court ordered changes must have documentation on file.

Birthday Recognition:

South McKeel Academy will recognize student birthdays for students in **Grades K-4** on a monthly basis at school. Personal celebration invitations and food for celebrations will **NOT be permitted** at school.

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:

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

Students at South McKeel Academy are expected to practice good digital citizenship with technology tools. Technology is an important part of our educational program at South McKeel. We do not allow or promote student use of social media apps such as Instagram, Facebook, Snapchat, etc. **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.**

SMA 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.**

Any disregard of these guidelines will result in the following consequences: (Grades 5-7)

Personal Communication Device Offenses – 1 Infraction

Excessive Offenses – Possible dismissal from SMA

South McKeel Academy **will not** be responsible for any personally owned mobile devices that are lost or stolen from students.

Grading Scale:

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

Levels of Progress:

4: Proficient- Student demonstrates the skill or understands concepts at the level expected for the reporting period

3: Developing Progress- student is moving toward being able to demonstrate the skill or understand concepts and meets most expectations for the reporting period

2: Beginning Progress- student is only beginning to develop the skill or understand concepts and needs to improve in order to meet expectations for the reporting period

1: Of Concern- Student demonstrates limited evidence of understanding even with help for the reporting period

Grading Scale (Grade 7)

A	Outstanding	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Deficient	Below 60

Homework:

Assigned homework will be appropriate for the grade level. 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 consequence.

Breakfast and Lunch:

Breakfast may be purchased from 7:15-7:50 a.m. 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. Parents are welcome to eat with ONLY their child in the lunchroom on an assigned day at the specified tables. Parents and/or visitors for lunch must check in at the front office and show ID. All lunch visitors must be listed on the student's emergency card to be allowed access to the student at school. No visitors are permitted on Fridays due to multiple other activities generally scheduled on that day.

Lunch Accounts:

Parents may check the balance of lunch accounts and/or place money in lunch accounts by setting up an account at www.mylunchmoney.com (Use the last 6 digits of your child's student ID#.) Students are expected to maintain a positive balance in their lunch accounts.

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.

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