



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

**McKinley Technology High School
Student Handbook 2024-2025**



**151 T Street, NE
Washington, DC 20002
202-281-3950
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www.mckinleytech.org
Kortni Stafford, 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

6. Science, Technology, Engineering and Math (STEM) Mastery

- 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

IMPORTANT CONTACT INFORMATION

Contact	Position	Email	Telephone
ADMINISTRATION			
McKinley Tech High School Main Office: 202-281-3950			
Kortni Stafford	Principal	kortni.stafford@k12.dc.gov	202-281-3950
Dr. Kimbria Jackson	Assistant Principal	kimbria.jackson@k12.dc.gov	202-281-3950
Dr. B. Jeremy McNeil	Assistant Principal	brodell.mcneil@k12.dc.gov	202-281-3950
Melvina Jones	Assistant Principal	melvina.jones@k12.dc.gov	202-281-3950
Ajibade DaSilva	Director, Strategy & Logistics	ajibade.dasilva@k12.dc.gov	202-281-3950

ADMINISTRATIVE SUPPORT STAFF			
Carolin Hernandez	Registrar	Carolin.hernandez@k12.dc.gov	202-281-3950
Linda Locklear	Attendance Counselor	linda.locklear@k12.dc.gov	202-281-3950
Jacqueline Hansborough	Technology Assistant	jacqueline.hansborough@k12.dc.gov	202-281-3950

Tracy Hatton	Administrative Officer	tracy.hatton@k12.dc.gov	202-281-3950
Darien Gregory	Admissions Coordinator	tech.admissions@k12.dc.gov	202-281-3950
Roslyn Shields	Administrative Assistant	Roslyn.shields@k12.dc.gov	202-281-3950
Andi Ding Chong	Administrative Assistant	Andi.ding-chong@k12.dc.gov	202-281-3950

NAF ACADEMIES

Katrina Robinson	NAF Manager	katrina.robinson@k12.dc.gov	202-281-3950
Robert Holm	Director of IT Academy	robert.holm@k12.dc.gov	202-281-3950
Kenneth Lesley	Director of Engineering Academy	kenneth.lesley@k12.dc.gov	202-281-3950
Sherry Richardson	Director of Biotechnology Academy	sherry.richardson@k12.dc.gov	202-281-3950

STUDENT SUPPORT and SERVICES

Ronnie Cain	Dean of Students	ronnie.cain@k12.dc.gov	202-281-3950
Keanan Mims	Intervention Coach	Keanan.mims@k12.dc.gov	202-281-3950
Ryan Sturdivant	Dean of Students	ryan.sturdivant@k12.dc.gov	202-281-3950
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Denise Osborne	Psychologist	denise.osborne@k12.dc.gov	202-281-3950
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Quiana Riley	Clinical Social Worker	quiana.riley@k12.dc.gov	202-281-3950
Tanisha Mason	Counselor – 10 th /12 th	tanisha.mason@k12.dc.gov	202-281-3950
Fayola Welsh	Counselor – 10 th /11 th	fayola.welsh@k12.dc.gov	202-281-3950
Valerie Wilson	Counselor – 9 th	valerie.wilson@k12.dc.gov	202-281-3950
Dina Collier	Special Education	dina.collier@k12.dc.gov	202-281-3950
Ashley McQueen	Clerk, Counselors	Ashley.mcqueen@k12.dc.gov	202-281-3950
Dr. Angela Stephens	Special Education	Angela.stephens@k12.dc.gov	202-281-3950
vacancy	DC CAP Advisor	vacancy	202-281-3950

Athletic Department

LaShay Wilkerson	Athletic Director	lashay.wilkerson@k12.dc.gov McKinleyTech.Athletics@k12.dc.gov	202-281-3950
Noah Brownlee	Asst. AD	Noah.brownlee@k12.dc.gov	202-281-3950
Rachelle Saunders	Athletic Trainer	rachelle.saunders@k12.dc.gov	202-281-3950

POLICIES AND PROCEDURES

ARRIVAL

Students may begin entering the building at **7:30 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 go to their lockers and to first period.

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

ARRIVAL EXPECTATIONS

1. Students must remove all outer wear (jackets, hoodies, etc.) before entering the building.
2. The following items are not allowed in the building:
 - a. Open beverages with liquid, including water, soda, coffee, juice
 - b. Aerosol containers
 - c. Non-aerosol spray
 - d. Any pointed object, e.g., combs, picks, etc.
 - e. Electric stun guns, martial arts weapons or devices
 - f. Guns, replica guns, ammunition, and fireworks
 - g. Knives of any size
 - h. Mace and pepper spray
 - i. Razors and box cutters
 - j. Drugs (including edibles) or drug paraphernalia

ASSEMBLIES

Students will periodically participate in award and informational assemblies throughout the year. 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 to instructions from the presenter or host.

- Students are expected to always be respectful.

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 at 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 submitted excuse from their parent/guardian. Electronic submissions are encouraged using the [Excused Absence Form](#) on our website.

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%2008-21-18.pdf

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

School-Based Interventions Related to Attendance

1 day of unexcused absence	Contact the parent/guardian/caretaker on the same day and each time a student has the equivalent of one day of unexcused absence, with daily follow-up as necessary (connected).
3 days of unexcused cumulative absences	Send 3-Day Unexcused Absence Letter to parent.
4 days of absences (excused or unexcused)	Phone call home after four absences to discuss the student's attendance.

5 days of unexcused cumulative absences	Send a 5-Day Unexcused Absence Letter to parents 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.
7 days of unexcused cumulative absences	Send Metropolitan Police Department (MPD) warning letter to parent.
10 days of unexcused cumulative absences	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 the school leader of the action plan within two days of the referral.
15 days of unexcused cumulative absences	Submit referral within two days to Court Social Services Division (CSS) for students aged 14 through 17.
31 or more days of unexcused cumulative absences	Students shall receive a failing final grade in that course with a resulting loss of course credit.

Grading and Retention

Grading and retention decisions related to student absence follow guidance articulated in DCMR (District of Columbia Municipal Regulations) Chapter 21 and Ch. 22. Student promotion can be impacted by accrual of unexcused absences during 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
- Students may only eat lunch in the cafeteria during the lunch period.
- Students may purchase lunch from the school or bring 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.

- Students will have 4 locations to choose from to eat their lunch. The 4 locations are the Main Cafeteria Area, Small Cafeteria Area, Outdoor Patio.
- Students will be able to visit the library to study and the Gymnasium to participate in SEL activities.
- The Atrium will serve as an extension of the Career and College Readiness office during lunch. This will allow Senior Students to have working space for college paperwork and eat their lunch.

CONDUCT

MTHS is primarily a place of learning. Students are expected to always carry themselves in a professional manner 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 prepare 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
6. Referral in Live School

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 3:15 p.m. to 4:15 p.m.

- b. Detention is held in Room 150 or Reflection room (unless otherwise stated).
 - c. Students should bring assignments to complete during this time and 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. ISS/ Reflection Room Time/ Loss of Privileges
 - a. Students will receive a period (no more than one period of the day) to complete a reflection assignment from their teachers, Dean of Students or Assistant Principal due to violation of school rules. Students are responsible for completing and submitting this reflections assignment upon returning to the classroom.

To decrease students staying home and not receiving face-to-face instruction due to an out of school suspension. McKinley Tech Culture team will use in-school suspensions/ loss of privilege.

3. Dean will have 24 hours (Student's Due process) to determine if a student committed an infraction that qualify for in-school suspension.
4. Only Principal Stafford can determine that a student can be assigned in-school suspension for a period.
5. In- School Suspension could be as short as one class period, or as long as Three Days.
6. Deans will inform the Student's Parent of the date and time a student will serve an in-school suspension. Deans will inform Teachers, Grade level Counselors, and Attendance Counselors when it's needed, which student will be placed in ISS via email.
7. While a student is serving an in-school suspension they must:

*Complete a reflection summary on why they are assigned in-school suspension.

*Students must have access to classwork via canvas or assignments that were emailed to ISS Coordinator or to the Student's DCPS email.

*Students will eat their lunch inside of the ISS room.

*Students will be able to meet with Social Worker for an SEL intervention if needed.

*Students will be able to work with their Support Teacher with the student who has an IEP.

*Students can't participate in any extracurricular activity on the date they serve an in-school suspension.

8. 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. 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 at 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. Students 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. Students 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. Students 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. DCPS 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/>

Substance Abuse Policy

Use of marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, or drug paraphernalia may result into one or more actions items

- Document incident in Student Behavior Tracker
- Wellness Check conducted by the school Nurse
- Notify Parents of incident/Suspension/Conference time
- Referred to Grade level Social Worker for Social Emotional Support
- Participate in an outside Drug awareness program with the Ward 5 Drug Coalition
- SEL/MTTS Conference with Student/Parent/ Grade Social Worker/Grade Counselor/ MTTTS Coordinator/ Grade Level Administrator and School Principal/ Deans/ ISS Coordinator

DRESS CODE

MTHS is a uniform policy school and students must wear their allowable uniform every day. All outerwear including unallowed coats, jackets, and hoodies must be placed in the student's locker. The required uniform guidelines are:

School Apparel

- All Students can wear allowable McKinley apparel every day.

Shoes

- Shoes are required to have a closed toe and closed heel.

List of Acceptable items

- 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, black, or maroon pants
- Hoodies with McKinley Tech affiliation and colors ONLY

Consequences for prohibited attire:

1st offense: Allowed to get a loaner uniform and call to parent, loaner must be returned (Deans will document)

2nd offense: Allowed to get a loaner uniform, parent called, article loaned must be returned at the end of the day and detention assigned

3rd offense: Same as 2nd offense.

4th offense: Allowed to get a loaner uniform, parent meeting, consequences assigned using admin discretion

5th offense: Loss of privileges (i.e., field trips, dances, athletic events, etc.) consequences assigned using admin discretion

If no loaner items are available, Deans will provide students with a pass to return to class. 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 communicate 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 using 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://dcps.dc.gov/publication/dcps-student-safety-and-use-policy-internet-and-technology>

Policy for 1:1 Devices

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

Lost or Stolen Devices

*** It is the responsibility of the student and parent to purchase a cell phone lock (TSA lock). McKinley Technology High School is not responsible for any lost, stolen, or damaged personal items. Failure to secure cell phone in assigned cell phone locker is NOT the responsibility of MTHS. ***

If a student device is lost or stolen:

- The parent guardian must notify the school immediately following the loss, and work with technology coordinator, Ms. Jacqueline Hansborough to complete a device damage/loss form. Available on the website.
- If the device has been stolen, please file a police report and provide Ms. Hansborough with the information.
- 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 office.

Deans will manage the progressive discipline process (issuing the consequence, documenting in tracker/Live School etc.).

"ALL students are required to utilize given cellphone and hallway locks to secure personal items. The school will NOT be responsible for the loss, damage or theft of cell phones and other electronic devices, even those devices turned into the school for storage."

FUNDRAISING

Prior to a fundraiser, the sponsor must fill out the fundraising form and have it approved by the principal. 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 (Parent Teacher Organization) only and not for personal use. Cash App is not an acceptable form of payment. Payments for class dues, field trips, athletic fees, fundraisers, uniform purchases, etc. can be made using a debit card or credit card. Make a payment at the link below:

<https://secure.directbiller.com/pbills/payer/welcomeDirect.do?h=mftn17e7f3>

Hallway and Cellphone Locker

- 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:

- The LSAT is 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 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 if: 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 for students to count for community service.

GRADING POLICY (Subject to change per DCPS 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/aspens-family-user-guide>

Categories and Weights

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

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:

Letter Grade	Percentage	Point Value
A	93 – 100%	4.0
A-	90 – 92%	3.7
B+	87 – 89%	3.3
B	83 – 86%	3.0
B-	80 – 82%	2.7
C+	77 – 79%	2.3
C	73 – 76%	2.0
C-	70 – 72%	1.7
D+	67 – 69%	1.3
D	64 – 66%	1.0
F	50 – 63%	0.5

*Standard rounding conventions will be used (0.5 and above rounds up).

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. 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 device (unless it has been reported as stolen), and library books. They must verify their community service hours and complete any required exit survey

ASSIGNMENTS & HOMEWORK POLICY:

1. ASSIGNMENTS AND DEADLINES:

Submit your assignments 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.
- All assignments should be turned in by the deadline provided by the teacher.

<p>1st Quarter Deadlines Sept. 26- Progress Reports Nov. 4 – End of Quarter</p>	<p>3rd Quarter Deadlines Feb. 28- Progress Reports Apr. 7 – End of Quarter</p>
<p>2nd Quarter Deadlines Dec.10 – Progress Reports Jan. 27- End of Quarter</p>	<p>4th Quarter Deadlines May 21- Progress Reports June 17th – End of Quarter</p> <p>4th Quarter Seniors Only May 14th – Progress Reports May 30th – End of Quarter June 2-5 Final Exams</p>

2. LATE/MAKEUP WORK POLICY:

- Students must advocate, communicate, and obtain work when returning from absences for excused absences. (This includes medical, field trips, etc.)
- Students have the equivalent number of calendar days to complete the work for excused absences upon their return.
- Any late work before progress reports must be submitted by the end of the Progress Report Marking Period. Assignments due during this period will no longer be accepted after this deadline. Late work for assignments assigned after the midpoint deadline is due by the end of the term.
- Assignments submitted late (after instructor’s published deadline or following an unexcused absence will receive a reduction of a letter grade (e.g. A- will be a B-). Students with excused absences will be given the opportunity to earn full

credit with an equivalent time (i.e. number of excused days they missed) to complete.

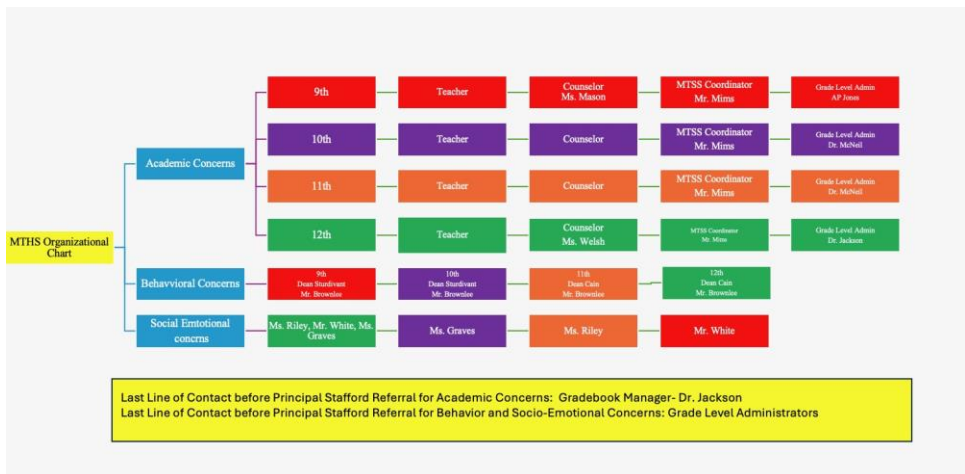
3. Revisions:

- If the student has put forth reasonable effort on an assignment as defined by MTHS (see below), students must have the opportunity to revise substandard work. ‘Substandard work’ is defined as a D+ and below.”
- Teachers should follow standard grading procedures and timelines when recording revised grades in the gradebook. Revised work must be submitted by the late work deadline and can only be resubmitted once. The highest grade for a resubmission is a C (73%-76%)

Reasonable Effort for Revision is defined as:

- The scholar has submitted the task/assignment on time in accordance with the instructor’s published deadline.
- The student has completed 70% of the assignment’s requisites.
- Students have submitted work that is not plagiarized (see Plagiarism protocols for resubmission process)

***Alternative assignments (i.e. Version B) that align with the same standard/objective are allotted. This can include a variation in the format of the original assignment.



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.

Academic Dishonesty

Academic Dishonesty and all other forms of cheating are not tolerated at MTHS. Below is the DCPS definition of academic dishonesty. It is a direct infraction of McKinley Technology High School's policy and of DCMR Chapter 25.

		Share Documented Notification with Student	Hold Documented Meeting with Parent/Guardian	Log in Student Behavior Tracker (SBT) and Panorama ³³	Initial Assignment Grade	Resubmission
Minor Offense	1 st offense	Yes	Optional	Optional	Graded as "F"	One resubmission allowed for full credit
	2 nd offense	Yes	Yes	Optional	Graded as "F"	One resubmission allowed with one letter grade deduction
	3 rd offense or more	Yes	Yes	Optional	Graded as "F"	No resubmission allowed
Major Offense	1 st offense	Yes	Yes	Yes	Graded as "F"	One resubmission allowed with one letter grade deduction
	2 nd offense or more	Yes	Yes	Yes	Graded as "F"	No resubmission allowed

Some of the various forms of plagiarism

- **Direct Plagiarism:** Copying someone else's work word-for-word without attribution.
- **Self-Plagiarism:** Reusing your own previously published work without acknowledging that it is not new content.
- **Mosaic Plagiarism:** Patching together pieces of different sources to create a new text without proper citation. This also includes substituting synonyms while maintaining the original structure and meaning of the source material.
- **Accidental Plagiarism:** Neglecting to cite sources or misquoting sources due to a lack of understanding of citation rules.
- **Paraphrasing Plagiarism:** Rewriting someone else's ideas in your own words without giving proper credit.
- **Source-Based Plagiarism:** Citing a source that you did not actually consult, but which you obtained from a secondary source.
- **Collaborative Plagiarism:** Working with others on an assignment meant to be individual work, without acknowledging the collaboration.

- **Unauthorized Collaboration:** Working with someone else without permission and submitting the work as solely your own.
- **Incorrect Authorship:** Listing someone as an author who did not contribute to the work or omitting someone who did.
- **Data Fabrication and Falsification:** Making up or altering data to fit your desired outcome and presenting it as genuine.
- **Idea Plagiarism:** Using someone else's original ideas, theories, or insights without giving them credit, even if the words are different.
- **Non-Textual Content Plagiarism:** Using images, graphs, charts, music, or other media from someone else's work without proper citation.
- **Secondary Source Plagiarism:** Citing a primary source without having read it, but only having read about it in a secondary source.
- **Ghostwriting:** Having someone else write your work for you, then submitting it under your own name.
- **Code Plagiarism:** Copying computer code from another person without proper attribution, relevant to

<ul style="list-style-type: none"> • Global Plagiarism: Submitting an entire document written by someone else as your own work 	<p>programming and computer science fields.</p> <ul style="list-style-type: none"> • Arbitrarily Rephrased Plagiarism: Changing the order of words or sentences of the source material while keeping the same meaning, without proper citation.
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Students who violate the policy will receive consequences per the DCPS & MTHS Grading Policy. At MTHS academic dishonesty will disqualify you from being acknowledged for honor roll in the term in which the offense was committed and aligns with the DCPS Grading Policy.

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 regarding 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 (Individualized Education Plans) 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.


MTHS BELL SCHEDULES

Regular Bell Schedule 8:40 am – 3:09 pm; 4-minute transitions		
	TIMES	Class Length
Period 1	8:40 am – 10:02 am	82 minutes
Period 2	10:06 am – 11:28 am	82 minutes
Period 3	11:32 am – 12:54 pm	82 minutes
Lunch	HS Lunch: 12:58 pm – 1:43 pm	45 minutes
Period 4	1:47 pm – 3:09 pm	82 minutes


FIRST DAY OF SCHOOL Bell Schedule 8:40 am – 3:09 pm; 5-minute transitions		
	TIMES	Class Length
	Note: 1 st and 2 nd days of school are the ONLY days with 5-minute transitions	
Period 0	8:40am – 9:40 am 9 th & 10 th Grades: Auditorium (Assembly) 11 th & 12 th Grades: Cafeteria *Teachers: report to Auditorium if A1 class is 9 th /10 th	60 minutes


	*Teachers: report to Cafeteria if A1 class is 11 th /12 th	
Period 1(A1)	9:45 am – 10:50 am	65 minutes
Period 2(A2)	10:55am – 12:00 pm	65 minutes
Period 3(A3)	12:05pm – 1:10	65 minutes
Lunch	HS Lunch: 1:15 pm – 2:05pm	45 minutes
Period 4(A4)	2:05 pm – 3:09pm	64 minutes

SECOND DAY OF SCHOOL Bell Schedule 8:40 am – 3:09 pm; 5-min transitions		
	TIMES	Class Length
	Note: 1 st and 2 nd days of school are the ONLY days with 5-minute transitions	
Period 0	8:40am – 9:40 am 9 th & 10 th Grades: Auditorium (Assembly) 11 th & 12 th Grades: Cafeteria *Teachers: report to Auditorium if A1 class is 9 th /10 th *Teachers: report to Cafeteria if A1 class is 11 th /12 th	60 minutes
Period 1(B1)	9:45 am – 10:50 am	65 minutes
Period 2(B2)	10:55am – 12:00 pm	65 minutes
Period 3(B3)	12:05pm – 1:10	65 minutes
Lunch	HS Lunch: 1:15 pm – 2:05pm	45 minutes
Period 4(B4)	2:05 pm – 3:09pm	64 minutes

<u>2-Hour Delay Schedule</u>		
<u>10:40 am – 3:09 pm; 4-minute transitions</u>		
	TIMES	Class Length
Period 1	10:40 am – 11:30 am	50 minutes
Period 2	11:34 am – 12:24 pm	50 minutes
Period 3	12:28 pm – 1:18 pm	50 minutes

Lunch	1:22 pm – 2:07 pm	45 minutes
Period 4	2:11 pm – 3:09 pm	58 minutes

PM Assembly Schedule 8:40 am – 3:09 pm; 4-minute transitions		
	TIMES *Note: Students attend all 4 classes, then lunch, then assembly*	Class Length
Period 1	8:40 am – 9:45 am	65 minutes
Period 2	9:49 am – 10:54 am	65 minutes
Period 3	10:58am – 12:03pm	65 minutes
Period 4	12:07 pm – 1:07 pm	60 minutes
HS LUNCH	1:11 pm – 1:56 pm	45 minutes
PM Assembly	2:00 pm – 3:09 pm	69 minutes

ADVISORY Schedule 8:40 am – 3:09 pm; 4-minute transitions		
	TIMES	Class Length
Period 1	8:40 am – 9:52 am	72 minutes
Advisory (A1 extend)	9:52 am – 10:32 am	40 minutes
Period 2	10:36 am – 11:48 am	72 minutes
Period 3	11:52 am – 1:04 pm	72 minutes
HS Lunch	1:08 pm – 1:53 pm	45 minutes
Period 4	1:57 pm – 3:09 pm	72 minutes

EXTRACURRICULAR ACTIVITIES

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Athletics and extracurricular activities are an integral part of the entire educational experience at McKinley Technology High School and are necessary for the full development and maturation of the student. McKinley Technology High School prides their self on athletes being scholar-athletes, through hard work, true sportsmanship and being the best, they can be.

There is a grade point average of a 2.0 for participation in sanction athletics and an athletic packet must be turned in with an updated universal health certificate to participate however you are eligible to participate in clubs. If you are interested in bringing a club to McKinley Technology High School or have questions about athletics, please email **La Shay Wilkerson** lashay.wilkerson@k12.dc.gov

Athletic Programs: JV=Junior Varsity / V=Varsity / B=Boys

Fall	Winter	Spring
Football (V)	Boys Basketball (V)(JV)	Boys Baseball (V)
Girls Soccer (V)	Girls Basketball (V)	Girls Flag Football (V)
Boys Soccer (V)	Co-Ed Swimming (V)	Co-Ed Outdoor Track and Field (V)
Co Ed Cross Country (V)	Co-Ed Indoor Track and Field(V)	Co-Ed Cheerleading (V)(JV)(P)
Girls Volleyball (V)	Girls Bowling (V)	Co-Ed Tennis (V)
Co-Ed Cheerleading (V)(JV)(P)	Co-Ed Cheerleading (V)(JV)(P)	Co-Ed Golf (V)

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 the school administration. You must have parents, teachers, and school administration permission to attend. Students are expected to adhere to the school dress code, unless the lead Chaperone gives permission to dress down.

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

<http://www.mckinleytech.org/?PageName=%27Organizations%27>

Honor Societies & Honor Roll

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. The purpose of the National Honor Society is to create enthusiasm for

scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary schools. 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.

To be eligible for membership in the William McKinley Chapter, the candidate must be a member of the sophomore, junior or senior class. The selection procedure is:

1. Candidates must have a cumulative grade point average of 3.5 (on a 5.0 scale).
2. Candidates must perform community service of at least 25 hours per year. The community service requirement is as follows: sophomores must have at least 25 hours; juniors at least 50 hours; and seniors at least 75 hours. These hours must be documented in Aspen by the start of the selection process (February 1).
3. Candidates must have a record of excellent behavior in and out of school. Students with multiple (3 or more) Tier 1 and 2 disciplinary infractions will not be considered for membership. Students with 1 or more Tier 3, 4, or 5 disciplinary infraction(s) will not be considered for membership. (Tiers are based on Chapter 25 discipline policy). The first offense of academic dishonesty (major/minor) will disqualify a student for NHS eligibility for the current school year.
4. Candidates meeting the above criteria must complete a NHS application by the given deadline.
5. Candidates' applications require a letter of recommendation and resume that shows evidence of leadership roles in school and community activities.

National Art Honor Society Eligibility Requirements

Students in grades 9---12 who have completed at least 1 semester of Art at McKinley Technology High School, have earned a minimum grade of B+ in the Art course, and have demonstrated a commitment to the McKinley Arts community are eligible for membership. Eligible students are then evaluated based on the remaining criteria for membership. Submission of artwork that is not your own can disqualify students for membership.

Scholarship

Per national policies, students must have a minimum cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence, or higher.

Service

This involves voluntary contributions made by a student to McKinley Technology High School and/or community, done without compensation.

Character

A student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.

MTHS Honor Roll Acknowledgement Eligibility

Principal's Honor Roll

- Must have a GPA of a 3.75+
- ISA 90%+ in the Term
- Less than 3 WSs by progress reports time per class***
- Tardies to school/class 5 or fewer

High Distinction Honor Roll

- Must have a GPA of 3.5-3.74
- ISA 85%-90% in the Term
- Less than 3 WSs by progress reports time per class***
- Tardies to school /class 7 or fewer

Distinction

- Must have a GPA of 3.0-3.49
- ISA 85%-90% in the Term
- Less than 3 WSs by progress reports time per class***
- Tardies to school/class 10 or fewer

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COMMUNICATION AT MCKINLEY TECHNOLOGY HIGH SCHOOL

Sign up for Parent and Student Square 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: **(Subject to Change)**

- Grade 9 - Renee Jamison (renee.jamison@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 calls. 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 to monitor academic progress by class, category, assignment, as well as attendance.

<https://dcps.dc.gov/publication/aspens-family-user-guide>

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>

Email: _____

Other websites that will be important to you during this school year include the 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:

Username: _____

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, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act, the District of Columbia Human Rights Act of 1977, and the Genetic Information Non-Discrimination Act of 2008.