Dear Students and Parents,

Welcome to the 2019-2020 school year. With each new school year, we have new opportunities and a new beginning. It is an exciting time! In this handbook are answers to many of your questions about policies and procedures. Please pay specific attention to the sections on uniforms, cell phones and our 1:1 computer initiative.

This handbook covers key topics and provides a structure to help students adapt to our school environment. Since we cannot cover every situation and scenario, we will depend on clarifying school policies and procedures as needs arise throughout the school year.

We want to be helpful and we want our students to succeed in school and in life. We will do our best to provide a relevant, rigorous academic environment that will prepare our students to be competitive at the next level. We will also provide character education and development opportunities, communication skills and socio-emotional support along the way. We realize that a truly fine educational experience includes access to clubs, sports, field trips, counseling, spirit weeks, student government, as well as academic skills, to name a few of the components.

I ask that we ALL work together for the benefit of our student scholars. The synergy of combined efforts is always bigger than a combination of individual efforts. Let’s be true partners in education! Together we can! Together we will!

Sincerely,

Dr. Louise Jones
Principal
About McKinley Technology High School

McKinley Technology High School (MTHS) is part of the McKinley Technology Educational Campus, which also houses McKinley Middle School. MTHS is the only STEM application school in the District of Columbia Public School (DCPS) system. Three CTE tracks of study are offered to our students. These include: Biotechnology, Engineering, and Information Technology (Computer Science, Digital Media, or Networking). We graduated our first NAF class in June of 2017.

VISION

McKinley Technology High School: Redefining STEM education by creating life-long learners who are leaders in the ever-changing and connected world.

MISSION

MTHS is a premier STEM high school that provides a nurturing environment where school and community stakeholders empower all students to graduate as ethical, global citizens prepared for college and careers.

CORE VALUES

McKinley Technology High School has always held the core values with high esteem. We are not only a school, but also a community working in synchronization to accomplish common goals. Responsibility, Accountability, Unity, and Diligence separates us from other schools within the city. Our staff and students share equal responsibilities when it comes to maintaining a quality learning experience. As a National Blue Ribbon school, we are constantly pushing the envelope hoping to one day achieve the title of: “Top Performing School in the World.”

MOTTO

No Excuses, Just Solutions!!
SIX PILLARS of SUCCESS - GOALS for STUDENT DEVELOPMENT & SUCCESS

MTHS helps students develop skills and habits they need to succeed in their lives, education and careers. Our six “McKinley Pillars of Success” adapt the 21st Century Skills needed for today’s careers with those of McKinley’s unique STEM learning culture. The Pillars serve as standards of success for our students and our academies community:

1. G.R.I.T. - Goals, Responsibility, Integrity and Tenacity
   - Having goals, motivation and self-empowerment
   - Responsibility for learning - focusing, note taking and class preparation
   - Honesty and an ethic of contributing to community
   - Persevering through adversity. Our Motto: “No Excuses, Just Solutions”

2. Professionalism
   - Doing quality work
   - Workplace etiquette: courtesy, punctuality, respect for deadlines
   - Career seeking skills, including, networking, resumes and interviewing
   - Dressing for success

3. Critical Thinking
   - Creativity and innovation
   - Research and analysis
   - Problem solving
   - Self-evaluation and reflection

4. Communication
   - Listening and persuading
   - Presentation and public speaking (in-person and using electronic media)
   - Networking skills

5. Teamwork
   - Collaboration
   - Group leadership
   - Project Management
   ● Understanding a variety of STEM careers and having at least one concentration
   ● Using technology for research, analysis and collaboration
   ● Applying concepts from science, technology, engineering & math

AGENDA PLANNER RULES
1. Students should routinely use their McKinley agenda planners as hall passes. They must be signed by a teacher, staff member, or administrator. Paper passes may be issued in extenuating circumstances.
2. Students must have his or her name on the front of his or her agenda planner.
3. Students are not allowed to use another student’s planner.
4. Students must not tear out the pages from the Student Handbook section of the agenda planner.
# IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact</th>
<th>Position</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McKinley Tech High School Main Office: 202-281-3950</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. M. Louise Jones</td>
<td>Principal</td>
<td><a href="mailto:louise.jones@k12.dc.gov">louise.jones@k12.dc.gov</a></td>
<td>202-671-6103</td>
</tr>
<tr>
<td>Melodie West</td>
<td>Assistant Principal</td>
<td><a href="mailto:melodiem.west@k12.dc.gov">melodiem.west@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Dr. Kimbria Jackson</td>
<td>Assistant Principal</td>
<td><a href="mailto:kimbria.jackson@k12.dc.gov">kimbria.jackson@k12.dc.gov</a></td>
<td>202-281-3950</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ADMINISTRATIVE SUPPORT STAFF</strong></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Charles Alston</td>
<td>Administrative Assistant</td>
<td><a href="mailto:charles.alston@k12.dc.gov">charles.alston@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Amber Coles</td>
<td>Attendance Counselor</td>
<td><a href="mailto:amber.coles@k12.dc.gov">amber.coles@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Jacqueline Hansborough</td>
<td>Technology Assistant</td>
<td><a href="mailto:jacqueline.hansborough@k12.dc.gov">jacqueline.hansborough@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Tracy Hatton</td>
<td>Business Manager</td>
<td><a href="mailto:tracy.hatton@k12.dc.gov">tracy.hatton@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Darien Gregory</td>
<td>Director of Admissions</td>
<td><a href="mailto:tech.admissions@k12.dc.gov">tech.admissions@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Linda Locklear</td>
<td>Registrar</td>
<td><a href="mailto:linda.locklear@k12.dc.gov">linda.locklear@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
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<td><a href="mailto:roledine.louis@k12.dc.gov">roledine.louis@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Andri White</td>
<td>Director, Strategy &amp; Logistics</td>
<td><a href="mailto:andri.white@k12.dc.gov">andri.white@k12.dc.gov</a></td>
<td>202-671-6107</td>
</tr>
</tbody>
</table>
### NAF ACADEMIES

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Holm</td>
<td>Director of IT Academy</td>
<td><a href="mailto:robert.holm@k12.dc.gov">robert.holm@k12.dc.gov</a></td>
<td>617-470-3948</td>
</tr>
<tr>
<td>Kenneth Lesley</td>
<td>Director of Engineering Academy</td>
<td><a href="mailto:kenneth.lesley@k12.dc.gov">kenneth.lesley@k12.dc.gov</a></td>
<td>202-680-9477</td>
</tr>
<tr>
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<tr>
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<td>202-281-3950</td>
</tr>
</tbody>
</table>

### STUDENT SUPPORT and SERVICES

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronnie Cain</td>
<td>Dean of Students</td>
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<tr>
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<tr>
<td>Ryan Sturdivant</td>
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<td>202-281-3950</td>
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<tr>
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<tr>
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<td>202-281-3950</td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
<td>Tanisha Mason</td>
<td>Counselor – 10&lt;sup&gt;th&lt;/sup&gt;/12&lt;sup&gt;th&lt;/sup&gt;</td>
<td><a href="mailto:tanisha.mason@k12.dc.gov">tanisha.mason@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Fayola Welsh</td>
<td>Counselor – 10&lt;sup&gt;th&lt;/sup&gt;/11&lt;sup&gt;th&lt;/sup&gt;</td>
<td><a href="mailto:fayola.welsh@k12.dc.gov">fayola.welsh@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
<tr>
<td>Valerie Wilson</td>
<td>Counselor – 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td><a href="mailto:valerie.wilson@k12.dc.gov">valerie.wilson@k12.dc.gov</a></td>
<td>202-281-3950</td>
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<tr>
<td>Dina Collier</td>
<td>Special Education</td>
<td><a href="mailto:dina.collier@k12.dc.gov">dina.collier@k12.dc.gov</a></td>
<td>202-281-3950</td>
</tr>
</tbody>
</table>
Arrival

Students may begin entering the building at 8:00 a.m. Students MUST clear security before entering the building. Violations of these procedures may result in disciplinary actions in accordance with DCPS Chapter 25.

After clearing security, all students should proceed directly to the cafeteria. Students will be released from the cafeteria at 8:30 a.m. to retrieve their laptops and to first period.

All students must be present in their first period class by 8:40 a.m.

Assemblies

Students will periodically participate in award and informational assemblies throughout the year. In order for students to benefit from the experience, it is essential that they adhere to proper assembly etiquette.

- Students must sit with their assigned class and section of the auditorium.
- Students must enter the auditorium quietly and be seated immediately.
- Students must remain quiet to listen for instructions from the presenter or host.
- Students are expected to be respectful at all times.
Violations of these procedures may result in disciplinary actions.

ATTENDANCE
Attendance is key to academic success. Students should be on time and present for school every day.

1. Students must be present and in first period class by 8:40 a.m.
2. Attendance will be taken during each class period.
3. If a student arrives late to school, he or she must receive a tardy slip from the Attendance Counselor.
4. Students should present a pass from a staff member if they arrive late to class (i.e. dean, main office, or admin).
5. To be excused as tardy or absent, students must have a written excuse from their parent. Common examples of excused absences are:
   a. Medical/Dental Appt.
   b. Illness
   c. Death in the family
   d. College Trip
   e. Judicial proceeding
   f. Observance of a religious holiday
6. Parents can excuse up to 4 absences per term.
7. Early Dismissal Clause: Parents must contact the attendance counselor via email, or telephone to check a student out of school.

The full DCPS attendance policy is available at: https://dcps.dc.gov/sites/default/files/dc/sites/dcps/page_content/attachments/FINAL%20DCPS%20Attendance%20and%20Truancy%20Policy%202008-21-18.pdf

MTHS will follow the benchmarks established in the DC Public Schools Attendance Plan.

School-Based Interventions Related to Attendance

<p>| 1 day of unexcused absence | Contact parent on the same day and each time a student has the equivalent of one day of unexcused absence, with daily follow-ups as necessary |</p>
<table>
<thead>
<tr>
<th>Days of Absences</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 days of unexcused cumulative absences</td>
<td>Send 3-Day Unexcused Absence Letter to parent.</td>
</tr>
<tr>
<td>4 days of absences (excused or unexcused)</td>
<td>Phone call home after four absences to discuss the student’s attendance.</td>
</tr>
<tr>
<td>5 days of unexcused cumulative absences</td>
<td>Send 5-Day Unexcused Absence Letter to parent and refer student to Student Support Team (SST) for an attendance intervention conference to be held within five days of the referral. (Applicable to five unexcused absences within one term.) The SST will develop an action plan in partnership with the student and the student’s parent.</td>
</tr>
<tr>
<td>7 days of unexcused cumulative absences</td>
<td>Send Metropolitan Police Department (MPD) warning letter to parent.</td>
</tr>
<tr>
<td>10 days of unexcused cumulative absences</td>
<td>Student is considered chronically truant. Contact the District Child Family Services Agency (CFSA) for students aged 5-13. Refer student for follow-up attendance SST interventions for students aged 14 and older. The SST assigned to the student will notify school leader of action plan within two days of the referral.</td>
</tr>
<tr>
<td>15 days of unexcused cumulative absences</td>
<td>Submit referral within two days to Court Social Services Division (CSS) for students aged 14 through 17.</td>
</tr>
<tr>
<td>31 or more days of unexcused cumulative absences</td>
<td>Students shall receive a failing final grade in that course with a resulting loss of course credit.</td>
</tr>
</tbody>
</table>
Grading and Retention
Grading and retention decisions related to student absence follow guidance articulated in DCMR Chapter 21 and Ch. 22. Student promotion can be impacted by accrual of unexcused absences during the course of the school year.

The policy on attendance and promotion is as follows:
- DCPS secondary students accumulating more than thirty (30) unexcused absences in a course within a full school year shall receive a failing final grade in that course with a resulting loss of course credit.

A written appeal may be filed by a parent or student on behalf of any student receiving a reduced or a failing grade(s) due to unexcused absences. This appeal should be submitted to the local school principal.

CAFETERIA
- Lunch is 45 minutes and there are two lunch periods per day.
  - Lunch is dependent on your 3rd period class
    - 2nd and G-wing will have 1st Lunch
    - 1st and 3rd Floor will have 2nd Lunch
- Students may only eat lunch and enter the cafeteria during their assigned lunch period.
- Students may purchase a lunch from the school or bring a lunch from home.
- Microwaves are available in the cafeteria for student use during lunch.
- Students are responsible for cleaning off their own tables and disposing of their trash.
- Students may not leave the cafeteria, prior to lunch ending, without a valid pass from a faculty or staff member.

CONDUCT
MTHS is first and foremost a place of learning. Students are expected to carry themselves in a professional manner at all times while on school grounds or representing the school.
You should observe the rules of McKinley Technology High School, as outlined in the student handbook. Specifically, you should:

- Come to class on time and prepared with the proper materials.
- Participate responsibly in class (VERY IMPORTANT).
- Avoid interrupting your teacher or classmates.
- Raise your hand when you want to contribute.
- Listen politely, speak professionally, and stay on topic.
- Ask for help when needed.
- Challenge yourself to find meaning and learning in all activities.
- Avoid carrying on private conversations during class time.
- Avoid chewing gum, eating, or drinking in this class. Bottled water is an exception.
- Respect your own and others’ beliefs, ideas, and individual property.
- Avoid invading the teacher’s space (desk, chair, materials, etc.) without permission.

All staff members will follow the Progressive Intervention Plan (PIP) if students are not meeting classroom expectations (in order):

1. Verbal or Non-Verbal Reminder
2. Private Redirection “Check-In” in Classroom
3. One on One Private Conversation in Hallway
4. Parent Contact (within 24 hours)
5. Change of Environment – 10 minutes (Buddy Teacher)
6. Referral in Educator’s Handbook

**CONSEQUENCES**

Below are the consequences that MTHS will issue in the event of a violation of school rules*

1. Detention
   a. Detention will be held from 3:20 p.m. to 4:20 p.m. on Monday, Tuesday, Wednesday and Thursday.
   b. Detention is held in Room 150 or ISS room (unless otherwise stated).
   c. Students should bring assignments to complete during this time and a detention reflection will also be provided.
d. Use of electronic devices is prohibited during detention.
e. Cutting detention will result in additional progressive discipline.

2. In-School Suspension
   a. Students will receive assignments from their teachers and are responsible for completing and submitting those assignments to their teachers upon return to the classroom.

3. Out-of-School Suspension
   a. Students will receive assignments from their teachers and are responsible for completing these assignments and submitting them to their teacher upon return to their classroom.

Please note: In the event of an in-school or out-of-school suspension, students are not permitted to participate in any school activities, including extracurricular activities, for the duration of their suspension. In addition, in the event of an out-of-school suspension students are not permitted on school grounds.

*All consequences are at the discretion of the Deans and Administration in accordance with DCPS Chapter 25. These policies may be revised without notice at any time.

DISMISSAL
Students will be dismissed at 3:09 p.m. After dismissal students should turn in their 1:1 devices to their A1 teacher. Students should exit the building promptly unless they are staying for an activity that is supervised by school staff members (extracurriculars, academic tutoring, detention). Students are encouraged to walk home in groups for safety and should never stay on campus without adult supervision.

CELL PHONE POLICY
Cell phones may not be used any time during the instructional day. Students may use their cell phones after dismissal. All cell phones must be secured in individual lockers in the foyer - before the security checkpoint in
the main lobby. Failure to adhere to the policy will result in the following consequences:

1st Offense: Student’s cell phone will be confiscated and returned to the students after school. Student will be issued an after school detention and parent(s) will be notified via email or phone call. During detention, students will also sign a form of understanding acknowledging that if their phone is confiscated a second time, their parent or guardian will have to come to retrieve it.

2nd Offense: The device will be confiscated and not returned until a conference has been held with the parent or guardian. Student will also be issued an after-school detention.

3rd Offense: The device will be confiscated and returned to a parent or guardian after a conference. Student will be issued additional consequences aligned to DCPS Chapter 25.

4th Offense: The device will be confiscated and not returned until the third conference is held with a parent or guardian. The student will not be allowed to bring a cell phone to school even to store it during the school day. The student will be given additional consequences in line with DCPS Chapter 25.

**DISCIPLINARY CODE**

MTHS will follow the Disciplinary Responses to Student Behaviors (DCPS Discipline Policy, DCMR Chapter 25) in dealing with all student behavior. DCMR Chapter 25 assigns behaviors to five tiers and suggests consequences based upon those tiers. You can access the full DCMR Chapter 25 policy at [https://dcps.dc.gov/](https://dcps.dc.gov/)

**DRESS CODE**

MTHS is a uniform school and students must wear their uniform every day. All outerwear including unapproved coats, jackets, and hoodies must be placed in the student’s locker. The required uniform guidelines are:
<table>
<thead>
<tr>
<th>Appropriate / Acceptable Items</th>
<th>Inappropriate/ Unacceptable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOPS:</strong></td>
<td>• Blue or Black denim pants; no Acid Wash</td>
</tr>
<tr>
<td>● Solid White, Grey or Maroon polo/oxford shirt acceptable with or without Tech logo (any logo besides Tech logo must be smaller than a quarter)</td>
<td>• Coats, non-compliant jackets (all outerwear must be placed in your locker)</td>
</tr>
<tr>
<td>● Solid White, Gray, Black, Beige, or Maroon sweater, cardigan, or fleece. (quarter size logos on front only or smaller are acceptable)</td>
<td>• Zippers, chains, safety pins etc. on pants legs</td>
</tr>
<tr>
<td>● ¾ Quarter Zip Circle T fleece (no polo shirt required)</td>
<td>• Sweatpants, and leggings</td>
</tr>
<tr>
<td>● ¾ Quarter Zip non-Tech fleece (must have a polo shirt)</td>
<td>• Shorts</td>
</tr>
<tr>
<td>● Crew Neck/V-neck Circle T Sweaters</td>
<td>• Cargo / jogger pants of ANY kind</td>
</tr>
<tr>
<td>● White, black, gray or maroon denim jacket (NO BLUE)</td>
<td>• Hoodies of ANY kind</td>
</tr>
<tr>
<td>● McKinley Tech Blazer (optional)</td>
<td>• Stripes, patterns, or logos larger than a quarter on sleeves, jackets front or back</td>
</tr>
<tr>
<td>● McKinley Tech Ties (optional)</td>
<td>• Pencil skirts of ANY kind</td>
</tr>
<tr>
<td><strong>BOTTOMS:</strong></td>
<td>• Jersey material</td>
</tr>
<tr>
<td>● Gray Pants or Skirt</td>
<td>• Skirts shorter than finger-tip length</td>
</tr>
<tr>
<td>● Maroon Pants or Skirt</td>
<td>• Visible Undergarments or shorts when sitting, standing, or walking</td>
</tr>
<tr>
<td></td>
<td>• Hats, visors, sweatbands, skull-caps, do-rags, bandanas, bonnets, and scarves</td>
</tr>
<tr>
<td></td>
<td>• No open-toe shoes or sandals or slides</td>
</tr>
</tbody>
</table>
- A-Line gray, plaid skirt or jumpers
- Business Suit Skirt (must meet length requirement and appropriate color)

HEADCOVERINGS:
- Religious head-coverings are permitted.
- Headbands must be no more than 3 inches wide.

- Solid means no writing, stripes, symbols, or artwork on uniformed items.
- No blue jean denim jackets

SPORTS TEAMS
- All members of sports teams are required to wear professional attire to school on game days unless otherwise stated by the Athletic Director.
- Sports teams may also wear other McKinley team apparel on Casual Fridays.

CASUAL FRIDAYS
The following items are acceptable for Casual Fridays:
- Class t-shirts
- Any McKinley Tech Club t-shirt
- Any McKinley Tech sports team t-shirt
- McKinley Tech Swag
- DCPS swag
- All bottoms must follow dress code guidelines - Gray or Maroon pants
- No hoodies

The staff will conduct uniform checks randomly at any point during the school day. Students in violation of the stated dress code will be subjected to the proper consequence. Teachers will also conduct uniform checks in all class periods.

Consequences for being out of uniform
1st offense: Allowed to get a loaner uniform and warning (Behavior Tech will document)
2nd offense: Allowed to get a loaner uniform, assigned detention, parent called, article loaned must be returned at the end of the day
3rd offense: Same as 2nd offense
4th offense: Allowed to get a loaner uniform, assigned detention, parent meeting
5th offense: Loss of privileges (i.e. field trips, dances, athletic events, etc.)

If no loaner items are available, Behavior Tech and Deans will provide students with a pass to return to class with detention assigned.

Uniform Policy resets each advisory.

**EMERGENCY DRILLS**
- Fire Drill
  - Evacuate the building immediately - do not visit lockers.
  - Use the posted evacuation routes.
  - If in the lavatory or other common space, immediately exit the building without reporting back to class.
  - Report to the field upon leaving the building and line up with your A1 class.
- Shelter-in-Place Drill/Active Shooter
  - Remain in classrooms with doors locked and the shades drawn.
  - Do not leave the classroom for any reason. Passes will not be issued.
  - If in the lavatory, hallway or other common space, report to the nearest classroom immediately.
  - Remain silent and seated away from windows and doors.

Students who fail to adhere to these important guidelines, including not reporting to their assigned class line, are subject to disciplinary consequences. Compliance is required for the students’ personal safety in an emergency.
INCLEMENT WEATHER
In the event of inclement weather, DC Public Schools may declare a delayed opening, early release, or school closure. DC Public Schools communicates this information through the news media, Facebook, Twitter, and their website. Alternate bell schedules are listed at the end of the handbook.

INTERNET ACCEPTABLE USE POLICY
MTHS will follow the Internet acceptable use policy set forth by DC Public Schools. The policy states:

DCPS will use technology protection to block or filter Internet access to visual depictions that are obscene, pornographic, or harmful to minors. DCPS reserves the right to supervise and monitor students’ online activities and to access, review, copy and store or delete any electronic information or files and disclose them to others as it deems necessary. Students should have no expectation of privacy regarding use of DCPS property, the DCPS computer network or the use of the Internet, files, or email while within the network.

Penalties for prohibited use may result in restrictions to network access or cancellation of accounts. Additionally, violations may result in disciplinary and/or legal action for students including suspension, expulsion, and criminal prosecution.

DCPS makes no guarantee that the functions or quality of the network services it provides will be free of errors or defects. DCPS is not responsible for any claims, loss, damages, costs, or other obligations arising from the use of the network or accounts. Any charges a student incurs due to network use will be borne solely by the student. DCPS is not responsible for the accuracy or quality of the information obtained by the student through the use of the system, unless the information is obtained from the DCPS website or the District of Columbia Government website. Any statement accessible on the network or the Internet is understood to be the author’s individual point of view and not that of DCPS, the District of Columbia Government, their affiliates, or employees.
Students may access the full policy at: https://deps.dc.gov/publication/deps-student-safety-and-use-policy-internet-and-technology

**Policy for 1:1 Devices**

Prior to first usage, students will receive training and be required to pass an assessment prior to distribution. Students and parents will receive, sign, and return the 1:1 usage agreement.

**Student Daily Logistics**

1. Students will retrieve their 1:1 device from their A1 between 8:30 and 8:39.
2. Laptops MUST be picked up by 8:39.
3. Late students may pick up a laptop from Ms. Jackie Hansborough in the Phoenix lab, if available (each period teacher may also have 1-2 loaners that will be available on a first come, first serve basis.
4. Students remain responsible for the security of their technology device during the day.
5. Students should return their devices by 3:20 to their A1 at the conclusion of last period. If for some reason the advisor is not in the classroom, please return the device to Ms. Hansborough in the Phoenix Lab.

**Lost or Stolen Devices**

If a student device is lost or stolen:

- The parent guardian must notify the school immediately following the loss, work with their A1 teacher to complete a device damage/loss form, and submit the form to the technology coordinator, Ms. Jackie Hansborough.
- Students will be offered a loaner laptop if available.

If a student device is damaged:

- The student should notify the technology coordinator immediately so that the device can be sent out for repair.
- Students will be offered a loaner laptop if available.

**Progressive Discipline for Non-Compliance: Laptops**
- 1st offense: Warning (documented in tracker)
- 2nd offense: Detention and Parent Contact
- 3rd offense: Detention and Parent Contact with reminder of pending parent meeting
- 4th offense: Parent Meeting to sign/acknowledge pending loss of privileges
- 5th offense: Loss of privileges

Teachers that find laptops should send them to the Main Office or Ms. Hansborough in the Phoenix Lab.

**Deans will manage the progressive discipline process (issuing the consequence, documenting in tracker/educators handbook, etc.).**

**FUNDRAISING**
The principal must approve all fundraising activities. Students may only participate in fundraisers with this approval. Students in violation of this policy can face disciplinary action. Fundraising is for school and PTO only and not for personal use.

**LOCKERS**
- Students will be allowed to access their lockers before school, during lunch, and after school.
- Students are prohibited from sharing lockers.
- All students must secure a lock for their lockers, but the school will provide one if needed.
- The school is not responsible for lost or stolen items.
- All coats and jackets must be stored in the locker for the duration of the day.

**LOCAL SCHOOL ADVISORY TEAM (LSAT)**
MTHS will have an LSAT per DCPS policy. DCPS guidance on the LSAT can be found at:
https://dcps.dc.gov/page/local-school-advisory-teams-lsat

DCPS outlines the LSAT as follows:
LSATs are an integral part of ensuring strong connections within every local school community. The Local School Advisory Team (LSAT) is a group of elected and appointed members that exists for every DCPS school. The team (formally the Local School Restructuring Team) consists of parents, teachers, non-instructional school staff, a community member, and in some cases students, to advise the principal on matters that promote high expectations and high achievement for all students (www.dcps.dc.gov)

COMMUNITY SERVICE
All students attending MTHS are required to complete community service hours to graduate. Students must complete 100 hours of community service by the end of their senior year. Students should obtain at least 25 community service hours per year in order to complete the requirement in a timely manner. Students can visit the Counseling Department for information regarding available community service opportunities. Students must submit the proper paperwork to receive credit for completed community service hours. All community service hours must be approved in advance by guidance counselors as not all organizations qualify to award community service credit.

Students can begin accruing community service hours at the start of the 8th grade, up to 25 hours. These hours will be applicable toward their 100 required hours of community service for graduation as long as: they are completed in alignment with the policy, the activity is approved by the student’s school, and the service is appropriately documented. The organization must be a 501c3 in order for students to count for community service.

GRADING POLICY
MTHS will adhere to the DCPS grading policy. Students and parents may view their student’s grades at any time by visiting ASPEN. Please Note: No single project, assignment, task or assessment may account for more than 10% of a student’s advisory or total grade.

https://dcps.dc.gov/publication/aspen-family-user-guide
Categories and Weights

<table>
<thead>
<tr>
<th>Participation: 10%</th>
<th>Practice and Application: 50%</th>
<th>Assessments: 40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening, Speaking &amp; Effort</td>
<td>Student work/assignments</td>
<td>Formative/Summative Assessments</td>
</tr>
<tr>
<td>– includes, but not limited to, attentiveness, class discussions, warm-ups and use of appropriate terminology</td>
<td>- includes, but not limited to, classwork, homework*, performance-based assignments, and Cornerstone-related assignments (*homework will account for 10% of your grade)</td>
<td>– includes, but not limited to, quizzes, unit tests, projects and cumulative Cornerstone tasks</td>
</tr>
</tbody>
</table>

Departments can specify types of assignments that fall within categories (labs, journals, performances, etc.)

**Calculating the FINAL Grade**

Students’ final course grades should be calculated using the DCPS grading scale per the point values below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67 – 69%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>64 – 66%</td>
<td>1.0</td>
</tr>
</tbody>
</table>
GRADUATION REQUIREMENTS
The ever-increasing demands of higher education and STEM fields, specifically, require greater rigor and challenges for our students to compete with their peers. In order to meet these demands in the coming years, our students will be required to take higher level math courses, more Advanced Placement courses and have quality internship experiences related to STEM fields. More rigor in our curriculum, should help students improve their qualifications for tier one Colleges and Universities, improve their opportunities for scholarships, as well as improve their employability. There is a strong correlation between a rigorous curriculum and high SAT/ACT scores, success in high school advanced placement courses and success in college. Below is the outline of the graduation requirements that will be phased in going forward:

McKinley Technology Diploma of Distinction becomes the standard diploma for students:
- Students must fulfill the current graduation requirements, which includes but is not limited to fulfilling the Career Technical Education Strand requirements in the chosen STEM major of Information Technology, Engineering, or Biotechnology.
- In addition, they must have 5 math credits and at least 2 Advanced Placement (AP) course credits.

SENIOR CLEARANCE
All graduating seniors will be required to go through the clearance process. Each student will be required to obtain the signature of the appropriate staff member. Students are responsible for returning all textbooks, athletic gear, 1:1 devices (unless it has been reported as stolen), and library books. They must verify their community service hours, and complete any required exit surveys.

ASSIGNMENTS & HOMEWORK POLICY:
1. ASSIGNMENTS AND DEADLINES:
Submit your assignment on time. Work completed at home is due at the beginning of class. Assignments not ready to be handed in at the beginning of class may be counted as late. You should:

- Be proactive. Well before the due date, take the opportunity to clarify questions and deadlines.
- Stick to the deadlines. All assignments should be turned in at the beginning of the class period on the dates specified— including hard copy, an electronic copy on Canvas, email, and other links to be specified. All written homework must be finished, printed out (if applicable), stapled, and turned in at the beginning of the class/period when it is due.
- Do not arrive to class late because “you have been printing your assignment” before class.

2. LATE WORK POLICY:
If you are present when assignments are due, it is up to the teacher’s discretion to give you credit or not.

3. Makeup Work:
If you are absent, email the teacher or make an arrangement during the teacher’s office hours to secure the missed materials (classwork, homework, notification of tests & quizzes missed). You can make up quizzes or tests you have missed.

It is YOUR responsibility to get and complete the makeup classwork, tests, and quizzes promptly to avoid penalty.

According to DCPS, each school shall specify a reasonable period of time for completion of makeup work, which shall be no less than one full calendar day for each day missed. Teachers will follow standard grading procedures when grading makeup work.

GRADE DISPUTE POLICY
To dispute a grade, the student and his/her guardian must schedule a meeting with the principal within three weeks of the posted grade. The principal has the final authority to discuss next steps with grade disputes.
Grades may be disputed for the following reasons only:

- Teacher calculation error
- Failure to receive notification of failing grade during the advisory

**LETTER OF UNDERSTANDING**
All students will be required to sign a Letter of Understanding (LOU) upon declaring their CTE track or academy. The LOU outlines the specific courses and credits needed to successfully complete their course of study at MTHS. Students and parents will meet with counselors to review the requirements and sign the LOU.

**PLAGIARISM AND CHEATING**
Cheating is a direct infraction of McKinley Technology High School’s policy and of DCMR Chapter 25. Below is the DCPS definition of academic dishonesty.

**Academic Dishonesty** - any conduct that unfairly influences academic outcomes including:

A. Plagiarism including the adoption or reproduction of ideas, words, or statements of another person or source without giving acknowledgment or credit to the person or source;

B. Cheating, including any attempt to give or obtain assistance with a test or examination, without permission or acknowledgment;

C. Deception including giving false information to instructional staff—for example, a student giving a false excuse for missing a deadline or making a false claim that assignment was submitted;

D. Fabrication including altering data, information, and documents affecting any student’s academic records; forging signatures of authorized instructional staff or falsifying information on an official school document, i.e. report card, letter of permission, petition, class schedule, ID card, or any other official school document;

E. Sabotage including creating situations to prevent others from completing their work. For example, destroying another student’s work, tampering with the experiments of other students; and

F. Unauthorized Access including gaining unauthorized access to computer systems, academic or administrative records and
Academic Dishonesty and all other forms of cheating are not tolerated at MTHS. **Students who violate the policy will receive the following consequences:**

- **1st offense:** The student will receive a zero on the assignment with the potential of a retake with a grade earned but no higher than a 63. The student will not be eligible for honor society for the current academic year.
- **2nd offense:** The student will receive a grade of zero. The student will not be eligible for the National Honor Society for the current academic year.
- **3rd offense:** The student will receive a grade of zero for the assignment. The student will not be eligible for the National Honor Society for the remainder of their high school time.

**MTHS STUDENT EXPECTATIONS**

The vision of MTHS is to provide students with a rigorous STEM-focused curriculum that prepares them for college and the ever-changing global market. To ensure we maintain these high standards, we require students to meet specific expectations in regards to academics. Before a student is officially enrolled in MTHS, they and their parent/guardian must sign a Parent-Student Agreement, which confirms that they will meet these expectations.

**ACADEMIC PROBATION & DISQUALIFICATION**

All students must maintain a GPA of at least 2.0 each term and a cumulative GPA of at least 2.0. **Students who do not meet these expectations will be placed on academic probation and may be academically disqualified from MTHS.** This policy is in accordance with the Board of Education rule 2106.11: Students who are admitted to specialized schools, programs, or academies shall be entitled to remain at the schools, programs, or academies only if they continue to meet the criteria established for the specialized schools, programs, and academies.
To ensure that all parties are informed of the academic probation and disqualification process, a letter will be sent directly to the student’s parent/guardian (via US Postal Service, electronic email etc.) and one will be given directly to the student each term. Parents will receive a final letter of determination after the end of term 4. If at any time you have questions about your student’s grades, you can contact your student’s teachers, or counselor directly.

**STUDENT SUPPORT PLANS, REPORT CARDS AND PROGRESS REPORTS**

Instructional support plans must be developed for all students with failing grades. These plans should identify what each student needs to do to improve his/her grade. Students with an IEP or those on a 504 plan can also have a support plan. Instructional support plans will range in duration and intensity and should be aligned with current school practices, intervention planning, and the SST process.

While all plans are to be documented and approved by teachers, students should be allowed to draft their own plans. Teachers must also maintain written documentation of all efforts taken to communicate the plan with the student and parent. Copies of plans should be provided to the student’s parent(s) and retained in the student’s file. Plans are created after progress reports.

Report cards and progress reports are released at regular intervals during the school year. Report cards and progress reports are mailed directly to parents according to the address on file at the school. MTHS follows the DCPS academic calendar for progress reports and report cards. You can access the academic calendar on the school website and on the DCPS website as well as pick up a hard copy of the calendar from the main office, while supplies last.
**BELL SCHEDULES**

**Regular Bell Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:40 – 10:02</td>
</tr>
<tr>
<td>2</td>
<td>10:06 – 11:28</td>
</tr>
</tbody>
</table>
| 3      | 1st Lunch: 11:32 – 12:17  
          | Class: 12:21 – 1:43  
          | 2nd Lunch: 12:58 – 1:43 |
| 4      | 1:47 – 3:09   |

**AM Assembly Bell Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:40 – 9:55</td>
</tr>
<tr>
<td>Assembly</td>
<td>9:59 – 10:29</td>
</tr>
<tr>
<td>2</td>
<td>10:33 - 11:46</td>
</tr>
</tbody>
</table>
| 3      | 1st Lunch: 11:50 – 12:35  
          | Class: 12:39 – 1:52  
          | 2nd Lunch: 1:07 – 1:52 |
| 4      | 1:56 – 3:09   |

**PM Assembly Bell Schedule**

28
<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:40 – 9:48</td>
</tr>
<tr>
<td>2</td>
<td>9:52 – 11:00</td>
</tr>
<tr>
<td>3</td>
<td>1st Lunch: 11:04 – 11:49</td>
</tr>
<tr>
<td></td>
<td>Class: 11:39 – 1:01</td>
</tr>
<tr>
<td></td>
<td>2nd Lunch: 12:16 – 1:01</td>
</tr>
<tr>
<td>4</td>
<td>1:05 – 2:13</td>
</tr>
<tr>
<td></td>
<td>A1 for laptops: 2:17 - 2:24</td>
</tr>
<tr>
<td></td>
<td>PM Assembly: 2:24 - 3:09</td>
</tr>
</tbody>
</table>

½ Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:40 – 9:30</td>
</tr>
<tr>
<td>2</td>
<td>9:34 – 10:24</td>
</tr>
<tr>
<td>3</td>
<td>10:28 – 11:18</td>
</tr>
<tr>
<td>4</td>
<td>11:22 – 12:12</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:16 - 1:00</td>
</tr>
</tbody>
</table>

2 Hour Delay Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>10:40</td>
<td>1st Lunch: 12:32 – 1:17</td>
</tr>
<tr>
<td>10:40</td>
<td>Class: 1:21 – 2:13</td>
</tr>
<tr>
<td>11:36</td>
<td>2nd Lunch: 1:28 – 2:13</td>
</tr>
</tbody>
</table>

**EXTRACURRICULAR ACTIVITIES**

All McKinley students are encouraged to join a club, sport, or extracurricular activity. Research shows that those students who engage in school activities and clubs outside the classroom routines do better personally and academically. Students who are participating in after school activities should report immediately to their sponsor or coach. Unfortunately, students whose GPA falls below 2.0 are ineligible to participate in any DCIAA sanctioned athletic programs but eligible to participate in any clubs such as video game club, chess club, etc. Ineligibility remains in effect until the student receives a quarterly report card with grades sufficient for eligibility. To start your own club, contact LaShay Wilkerson, Athletic Director/Activities Coordinator.

**Field Trips**

Field Trips and school-wide activities are a privilege, not a right. For you to participate in these activities, you should meet the high standards and expectations of the class. For instance, if you have poor attendance, you cannot take part in field trips. Final authorization is at the discretion of school administration. You must have parent permission, teacher permission, and school administration permission to attend.

For the most up-to-date information, see the website:

[http://www.mckinleytech.org/?PageName=%27Organizations%27](http://www.mckinleytech.org/?PageName=%27Organizations%27)

[http://www.mckinleytech.org/?PageName=%27Sports%27](http://www.mckinleytech.org/?PageName=%27Sports%27)
National Honor Society (NHS) The National Honor Society is the leader among educational organizations and societies that promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. Membership in the National Honor Society is a privilege. The Honor Society member exhibits excellence in academics and leadership, honorable and admirable character, and demonstrates a commitment to service. The criteria to be inducted into the William McKinley chapter of the NHS includes the following:

- Attend school in grades 10 through 12
- Maintain a cumulative grade point average of 3.2 (on a 4.0 scale); No D’s or F’s
- Demonstrate volunteer or community service hours of at least 25 hours per year at McKinley. For example, Juniors should have accumulated at least 50 hours at the beginning of the school year and 75 by the end of the school year.
- Preserving an excellent record of behavior in and out of school
- Participate in leadership roles in school and community activities
- Must submit a resume

*Requirements for the Class of 2023 and Beyond: 3.5 GPA, Must be on track with community service requirements; 10th graders-minimum of 25 hours, 11th graders-minimum of 50 hours and 12th graders-minimum of 75 hours.

COMMUNICATION at MCKINLEY TECHNOLOGY HIGH SCHOOL
Sign up for our email listserv to receive information about upcoming activities, internships, scholarships, sports, extra-curricular activities, and school news. We urge all students, parents, and staff to sign up. The following grade level leads send the listserv:

- Grade 9 - Sharkey Andrews (sharkey.andrews@k12.dc.gov)
- Grade 10 - Michael Taylor (michael.taylor@k12.dc.gov)
- Grade 11 - Jonathan Smythe (jonathan.smythe@k12.dc.gov)
- Grade 12 - LaShunda Reynolds (lashunda.reynolds@k12.dc.gov)

Visit our website (www.mckinleytech.org) for news, announcements, information about upcoming activities, and reference information about our
many programs and departments, as well as important forms and contact information.

**Log-on to Canvas with your student login** to stay up to date on assignments from your teachers.

**Look at the Monitors and Listen to Daily Announcements** to find out what is going on at school each day.

**Join our Twitter feed @MTHSTrainer or Instagram @MCKINLEYTECH**

**Robocalls** update your family on events and policies at McKinley.

**Contacting Teachers and Staff:** The best way to communicate with teachers and staff is through email or phone call. Most email addresses are listed in this planner and the website (www.mckinleytech.org). You may also call the main office at 202-281-3950 and leave a message.

**ASPEN**
Students and families will receive login information for Aspen in order to monitor academic progress by class, category, assignment, as well as attendance.

**Naviance Family Connection:**
Naviance is a college application management tool used by DCPS to assist and track scholars’ progress in researching and applying to colleges and scholarships. All scholars and their parents are encouraged to begin exploring this tool in 9th grade. 12th graders will be required to use this tool and must check it regularly for communication with their counselor. Scholars: you and your counselor will be able to make changes to the site and your parents will have a read-only version.
[https://connection.naviance.com/family-connection/auth/login/?hsid=mckinley](https://connection.naviance.com/family-connection/auth/login/?hsid=mckinley)

Email: ______________________________________________________
Other websites that will be important to you during this school year include College Board (www.collegeboard.com) which is the company that manages the PSAT, SAT and AP exams. Use the same name and password to avoid confusion. Write down important information:

User Name:________________________________________________

The District of Columbia Public Schools (DCPS) is committed to ensuring that all of its employees act in conformity with federal and District of Columbia non-discrimination laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973,