

**MCKINLEY
MIDDLE SCHOOL**

2017-2018



Student / Parent

Handbook

MCKINLEY MIDDLE SCHOOL

Amy Scott, Principal
Amy Swearingen, Assistant Principal
Matthew High, Counselor

Secretary: Beth White **Clerk:** April Kenmplin
School Nurse: Janice Green

6th GRADE TEAM

Karen Kovach- Science
Danielle Hensley-Language Arts
Elizabeth Evans -Math
Joann Shortt-Social Studies

7th GRADE TEAM

Melissa Chapman —L. Arts
Chad Metten - Science
Walt Hillenbrand-Math
Susan Lyons-Social St.

8th GRADE TEAM

Rick Comer —WV Studies
Melissa Mills—L. Arts
John Valleau —Math
Stephanie Helman—Science

RELATED ARTS

Vacancy -Spanish
Marian Richards-Physical Ed.
Catherine Brown-Read 180
Melody Bias-Band/Music/Tech
Melissa Scherrep-Library/Tech
Guitars
Janet Sheldon - Art
Sarah Snyder—Math 180

SPECIAL EDUCATION

Kevin Whited —BD
Steve Gralej—Mult. Cat.
Joey Warner—Mult. Cat.

HEAD COOK

Jane Davis

HEAD CUSTODIAN

Terry McKinney

MISSION STATEMENT

“Building Futures One Choice At A Time”

SCHOOL GOALS

Goal 1: Students will be actively engaged participants in their learning experience.

Goal 2: A safe and nurturing environment, free of bullying and harassment, will exist at McKinley Middle School in order to increase student achievement.

WE BELIEVE

All students can achieve.

Engaging teaching is the key to student success.

School, parents and community must be partners in learning.

Schools must be safe and caring places.

All teachers must be teachers of Next Generation

Literacy skills.

Students and teachers must be prepared for life-long learning in a global society.

Effective leadership skills are essential for creating 21st century schools.

SCHOOL INFORMATION

School Hours

School hours are from 7:40 am to 2:55 pm. Students are not permitted in the building until 7:10 am. If inclement weather causes a 2 hour delay, students will not be permitted inside the building until 9:10am.



In the morning students can either go to the cafeteria or gym. Students are dismissed from both areas at 7:35. No one is allowed in the hallways or lockers until 7:35. Students must be in class by 7:40.

Closed Campus

McKinley Middle School's campus is closed. Students may not leave the campus unless they have a permit from the office.

Off Limits Areas

During the lunch hour, no student will be permitted on the second floor unless they have a permit from a teacher or administrator.

Visitor Policy

Board Policy requires that any person visiting the public schools must go directly to the office area and he/she must sign the visitor's log maintained by the principal. Employees of the school shall be made available for meetings only during duty-free periods when not instructing students, supervising students, conducting other duties, etc. Visitors are asked not to interrupt the learning process in the classrooms.

Counselor's Office

Our full time counselor is Mr. Matthew High. His office is located in the main office. He is available to serve the educational, social, and personal needs of all students. If you wish to see the counselor, come to the office before first period/homebase or between classes to arrange an appointment. He will then call you from class at an appropriate time.

SCHOOL INFORMATION

Use of the Telephone

Students are **not permitted** to use the office telephone except for emergencies, nor will students be called out of class to accept a phone call, except in emergencies. Messages will be relayed from the office to pupils only if there is an emergency. **The school office personnel is not to be expected to deliver messages that could and should have been handled before the students entered the school on that day.**

Please make rainy day and snow day plans ahead of time with your child. It is not possible to allow each child to phone home for instructions. Discuss the plan in advance with your child.

Lost and Found

Students who find lost articles are asked to take them to the office. Lost articles that are not claimed within a reasonable time will be given to Goodwill Industries.

School Dances

School dances will be scheduled throughout the year. There are NO FORMAL dances at McKinley Middle School. School attire is appropriate for all dances. Please plan to have your child picked up promptly at the end of the dance. Any student not picked up within 20 minutes after the completion of the dance will forfeit his/her privilege of attending the next dance. **McKinley Middle School dances are for McKinley Middle School students only.**

Volunteers

The staff at McKinley welcomes committed volunteers. The work volunteers do is important. The staff and students quickly become dependent upon your assistance and the work you do. It is important to be on time and follow through with your assignments.

MCKINLEY MIDDLE SCHOOL

ACADEMICS

Grading Policy

When letter grades and percentages are used to communicate student progress, the following interpretation of grades will be used:

A – Excellent	93 – 100%
B – Above Average	85 – 92%
C – Average	75 – 84%
D – Below Average	65 – 74%
F – Failing	Below 65%

McKinley Middle School follows a 9 week grading period.

Textbooks

Textbooks are furnished by the county. If your book is lost or damaged while it is checked out to you, you will be expected to pay for it. All textbook responsibilities must be finalized before moving to the next grade. Classroom sets of textbooks may be checked out during discretionary time to any student that needs to take a book home to complete an assignment.

Assignment Books

In order to help our sixth grade students adapt to middle school academia, we require them to use an assignment notebook daily. Please check it nightly, for any information sent home by our teachers. You can also communicate with our teachers by writing notes to them in this book. It is your student's responsibility to show their teacher what you have written.

Make-up Work

Students are responsible for getting their make-up work from the teachers when they return from an absence. Upon request, the office will gather work for students **on the fourth day of absence.** Upon that request, efforts will be made to gather as much work as possible from the teachers and that work can be picked up at the school 24hrs later. It is still the student's responsibility to check with the teachers about any make-up work when they return from an absence.

Promotion Policy

Promotion from 6, 7, or 8th grade will occur when the student has passed 6 of the 8 semester credits from English, Math, Science, and

MCKINLEY MIDDLE SCHOOL

ACADEMICS - cont.

Schoology

KCS will be using Schoology to post all grades and classroom assignments beginning in the 2017 school year. Information will be sent home to all parents within the first week of school that explains how to log on and see their child's assignments and grades. check and monitor assignments and grades from home. Please check grades weekly to ensure your child does not fall behind. Our teachers attempt to update grades on the weekends in order for you to have an accurate account of your child's progress. Any make-up work given to students during a nine week period will be entered into Schoology by the end of that grading cycle.

OTHER:

Withdrawals And Transfers

The procedure for withdrawing or transferring a student is as follows:

1. Parent/guardian must stop by the school to meet with the counselor
2. Obtain appropriate forms from the counselor's office
3. Have the forms filled out by the teachers, return all school books and property, and be sure all fees are paid
4. Return completed forms to the counselor for final clearance

Cell Phones

When a student brings a cell phone to school, or any other personal electronic device, he or she is fully responsible for that item. **The administration at McKinley Middle School will not investigate reports of any stolen or lost electronic property.**

During the school day, cell phones and electronic devices may only be used before school, at lunch, and after school unless specified otherwise by the teacher. If students are using these devices at inappropriate times, they will be confiscated and returned to the student at the end of the school day if it is their first offense. The second offense will require the parent/guardian to come to the school to pick up the confiscated item by 3:15pm. Administrators will not remain at the school for extended periods of time in order for parents to pick phones up.

Deliveries to Students

Flowers, balloons, etc. **will NOT** be accepted at school and will not be delivered to students. There is not sufficient room in the office, classroom, nor the student's locker for these items to be stored until days

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ATTENDANCE

Regular school attendance is crucial to student success. Parents/guardians are responsible for getting their children to school on time each day. Please call the school by 8:30 am (722-0218) if your child will be absent from school. Also, if your child has an appointment and will be late, please notify the school. Each student is permitted 5 parent excused absences per school year. More than 5, without a doctors excuse will become unexcused. You will be notified by the school after 3 unexcused absences via mail. After 10 unexcused absences, a legal notice will be served by the Assistant Attendance Director and court proceedings may occur. Students are considered absent a half day if they arrive after 10:00 am or are checked out before 1:00 pm. Student athletes must arrive at school before 12:00pm in order to participate in any game or practice that day.

Custody

If you are a divorced parent with sole custody of your child and do not want your ex-spouse visiting or picking up your child, a copy of the child custody court order must be on file in our office. Please notify the office if your child requires such services.

Special Dismissal

Policy VII-B-3 states that no student will be excused to leave school prior to the regular hour of dismissal, except by permission of the administration, granted in accordance with requests made by the parent. Students are excused for professional appointments only. No child may leave the school with anyone other than their parent or guardian without specific, written permission. All names of those persons picking up your child MUST be on the emergency card.

Tardies

If a student is not in his/her classroom when the 7:40 bell rings, he or she is considered tardy. The student must sign the tardy sheet in the office and receive a note to class. Every 4th unexcused tardy a student receives, will result in a day of lunch detention. At 10 unexcused tardies, a letter will be mailed home to the parent and at 15 an SAT meeting may occur. Only medical, dental, and legal excuses will be accepted as excused tardies.

EMERGENCY PROCEDURES

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and leave the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction. Students should exit quickly and quietly, listening for further instruction.

Fire drill procedures and an evacuation plan are posted in each classroom. Students should study the plan and become familiar with it.

Shelter in Place / Lock Down

In the case of a severe emergency, MMS may be required to shelter in place or go on lockdown. Parents **WILL NOT** be allowed to enter the building and pick up students if this occurs. Opening doors, windows, vents, etc. could endanger those occupants within the school building. Once an all clear signal is given from authorities, parents will be notified and allowed in the building.

School Injury

Every accident in the school building, on the grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge and to the school office. An accident form will be completed and placed on file in the office. All accidents must be reported to the administration within 24 hours of the occurrence.

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SCHOOL HEALTH

McKinley is visited by a Kanawha County school nurse 2 days a week. If an illness or injury is of the nature that the student should go home, the parent or designated person will be notified to pick the student up. School facilities do not enable us to care for a sick child longer than it takes to notify the parents.

Please complete and return the emergency card so that we can get in touch with you at all times in case of an emergency. **It is extremely important that several working phone numbers are listed on the emergency card.**

Medications

School personnel are NOT ALLOWED to administer any medication to your child unless:

A written order form for each medication is completed by your child's physician and returned to the school. This form must be completed before the medicine will be given by school personnel. The form may be picked up in the office for you to take to the physician.

Each medication must be sent to school in a properly labeled container from the pharmacy. The ONLY medications that may be administered with written permission from the parents are: Tylenol, Advil, Motrin, simple cough drops, and Calamine lotion. All medications listed may be given for 3 days only and you must put the child's name on the bottle.

Infectious Disease Policy

Lice—students with live lice will be sent home from school

Pink Eye—must have 24 hours of medication before returning to school

Strep Throat—must be treated with 24 hours of antibiotics and have no fever for 24 hours.

Fever—must be fever free (nothing over 100 degrees) for 24 hours

Chicken Pox—excluded for 5 school days and all blisters must be scabbed over

Influenza—must be fever free for 24 hours

Ringworm—(body) must be on topical antifungal for 24 hours before returning to school. Lesion must be covered while at school. (scalp) must have doctors note with diagnosis and treatment. Must have 24 hours of oral medication before returning.

Gastroenteriti—must have absence of vomiting/diarrhea for 24 hours before returning to school.

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ATHLETICS

McKinley Middle School offers several athletic teams for both boys and girls. Students are encouraged to get involved in school activities and represent McKinley in a positive manner.

Students must have a physical dated July 1 or later in order to participate in any sports for the upcoming school year. The physical forms may be obtained in the office or from one of our coaches.

Students must have a 2.0 GPA from the previous semester in order to participate in extra-curricular activities. 6th Grade students are exempt from this until the end of their first semester here at McKinley.

In order to participate in a scheduled game or practice, students must be in school before noon.

The following sports are offered here at McKinley:

- *Football* *Fall*
- *Cheerleading* *Year round*
- *Dance Team* *Year round*
- *Soccer* *Fall*
- *Volleyball* *Fall*
- *Boys Basketball* *Winter*
- *Girls Basketball* *Winter*
- *Wrestling* *Winter*
- *Boys Tennis* *Spring*
- *Girls Tennis* *Spring*
- *Track* *Spring*
- *Girls Softball* *Spring*
- *Boys Baseball* *Spring*
- *Golf* *Spring*

Admission Prices for Athletic Events

(all prices are subject to change)

Football / Basketball Adult—\$5.00 Student/Senior—\$4.00

Soccer / Volleyball / Baseball / Softball

Wrestling / Track Adult—\$4.00 Student/Senior—\$3.00

In order to keep our gym and bleachers looking new and in top functioning order, we ask that there be no food or drink in the gym during

MCKINLEY MIDDLE SCHOOL

Terrific Trojans Honor Society

The purpose of the Terrific Trojan Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service to the community, and to encourage strong leadership, productive citizenship, and good character in its members.

To be eligible for membership, students must have attended MMS for at least one full semester, have maintained a 3.5 GPA for all four middle school semesters, and had no more than one level one infractions during their first two years of middle school.

Students will be notified of their eligibility at the beginning of their eighth grade year and will be able to participate in an induction ceremony thereafter. Students will also be given the opportunity to accept or decline the invitation in writing prior to the induction ceremony. After the induction ceremony date, no student can become eligible.

After their induction, members are required to uphold the same standards by which they became eligible. Members must maintain At least a 3.0 for each semester, and receive no more than one level one discipline slip the remainder of their 8th grade year.

Members must attend all meetings and participate in one school wide community service activity per semester as planned and implemented by the Terrific Trojans Honor Society . Members must also participate in 5 hours of individual community service per semester and be able to provide the necessary documentation proving their participation.

Members who fail to maintain the above standards will be placed on probation. If probation is warranted, members will be notified in writing, however, they will still be able to participate in activities during that semester. If a member is placed on probation for a second time during the school year, that student is subject to dismissal and will be notified in writing.

If an officer is dismissed, the TTHS sponsor will appoint a member to fulfill the duties of that office for the remainder of the year.

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End of Day Policies and Procedures

When school dismisses at 2:55, we at McKinley Middle School continue to work hard to keep your child safe. Teachers are stationed at specific areas on the school grounds to ensure your child makes it home safely.

Listed below are specific instructions that your child will need to follow at the end of the day. Please go over these with your child to eliminate any confusion.

Bus Riders

Students riding the bus will report to the gym immediately upon dismissal. Teachers will notify students when buses arrive and then they will board the bus. If a student does not report to the gym, he/she will not be permitted to ride the bus.

Walkers

Walkers are dismissed at 2:55 and leave the building through the front doors. We do not allow students to hang out after school unsupervised. When a student leaves the building as a walker, he/she must leave the property immediately. Students will not be permitted to re-enter the building in order to catch a bus. Please make sure your child knows of his /her after school arrangements before they come to school. The office will not be responsible for getting this information to your child.

Parent Pick-up

We request all parents picking their children up at the end of the school day to park across the street in Maranatha's parking lot. When the bell rings, your child will be dismissed through the front doors. Please make sure your child knows how he/she is getting home before they leave in the morning to eliminate any confusion that may occur at dismissal.

All students must be picked up by 3:20pm. No exceptions.



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MEALS / NUTRITION

At McKinley Middle School all students receive a free breakfast and a free lunch. Parents will not be billed for any meal that a child eats at McKinley Middle School. We do request that students either bring a packed lunch from home or eat hot lunch.

Lunch Time

When weather permits, students will be allowed outside for the last 15 minutes of their lunch. In inclement weather, students will report to the gym during this time.

Snacks

Students are permitted to bring snacks for their break. We also have machines where snacks can be purchased. All snacks must be purchased before school and students must bring change with them to school. The office **WILL NOT** provide change to students.

Energy Drinks

Energy drinks of any kind **are not allowed** at McKinley Middle School. If students bring energy drinks to school, they will be thrown away and disciplinary action may occur.



CODE OF CONDUCT

- 25.01.1 All students enrolled in Kanawha County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.
- 25.01.2 Students will help create an atmosphere free from bullying, intimidation and harassment.
- 25.01.3 Students will demonstrate honesty and trustworthiness.
- 25.01.4 Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- 25.01.5 Students will demonstrate responsibility, use self-control and be self-disciplined.
- 25.01.6 Students will demonstrate fairness, abide by the rules, and will not take advantage of others.
- 25.01.7 Students will demonstrate compassion and caring.
- 25.01.8 Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.
- 25.02.1 All students shall be subject to the provisions of a code of conduct in the following circumstances:
 - 25.02.1.1 While on property owned by Kanawha County Schools.
 - 25.02.1.2 During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance.
 - 25.02.1.3 During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.
 - 25.02.1.4 While a student is in transit to or from school or an extracurricular activity, including transit on a school bus.
 - 25.02.1.5 Offenses against employees of Kanawha County Schools, regardless of time or place.
 - 25.02.1.6 Bomb threats involving Kanawha County Schools property, regardless of time or place.

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CODE OF CONDUCT - cont.

- 25.02.1.7 The consumption of alcoholic beverages or controlled substances, in any amount, prior to school or any school related activity, regardless of place.
- 25.02.1.8 While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by the board of education, RESA or state department of education, or in another facility being used by any of those agencies.
- 25.02.2 Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels of Response to Violations as outlined in Section 25.06 hereof.
- 25.02.3 This policy does not supersede any rights granted to special education students by Federal or State law or other West Virginia Board of Education policy.

25.03 Planning. To ensure understanding of the student code of conduct policy, Kanawha County Schools will develop and implement training at each grade level K-5, 6-8, and 9-12.

- 25.03.1 Discussions in classrooms and at grade level large group meetings will be held at the beginning of the school year to raise the awareness of the different types of Student of Conduct violations and how they are manifested, their devastating emotional and educational consequences, and their potential consequences.
- 25.03.2 Each student will sign an acknowledgement verifying participation in the Code of Conduct training.
- 25.03.3 New students enrolled in the county will be provided with the Code of Conduct information as part of the school's orientation. A copy of the policy will be sent home with each new student.
- 25.03.4 At the beginning of the school year the county's Code of Conduct will be printed in booklet form and distributed to homes in the county's newspapers and schools will send a copy home with each student.
- 25.03.5 Parents of students in grades K-5 and parents of students who are entering middle school or high school for the first time will be asked to sign an acknowledgement verifying receipt of the county's Code of Conduct. The acknowledgements will be returned to school and kept in the administrative office (either principal's, assistant principal's, or counselor's).
- 25.03.6 Multicultural educational programs will be developed and implemented for staff, faculty, and students in grades K-12 to foster an attitude of understanding and acceptance of all individuals.

BULLYING / HARASSMENT

A student will not be permitted to bully, intimidate or harass another student. According to Kanawha County Board of Education Policy C53, bullying, harassment and/or intimidation occurs whenever one or more persons use power to **repeatedly and consistently** inflict physical, verbal or emotional abuse on one or more other persons. There must be **repeated and consistent** negative actions against the person, there must be a physical or psychological imbalance of power between the person who bullies and the target person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying episode.

The effects of bullying, harassment and/or intimidation are:

- placing a student or staff member in reasonable fear of harm to his/her person;
- harming a student or staff member;
- damaging a student's or staff member's property;
- placing a student or staff member in reasonable fear of damage to his/her property; or
- sufficiently inappropriate, severe, persistent, or pervasive actions that create an intimidating, threatening, or abusive educational, social or working environment for a student or staff member.

Any complaints of bullying must be filed with the counselor and the proper forms completed. School administrators will conduct an investigation of all complaints and assign appropriate consequences if the claims are substantiated.

WEAPONS &/OR EXPLOSIVE DEV.

A student shall not supply, possess, handle, use, or threaten to use, or transmit any weapons or any other tool or instrument capable of inflicting bodily injury as a weapon. The “weapons”, “tools”, or “instruments” shall include by way of illustration, but are not limited to, the following: Enumerated items: any loaded or unloaded firearm (i.e. Pistol, blank pistol, signal pistol, starter pistol, Revolver, rifle, shotgun, stun-gun, pellet gun, or bb gun, look alike firearms, etc.): any knife (i.e. bowie, dirt, lock blade, hunting, pen pocket, switchblade, utility, knives of any size): any razor (i.e. Chinese star, nunchaku, dart, etc.): any defensive device (i.e. gas repellent, mace, stun gun, chemical sprays, etc.): or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, axe handles, etc.

A student shall not supply possess, handle, use , threaten to use or transmit any explosive devise or item that ejects or releases a spray, foam, gas, spark, fire, smoke, order, etc. by way of illustration, such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks or any type and size, smoke bombs, stink bombs, any type of home-made bomb, or item which by virtue of it’s shape or design give the appearance of any of the aforementioned (i.e. fake bombs, fireworks, fuse, explosive devices, detonators, etc.)

A student is deemed to be in possession of illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student’s vehicle on school property or on the property being used by the school, at any school function or activity or any school event.

WEAPONS / EXPLOSIVES - cont.

The use, possession or transmittal on school property or any school function or activity of non-facsimile water pistols or matches, is not permitted. However, if such water pistols or matches are not used offensively, then the penalty for violations of this rule shall range from a conference with the student and parent/guardian to a three-day suspension.

A student in violation of the Kanawha County weapons and/or explosive device policy will be suspended and referred to the Office of Student Affairs by the local school administrator. The Director of Student Affairs will make a recommendation to the superintendent for appropriate disciplinary action. In the event the Superintendent makes a recommendation of expulsion and the parents desire an appeal, a hearing will be held before the board of education.

Expulsion is the cessation of all educational services. The period of time that a student may be expelled is limited to the remainder of the semester in which the violation occurs and the following semester.



SEARCH & SEIZURES

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. That individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students.

The following guidelines shall apply to the seizure of items in a student's possession and search of student's property:

- The search shall be conducted by a school official in the presence of an adult witness.
- The student shall be informed of the reasons of the general search except in emergency situations.
- There should be probable cause for the school authorities to believe that the student possesses a specific item – the possession of which contributes to a crime or rule violation.
- If a dangerous weapon or drug is found, the school official shall turn it over to the appropriate law enforcement official for proper disposal.
- Other possessions reasonably determined to be a threat to the safety and security of others may be seized by school authorities.
- Items which are used to disrupt or interfere with the educational process may be removed from student possession.

School principals are authorized for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas or grounds. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action under the terms of this policy



MCKINLEY MIDDLE SCHOOL

STUDENT DRESS CODE

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. The student who fails to comply with this dress code may be sent home and be subject to disciplinary actions.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event. Oversized or baggy clothing, which may present a safety hazard may not be worn.

The school administration shall have the right to consider any current fashion to determine its acceptability for school wear. Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL, this can be obtained from the school administration.

It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the Dress Code, as follows:

- Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered any form of harassment.
- Crop tops, tube tops and halters are unacceptable. Strapless dresses without jackets are unacceptable.
- Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.
- No undergarments, i.e., bras, panties, briefs or boxers may be visible. Also no body parts of a personal or private nature, i.e., buttocks, genitalia or female breasts may be exposed.
- A boy's shirt should cover the entire crown of the shoulder.
- The length of a skirt, dress or shorts must extend to at least the student's mid-thigh.

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STUDENT DRESS CODE - cont.

- Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing which meets the dress code. Any tears, rips or cuts in trousers or pants must be below the knees.
- Students shall wear their trousers or overall properly—the waist at the waist; no sagging.
- All students must wear shoes. Flip-flops, thongs or similar type shoe, which fit between the toes may be worn in middle and high schools.
- Hair should be kept neat, clean, and reasonably styled.
- Any type of head covering is unacceptable.
- Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.
- Chain or spike jewelry is unacceptable.
- Pierced body ornaments are restricted to the ear.
- Tattoos, which would violate this policy if worn as clothing must be covered.
- Pajama / lounge pants are considered unacceptable.

IPad Policies and Procedures

All policies and information within this document apply to all iPads issued at McKinley Middle School through Kanawha County Schools.

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to Ms. Bias between 7:30am and 7:45am daily.

The technology acceptable use policy will apply to the iPad just like any other computer used in the school. Any disciplinary action that includes iPad use will be at the discretion of the administration.

Taking pictures during school hours on your iPad or any other electrical device is strictly prohibited unless approved by a staff member. If pictures are taken of staff members at MMS without their consent, an **automatic 5 day out of school suspension will occur.**

iPads must remain in the safety case at all times. Students are not permitted to write on nor place stickers on their iPad and iPad case. MMS will issue a school label to each student to make iPad identification easy. This label **cannot** be taken off.

iPads are intended for use as an educational tool at school each day. If a teacher is giving an assignment that does not require iPad use, the teacher will provide a safe place for storage in their class. Students will be responsible for keeping the iPad battery charged and will be held responsible for any work missed that day

Students are permitted to use their iPads during lunch and in

the hallway. However, students **will not** be allowed to play games, access social media, listen to music, or chat / message during scheduled instructional time.

If a student leaves their iPad at home, he/she is responsible for completing all class work as if the iPad were present. If the iPad is repeatedly left at home, he/she will be required to turn in the iPad at the end of each day and check it out in the morning from the office.

All screensavers and backgrounds must be school appropriate and follow KCS code of conduct rules. Lock screen codes will be given to students upon dispersal. These codes **cannot** be changed. Lock screen codes will be the last 4 digits of the student's lunch number. If these rules are broken appropriate disciplinary action will be taken.

The purpose of this device is to enhance learning in the classroom. Therefore, all KCS downloaded apps **cannot** be deleted. Students will be able to download personal apps as long as storage permits and they are school appropriate.

MMS and KCS will not be responsible for an iPad left in an unsupervised area. It will be the parents responsibility to replace the iPad. Replacement information and insurance information will be sent home at the beginning of each school year. If your child's iPad is stolen, a police report must be completed within 24 hours of the incident. This list is in no way all inclusive. Please refer to the county handout on iPads for additional information.

Possible consequences for inappropriate iPad use include but are not limited to:

- 1st offense—Warning
- 2nd offense—Grade level designee will keep student iPad for 1-5 days. Student cannot take iPad home during this time period. Student must check the iPad out on a daily basis and return it before the end of the school day until the restriction is lifted.
- 3rd offense—Will be considered habitual violation of school rules and policies and appropriate disciplinary action will occur up to including suspension.

MCKINLEY MIDDLE SCHOOL

AUTHORITY OF TEACHERS

(West Virginia State Code 18A-5-1)

The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes, except that where transportation of pupils is provided, the driver in charge of the school bus or other mode of transportation shall exercise such authority and control over the children while they are in transit to and from the school.

As required by federal law and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Jeane Ann Herscher Title IX coordinator, Kanawha County Board of Education, 200 Elizabeth St. Phone 348-1379; to Jim Mullins, Section 504 coordinator, Kanwha County Board of Education, 200 Elizabeth St., Charleston, WV 25311-2119, Phone: 348-1366; or the U.S. Department of Education, Director of the Office for Civil Rights, Phone: 215-596-6795.

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