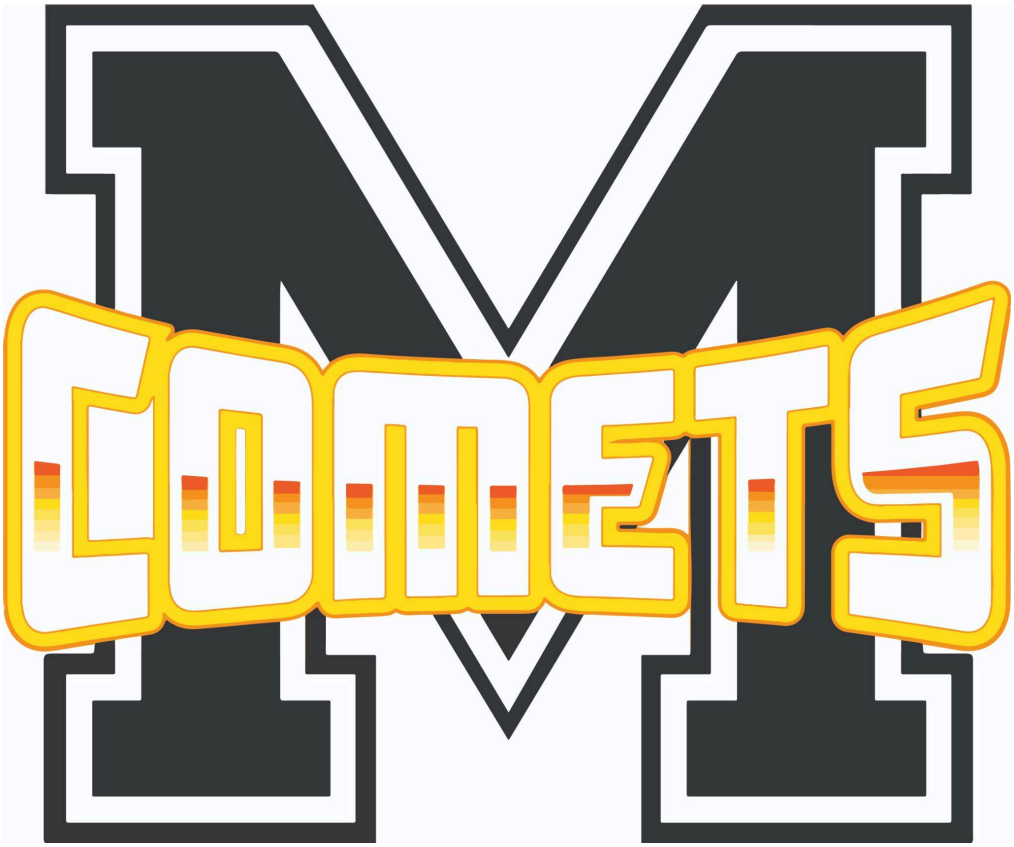
McKinley Middle School

2025 - 2026

Parent/Student Handbook



4500 Comanche Road NE

Albuquerque, NM 87110

505.881.9390

mckinley.aps.edu

Welcome to McKinley Middle School – *We are glad you are here!*

Students and Parents,

Welcome to the 2025-2026 school year at McKinley Middle School, *Home of the Comets!* I am honored to be part of such a dedicated and collaborative community where students, families, and staff work together to create excitement for continuous learning and exploration that prepares students for a successful future of their choosing. On behalf of the McKinley faculty, staff, and myself, we would like to welcome you to another fun and exciting school year at McKinley Middle School.

At McKinley, we believe that close cooperation between our school and your home is essential for each student's optimal education experience. The information in this handbook is designed to help you become familiar with our school's policies, procedures, and expectations. In order for us to create the best learning environment and learning opportunities, students and their families should review the contents together.

If you have any questions, please reach out via this link. We feel that open and clear communication between school and home is important to the success of our educational program. Thank you for choosing McKinley Middle School. It is going to be a great year!

Sincerely,

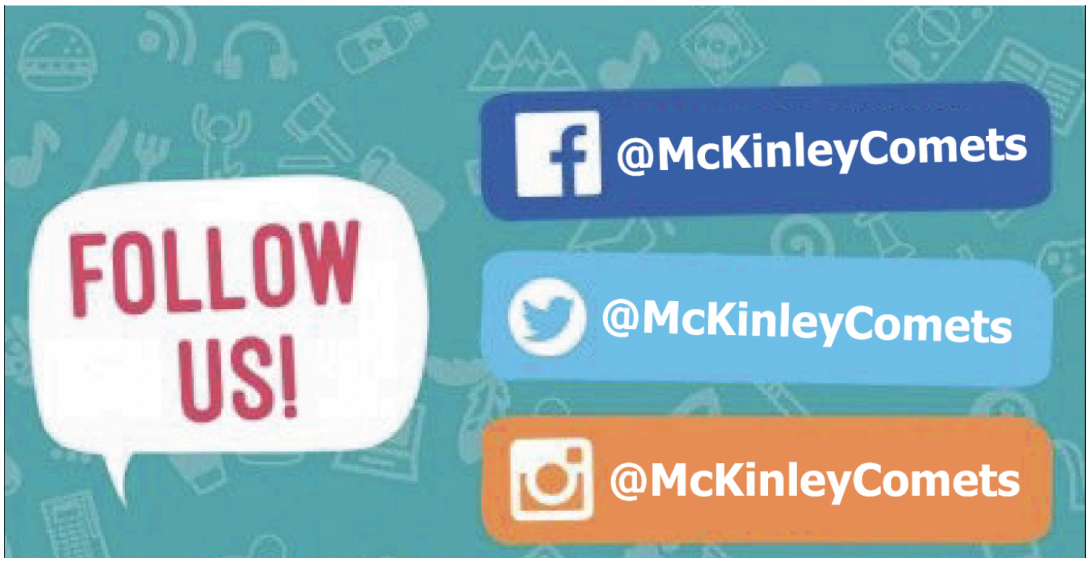
Jenna Bludworth
Principal McKinley Middle School

McKinley Contact List

Main Phone Number - (505) 881-9390

Principal	Jenna Bludworth	jenna.bludworth@aps.edu
Asst. Principal	Ann Piper	ann.piper@aps.edu
Dean of Students	Jo Davison	jo.davison@aps.edu
Dean of Students	Christal Reid	christal.reid@aps.
Principal's Secretary	Larissa Barreras	larissa.barreras@aps.edu
Attendance Secretary/Clerk	Veronica Cortez	veronica.cortez@aps
Student Counselor	Marianne Brown	marianne.brown@aps.edu
Nurse	Jennifer Garren	jennifer.garren@aps.edu
Health Office Asst.	Kathy Salas	sainz_k@aps.edu
Head SpEd Teacher	Jan Shearer	jan.shearer@aps.edu
Attendance	Dave Parmenter	dave.parmenter@aps.edu

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Mission Statement

We, as a school, are here to provide a safe and structured learning environment in which students will become academically independent learners.
The NM State Standards, Common Core Standards, and the National Fine Arts Standards will be used as a guide for teaching and learning.
In order to accomplish these goals, we will communicate and collaborate with our learning community.

School-Wide Goals

For the coming school year, we have identified the following areas for emphasis at McKinley:

- Encourage parent, student, and community involvement through the formation of positive student-to-student, staff-to-student, and staff-to-community relationships.
- Provide a safe learning environment where all students can be successful.
- Promote student achievement through standards-based differentiated instruction in accordance with the school's 90-Day Plan for Student Success.
- Promote literacy in all forms across the content areas.

When is the Handbook in Force?

The provisions of the McKinley Middle School Parent/Student Handbook are in force:

- During regular school hours;
- During the transportation of students;
- At times and places where appropriate school administration and staff have jurisdiction, including, but not limited to, school-sponsored events, field trips, athletic functions, and other school-related events/activities.
- On the way to, or returning home from, school or a school-related event/function.

Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action when a student's misconduct at school, away from school, or during a school event/activity has a detrimental effect on other students or staff or interferes with the educational process.

The staff at McKinley is committed to providing a **safe** and orderly environment in which all students can learn. Students who do not adhere to the appropriate behavior (as outlined in this handbook), or interfere with the learning process for themselves or others will receive consequences in accordance with the APS discipline structure.

Services

After-School Clubs

After-school activities start the first week in September! Check the website and listen to daily announcements for start days and times. More information will be provided soon.

Community School and Partnerships

McKinley Middle School is your Community School! We pride ourselves on working to ensure all students and families are supported. Our Community School Coordinator and Family Liaison work hard to support the needs of our students and community and prepare our School Family and Welcome Center, McKinley Clothing Boutique, and organize monthly food distributions for our community, as well as various evening events to ensure our school is responsive to the needs of our student community. If you need us, we are here for you!

Counseling Department

Our counselor, Ms. Brown is available to meet and coordinate guidance services for the students of McKinley Middle School. They also play a vital role in promoting school-wide activities and initiatives that create acceptance & belonging (Gay-Straight Alliance (GSA), No Name Calling Week, Peer Groups, etc.)

Student-Counselor/Social Worker/Medical/Behavioral-Health Access:

- **Students MUST have an approved pass e-Hall Pass, or be called by the counselor/social worker/SBHC staff directly for an appointment.**
- Students who do not have an emergency may come by the counseling or SBHC offices before school or during their passing period to request an appointment by filling out a counselor/SBHC request form.

Nursing Services

The nurse and health assistant are available to:

1. Help the faculty administer the total school health program.
2. Assist students with health problems and encourage medical examination of suspected problems.
3. Administer vision/hearing screenings and refer students needing support.
4. Manage students' immunization status.

*Students MUST have an e-Hall pass to see the nurse.

MSC - McKinley Success Center

(formally known as TIPS)

AEP and Lunch Detention

Alternative Education Placement (AEP): A student can be assigned to AEP for accountability card infractions, discipline referrals, and/or as a temporary support intervention due to a current crisis/situation. Students and teachers are given written notification via email, from Ms. Kim Weist, regarding a student's AEP placement. Students are required to work on classroom or alternative assignments.

Lunch Detention: LD is a consequence students earn due to the number of negative signatures on their Accountability Card or as a consequence of an Office Referral. Students report to MSC during their assigned lunch time. Although lunch detention is considered a negative consequence, it is also an opportunity for staff other than the students' regular classroom teachers to develop relationships with students and engage in meaningful conversations and possibly respond through support systems in place to address undesired behaviors.

Sports

McKinley Middle School provides opportunities for all students to compete in volleyball (fall), basketball (winter), track, and soccer (Spring) throughout the school year. Students may also participate in ESports competitions that occur throughout the school year. Check the website and listen to daily announcements for start days and times. More information will be provided soon.

Procedures and Rules

One of our primary objectives is to maintain regular communication between home and school. It is our belief that the parent/guardian should be informed and involved in the discipline process. The staff and administration strive to notify the parent/guardian of behavior problems related to their child. The Accountability Card helps with this process **BEFORE** student behavior warrants an office referral. Parents, please ask to see your child's accountability card daily.

Assembly Procedures

Assemblies are scheduled for the education and enjoyment of all students. Students should conduct themselves properly and treat all participants with respect.

- Students should be walking in a single file line, quietly following their teacher as they exit the classroom and move through the halls.
- Enter and exit the gym (or other designated meeting place) quietly and in an orderly manner.
- When entering the gym (or other designated meeting place), classes need to sit in their designated areas with their own class.
- Polite applause is expected. Whistling, booing, stomping on the bleachers, etc. are unacceptable behaviors.
- Focused attention on presenters/activities is expected. Whispering and talking are inappropriate behaviors.
- Students should leave all their belongings in their classroom unless directed otherwise. Teachers are expected to lock classroom doors.

Attendance & Tardies

McKinley's first bell rings at 8:00 am. Students are to be in their first class by 8:05 a.m. Students who arrive late are to stop at the office and obtain a tardy slip. **A student who arrives after 8:30 a.m. will be required to have a parent/guardian escort the student into the building and sign them in for the day.** Parent/Guardian will be required to show identification.

MMS Attendance Plan

Our plan to ensure students are in school and receiving the necessary support and services is:

- 3 Absences: Parent Contact by Teacher
- 5 Absences: Parent Contact by Teacher/Conference with Administration/Attendance Contract
- 7 Absences: Referral to the school Attendance Social Worker by the teacher
- 10 or more: Attendance will be addressed at SLC with District Support.
- 13 or more: Referral to CYFD by Administration/Attendance Social Worker

Tardies: Students are expected to be on time to each and every class. If a student is late, their Accountability Card is to be signed, and attendance should be marked accordingly. A 4th instance requires a referral. Once the student has served their consequence, the process begins again, meaning that you submit referrals for the 4th, 8th, 12th, … tardies. With each group of submissions,s the consequence increases.

Bullying Policy

At no time is bullying permitted or tolerated at McKinley Middle School. Preventing bullying is important to ensuring a safe, respectful, and fear-free climate. Bullying reports will be investigated immediately, and appropriate corrective actions will be taken. Students may report bullying incidents

by filling out an Incident Report Form found in the Administration office area and the Counseling office area.

Procedure for reporting an incident of bullying behavior:

- **Staff**
  - Discipline/Incident Referral Form is filled out.
- **Students**
  - Student may bring the incident to the attention of any school staff member.
  - Student may fill out Incident Report Form and turn it into the Dean's inbox (on door) located in the Administration area, the Counseling in-box, or give it to a staff member.
- **Parents**
  - Parents are encouraged to report any incidents of bullying immediately school administration.

This chart has been developed to assist teachers, students, and parents with determining if a student is experiencing normal adolescent conflict or being bullied by peers.

NORMAL CONFLICT	BULLYING
Equal power – friends	Imbalance of power – not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious – the threat of physical harm or emotional or psychological hurt
Equal emotional reaction	Strong emotional reaction on part of the target
Not seeking power or attention	Seeking power and control
Not trying to get something	Trying to gain material things or power
Remorse – takes responsibility	No remorse – blames target
Effort to solve the problem	No effort to solve the problem



Bus Services

Go to aps.edu and on the first page, click What Bus Do I Ride? OR here's the link.

Cell Phone Policy

We understand cell phones are our reality and part of the youth and school culture. **However, in an effort to maximize student engagement, decrease distractions during the school day, and reduce the chances of social media bullying, cell phones will not be allowed for use at McKinley Middle School during the instructional day; this policy was adopted in school year 22' - 23'.**

APS's Board of Education Cell Phone Policy, #J15, reads:

Albuquerque Public Schools shall permit student possession of personal electronic devices on all district property and at all district-sponsored activities while the student is under the supervision of district staff. These devices shall be kept out of sight and silenced or powered off during the instructional day unless otherwise permitted by district or school procedures. Use of personal electronic devices that disrupt the instructional day or include unauthorized use shall be prohibited.

Albuquerque Public Schools shall not be responsible for restricting, monitoring or controlling the electronic communications of students; however, it reserves the right to do so.

In accordance with the above APS Cell Phone Policy, students will not be allowed to use cell phones during school hours (9:10 a.m. - 4:15 p.m.)* Cell phones are not to be used in classrooms at any time. All students will have access to a 1:1 device for any lesson that requires internet connectivity.

*An exception of use for medical notifications must be approved by Administration and the Nurse.

In the event a student needs to phone home due to an emergency, they may ask permission to use the classroom phone, or if privacy is needed, they may report to the office and use the office phone.

While on campus, students should adhere to the following:

- Phones/earbuds should not be visible and should be powered off or silenced.
- Phones may not be used in unsupervised settings (bathroom, errands, time outs, breaks, etc.) This includes hallways and all passing periods.

Cell Phone Consequences

Any cell phones/earbuds displayed or used inappropriately will be confiscated.

- **1st Infraction:** Student will be given a warning and directed to put their cell phone away. Teachers are to document the warning within their own system and sign their accountability card.
- **2nd Infraction:** The cell phone will be confiscated and may be returned to the student at the end of the class period. Teachers are to document the infraction within their own system and sign their accountability card.
- **3rd Infraction:** The cell phone will be confiscated, placed in a confiscation envelope and turned in to the Dean of Students.
    - Teachers are to document the infraction within their own system and sign their accountability card.
    - Teacher will call home informing the parent/guardian that the cell phone can be picked up by the student (from the Dean or Admin) at the end of the school day.
    - Call will be documented in Synergy with the notation that it was the student's 3rd Infraction.
- **4th Infraction:** The cell phone will be confiscated, placed in a confiscation envelope and turned in to the Dean of Students.
    - Teachers are to document the infraction within their own system and sign their accountability card.
    - Teacher will call home informing the parent/guardian that the cell phone will need to be picked up and signed for by an approved adult at the end of the school day. Reminding the student and parent/guardian that *students* will not be allowed to pick up the phone at the end of the day due to it being their 4th infraction.
    - Call will be documented in Synergy with the notation that it was the student's 4th Infraction.
    - Administration will devise consequences appropriate to the situation via a parent/guardian conference (e. g. no phone allowed at school, check in the phone in the morning, more lunch detention, in school suspension, etc.).

Closed Campus

In an effort to keep our students and staff safe, McKinley Middle School is a closed campus. The following safety protocols will be in place:

- A student who arrives after 8:30 a.m. will be required to have a parent/guardian sign them in for the day. Parent/Guardian will be required to show identification.
- Early pickup ends at 3:30 p.m. Parent/Guardian will be required to show identification.
- Any student who is being picked up from campus will only be released to those listed within their StudentVue file. Identification will be required.
- Food deliveries of any kind (parent, friend, GrubHub, pizza places, etc.) are not permitted.

Dress Code

McKinley Middle School and the Board of Education expect student dress and grooming to reflect high standards of personal conduct. Student attire is to promote a positive, safe, and healthy atmosphere within the school.

Attire or accessories that advertise, display, or promote any drugs, alcohol or tobacco, sexual activity, profanity, gang activities, violence, disrespect, and/or bigotry/racism towards any group are not acceptable. Student dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. The MMS Dress Code Policy is in effect from the time the student arrives on campus until they leave the campus after school.

The APS Dress Code Policy as of Summer 2022 is:

Student Dress Code (Board Policy JI1)
Student Dress

McKinley students are to abide by the following guidelines:

- **Pants/Shorts/Skirts**
  - Clothing needs to fit properly. No sagging or excessively low waistbands.
  - Pajama onsies are NOT allowed.
  - True joggers and sweatpants are acceptable.
  - Shorts and/or skirts are not to be shorter than 4” above the knee. Spandex shorts are not allowed. Wearing shorts or solid leggings underneath skirts is encouraged
  - Distressed jeans with small holes/shredding are allowed; however, holes are to be below the thigh area (of any student) and not violate the 4” above the knee rule. Jeans with large areas cut out that expose skin above the thigh area are NOT allowed. Solid leggings under torn jeans are encouraged.

- **Shirts/Outerwear**
    - Shirts must have sleeves and not expose more than 1” of skin on the midriff area.
    - Bralettes and sports bras are not allowed to be worn in place of a shirt.
    - Hoodies/Jackets - While hoodies/jackets are allowed to be worn at all times, the hoods of the garment (that cover one's head) are **not allowed** to be worn when in the building/common areas/classroom due to safety issues.
- **Shoes/Accessories**
    - Shoes must be worn at all times. Bedroom slippers are not allowed.
    - Ball caps, knit hats, and cultural/religious head coverings are allowed.
        - Doo rags, hairnets, bonnets, and the hoods of a hoodie are NOT allowed.
    - Sunglasses are not to be worn in the building at any time for safety reasons.
    - Any accessory that can be construed as a weapon is not allowed.
        - Face masks are not allowed (unless there is a medical exemption)

Clothing Assistance: Students who are in need of assistance with clothing that meets the dress code should be referred to our Parent Liaison. Students who are out of dress code should be sent to our liaison, where they are able to contact a parent/guardian to bring them proper attire. If a parent/guardian is not able to do so, an office assistant will provide the student with appropriate attire. Please follow the discipline matrix to determine possible consequences.

Admin Team Managed Violations

Violations such as Assault/Fighting, controlled substance use/distribution, cyberbullying, firearm possession, gang-related activity, graffiti, harassment, threats of violence, tobacco possession, vandalism, weapon possession/use, etc., will be consequenced as outlined within the APS Handbook for Student Success.

Fire Drills

Fire drills will be held once a week during the first month of school, and then monthly after that. Exit maps are posted in every classroom and common areas, and teachers are trained annually on efficient procedures.

Food

All food is to be kept in the lunchroom at all times. Students are NOT allowed to take any type of food (including snacks they may bring from home) out of the cafeteria. Water bottles are permitted. Students are to report to the lunchroom during their designated lunch immediately after the bell rings. Students will be dismissed after 10-15 minutes, allowing all students to eat.

ParentVue/StudentVue

To sign up to see your grades and attendance, follow these instructions.

Shelter in Place/Lockdown

Throughout the school year, students and staff will participate in various preparations and drills to ensure that all are safe in the event of an emergency situation: shelter in place & lockdown drills.

A *Shelter in Place* at our school occurs when there is police activity or an emergency event near our school campus. The school is placed in a *shelter in place* to ensure that our school is kept safe from the emergency situation occurring near our school campus. During a Shelter in Place, teaching and learning continues; however, students are asked to stay in the school buildings.
A *Lockdown* situation occurs when there is an emergency event at the school site. During a *lockdown*, learning is paused, and students are secured in their current location to ensure the safety of all students and staff.

In the event of a *Shelter in Place* or a *Lockdown* occurring on the school campus, you will be notified on the school website and by school messenger (email and phone) as soon as it can safely occur. McKinley Middle School's School Resource Officer directs and guides our school in coordination with our school principal when these events occur.

Albuquerque Public Schools has a plan in place to keep students and staff safe. Safety training emphasizes an active response, teaching students and staff to evacuate and run from danger when possible.

- APS Police train teachers and staff to proactively handle the threat of an aggressive intruder or active shooter event.
- Police follow a protocol called ALICE supported by local law enforcement.
- Through ALICE training, staff and students are empowered to make decisions that include using building infrastructure, movement, noise, and distance to help survive an active life threatening event.
- Students will be trained through age-appropriate drills and, at the secondary levels, class meetings.
- Additional information can be found here: Safety School Safety

Substitute Teachers

At times, teachers need to be absent from class. At McKinley, substitute teachers are guest educators - it is all of our responsibilities to ensure our guest teachers will return to our school regularly. Follow any instructions substitutes give as you would your traditional teacher. If a concern does arise, let administrators know quickly so that we can support all students and classes throughout the day.

Technology

In order to develop 21st-century learners, we must develop digital & media literacy within our instruction. At McKinley Middle School, we strive to provide access to technology for our students and teachers. Our teachers have access to the following technology to integrate within their instruction: iPads, Laptops, MAC TVs, Promethean Boards, Document Cameras, and Chromebooks. Please follow the procedures when accessing technology and utilizing it within your classroom.

ACCEPTABLE USE AGREEMENT

As part of the registration process, our students sign the APS Technology Acceptable Use Agreement. This agreement states that students will only access technology at school to support learning in the classroom. Students should be closely monitored by teachers as they are utilizing technology within the classroom and computer labs to ensure students are not accessing inappropriate sites or social media. **At no time are cell phones to be used in the classroom.**

Students who violate the acceptable use agreement are subject to disciplinary action, including loss of technology privileges.

District policies on technology:

Security of Digital Information (Board Policy EH)
- Acceptable Student Use of Educational Technology (Board Policy JI8)
- Student Acceptable Use of Technology
- Acceptable Student Use of Personal Electronic Devices (Board Policy JI5)
- Student Use of District Issued Educational Technology

Chromebook Usage

Assigned Chromebooks will be assigned to students for use during the school day. Students will receive them each day during Advisory and return them at the end of the day to their advisory class. You are responsible for taking good care of your device, not leaving it unattended, and using it properly. Damaged Chromebooks will incur a charge of $380.00 to replace.