

# McKinley School

## 2024-2025

### Student/Parent Handbook



McKinley School  
www.mckinleymustangs.org  
820 N. 31<sup>st</sup> St., Billings, MT 59101  
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Nicole Trahan, Principal  
[trahann@billingschools.org](mailto:trahann@billingschools.org)

August, 2024

Dear McKinley School Families,

The purpose of this Parent/Student Handbook is to familiarize you with some of the procedures, routines, and beliefs of McKinley School. Please keep this copy as a reference throughout the 2024-2025 school year.

First of all, welcome to the McKinley family. We take pride in providing your child with the best possible educational program. We feel strongly in the importance, worthiness, and unique qualities of every student. The staff at McKinley is here to serve you and your child. All of our teachers are highly qualified to teach and will do their best to provide instruction based on the needs of your child.

At McKinley School, we believe that cooperation between home and school will lead to a successful school experience for students. You are encouraged to maintain regular contact with your child's teacher, attend parent meetings, and attend regularly scheduled conferences. We have a wonderful Parent Teacher Organization that is always looking for additional members.

This year we have added an assistant principal, Mrs. Kaitlin Elliott, to our staff. She will be here 2 and a half days a week and will be able to assist with any questions or concerns you may have.

As your principal, I am always available to meet with you regarding your child. Please feel free to ask questions and share any concerns you may have. I will be happy to adjust my schedule to visit with you. I know you are going to like McKinley School.

Sincerely yours,

Nicole Trahan  
Principal



## District Policies and Procedures

Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees.

In addition, the assurances afforded by district policy will be provided to you by district administration and staff. Both rules and assurances are contained in the district's Student/Parent Handbook.

The following policies and procedures are found in the district's Student/Parent Handbook. In addition, they can be located by accessing the district's website at [www.billingsschools.org](http://www.billingsschools.org) and clicking on District Policies.

**Contents of Student/Parent Handbook of Board Policies and Procedures**  
*(Please find the following policies, procedures and forms in the district's Student/Parent Handbook.*

### **3120:** Attendance Policy

**3120-P1:** Compulsory Attendance

**3120-P2:** Student Attendance

### **3125:** Education of Homeless and Children in Foster Care

### **3130:** Temporary School Closure

### **3141:** Discretionary Nonresident Student Attendance Policy

**3141-P1:** Discretionary Nonresident Student Attendance Procedure

### **3145:** Foreign Exchange Students

**3145-P1:** Foreign Exchange Students

### **3150:** Part-Time Attendance

**3150-P1:** Part-Time Student Enrollment

### **3200:** Student Rights and Responsibilities

**3200-P1:** Student Due Process Rights and Responsibilities

### **3201:** Student Freedom of Expression

### **3202:** Student Publications

### **3203:** Student Dress

**3203-P1:** Student Dress-Gang Activity or Association

- 3204: Searches and Seizure**
  - 3204-P1: Searches of Students and Their Property**
  - 3204-P2: Video Surveillance**
  - 3204-P3: Video Surveillance-School Buses/Vehicles**
- 3205: District-Provided Access to Electronic Information, Services and Networks**
  - 3205-P1: District-Provided Access to Electronic Information, Services and Networks for Students**
- 3210: Harassment, Intimidation, and Bullying**
  - 3210-F1: Harassment, Intimidation, and Bullying Incident Reporting Form**
- 3220: Equal Educational Opportunity**
- 3230: Non-Discrimination and Anti-Harassment**
- 3235: Student Drug and Chemical Use and Abuse**
  - 3235-F1: Activities Participation Agreement**
- 3240: Tobacco Free Schools**
- 3250: Gun-Free Schools**
- 3255: Bomb Threats and Threats of Hazardous Substances**
- 3300: Student Discipline: Consequences for Violations of Student Code of Conduct**
- 3350: Student Discipline: Due Process**
  - 3350-P1: Detention**
  - 3350-P2: Suspension and Expulsion**
  - 3350-P3: Discipline Procedure for Special Education Students**
  - 3350-P4: Discipline Procedure for 504 Students**
- 3410: Student Health**
  - 3410-F1: Student-Athlete & Parent/Legal Guardian Concussion Statement**
  - 3410-P1: Concussion Management Procedure**
- 3416: Administering Medicines to Students**
  - 3416-P1: Administering Medicine to Students**
  - 3416-P2: Documentation for Parent Designated Volunteer to Administer Glucagon**
- 3417: Communicable Diseases**
  - 3417-P1: AIDS/HIV Procedure**
  - 3417-P2: Head Lice Guidelines - A Child Friendly Team Approach**

## **3431: Emergency Treatment**

### **3431-F1: Medical Emergency Notification**

## **3520: Student Fees, Fines, and Charges**

## **3600: Student Records**

### **3600-F1: FERPA Annual Notification**

### **3600-F2: Form Letter to Parent**

### **3600-F3: Form Letter to Montana Schools - Withhold Records**

### **3600-F4: Form Letter to Montana Schools - Obligation Met**

### **3600-P1: Maintenance of School Student Records**

### **3600-P2: Challenges to Student Records - Hearings**

### **3600-P3: Withholding Records for Unmet Financial Obligations**

### **3600-P4: Student Record Safeguard List**

### **3600-P5: Special Education Records**

## **3606: Transfer of Student Records**

### **3606-F1: Records Certification**

## **3608: Receipt of Confidential Records**

## **Parental Concerns About Content and Request for Opt-Out or Alternative Assignment**

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum. In addition, students may have access to numerous optional resources such as a book club or a teacher's classroom library. Billings Public Schools continues to follow Montana laws which state that parents have the right to request and opt-out for topics of human sexuality, or those that offend the parent's beliefs or practices. Objections to lessons and/or materials must be brought to the teacher's attention first through a conversation to see if the objections can be resolved by providing more information about the lesson and the intended learning objectives. If after the dialogue an opt-out or alternative is requested, then that request will be submitted in writing using the District Alternative Material Request Form. If an objection is submitted, the teacher will then work with their building principal to select an alternative option from the appropriate course/grade level guidelines to provide the student with an independent study opportunity as allowed by state law and local policy. Those independent study opportunities will be in line to the level (resource, lesson, unit, course) of which the parent is objecting. If you have any questions or concerns, please contact your student's teacher and/or principal for more information. The District Alternative Material Request Form can be found at the following weblink: <https://bit.ly/44gjUe4>

**McKinley School Daily Schedule 2024-2025**

7:50-8:10am	-----	Breakfast
8:15am	-----	School Begins
		Kindergarten
11:15-11:35	-----	Lunch
11:35-11:50	-----	Recess
		1st Grade,
11:30-11:50	-----	Lunch
11:50-12:05	-----	Recess
		2nd Grade, IL
11:40-12:00	-----	Lunch
12:00-12:15	-----	Recess
		3rd Grade, IL
11:45-12:05	-----	Lunch
12:05-12:20	-----	Recess
		4th Grade
12:05-12:25	-----	Lunch
12:25-12:40	-----	Recess
		5th Grade
12:05-12:25	-----	Lunch
12:25-12:40	-----	Recess
2:15pm	-----	K-3 Dismissal
3:00pm	-----	4-5 Dismissal

**Wednesday (Early Dismissal)**

1:15pm	-----	K-3 Dismissal
2:00pm	-----	4-5 Dismissal

**OFFICE HOURS**

McKinley School Office hours are from 7:30 am - 3:45 pm Monday - Friday  
The main office is located on the north (9<sup>th</sup> Avenue) side of the building.

## 2022-2023 McKinley School Staff

Nicole Trahan	Principal
Kaitlin Elliott	Assistant Principal
Page Edwards	Secretary
Amy Boyer	KinderREADY
Talia	KinderREADY
Whitney Kimpton	Kindergarten
Naomi Miller	Kindergarten
Alivia Powers	Kindergarten
Chelsea O'Neil	1 <sup>st</sup> Grade
Bailey Rheaume	1 <sup>st</sup> Grade
Paula Simcox	1 <sup>st</sup> Grade
Kim Johnson	2 <sup>nd</sup> Grade
Denise Schwarzkoph	2 <sup>nd</sup> Grade
Melissa Boeck	3 <sup>rd</sup> Grade
Erika Schaff	3 <sup>rd</sup> Grade
Joseph Kamps	4 <sup>th</sup> Grade
Carolyn Tolton	4 <sup>th</sup> Grade
Aleta Carpenter	4 <sup>th</sup> /5 <sup>th</sup> Grade Combo
Matt Santala	5 <sup>th</sup> Grade
	Nurse
Justine Fletcher	Resource Teacher
Connie Duneman	Title I Interventionist
Misty Larsen	Title I Interventionist/ IIS
Rhonda King	Title I Interventionist
Kim Pohle	Title I Interventionist
Sarah Roe	Instructional Para
Trish Venzie	Instructional Para
	Instructional Para
	Instructional Para
Tiah Davenport	Primary Life Skills
Courtney Vagner	Intermediate Life Skills
Kelsey Slotsve	Special Needs Assistant
Lily Holman	Special Needs Assistant
Lynn Knudsen	Special Needs Assistant
Ellen Billie	Special Needs Assistant
Jennifer Castro	Special Needs Assistant
	Librarian
Caitlin Hraban	Counselor
Dylan Parra	Psychologist
	Speech
Jacob Pertuit	Health Enhancement
Elizabeth Fisher	Art
Emily Harris	Music
Tim Schaff	Head Custodian
Jim O'Malley	Custodian III
Tiffany Brown	Custodian I
Arlene Yost	General Duty Aide
	General Duty Aide
Amber Daem	General Duty Aide/Crosswalk Guard
Kimiko DiLorenzo	Crosswalk Guard

### Behavioral Expectations

The word discipline comes from the Latin root which means to teach. Our expectations are designed to teach and reinforce positive, safe behavior in the school setting. The expectations are intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at McKinley School.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

### Code of Respect

Respect must be a shared pursuit. This means that students will be shown respect from all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

### Students' Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take away that right from our students.

Therefore, it must be understood that:

1. Courtesy and respect will be extended to all peers and teachers;
2. Students will act in a safe manner at all times;
3. Students will be open-minded towards education;
4. Language will be positive and name-calling is unacceptable; and,
5. Tolerance for individual differences, talents, and choices will be shown.

## EXPECTATIONS

### ACADEMIC:

- We expect everyone to learn at high levels.
- We expect everyone to be at school everyday and arrive on time.
- We expect everyone to be prepared and ready when school begins.
- We expect everyone to complete all tasks, activities and assignments.

### BEHAVIOR:

At McKinley School, everyone is expected to:

- Be Respectful (Follow Directions in 5–10 seconds)
- Be Responsible (Arrive on time with all of your materials)
- Be Safe (Keep hands, feet and objects to yourself)

### SOCIAL:

- Everyone will develop their abilities to become responsible members of their class, school, and community.
- Everyone will interact respectfully with students, staff, and guests of McKinley School.

### BUS STOPS:

To ensure student safety at bus stops, everyone is expected to:

- Keep your hands and feet to yourselves.
- Communicate respectfully with students and adults.
- Respect the property of families who live near the bus stop.
- Make smart choices.
- When crossing the road, always cross in front of the bus.

### BUSSING:

To ensure student safety on the bus, everyone will:

- Follow directions from the driver quickly.
- Keep your hands and feet to yourselves.
- Remain in your seat until the bus stops at the school or bus stop.
- Communicate respectfully with all students and adults.

*(Students who do not follow these expectations may lose the privilege of riding on the bus)*

## **STUDENT SUPERVISION**

At McKinley, breakfast Supervision begins at 7:50 a.m. **Students are NOT allowed on campus before then.**

At dismissal, students are expected to leave the school grounds immediately. **Since supervision is not available, younger students may not remain at school for older siblings.**

McKinley will be host to a Boys and Girls club. For information about the Boys and Girls Club please call 406-245-4457.

## **EARLY DISMISSAL / STUDENT CHECK OUT**

**All students who need to leave during the school day must have a parent or authorized person check them out at the office before they are released.** Students will only be released to parents and those listed on the contact list. Parents must notify the school for others to check out the student. All students will remain in class until they are checked out.

**VISITATIONS** Parents, grandparents, and legal guardians are all encouraged to visit our school. Please use the front door of the school only, and sign in at the office before going to a classroom. When you sign in, you will be given a visitor's sticker, which you must wear. When you drop your child or children off in the morning or pick them up at the end of the day, you do not need to sign in. However, we ask that you remain in the lobby area at the front office.

With regard to classroom visits, we welcome and encourage your participation in our school. However, please remember that no one works well with someone watching his or her every move, so your consideration with regard to the frequency and length of your visits will be appreciated. In addition, your confidentiality is necessary specific to students and staff. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of McKinley will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

## **PRINCIPAL ACCESS**

As your principal, I want your child to be successful at school. Please call me, Nicole Trahan, at 281-6212, or email me at [trahann@billingssschools.org](mailto:trahann@billingssschools.org) if you have a question or a concern. Feel free to stop by the school to see me, if necessary. I will be happy to adjust my schedule to visit with you, and I'll do my best to help

you. You may also contact our assistant principal, Kaitlin Elliott, at 281–8421, or by email at [elliottk@billingssschools.org](mailto:elliottk@billingssschools.org).

### **ATTENDANCE**

In the case of an absence, please notify the school by 9:00 a.m. by calling **281-6212**. We want to know that your child is safe and that you are aware of your child's absence. If you do not have a phone, please make arrangements to let the school know by other means. If we do not receive notification, you will be contacted by our automated calling system.

### **TARDY POLICY**

In order to protect the integrity of the school day, we need your support in ensuring the academic progress of your child by making sure your child gets to school on time each and every day. Being on time for school is very important. We expect our students to be in class and ready when the bell rings at 8:15 am. Students who arrive late, regardless of the reason, cause a disruption in learning time.

### **IMMUNIZATIONS**

State law requires the following immunizations to be completed for school entry with documentation provided to the school:

- DPT - 4 doses, one after 4<sup>th</sup> birthday, 1 dose 7<sup>th</sup>-12<sup>th</sup> grade
- Polio - 3 doses, one after 4<sup>th</sup> birthday,
- MMR - 2 dose, after first birthday, and 1 dose before entering kindergarten, and
- Tdap/Td Booster - 1 dose, prior to entering 7<sup>th</sup> grade.
- Varicella - 2 doses or Medical documentation of having Chicken Pox

These can be acquired at Riverstone Health Clinic, through your local physician, or [www.immunization.mt.gov](http://www.immunization.mt.gov) .

**\*\*It is very important that school records include current home and work phone numbers. *Be sure to advise us of all allergies, chronic illnesses, and serious physical or emotional problems your child may have.***

### **MEDICATIONS AT SCHOOL**

All medicine (including Tylenol, Advil, etc.) must come to the school office in the original medicine container and be accompanied by a release form signed by the parent or physician. All medicines are locked in the office and students must report to the office to take their medicine under proper supervision.

### **BREAKFAST/HOT LUNCH**

All McKinley students receive free breakfast and lunch. Breakfast begins every morning at 7:50 a.m. in the lunchroom. **We love to have parents join their child for lunch.** We only ask that you notify the lunch clerk; at 281-6472 by 9:00am. See page 6 for the lunch schedules.

### **NOON RECESS**

In grades K-5, students receive 35 minutes for recess and lunch break to meet state requirements for student hours. The students have approximately 15 minutes of recess and 20 minutes to eat. General Duty Assistants (GDA) will supervise children and promote positive play. All GDA's are aware of school policies and playground safety. Our lunchroom GDA's are members of our McKinley staff and deserve the same respect as any faculty member. We rely heavily on parents promoting good sportsmanship and positive peer interactions.

### **SAFETY**

**Crosswalk Guards:** Guards are on duty before and after school. Students are expected to utilize the crosswalk at all times. Crosswalk Guards are positioned at the following locations from 7:45am - 8:15am and 2:15pm - 3:15pm:

- 9<sup>th</sup> Ave North @ North 32<sup>nd</sup> Street
- Bus Loop on North 32nd

**Fire/Crisis Drills:** Emergency evacuation drills will be held regularly throughout the school year. When the alarm sounds or signal is given, students will leave the room in an orderly fashion. These drills are practiced to save lives in case of a real emergency. They have a serious purpose and no "horseplay" will be tolerated.

### **Crisis Response/Preparation:**

- **Always fill out the Student Information Forms** that are in your Powerschool Parent Portal online. If you need assistance filling these forms out, please contact the office. The information on these forms will be used in emergencies. (Please note that only those people listed on the forms will be allowed to pick up your child at a Parent/Student Reunification.)
- **Always inform your child's school of any phone number changes**, as the numbers on the forms will be the numbers called in an emergency. If you do not fill in a phone number, communication between you and the school may be delayed. It is especially helpful to identify which two phone numbers you want called first, as these numbers will be used by our district's computerized telephone system.
- **Always notifying the school of any pertinent health information** about your child. This information will be helpful if your child is in need of emergency medical attention.
- **Refrain from going directly to your child's school during an emergency**, until you are notified that it is safe to do so. Although this is a parent's

first instinct, several extra panicking people will disrupt the response procedure that staff and students have been trained to follow, possibly creating additional safety hazards for everyone involved.

- **Refrain from taking your child** from a line that is walking to another location. This action will disrupt the procedure and interfere with student accountability at the relocation site. Instead, follow the instructions you receive on where to meet your child.
- **Arrive at a Parent/Student Reunification station, with a picture ID ready to show.** Although many school staff will recognize you, there may be volunteers who are helping with this process. Please share this information with any person you've listed as having permission to pick up your child.

### **Bicycles:**

1. Wear a helmet, it's the law
2. No passengers
3. Walk when crossing intersections
4. Lock bicycles to the bike racks
5. Walk bicycles when on school grounds and adjacent sidewalks
6. Parents will be contacted if students cannot ride responsibly.

**Scooters/Roller Blades/Skateboards:** McKinley School does not support nor discourage the notion of using these devices as means of transportation to school. However, rollerblades, "heelies" etc. may not be used on school grounds. All scooters, skateboards, and rollerblades are stored at the bike rack or in the student's backpack. Walk scooters when on school grounds and adjacent sidewalks.

### **Toys:**

Toys, stuffed animals, cards such as Pokemon are not allowed at school or must remain in the student's backpack for the duration of the school day. The school district strongly discourages students from bringing toys to school due to the risk of theft. The school district is not responsible for lost or stolen items. Other items brought to school used as toys will be confiscated.

### **REPORTING PERIODS AND CONFERENCES**

Parent-Teacher Conferences are held in early November for all students. Parents who wish to conference at any time during the year are invited to call the classroom teacher.

Formally scheduling a meeting with a teacher to discuss concerns is the **best** way to address issues. Teachers are busy before and after school preparing for instruction, fulfilling outside supervision, attending meetings, etc. so a "drop in" talk isn't as constructive as a planned meeting. Please be considerate of a teacher's schedule and the demands of their job.

Grades for 4<sup>th</sup>-5<sup>th</sup> grade students can be reviewed regularly on PowerSchool for parents and students who have set up an account. Passwords and set up instructions will go home with the first Mid-Term.

### **ASSEMBLIES / FIELD TRIPS**

At all times, student behaviors should be refined and courteous. An indication of the cultural level of our school is the conduct of our student body at an assembly or field trip. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct may lead to exclusion from these events.

Included in the online "Annual District Policy and Permissions Sign Offs" is a "Field Trip General Permission" form which must be approved in order for students to participate in off-campus field trips. This gives the school permission to take your student off the school premises for curriculum related field trips. Additional letters will go home before each trip informing you of the details of each trip.

### **BIRTHDAY TREATS AND SPECIAL OCCASIONS**

Birthdays and special occasions can be acknowledged in the classrooms. A reasonable treat for each member of the class, passed out at the end of the school day is acceptable. Please do not plan activities or events that would be disruptive to the learning process.

Items may be released to students at dismissal. (Ex. Balloons, flowers etc.) To avoid hurt feelings, we ask that you send invitations for parties, **directly to the homes** rather than distributing them at school.

### **LOST AND FOUND**

Make sure that all articles brought to school are labeled appropriately with your child's name. Unclaimed items are boxed and given to local charities several times throughout the year.

### **Telephone**

Please take time to communicate with your child at home before and after school. Parents may call the school to give messages in the case of emergencies or a change in end of the day plans. **ALL** student messages for changes to the end of the day procedures, such as who is picking up or who is not riding the bus, need to be called in **BEFORE 1:30pm**. **Calls received after 1:30pm are not guaranteed to get to the student in time for dismissal. On early-out days, calls must be received by 12:30 in order to be delivered to the students in time.** Student use of the phone is limited to school-related business only.

### **CELL PHONES, CELL WATCHES & OTHER COMMUNICATION DEVICES**

Student cell phone usage on school grounds is governed by our District "Acceptable Use Policy 3205". Cell phone usage is not allowed during school hours. Cell phones should remain off and in the student's backpack during the school day. The school district strongly discourages students from bringing portable electronics such as iPads, iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft. The school district is not responsible for lost or stolen items.

### **Weapons**

**At the beginning of each school year and on registration of new students, parents will be given a Student/Parent/Principal Contract For Eliminating Guns and Other Weapons From Schools. The teachers will discuss this contract with the students, send it home and you will be asked to review the contract with your children, sign and return the contract to school. It is important that we have family support with this in order to help ensure the safety of the staff and the students while attending school.**

**The Board can expel any student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.**

**In compliance with School District 2 policy, McKinley School is committed to keeping any items out of the school that can or could be considered weapons. Many times children bring items from home that they do not consider to be weapons, but that can potentially endanger the health and safety of other students at school. Pocket knives, slingshots, wooden boards, etc., can injure as well as the more obvious guns and knives. Any item used as a weapon will be confiscated, parents will be contacted, and the incident will be documented and possibly followed with a suspension hearing.**

### **HOMEWORK POLICY**

Homework may be assigned by your child's teacher. Homework may consist of reading at home, the review, reinforcement or practice of skills your child can complete independently, and the completion of school assignments. Time guidelines for homework are approximately ten minutes per grade level:

- K-1 - 10 minutes
- 2<sup>nd</sup> - 20 minutes
- 3<sup>rd</sup> - 30 minutes
- 4<sup>th</sup> - 40 minutes
- 5<sup>th</sup> - 50 minutes

*If students are exceeding the time guidelines regularly, please contact your child's teacher immediately.*

## **STUDENT DRESS/APPEARANCE**

Students are expected to dress appropriately and in good taste. Clothing that is immodest, extreme, unattractive, or calls undue attention to itself or the wearer, such that the educational process is unduly threatened, undermined, or disrupted, is not appropriate. Shoes with any types of wheels (such as "Heelies," "Spinners," etc.) are not allowed at school.

Clothing, decorations, or jewelry that advertise, promote, depict, or which purport to advertise, promote, or depict, any controlled substance as defined by Montana law--alcoholic beverages, or tobacco products, or their use--are not appropriate. Clothing, decorations, or jewelry that contain or depict pornographic or obscene images or language as defined by community standards are not appropriate. Such clothing, decorations, or jewelry are deemed disruptive to the educational process, incompatible with the mission of the School District, and are not acceptable.

Make-up that is distracting to the educational process is not acceptable.

A good rule of thumb is that shorts and dresses must be at least mid-thigh in length (When arms are down to side, shorts and dresses must reach the length of fingertips). Undergarments (ie underwear, bras etc) must be completely covered. Shirts must have at least a 2 inch shoulder on both sides. No bare mid-riffs allowed. Tank top must not expose chest area below armpit. Rips and tears in pants must not expose any skin above the mid-thigh.

If a student's dress does not meet these above requirements, the student will be offered alternative clothing and/or will call home to have a parent bring appropriate clothing.

## **BPS ELEMENTARY COUNSELING SERVICES**

Elementary School counseling services are an integral part of the total school program and complement learning in the classroom. Services are child-centered, proactive, and developmental. Counselors promote positive intellectual, behavioral, and emotional growth. These uniquely qualified professionals work directly with students in individual and group counseling sessions. Classroom guidance lessons are presented in grades K-5. Counselors also consult and collaborate with parents, teachers, and other professionals in the community. School counseling services are intended to enhance the potential of all elementary students. Our School Counselor is Caitlin Hraban, 281-6212.

## **VOLUNTEERS**

At McKinley, we want to develop a strong adult volunteer program. Volunteers work in the classrooms, library, office, and sometimes on the playground. If you would like to become involved in this exciting and rewarding experience, please call

Page at 281-6212. All school volunteers must sign a consent for a name based or fingerprint background check. Adults attending any field trips as possible chaperones must complete a background check and confidentiality agreement. Forms are available at the office.

### **PARENT INVOLVEMENT**

We believe that the parents' role in their children's education is to support the child and cooperate with the school. To provide parents an opportunity to participate in the formal education of their children, you may expect McKinley staff to:

1. Encourage parents to visit the school frequently and acquaint themselves with staff and programs.
2. Provide an open house for parents to meet their child's teacher.
3. Provide information on the classroom management plan.
4. Schedule parent-teacher conferences in the fall.
5. Encourage participation in the P.T.A. (Parent/Teacher Association), which welcomes all school parents as members.

### **TEACHER QUALIFICATIONS**

**All McKinley Teachers meet the Highly Qualified Teacher Standards set forth in the Elementary and Secondary School Act.**

### **Special Programs**

**TITLE I:** McKinley is a school-wide Title 1 school. Title I provides remedial support for students in both reading and math. The District uses teachers as well as computer-assisted instruction for students in reading and math. We use results from Measures of Academic Progress (MAP) as well as other tools to monitor students' academic growth.