

McKinley Classical Leadership Academy

Student and Family Handbook

2024 – 2025 School Year



Dr. La’Ron Haymore, Principal

Dr. Julie Metzger, Assistant Principal (HS)

Dr. Frederick Polkinghorne, Assistant Principal (MS)

2156 Russell Blvd.

St. Louis, MO 63104

Phone: (314) 773-0027

INTRODUCTION TO MCKINLEY CLASSICAL LEADERSHIP ACADEMY

Welcome to the 2024-25 school year at McKinley Classical Leadership Academy (MCLA), a school committed to academic excellence through a learning culture that embraces and fosters a collaborative learning community. We accomplish this goal by seeing and hearing all stakeholders (staff, students, parents, and community partners) and dignify the unique perspectives of our diverse community.

We believe communication and transparency help our community work together effectively, maintains a focus on our core values, and fosters a clear and cohesive commitment to student academic success. This handbook is one of the tools that we use to guide our partnerships with students, parents, and community. Although, information is also shared on our school website, newsletters, and interior digital signage. The McKinley Faculty/Staff/Administration do not endorse, nor do we subscribe to any social media for or about our school.

SCHOOL MISSION, VISION, AND ANNUAL GOALS

MISSION

VISION

SCHOOL YEAR 2024-2025 GOALS

SCHOOL DISTRICT MISSION AND VISION

MISSION

We will provide a quality education for all students and enable them to realize their full intellectual potential.

VISION

St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is recognized as a leader in student achievement and teacher quality.

DIRECTORY

IMPORTANT NUMBERS

McKinley CLA Main Office	(314) 773-0027
McKinley CLA (Fax)	(314) 244-1834
St. Louis Public Schools	(314) 231-3720
Recruitment & Counseling	(314) 633-5200
Gifted Testing	(314) 345-4548
VICC Office (County Students)	(314) 721-8657

SCHOOL LEADERSHIP & SUPPORT TEAM

Title	Name	Room	Email
Principal	L. Haymore	Main Office	Laron.haymore@slps.org
Asst. Principal	J. Metzger	304	Julie.metzger@slps.org
Asst. Principal	F. Polkinghorne	205	Frederick.polkinghorne@slps.org
Instruction Coord.	L. Stortzum	305A	Lisa.Stortzum@slps.org
Social Worker	E. Webb	237	Elizabeth.webb@slps.org
MS Counselor	M. Joshi	141	Meghan.joshi@slps.org
HS Counselor	TBD	321	
School Nurse	R. Johnson	169	Regina.johnson@slps.org
MS Activities	TBD	TBD	
HS Activities	M. Larios	174	Matthew.larios@slps.org
College and Career Counselor	D. Taylor	312	Demetri.taylor@slps.org
Special Education	T. Walsh		Tanya.walsh@slps.org
School Secretary	N. King		Nyla.king@slps.org
Principals' Secretary	R. Jones		Relana.jones@slps.org

WHO TO CONTACT

Academic Concerns

High School

TBD

Middle School

M. Joshi

ADA and 504 Accommodations

R. Jones

Athletics and Clubs

High School

M. Larios

Middle School

TBD

Attendance

N. King

Discipline

High School

F. Polkinghorne

Middle School

J. Metzger

High School or Middle School Appeals

L. Haymore

Personnel Concerns

Assistant Principals

L. Haymore

Custodial

F. Polkinghorne

Food Service

F. Polkinghorne

High School Teachers/Counselors

J. Metzger

Middle School Teachers/Counselors/Librarians

F. Polkinghorne

Office Staff

L. Haymore

Safety and Security Staff

F. Polkinghorne

Special Education

F. Polkinghorne

Substitute Teachers

L. Haymore

Social and Emotional or Basic Needs Concerns

E. Webb

Special Education

Existing services

T. Walsh

Request for testing

(MS) M. Joshi (HS) TBD

Transportation

Concerns with busses, cabs, et. Al.

R. Jones

One-time and permanent Bus Stop Changes

N. King

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GENERAL SCHOOL SCHEDULE

BELL SCHEDULE(S)

In general, school hours are from 7:10am to 2:05pm. Sometimes, the district may schedule school for a half-day schedule. On a half-day schedule, the school follows the first two periods of the General School Schedule. The school operates on an A-day and B-day schedule. In most cases the first day of the school week and the last day of the school week includes a homeroom period.

A-DAY AND B-DAY SCHEDULE

In general, Monday and Wednesday of each week are considered an A-day (Periods 1, 2, 3, and 4) and Tuesday and Thursday are considered a B-Day (Periods 5, 6, 7, and 8). In general, Fridays alternate between an A-day and B-day. An A-day and B-day schedule is available on the school website.

GENERAL SCHOOL SCHEDULE

6:40a	-	Doors to the school open and breakfast service starts
7:00a	-	Bell rings for students to begin moving towards their first class
7:10a – 8:45a	-	Period 1/Period 5
8:45a – 8:50a	-	Passing period
8:50a – 10:25a	-	Period 2/Period 6
10:25a – 10:30a	-	Passing period
10:30a – 12:30p	-	Period 3/Period 7
12:30p – 12:35p	-	Passing period
12:35p – 1:55p	-	Period 4/Period 8
1:55p	-	Bus Dismissal
2:05p	-	Parent Pickup and Walker Dismissal

SCHOOL SCHEDULE WITH HOMEROOM PERIOD

6:40a	-	Doors to the school open and breakfast service starts
7:00a	-	Bell rings for students to begin moving towards their first class
7:10a – 7:40a	-	Homeroom period
7:40a – 7:45a	-	Passing period
7:45a – 9:05a	-	Period 1/Period 5

9:05a – 9:10a	-	Passing period
9:10a – 10:30a	-	Period 2/Period 6
10:30a – 10:35a	-	Passing period
10:35a – 12:30p	-	Period 3/Period 7
12:30p – 12:35p	-	Passing period
12:35p – 1:55p	-	Period 4/Period 8
1:55p	-	Bus Dismissal
2:05p	-	Parent Pickup and Walker Dismissal

HALF-DAY SCHOOL SCHEDULE

6:40a	-	Doors to the school open and breakfast service starts
7:00a	-	Bell rings for students to begin moving towards their first class
7:10a – 7:40a	-	Homeroom period
7:40a – 7:45a	-	Passing period
7:45a – 9:05a	-	Period 1/Period 5
9:05a – 9:10a	-	Passing period
9:10a – 10:30a	-	Period 2/Period 6
10:30a – 10:35a	-	Passing period
10:35a – 12:30p	-	Period 3/Period 7
12:30p – 12:35p	-	Passing period
12:35p – 1:55p	-	Period 4/Period 8
1:55p	-	Bus Dismissal
2:05p	-	Parent Pickup and Walker Dismissal

LUNCH PERIODS (GENERAL AND SCHOOL SCHEDULE WITH HOMEROOM)

6 th Grade Lunch	-	10:40a – 11:10a
7 th and 8 th Grade Lunch	-	11:20a – 11:50a
High School Lunch	-	12:00p – 12:30p

2024 – 2025 STUDENT AND FAMILY CALENDAR



SAINT LOUIS PUBLIC SCHOOLS DISTRICT

2024-2025 Calendar

JULY 2024

4 | Independence Day (District Closed)

AUGUST 2024

5 | Classroom Prep
12 | Back-to-School Pep Rally
15 | Classroom Prep (Half Day)
16 | Classroom Prep
TBD | Site-Based PD
TBD | District PD
19 | First Day of School

SEPTEMBER 2024

2 | Labor Day (District Closed)
13 | Interim Progress Reports for Q1
20 | Site-Based PD/District PD

OCTOBER 2024

11 | Q1 Ends
11 | PD/Recordkeeping (No Students)
14 | Q2 Begins
14-17 | Parent-Teacher Conferences
18 | No Students or Teachers
24 | Wellness Day for Staff at C/PA/CSMB

NOVEMBER 2024

5 | Election Day (District Closed)
11 | Veteran's Day (District Closed)
15 | Interim Progress Reports for Q2
25-29 | Thanksgiving (District Closed)

DECEMBER 2024

20 | End of Q2 and 1st Semester
23-27 | Winter Break (No School, School Staff Only; 12-Month Works)
24-25 | Christmas (District Closed)
30-31 | Winter Break (No School, School Staff Only; 12-Month Works)

JANUARY 2025

1 | New Year's Day (District Closed)
2 | PD/Recordkeeping (No Students)
3 | Q3 Begins/Students Return
20 | Dr. MLK, Jr. Day (District Closed)

FEBRUARY 2025

7 | Interim Progress Reports for Q3
14 | Professional Development
17 | President's Day (District Closed)

MARCH 2025

7 | Q3 Ends
7 | PD/Recordkeeping (No Students)
10 | Q4 Begins
10-13 | Parent-Teacher Conferences
14 | No Students or Teachers
17-21 | Spring Break

APRIL 2025

11 | Interim Progress Reports for Q4

MAY 2025

22 | Last Day of School
22 | Last Day of School for Students
23 | Recordkeeping
26 | Memorial Day (District Closed)

JUNE 2025

TBD | Summer Learning
19 | Juneteenth (District Closed)
169 Student Days
210 Teacher Contract Days
1,090.05 Student Hours

JULY 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2024

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2025

S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2025

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST 2024

S	M	T	W	T	F	S
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Holiday (District Closed)
- No Students or Teachers/Break
- Professional Development (No Students)
- Parent-Teacher Conferences
- Recordkeeping Day (No Students)
- PD/Recordkeeping (No Students)
- No Students

SCHOOL COMMUNICATION PLAN

PARENT CONFERENCES

Parent conferences are scheduled after the first and third quarters using an online sign-up process.

PARENT TEACHER ORGANIZATION (PTO)

P.T.O. is an integral component of the school community. It is an organization that fosters school and community partnerships and relationships to support the student population. Parent participation is welcomed and appreciated. PTO meetings are regularly held virtually, or in the library. See the McKinley School Website (About Us Section) for agendas, minutes, and schedule of meetings.

PROGRESS REPORTS

Progress reports are issued to all students for each subject area every 5 weeks. These special reports are not part of the student's permanent record but are designed to inform parents or guardians of students' academic progress and to foster collaboration on how to best to meet student needs.

REPORT CARDS

Report cards are issued every ten (10) weeks, or four (4) times per year and are sent to the email address on file.

SCHOOL CANCELLATIONS AND CLOSINGS

In case of inclement weather and school closing or cancellation, families will receive a School Reach phone call from the district in addition to announcements on major television (KMOV, KSDK, and KTVI) and radio stations.

SCHOOL REACH PHONE CALLS

The principal will contact McKinley families through the School Reach phone system to share information when needed.

SIS PARENT PORTAL

SISK-12 is an online system utilized by teachers and other staff to report student attendance, grades, and other school related data. Parents and students have full access to this reporting instrument. For additional information on how to access your child's data, please contact the front office @ 314.773.0027.

GENERAL SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

Regular attendance is imperative for student success and for a school or district's accreditation purposes. Section 167.031 of Missouri Law states that school attendance is compulsory for all children to attend school or receive adequate private instruction. Illnesses, death in the immediate family or religious observances are verifiable.

The Missouri State Department of Education includes 90% student attendance as a measurement of school performance. It is expected that all McKinley students will maintain a 90% or higher daily attendance. Failure to maintain 90% daily attendance may result in loss of after school activities (clubs, sports, school dances, etc.) and other school sponsored programs.

ARRIVAL AND DISMISSAL

The instructional day starts at 7:10 a.m. and ends at 2:07 p.m. unless notified.

- Students are NOT allowed in the building before 6:40 a.m. due to safety reasons.
- Students arriving early MUST report to the cafeteria.
- Students should report to their 1st hour class at 7:00 a.m.
- Students arriving after 7:10 a.m. must sign-in at the front office.
- A student leaving for early dismissal will require a note or a phone call from the parent/guardian.
- NO student will be released without parent, guardian or authorized person signing them out in the main office unless they have been approved for off campus courses.

CLASSROOM TARDINESS

The instructional day starts at 7:10 A.M. It is expected that all students will report to all classes and adhere to the bell schedule for each class. Students should be in attendance to every class on-time. To support this goal all students, have 5-minutes to get from class-to-class. Students should report to their class and seek teacher acknowledgement prior to participating in any school activity/event and to notify their teacher in advance if they plan on being late to class.

McKinley employees will reasonably conduct themselves in a manner that does not cause students to be tardy to a scheduled class. After three (3) or more tardy entries to a class, the student may be subjected to disciplinary consequences.

GENERAL ENTRY PROCEDURES FOR ALL STUDENTS

For the safety of our school community, it is required that students pass through the metal detectors when entering the building. To make this a smooth process, students must adhere to the following guidelines:

- Wait patiently for their turn.
- Open their bags before stepping up to the inspection table.
- Remove all metal objects from pockets and person.
- Move politely through the metal detectors and follow directions of adults on duty.
- Report any suspicious items, as defined by the St. Louis Public Schools Student Rights and Responsibilities handbook, to a Safety Officer.

After leaving the security check, students should report directly to the cafeteria. Students are NOT permitted to go to their lockers or to any other parts of the building until the bell rings at 7:00 am.

MIDDLE SCHOOL

Middle School Students enter through the door (Door 12) facing Missouri Avenue. Once entering the doors, students will immediately proceed to our School ID Check-in station and then onto our Safety and Security Screening Station. Once students have completed the screening process, they should report to the cafeteria if it prior to 7:00am or on to the first class of the day after 7:00am.

HIGH SCHOOL

High School Students enter through our main doors that face Russell Avenue. Once entering the doors, students will immediately proceed to our Safety and Security Screening Station and then onto the School ID Check-in station. Once students have completed the screening process and check-in process, they should report to the cafeteria if it prior to 7:00am or on to the first class of the day after 7:00am.

LATE ENTRY

All students entering the school after 7:10am will enter through the front doors of our building (on Russell Street). Students will follow the same standard screening procedures, as if they were entering on-time; however, after 7:15a – the student must report to the main office prior to report to their class and be checked-in for the day.

After a student accumulates three (3) or more late entries, our school social worker will reach out to families to develop a school attendance plan – in addition, students may also

be subjected to the disciplinary process in the assignment of consequences for persistent late entry.

PLANNED AND VERIFIED ABSENCES

Regular and timely attendance is expected; however, we recognize from time-to-time students may need to be absent from school for illness or special events. While all efforts should be made to schedule planned absences outside of school hours, parents and guardians should call the school office (314-773-0027) or email the school attendance clerk to report/verify all absences.

THIS SPACE INTENTIONALLY LEFT BLANK

EVENT AND SPECTATOR POLICY

UPDATED EVENT SECURITY POLICY

We reserve the right to deny entry to any event to any person not complying with this policy.

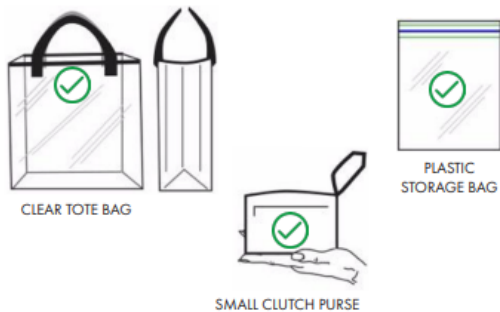
SEARCHES

- All participants and attendees will be wanded, including staff.
- We reserve the right to inspect all items entering our facilities.

PERMITTED BAGS

- Only clear bags will be allowed. The maximum size is 12 inches x 12 inches x 6 inches.
- The only additional bags that will be allowed are small clutches no larger than 4.5 inches x 6.5 inches that fit in a hand. They will be hand-checked.
- Medical exceptions will be considered on a case-by-case basis.
- All bags will be searched, no exceptions.

APPROVED BAGS



OTHER PROHIBITED ITEMS

- No outside food or drink will be allowed.



ENTRY AND EXIT

- Once you exit the event, re-entry will not be allowed.



SPECTATOR POLICY

The following are guidelines for all spectators to promote positive sportsmanship:

- Spectators will respect all coaches, umpires/officials, administrators, and other spectators
 - Do not engage in physical or verbal intimidation, or abuse towards any player, official, umpire, coach, or spectator
- Spectators must always remain off the playing surface, including during halftime
 - Respect all facilities and equipment
- Spectators should remain in their designated seating section
 - Comply with any directives from facility supervisors, administrators and/or event staff
- Spectators will cheer for their team in a positive manner
 - Do not use disparaging remarks towards the other team(s)
- Spectators will:
 - Not use artificial noisemakers
 - Remain fully clothed
 - Not throw any objects into stands or onto event surfaces
- Spectators will clean up after themselves
 - Clean up after themselves and dispose of trash properly, whether at a school gymnasium, an outdoor field, or another venue

Failure to comply with expectations could result in denial of admission or removal from sporting events.

All attendees acknowledge and agree to be positive examples for our scholar-athletes and accept responsibility for their actions as participants and spectators of athletics with Saint Louis Public Schools.

*Policy goes into effect Saturday, Aug. 31, 2019.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC HONOR ROLL

It is an expectation for students to value their education privileges. Students should strive to do their academic best. Students are recognized for 4.0, 3.5, and 3.0 grade point averages.

ACADEMIC INTEGRITY

Students are encouraged to work to their fullest potential and do their best at all times. Parents will be notified if student is considered to be cheating, and disciplinary action will be taken by the teacher and administration.

- Students who permit the usage of their work by others, may be considered to be cheating
- Students who misrepresent the work of others as their own, may be considered to be cheating
- Students found to be cheating may receive a failing grade for the test or assignment in question

ACADEMIC SUPPORT

If your child is experiencing academic difficulties or in need of additional instruction, teachers are available to provide extra support. Students should see their teacher and make an appointment to schedule a help session. Students should not hesitate to ask for help. If additional support is needed, parents should contact the teacher first, then school counselor or the administrative team to determine next steps where needed.

Grading System

- 90-100 = A
- 80 – 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 59 and below = F

BOOKS AND RESOURCES

The St. Louis Board of Education provides an iPad or laptop and online textbooks and print-based textbooks to McKinley students at no cost. Students have the responsibility to care for these instructional materials and resources, damages to these items may result in students being subjected to a fine.

GRADE-LEVEL FIELD TRIPS

Field trips are a means of helping students explore and draw meaning from the environment in which they live and play. Each Grade Level will participate in at least one field trip per academic year.

HOMEWORK

McKinley embraces the district initiative and policy governing homework. It is the policy of the St. Louis Public Schools that teachers regularly assign homework that enhances the educational development of students. Homework is an essential and required part of the student's total educational program, it broadens and extends the principles, concepts, and information taught and learned in the classroom.

SCHOOL-BASED ACADEMIC AND PERFORMING ART EVENTS

Students at McKinley may enter the following school-based competitions, including but not limited to:

- The McKinley Classical Leadership Academy Science Fair
- Fall Musical
- Spring Choir Performance
- Spring Dance Performance
- Spring Band Performance

SUPPORT SERVICES AND AFTER SCHOOL ACTIVITIES

AFTER-SCHOOL ACTIVITIES

We believe students' participation in extracurricular activities can help enhance academics, physical development, and or social skills. Students participating in after-school activities develop school spirit, cooperation, and strengthen the school culture and/or community. Options for activities change from time-to-time based on student interest and the availability of faculty/staff sponsors and/or coaches. We provide a variety of extracurricular opportunities, as shown on our website.

EXPECTATIONS

- Students who choose to participate in after-school activities should follow the guidelines set by the faculty in charge and the school.
- Student must report to the auditorium directly after school when dismissed from class.
- Student must be listed on roster of sport or activity to stay.

- Student must stay with faculty sponsor until the activity bus departs.
- Students are not allowed to leave the school grounds after school for any reason. If students leave without permission, they may not return later to ride the after-school bus home or participate in school activities.
- Students must plan with parents in advance and return a written participation slip when they plan to stay after school.

TRANSPORTATION

Middle School transportation is provided Tuesday through Thursday and High School transportation is provided Monday thru Friday

AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION AND 504

Requests for students to be considered for access support or to annually renew an existing ADA 504 plan should be sent to the School Nurse.

COUNSELING

Two full time school counselors are on staff at McKinley CLA. The school counselors provide individual and group counseling, coordination of resources for students, and consultation with teachers for individual student needs. Teachers and parents may request that the counselors see a student or students may refer themselves. The counselors can assist students with interpersonal conflicts, work and study habits, social and emotional growth.

FOOD SERVICE

A nutritious breakfast and lunch are served daily at McKinley at no cost to parent(s) or guardian(s). Students access their meal accounts using a PIN number which is given during the first week of school. NO outside fast food is allowed to be brought to school by parents or ordered for delivery by students or parents. This is due to state regulations which affect funding. Students are only allowed to bring a lunch from home.

SCHOOL NURSE / HEALTH CENTER

The school nurse provides medical-related services for students, such as (but not limited to) medication administration and access accommodations (elevator passes, excuses for participation in physical education activities, other related needs). Students must notify a classroom teacher, including during pass time, prior to going to the nurse for assistance.

EMERGENCY AUTHORIZATION AND HEALTH INFORMATION

Parents/Guardians must annually update Emergency Authorization and Health Information

IMMUNIZATIONS

Parents are requested to have all immunization records updated before the school year begins and as needed thereafter.

MEDICATION ADMINISTRATION

Students must not carry, keep, or distribute any medication [including, but not limited to pain relievers, allergy treatment, nausea medication). Except for the building principal and their authorized delegate, the nurse is the only person authorized to administer medication to a student.

OVER THE COUNTER MEDICATION

- A signed consent form must be on file with the nurse.
- Parents must bring the medication to the nurse.

PRESCRIPTION MEDICATION

- A doctor's note with administration directions must accompany the medication.
- Parents must bring the medication to the nurse.
- The medication must be clearly labeled in its original container.

SCHOOL RELEASE FOR MEDICAL PURPOSES

Students are unable to be released from school for medical related issues without communication between the nurse and parent/guardian.

SOCIAL SERVICES

The Social Worker is the liaison between the school and community services agencies and is available for parents and students who need special services related to food, shelter, and clothing. The social worker also contacts the homes of students who are excessively absent or tardy, which may result in conflict resolution sessions.

SPECIAL EDUCATION

McKinley has a full-time case manager dedicated to assisting with eligible student needs. Questions regarding IEPs should be referred to the school SPED Case Manager. Referrals for consideration for SPED services should be made to the school-level counselor (Middle School or High School). Concerns should be sent to the School SPED Administrator.

TRANSPORTATION

CONDUCT AND SAFETY

Students must conduct themselves in a manner conducive to safety, always, while using district provided transportation. Students must conduct themselves in an appropriate manner, including but not limited to:

- Failure to follow these rules or other rules as specified in the SLPS Students Rights and Responsibilities Handbook, may result in disciplinary action.
- Keeping arms, legs, and/or head in the bus
- Not littering or vandalizing
- Not scuffling, fighting, or play fighting
- Not throwing objects from windows
- Not using profane or foul language
- Showing respect to the bus driver and other passengers.
- Staying seated
- Talking quietly

PERMANENT, TEMPORARY, AND ONE-TIME CHANGES TO APPROVED BUS STOPS

Parents must notify the main office in case of address change or bus/stop request is needed. The student should provide a parent note to the main office that includes the bus route, stop they wish to get off at, their name, address & phone number for verification. Students who have made arrangements to ride home with another student, may request a temporary bus letter from the office before noon on the day that they wish to ride a different bus or use a different bus stop.

BEHAVIOR EXPECTATIONS AND DISCIPLINARY CONSEQUENCES

All students are expected to always display appropriate behavior. St. Louis Public Schools has established the Uniform Code of Conduct for Students. Students will receive a copy of this document to be reviewed and signed by parent or guardian. The Code requires and specifies penalties for Type I (Illegal/Life Threatening), Type II (Very Serious Misconduct), Type III (Most Common), Type IV (Bus) and Technology (Types I, II, and III). Parents and students should acquaint themselves with the consequences for these actions. Please keep the Student Rights and Responsibilities related to the conduct booklet for reference throughout the school year.

McKinley Classical Leadership Academy (MCLA) will reinforce the policies and procedures set forth by the St. Louis Public Schools' handbook for all students. McKinley reserves the right to implement additional behavior interventions set forth by each classroom teacher and administration.

DISCIPLINARY CONSEQUENCES

Disciplinary consequences are administered and aligned with the St. Louis Public Schools Student's Rights and Responsibilities Handbook.

PARENTAL APPEARANCE NOTICE

Principals shall request parents to come to school for a conference when behavior or other conditions are interfering with a student's progress. Parents shall be expected to attend such conferences.

The principal shall send written notice to require the parent's presence at school, and may suspend a student from school to secure the necessary cooperation of the parents for a period not to exceed ten (10) days.

IN-SCHOOL REFLECTION

This method of suspension is an initiative of the district to eliminate or decrease the number of out of school suspension. McKinley will participate in this suspension process. ISS will be given based on the student misconduct and under the discretion of the principal and assistant principals ONLY.

OUT-OF-SCHOOL SUSPENSION

McKinley will participate in this suspension process. ISS will be given based on the student misconduct, in alignment with the Student Code of Conduct, and under the discretion of the principal and assistant principals ONLY.

AFTER-SCHOOL-DETENTION (ASD)/LUNCH DETENTIONS

ASD/lunch detention provides students with a quiet, safe and structured environment to self-reflect. Students are placed in ASD for excessive tardiness to class and other minor infractions for which an administrator will assign in lieu of ISS/OSS. During detention, students are able to conference about their choices and review where they are academically and ways to improve. Students and parents will be notified of after school detentions and/or lunch detentions.

DRESS CODE

All students are expected to wear appropriate school clothing and to be neat, clean, and modest. The decision of cleanliness and modesty rests with the school principal and/or his/her delegates. Violations will result in disciplinary action and/or alternate clothing will be provided by the school. Examples of items that are strictly prohibited, include but are not limited to (a) items advertising drugs, alcohol, tobacco or cannabis products, (b)

pajama and pajama-like clothing, (c) clothing that reveals private areas (e.g., breasts, butts, genitals) or undergarments, (d) clothing that sags and could impair student safety, or (e) clothing that contains obscene or suggestive words or pictures.

NO CELL BELL-TO-BELL POLICY

Students are prohibited from using mobile phones during class time, from the moment the bell rings to begin class until the bell rings to dismiss class.

The use of phones for any purpose, including texting, calling, social media, gaming, or internet browsing, is strictly prohibited during instructional time (including restroom breaks during class). Students may use their phone during passing periods, lunch, and with teacher permission. Students should be mindful that on-time attendance to class and late arrival will result in a tardy mark to classes.

Consequences for Violation:

First and Second Instances: Upon the first instance of phone usage during prohibited hours, the student will receive a verbal warning from their teacher. A second instance will result in a parent contact via email and/or phone.

Third Instance: The student will be assigned a lunch detention to be served within three days of the violation. During this detention, the student will reflect on the importance of adhering to the school's policies and guidelines (the student is required to eat their lunch in the detention room). The teacher will email the parent notice of the lunch detention.

Fourth Instance: The child will be referred to an administrator, their phone will be confiscated, and the parent/guardian will be required to come to the school to retrieve the student's phone.

FACILITIES

AUDITORIUM AND GYMNASIUM

Students must follow all safety precautionary, only use facilities when permitted, and only bring food or drink when permitted.

CAFETERIA

All students have an assigned 30-minute lunch. Students must be in the cafeteria during their assigned lunch and will not be permitted to leave without a pass from a teacher or an adult on duty. NO outside food is allowed in the cafeteria, except for homemade lunches, due to state regulations. If the weather permits and at the discretion of the assigned lunch duty faculty, students may go outside during each lunch. Students are expected to conduct themselves in a fair and ethical manner in the cafeteria, including but not limited to:

- Following café and line procedures
- Memorize your “PIN” and only use it for yourself. Do not share your number with others
- No food or beverages may be removed from the cafeteria.
- Students may not go back upstairs during lunch without a note from a teacher.
- Throwing away your food and wrappers, prior to going outside or exiting the cafeteria.

LOCKERS

All student lockers are the property of the St. Louis Public Schools. The schools district retains the right to inspect lockers for any reason at any time. Parents and student(s) will be notified immediately in the event the administrative team needs to gain access to a locker.

- Do NOT share codes
- Do not share or exchange lockers without permission
- Each student will be assigned a hall locker
- If you have trouble with a lock or a locker, notify the Main Office.
- Keep your locker clean and organized. DO NOT leave food and/or drinks in locker overnight.
- Large musical instruments, which will not fit in lockers, should be stored in the music room.
- Locks should be locked at all times or the school is not responsible for missing items.
- No stickers are allowed on lockers, but temporary decorations for birthdays are acceptable. Please remove birthday decorations by the end of the school day.
- Students are not allowed to use lockers during instructional time, unless permitted by staff
- Students are responsible for furnishing locks, Master Locks are recommended

PROHIBITED ITEMS

Water guns, pets, skateboards, glass containers, and other items that could be considered a nuisance and a safety hazard are not permitted on the playground or at school.