

TOHATCHI HIGH SCHOOL
Na'shdo'itsoh

2016-17

PARENT/STUDENT HANDBOOK

PO BOX 248

TOHATCHI, NM 87325-0700

505-721-4800

FAX: 505-721-4823

Mr. Craig R. Robinson, Principal

Tohatchi High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Sarah Curley & Vanessa Ortiz , 504 Coordinators
P.O. Box 248, Tohatchi, NM 87325
505 721 4800

Craig R. Robinson, Principal
P.O. Box 248, Tohatchi, NM 87325
505 721 4800

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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Policies, procedures, and guidelines related to students are not all inclusive. Additional policies are set forth in the Gallup McKinley County School Board Policy, a copy of which is accessible in the school administrative office, or through the district website. Parents and students will be notified of special policy additions or changes through newsletters and/or notices sent home with students.

Forward

Welcome to or welcome back to Tohatchi High School for the 2016-17 school year. I hope each of you is ready to engage in a productive year full of all the opportunities high school offers. We as a staff will commit ourselves to providing the best education we can for you this year. Your part of this process is to be the best student you can this year, together we can help each of you reach your post-secondary goals. As a staff we will provide a solid academic foundation from which you will achieve your aspirations for life after High School.

I have five goals for this upcoming school year:

- 1.- Develop and refine a strong academic environment- this school is here first and foremost for you to learn. This year we will be seeking to have each student Master the skill and abilities outlined in the Standards for that class. We will be seeking student mastery in each and every course.
2. Improve your demonstrated performance in reading and reading on the PARCC assessment.
4. Continue cultural and language ties to the Navajo Language into more of your learning.
5. Continue the efforts to make this the best high school in the northwest of New Mexico.

The following pages outline the rules and procedures for our school, not every contingency is outlined, but most are. If there is something that is unclear please ask a staff member for clarification and we will get you an answer. Mostly the following pages are written to make sure that you have a safe and effective place to learn and develop yourself for a productive life after you leave this school. By being an active participant in your learning you will get more out of it, I encourage you to be involved in your school life both in and out of the classroom, and to be determined to get the most out of each day of your education here.

Together we can accomplish the amazing, my best wishes to you for a successful year both in the classroom and as a Tohatchi Cougar.

Craig R. Robinson- Principal

**Gallup McKinley County Schools
Vision Statement**

Growing students to be productive citizens in a multicultural society

Tohatchi High School

Vision Statement

Tohatchi High School provides a safe and effective learning environment, capable of enabling its graduates to attend the best post-secondary learning institutions.

Mission Statement

All THS students will be able to demonstrate proficiency or better on standardized tests in: math, reading, writing, science, and social studies. THS will provide learning that meets the needs of each student to attain their post-secondary life goals.

The Vision and Mission statements are expected to change during the year, look for new mission and vision statements developed by the school.

Na'shdo'itsoh Core Values – Character Counts

TOH students will model positive behavior, commitment, and respect to ensure academic success and a safe learning environment. Character Counts is the GMCS character education program. As a student of the district, it is your obligation to demonstrate the Six Pillars of Character Counts by following these traits:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Student Rights and Responsibilities

GMCS Board Policy and Procedures (Attached)

NOTE: It is the responsibility of the students and parents to inform themselves of current board policies and of administrative and school rules regarding conduct that is subject to disciplinary action.

Statement of Policy

A primary responsibility of the Gallup-McKinley County Public Schools (the District) and its professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about.

The school district is a community, and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding obligation.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools.

In discharging their duties, all school employees have a right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The District has both the authority and responsibility to ensure the suitable rules of student conduct and appropriate disciplinary process are established.

Expectations of Tohatchi High School Students:

- I will attend my classes on time every day.
- I will follow teachers' directions and will not disrupt any class.
- I will follow school and classroom rules.
- I will do my best in each and every class.
- I will come prepared to work in class.
- I will not interfere with the learning of others or myself.
- I will treat everyone with respect, as I would like to be treated.
- I will not use a cell phone and other electronic devices in school- except when directed by teachers or staff.
- I will be well groomed and follow the school dress code.
- I will honestly deal with teachers, staff, and administrators.
- I will accept responsibility for my actions and their consequences.
- I will not endanger the health and safety of others or myself.
- I will exhibit proper citizenship and conduct.

TOHATCHI HIGH SCHOOL ADMISSION REQUIREMENTS

Students may enroll in Tohatchi High School on the following basis:

1. If transferring from another district, the student must provide an unofficial transcript for proper course and grade placement, a completed withdrawal form, Certificate of Indian Blood (CIB) if applicable, and a birth certificate.
2. All students attending Gallup-McKinley County Schools must provide a yearly up to date immunization record that verifies proof of up to date immunizations against certain contagious childhood diseases as prescribed by New Mexico law.
3. For transfer students, Tohatchi High School will accept the credits given for courses taken by the transfer school for the student in any school approved by the State Board of Education.
4. Students must live within our attendance zone to attend this school. Verification of housing location can occur to assure students are attending the correct school.

Honor Roll

The Honor Roll designation is used to recognize students who have demonstrated outstanding academic performance throughout the grading period. A list of Honor Roll designees will be compiled in the counseling office according to the following criteria:

1. Students must be enrolled full-time at TOH to be eligible for the Honor Roll.
2. Students must have a current cumulative GPA of 3.75 or higher each term or every 9 weeks.
3. Students must have completed all coursework to be eligible for the Honor Roll.

Interscholastic Eligibility

To be eligible for participation in school activities and athletics a student must be in good standing and meet all eligibility standards specified by the New Mexico Activities Association (NMAA).

In compliance with section 6.1.4(D) of the NMAA eligibility bylaws, students at Tohatchi High School will be required to maintain passing grades in all classes to be eligible for participation in interscholastic activities. Be sure you are aware of all TOH athletic and school expectations for eligibility and participation in activities. As a representative of Tohatchi High School, it is your responsibility to be aware of what TOH expects of you.

From section 6 of the NMAA rules:

Academic Eligibility

1. A student shall have a 2.0 grade point average with no more than one (1) F, based on a 4.0 grading scale, or its equivalent, either cumulatively or for the six or nine week grading period immediately preceding participation. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the fall semester in order for the course to be utilized for eligibility purposes.

- a. All class work counted for eligibility must be acceptable for graduation.
- b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
- c. Cumulative provision
 1. The cumulative provision may be applied only at the beginning of a semester.
 2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
 3. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.
 4. A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
- d. **Stricter guidelines may be imposed by the local school board/district.**

2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous grading period.

3. A student enrolled in on campus courses for less than 51% of the school day may have their eligibility determined by semester grades only.

Further information can be found here: <http://www.nmact.org/nmaa-handbook>

All athletes and members of extracurricular activities will sign for receipt of and be expected to know the contents of their athletics and activities handbook.

GMCS Graduation Requirements

Graduation requirements are based on credits earned in grades 9, 10, 11, and 12. Usually, one credit is given for each semester of each subject passed. Core classes are 36 weeks long to earn one credit. Passing grades are —A, B, C, and D.

The first year of high school for every student is their freshman year also designated H1, their second year of high school is their sophomore year and students are designated as H2, their third year of high school is their junior year or H3, and their fourth year of high school is their senior year or H4. Students may need to continue for a fifth year of high school and are still considered seniors but are designated H5 (H6 & H7, etc. until complete with high school).

Grade classification for the year is established annually prior to the first day of school and usually is not changed during a school year.

What New Mexico Students Must Take and Pass in Order to Graduate

Freshman 2008–2009 Graduating Class of 2012	Freshman 2009–2010 Graduating Class of 2013	Freshman 2010–2011 Graduating Class of 2014	F-2011–2012 & 2012–2013 G-Classes of 2015 & 2016	Freshman 2013–2014 Graduating Class of 2017
<p>23 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 3 units math (one unit = or > than algebra 1) • 3 units science (1 w/lab) • 3 units social science, including United States history and geography, world history and geography, and government and economics • .5 unit New Mexico history • 1 unit physical education • 1 unit communication skills or business education or language other than English • 7.5 units electives <p>For NM Diploma, must meet threshold for high school exit on 11th grade SBA or demonstrate competence through portfolio of standards-based indicators SB 360 (2010) suspends the requirement for students to pass a high school exit exam for graduation in 2012.</p>	<p>24 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units math (one unit = or > than algebra 2) • 3 units science (2 w/lab) • 3.5 units social science, including United States history and geography, world history and geography, and government and economics, and .5 unit New Mexico history • 1 unit physical education • 1 unit career cluster, workplace readiness or language other than English • 7.5 units electives <p><i>One of the above units must be honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11th grade SBA or use a portfolio alternate demonstration of competency.</p>	<p>24 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units math (one unit = or > than algebra 2) • 3 units science (2 w/lab) • 3.5 units social science, including United States history and geography, world history and geography, and government and economics, and .5 unit New Mexico history • 1 unit physical education • 1 unit career cluster, workplace readiness or language other than English • 7.5 units electives <p><i>One of the above units must be honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11th grade SBA or use a portfolio alternate demonstration of competency.</p>	<p>24 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units math (one unit = or > than algebra 2) • 3 units science (2 w/lab) • 3.5 units social science, including United States history and geography, world history and geography and government and economics, and .5 unit New Mexico history • 1 unit physical education • 1 unit career cluster, workplace readiness or language other than English • 7.5 units electives <p><i>One of the above units must be honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11th grade SBA or use a portfolio alternate demonstration of competency.</p>	<p>24.5 or 25 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units math (one unit = or > than algebra 2) • 3 units science (2 w/lab) • 3.5 units social science, including United States history and geography, world history and geography and government and economics, and .5 unit New Mexico history • 1 unit physical education • 1 unit career cluster, workplace readiness, or language other than English • .5 or 1 unit of health education* (may be taken in middle school) • 7.5 units electives <p><i>One of the above units must be honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11th grade SBA or use a portfolio alternate demonstration of competency. *Note for future classes: For students entering the eighth grade in the 2012–13 school year, a course in health education is required.</p>

Graduation requirements for the class of 2018 & 2019 are expected to be the same as for the class of 2017. NMPED can change these requirements and we will inform students and parents if there are any changes.

WITHDRAWAL AND TRANSFER

Withdrawal from TOH:

Prior to end of semester any student withdrawing from TOH must have authorization from his/her parent or legal guardian. Any student planning to withdraw from school must have a conference with his/her counselor prior to beginning the formal withdrawal procedure. Transcripts will be sent to another school for any student when the proper withdrawal procedure is complete. This includes the signatures of teacher and the return of all textbooks and equipment, as well as full payment of any fines or fees owed. Students are not permitted to leave before the end of a semester except for reasons of illness or serious family emergency. In such cases, the parent(s) or guardian(s) must make the request to the Principal and, if approved, provisions will be made for the student to complete any required schoolwork.

The procedure for withdrawal or transferring is as follows:

1. Parent/Guardian must be present to withdraw or transfer a student.
2. Obtain appropriate forms from the Counseling Office.
3. Have the forms filled out by the teachers, return all schoolbooks and property, and make sure all fees are paid.
4. Take completed forms back to the Counseling Office for final clearance.

Transcripts:

Students who move from the Tohatchi attendance area to another school must obtain a transfer from the TOH office and present it at the new school. The proper records will be sent upon request from the school you're transferring to. Before a student may be cleared for transfer, all financial obligations must be met.

Transcripts of your high school credits will be sent to schools and colleges upon official request. To be considered official, all transcripts must be received or sent by mail. A student or his/her parents may request a personal copy of an unofficial transcript.

Student Grading Expectations and Requirements:

1. Students are entitled, per GMCS Secondary Schools Policy, to receive a minimum of two grades for each academic subject per week. Parents and students are encouraged to verify their weekly grades in Power School.
2. Parents are welcome to address their grading concerns with teachers and administrators.
3. Grades will be determined based on meeting the following requirements:
 - a. Completion of daily homework provided by teachers
 - b. Completion of classroom assignments and projects
 - c. Performance on classroom tests and quizzes
 - d. Initiative and student efforts to improve academic performance.
4. Teachers are required to provide make-up work for students with unexcused absences. Teachers are not required to provide make-up work or make-up tests for students who are on attendance contract.
5. Student grades must be determined by a combination of various academic performances to meet state requirements for fair and objective student grading.

Homework Requirements:

Teachers will provide students with homework in accordance with their course objectives as outlined in their syllabi. Students are required to complete homework when assigned and by the due dates assigned by teachers. Teachers may place homework due dates in PowerSchool for parents to be aware of upcoming and current homework assignments and their due dates.

Grading Scale:

The grading scale at Tohatchi High is as follows:

- A - 90% to 100%
- B - 80% to 89%
- C - 70% to 79%
- D - 60% to 69%
- F - 0% to 59%

Attendance

Good attendance is a crucial factor in academic success.

Attendance is also an important job-related skill, which students must develop for their future career success. It is the student's and his/her parents'/guardian's responsibility to strive for good attendance during the course of a school year. Students checking in late in the morning must bring in a note or a parent or legal guardian must call to excuse their child. Students who are not excused will be charged with a tardy. Four (4) tardies equal one (1) misbehavior violation. All absences must be excused by a note or phone call within 24 hours of the absence. Any absence not verified within 24 hours will be considered a violation of the truancy policy.

New Mexico has a Compulsory School Attendance Law that provides for the early identification of students with unexcused absences and truancy. An absence is defined as missing one or more class periods for any period (not including a school sponsored trip or activity). All absences, even those verified by parents or guardians, ARE counted toward the student's overall attendance. Truancy and unexcused absences are described below:

- A. — **Habitually truant** refers to a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
- B. — **Truant** refers to a student who has accumulated five unexcused absences within any twenty day period; and
- C. — **Unexcused absence** is an absence from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Laws or rules of the local school board or the governing authority of a private school.

Tardy policy: Students more than 10 minute late to class can be marked absent by the teacher. These absences count exactly the same as an unexcused absence.

**THE SCHOOL ATTENDANCE SECRETARY MAY BE REACHED AT:
(505) 721-4817, 721-4800, OR 733-2206**

Athletics

If you are interested in participating in TOH athletic programs, consult with the Athletic Director of the sports in which you have an interest. To be a member of a team, a student must be in good academic standing (see the eligibility section of the Athletic handbook for additional information/requirements). You will need to be in attendance all day on the day of any athletic event, and all day Friday if the event is on a Saturday.

TOH participates in interscholastic athletic competition in the following NMAA approved sports: Baseball, Basketball, Cross Country, Football, Softball, Track, and Volleyball.

GOALS OF THE ATHLETIC DIRECTOR*

1. Administer the Athletic Department based on the policies of the GMCS and NMAA.
2. Provide a solid and comprehensive athletic program that meets the needs and interests of the students and conforms to budgetary and fiscal requirements.
3. Increase athletic participation and awareness.
4. Develop an athletic program that will be determined successful by the community.
5. Develop an athletic philosophy and program that will grow and change with GMCS.
6. Fulfill professional responsibilities with honesty and integrity and uphold the honor of the education profession.
7. Improve the professional status and effectiveness of this position through active participation in local, state, and national organizations.

DUTIES OF THE HIGH SCHOOL ATHLETIC DIRECTOR*:

1. Schedule all varsity, junior varsity, & C team, high school programs for all contests.
2. Develop and schedule extramural and interscholastic programs and contests.
3. Coordinate payment of services (officials, meals, lodging, & security).
4. Secure officials for all varsity and junior varsity contests.
5. Facilitate safety repair and inspection of athletic equipment.
6. Coordinate tournaments with all interscholastic sports programs.
7. Provide safety and repair inspections of weight room facilities.
8. Promote extracurricular benefits at community functions.
9. Assist with coaches selection committees.
10. Assist with coach's evaluation.

FACILITY USAGE*:

Outside organizations desiring to use fields, gymnasiums or building space must sign a District Building Use Agreement with the building Principal. Building use agreements will be turned in 20 full school days before the event or they will not be considered for approval. Early release Fridays are considered full days.

COACH/SPONSOR FUND RAISING*:

If a coach/sponsor is the primary agent in a fund raising project for their program, as part of the booster club or separate from this organization, a financial accounting of any generated revenue and expenditures will be submitted to the building principal. The local principal should have a copy of the financial report on file in the school office of any fund raising projects generated by coaches or sponsors to assist school sponsored activities. **A FUNDRAISING/ACTIVITY REQUEST FORM will be used before starting any fundraising and will be approved by the Principal before fundraising begins.**

* SOURCE: GMCS ATHLETICS HANDBOOK

NMAA/SCHOOL SPONSORED ACTIVITY PROGRAMS*

The New Mexico Activities Association (NMAA) sanctions the majority of the activity programs throughout the district. There are some activities at local schools that are not sanctioned by the NMAA. These activities are to be governed by the constitution of each club, but consistent with the policies of the GMCS Board, NMAA, and the School District Handbook.

Copies of the constitution and by-laws of the non-sanctioned activities must be filed in the principal's office. These school-sponsored activities will follow NMAA eligibility requirements for the club/organization in their by-laws and constitution. The requirements should be sanctioned by the club members, sponsors, and school principal and reviewed with club member parents. Policies for eligibility should be in the best interest of the student who participates in the club or organization. Each participant should be issued a copy of these rules and regulations.

CO-CURRICULAR VERSUS EXTRACURRICULAR ACTIVITIES*

Co-curricular activities are activities that are an extension of classroom instruction which are required by law, Educational Standards for New Mexico Schools, or local board policy. Co-curricular activities are required as part of the course work if a student is to receive credit for the course and may be incorporated into the student's academic grade if local policy addresses this issue. Examples: vocational, fine arts, club activities, field trips.

Extracurricular activities are activities that are not required by law or Education Standards for New Mexico Schools, which require time either during or outside of the regular school day for practice, meetings, events performances or interscholastic competition. Extracurricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relationship to the school's curriculum, extracurricular activities do not include direct instruction to the state-required student competencies established in Educational Standards for New Mexico Schools. GPA and attendance requirements of the Public School Code apply for all extracurricular activities. Examples: interscholastic competitions; music festivals; performing art activities which do not adhere to the criteria established for co-curricular; vocational or other club activities which do not adhere to criteria established for co-curricular.

***SOURCE: GMCS ACTIVITIES HANDBOOK**

ELIGIBILITY STANDARDS FOR ATHLETICS/ACTIVITIES

The standards set by the NMAA are to be used to determine student eligibility for athletic and non-athletic extracurricular participation. Within the site based management approach, each school may develop their own policies concerning the appropriateness of participation for underclassmen.

Criteria for eligibility are dependent on a variety of factors: academic standing (2.0 GPA), establishment of NMAA residency policy, age limitations (less than 19 years of age), and semester limitation (10 total), to name just a few. Each school is responsible for establishing a local policy for identifying areas that validate the eligibility status of students participating in extracurricular activities. Sponsors can at anytime curtail or limit a student's participation in activities for failing grades or poor school attendance. At TOH all students in activities must have met the same academic standards as those students participating in athletics.

*** SOURCE: GMCS ATHLETICS HANDBOOK**

ACTIVITIES DIRECTOR/SPONSOR ELIGIBILITY AND RESPONSIBILITIES*:

All sponsors must be full-time, licensed personnel who are regularly employed by the school district and must hold a current valid New Mexico Teaching Certificate. Any deviation from this requirement must be by recommendation of the building principal on an individual basis. The recommendation with justification shall be submitted to the Superintendent for Board of Education approval. Fingerprinting requirements are the same as coaches. Coaches must be non-hourly staff.

Activity sponsors, through the academic eligibility determination process, shall identify students that are failing class/es. These students shall be required to enroll in an academic coaching or tutoring program. A peer-tutoring program with proper supervision may be used in lieu of the academic coaching/tutoring. Coaches and activity sponsors shall be responsible for supervising student compliance with this policy. Sponsors shall be responsible for preparing: eligibility lists, informing participants of eligibility requirements, health/safety measures, and shall be present at all meetings, practices, contests and trips.

Sponsors shall abide by all rules and regulations of the NMAA and School Board Policy. Sponsors are to be aware of various activity events of and plan trips with full cooperation and knowledge of the principal. Groups must be accompanied by suitable chaperones at all times, including at least one certified school member who is in charge of the trip. One sponsor is required for each 15 students. Male and female adult

chaperons shall be present where there is a mixed group. Chaperones must be fingerprinted and have a background check completed to accompany students on activities.

Specific responsibilities include:

- a. Have students at the departure point at the scheduled time.
- b. Loading and unloading of buses.
- c. Student supervision/discipline during trip.
- d. Maintain a student roster.
- e. Take roll each time students disembark and return to the bus.

If there is any reason to cancel any scheduled trip, or any changes are necessary, the transportation division must be notified immediately. Groups/organizations who do not cancel activity trips in a timely manner will be charged for mileage and driver time.

*** SOURCE: GMCS ACTIVITIES HANDBOOK**

Gallup McKinley County School District Anti-Bullying Policy

Gallup McKinley County School District believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Definitions

1. “Bullying” means any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation, or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation.
2. “Harassment” means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.
3. “Disability Harassment” is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the district.
Harassment and Disability Harassment include but are not limited to:
 - a. Verbal acts, teasing, use of sarcasm, jokes;
 - b. Name-calling, belittling;
 - c. Nonverbal behavior such as graphic or written statements;
 - d. Conduct that is physically threatening, harmful, or humiliating; or
 - e. Inappropriate physical restraint by adults.
4. “Racial Harassment” consists of physical or verbal conduct relating to an individual’s race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
 - c. Otherwise adversely affects an individual’s academic opportunities.
5. “Sexual Harassment” means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment.

6. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
- a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies

Notice of Prohibition Against Bullying and Anti-Bullying Interventions

1. The prohibition against bullying shall be publicized by including the following statement in the student handbook(s):

"Bullying behavior by any student in the **Gallup McKinley County School District** is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to: hazing, harassment, intimidation, or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion."

2. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.

3. The Anti-Bullying Policy will be available on the **Gallup McKinley County School District** website, and in all student, staff, and parent handbooks.

Reporting Intimidation, Harassment, or Bullying Behavior

1. Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
2. The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel.
3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are *required* to promptly notify designated staff.
4. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form (See Sample Form, Appendix D). A copy of this form will be submitted to the Safe Schools coordinator.
5. School Principal or designee is *required* to accept and investigate all reports of intimidation, harassment or bullying.
6. School Principal or designee is *required* to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.
7. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.
8. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
9. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
10. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.
11. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is *required* to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

Investigating Intimidation, Harassment, or Bullying Behavior

The Principal, or their designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated.

1. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing *prior* to the investigation taking place.
2. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or

circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.

3. The district may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.

4. The investigation shall be completed as soon as possible. The Principal (or investigator) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report shall be filed directly with the New Mexico Public Education Department, Educator Ethics Bureau. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the district **Safe Schools Coordinator**.

Consequences for Bullying

1. Verified acts of bullying shall result in intervention by the building Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.

2. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to bullying. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building Principal.

Consequences for Knowingly Making False Reports

1. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Anti-Bullying included in Health Education Curriculum and Counseling Program

“Health Education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior beginning in Kindergarten and continuing throughout their school years. It imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills.

Our curriculum does recognize the importance of bully prevention skills in all grade levels.

Cyber Bullying

Tohatchi High School follows the following district policy on cyber bullying:

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education (“Board”) is committed to maintaining an environment conducive to learning in which students are safe from cyber bullying, threats, name-calling, intimidation, and unlawful harassment,

when such conduct occurs through the use of electronic devices or services provided by the Gallup McKinley County Schools or belonging to the student

A. Official Policy. This policy supersedes and rescinds all previous policies, statements, or practices and is the official Cyber bullying, Intimidation, and Hostile or Offensive Conduct (“Policy”) for the District.

B. Other District Policies. This Policy incorporates all other relevant District policies relating to student conduct and acceptable use of the District Electronic Technologies, made available to District students in connection with the student’s academic program or other school-related activities.

C. Application. This Policy will apply to the use of all Electric Technologies, whether owned by the District, the student, or a third party and whether on or off District property.

D. Definitions.

1. “Unlawful harassment” means verbal or physical conduct based on a student’s actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment of students and hazing are addressed by separate Board policies.

See **VIII. 12.5 GMCS Anti-Bullying Policy**

1. Harassment
2. Disability Harassment
3. Racial Harassment
4. Sexual Harassment
5. Hazing
6. Cyber bullying
7. Menacing
8. Stalking.

2. “Bullying” or “intimidation” means intimidating or offensive verbal or physical conduct toward a student, which may also involve electronic media, when such conduct is habitual or recurring, including but not limited to: verbal or physical confrontation, threats, stalking, and name-calling

3. “Cyber bullying” means electronic communication that:
(a) targets a specific student;
(b) is published with the intention that the communication be seen by or disclosed to the targeted student;
(c) is in fact seen by or disclosed to the targeted student; and
(d) creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student’s educational benefits, opportunities, or performance.

4. “Electronic Technologies” means computers, laptops, tablets, smart phones, desktop computers, networks, electronic mail, Internet access, and any other form of electronic resources.

5. “Name-calling,” means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, inappropriate, or offensive by their nature.

6. "Social Networking Websites" includes Facebook, MySpace, Twitter, YouTube or similar Internet-based websites, whose functions may include sharing personal information and directly communicating with other members or participants or broad electronic distribution of written, graphic, photographic or video materials or images, in a web-based format.

E. Prohibitions

1. It is the policy of the Board to prohibit: cyberbullying, threats, name-calling, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason. The Board and Superintendent will not tolerate such victim-based misconduct by students or staff.
2. No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this Policy.
3. No employee or student may knowingly give false reports or information under this Policy.

F. Use of Social Networking Websites. Students are responsible for their own behavior when communicating on Social Networking Websites and will be held accountable for the content of the communications that they initiate or post on Social Networking Website locations.

1. Inappropriate Communications. Students are strongly discouraged from including inappropriate communications on any Social Network Website, including but not limited to:

- (a) Confidential, personally identifiable, and sensitive District information about other students, employees, and guests;
- (b) Child pornography or sexual exploitation;
- (c) Harassment in any form;
- (d) Bullying or cyber bullying as provided in this Policy;
- (e) Defamatory or discriminatory statements and images; and
- (f) Threats of harm, damage, or injury to persons or property.

2. Interactions with Staff. Students are strongly discouraged from inviting District staff members to join a student's Social Network or from accepting a friend request from a teacher or other staff member. Communications between students and staff in any electronic medium should be limited to that which is school-related and consistent with the student code of conduct and the ethical standards required of education professionals.

3. Prohibited Use of Social Networking Websites. A student may be subject sanctions provided herein if:

- (a) The student's use of Social Networking Websites materially or substantially disrupts or interferes with the normal operations of the school;
- (b) The student's use of Social Networking Websites materially or substantially disrupts or interferes with the rights of other students or teachers; or
- (c) The District Administration has reasonable cause to believe that the expression would cause a material and substantial disruption of school operations.

F. Training and Reporting

1. All licensed school employees shall complete training in how to recognize signs that a person is a victim of bullying or cyber bullying.

2. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to the principal or assistant principal of the school.
3. Any employee who, as a result of personal observation or a report, has reason to believe that a person is a victim of conduct prohibited by this Policy, whether the conduct is by another student or by another employee, shall notify his or her principal, the superintendent, or both, of such observation or report in writing as soon as possible.

D. Investigation

1. All reports of physical or verbal misconduct in violation of this policy shall be promptly investigated by the school Principal, the Superintendent, or his/her designee.
2. Principals who receive complaints of bullying shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within ten (10) school days of receipt of such complaints. The Superintendent will respond to such submissions within five (5) school days, approving the proposal or directing further or different action.
3. In assessing the existence of a violation of this policy and the appropriate discipline, the Principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

E. Confidentiality. The identities of those reporting violations of this Policy and those cooperating in the investigation of alleged violations shall be kept confidential to the extent consistent with the requirements of a full and fair investigation, the due process rights of persons charged with violations, and state and federal law.

F. Sanctions

1. Any employee who is found to have engaged in conduct prohibited by this Policy, or to have failed to discharge a duty imposed by this Policy, shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, termination, or discharge, subject to applicable procedural requirements.
2. Any student who is found to have engaged in conduct prohibited by this Policy, shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.
3. Disciplinary action taken pursuant to this policy must be by the least restrictive means necessary to address a hostile environment on the school campus resulting from the confirmed cyber bullying and may include counseling, mediation, and appropriate disciplinary action that is consistent with the legal rights of the students involved.

G. Publication. This Policy shall be published in the Board's policies manual and on the District's website. A summary of this Policy shall be published each year in all student and employee handbooks.

H. Health Education. The Superintendent or his/her designee shall ensure that District health education programs address bullying and related issues encompassed by this Policy.

I. Revisions. The Board shall make any necessary revisions to its disciplinary policies to ensure compliance with the provisions of this Policy.

Threats of Violence

1. Threats of violence toward other students, school staff, or facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.
 2. All employees and students are required to report evidence of threats of violence to their Principal. Such reports shall be investigated by the Principal or designee. All such reports shall be documented by the Principal.
 3. In cases of threats that may constitute a violation of criminal law, the principal, superintendent or designee shall notify law enforcement authorities.
 4. Students who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this regulation shall be subject to discipline, including long-term suspension or expulsion. For Special Education students administrators will consult with the Director of Special Education regarding the appropriate process.
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Cafeteria/Lunches

Hot meals are served daily. Student food must be compliant with the NM state nutrition requirements. Students use their ID cards for cafeteria meals. Students may deposit money into their account at any time before school or during break. The meal rates are as follows: Full-paid breakfast – \$1.00, full-paid lunch – \$2.00, reduced-price breakfast - .30 cents, and reduced-price lunch - .40 cents per Lunch Application approval. Adult price \$3.25 for lunch and \$2.00 for breakfast. Prices subject to change.

Information on eligibility for Free or Reduced Lunch is available in the office. As in all school operations, students are expected to exhibit responsible conduct. Students, who leave trays, do not clean after themselves, or throw food in the lunchroom, etc. will be subject to a disciplinary referral to the office. The lunchroom area is visible to all school visitors. Help to keep it clean.

Beverages on Campus

Due to serious health and safety concerns related to the use of drugs, alcohol, and other controlled substances, and in order to prevent undue disruption of educational process, all TOH students ARE NOT ALLOWED TO DRINK BEVERAGES SUCH AS GATORADE, SPORT DRINKS, AND ALL “ENERGY DRINKS SUCH AS “MONSTER,” ETC., in classrooms. This includes soft drinks, and other beverages provided and brought to the school by students, parents or other relatives. EXCEPTION = Water.

All unauthorized beverage containers whether unopened or empty will be confiscated by the classroom teacher, and are subject to inspection for illegal substances. Disciplinary consequences may be imposed at the discretion of the Principal per GMCS Board Policy.

The principal or a designee may grant exceptions to the beverage policy for the Athletic and Physical Education programs. Exceptions for PE classes: under the supervision of the PE instructor, students are allowed to drink water during regular PE classes. Exceptions for Athletic Programs/Activities: under the supervision of Athletic Directors, students may be allowed to consume appropriate beverages when attending Athletic Programs and during Athletic Activities.

Students who bring restricted items to school need to remember that the property of the student is his/her responsibility. Neither TOH nor GMCS District will be liable for damage, loss, or replacement costs of restricted items.

Food

Students and visitors may bring food on campus; HOWEVER; the food must comply with state nutrition requirements of NM to ensure good health and compliance with mandatory food nutritional regulations. Unhealthy food can be confiscated.

Also, food is not allowed inside classrooms because it is inevitable that food will end up on the floor which, in turn, attracts unhealthy rodents, bugs, and bacteria.

Student ID

Students are required to wear ID's to assure safety and security of all students and faculty and staff members.

Check-out Procedures

TOH is a closed campus. Students who leave campus after having arrived are required to check out in the office. Students may not be checked-out by telephone.

Parent parking is within the student parking lot area ONLY, which is identified by the parking lot closest to the gymnasium. All other parking lots are off limits to parent and student vehicles.

Only those listed on the students PA-2 form may check-out the student (line 10 on the PA-2 form allows for parents/guardians to designate who can check out their child). Students may not check themselves out. Students 18 years and older must have an emancipation document from the courts in their student file and present said document to the principal in order to check themselves out. Students who do not check out properly are subject to disciplinary action. A school administrator may make a special exception to this policy. However, exceptions will not be granted unless the parent/guardian's contact and identity can be verified. Students may not be checked out before 9:00 AM & after 3:00 PM.

Closed Campus Rules

Campus regulations are based on individual responsibilities and respect for the rights of others, and they have been established to create the best possible atmosphere for the education of all students.

Parent parking is within the student parking lot area ONLY, which is identified by the parking lot closest to the gymnasium. All other parking lots are off limits to parent and student vehicles.

Students traveling to school by bus or private vehicle are required to stay on campus the entire school day.

Cars and trucks are secured in the student parking lot for the safety of the students and protection of private property.

Tohatchi High School is a closed campus for students during the regular school day hours. Students may not leave the campus at any time, unless special permission has been obtained from the Principal. Students may not go home or elsewhere for lunch. Any student leaving the campus without permission during the day will be considered as engaging in Disciplinary Misbehavior and the procedures for Disciplinary Misbehavior will be initiated.

Students leaving class at any time before the end of the period, or outside of classrooms during class time without the permission of the teacher will be considered as engaging in Disciplinary Misbehavior. Students

outside classrooms during class time without a pass from their teacher will be disciplined for Disciplinary Misbehavior.

Clubs

Membership in the various clubs offered at TOH can greatly enhance your high school career. TOH has many clubs whose participants will welcome you as a member. Become Involved! Join clubs to become eligible for scholarships and/or pre-college programs.

Clubs Defined — A club is any group, organization, class, or collection of TOH joined together for a common goal related to extracurricular activities. Each club must be approved by the Board of Education.

Membership — Clubs may set their own membership standards and limits for membership. No club may select members by race, color, creed, or religion. The method of becoming a member must be included in the club's constitution. Criteria for eligibility are: academic standing (2.0 GPA), establishment of NMAA residency policy, age limitations (less than 19 years of age), and semester limitation (10 total) (Source: GMCS Activities Handbook).

Sponsorship of Clubs — All clubs and organizations affiliated with and approved by TOH must have at least one faculty sponsor. A sponsor is required to attend all functions of the group and supervise all activities of the group. A sponsor must be present at any club meeting or activity possible clubs are:

American Indian Science and Art Club; Drama Club Class; Officers: Freshman, Sophomore, Junior, and Senior; MESA; Native American Club; Newspaper; National Honor Society; Spanish Club; Student Council; Yearbook; Science Club; Futures For Children.

Computer Usage

All GMCS, classroom, library, lab, and staff rules are to be strictly followed when using computers throughout the school. Failure to follow these rules will result in disciplinary actions and denied future access. Restitution for damage caused by student/parent misuse or abuse must be satisfied before a student is allowed to resume computer access. A STUDENT MUST HAVE THE CURRENT INTERNET ACCESS AGREEMENT ON FILE BEFORE INTERNET ACCESS WILL BE ALLOWED FOR THE ACADEMIC YEAR. A FORM AT THE END OF THE HANDBOOK MUST BE SIGNED.

Electronic Devices

Electronic devices are at high risk of being stolen or damaged. Electronic devices brought to the school are solely the students responsibility. Cases of stolen electronic devices will not be investigated unless the student provides clear and convincing evidence of proof of theft. Electronics can pose a distraction to the instructional process in the classroom if not being used with the permission of the teacher, they can be confiscated if being used.

THEREFORE, TAKE SPECIAL NOTE THAT NEITHER TOH NOR GMCS DISTRICT WILL BE RESPONSIBLE FOR REPLACEMENT OR REPAIR OF YOUR ELECTRONIC EQUIPMENT IF IT IS DAMAGED OR STOLEN. STUDENTS ASSUME ALL RISK FOR LOSS OR DAMAGE TO ELECTRONIC EQUIPMENT THAT THEY BRING TO SCHOOL.

POLICY AND PROCEDURE REGARDING THE POSSESSION AND USE OF ELECTRONIC DEVICES ON CAMPUS:

I. GMCS Electronic Devices Policy allows Middle and High School Students to have electronic devices in school. Elementary School students are not allowed to have electronic devices in school.

II. However, GMCS Policy on Electronic Devices does not allow MS and HS students to use electronic devices during the official school hours. The electronic devices cannot be in any mode except off mode.

III. GMCS Policy states that the electronic devices are confiscated if MS and HS students use them during the official school hours.

IV. TOH staff members will not confiscate electronic devices. Staff will require students to put their electronic devices away securely on their person, and will require them to turn them off. Any refusal to do so, or non-compliance of these requests by staff, is a refusal of a reasonable request by the student, and the teacher will choose whether or not to make a discipline referral for failing to follow the directions of a teacher.

V. This is a TOH school policy on electronic devices, when students attend events at other schools they should assume that electronic devices can and will be confiscated. The reason this policy exists is teachers may ask students to use their web-enabled personal devices to take quizzes or tests in classrooms. Teachers will make clear what the personal electronic device status is in their classroom. Students are not required to have web enabled devices in the classroom, and alternatives for accessing the web other than a personal device will be provided by the classroom teacher.

VI. GMCS Policy states that the school is not liable for students' lost or stolen electronic devices.

VII. The school building principal has the authority to amend this policy in case of extenuating circumstances. Section V, above, is an amendment to the policy by the principal.

EXCEPTIONS TO USING ELECTRONICS IN THE CLASSROOM:

TOHATCHI HIGH SCHOOL TEACHERS AND STUDENTS WILL ADHERE TO THE ABOVE ESTABLISHED GMCS ELECTRONICS POLICY WITH THE FOLLOWING EXCEPTIONS:

- Teachers may allow electronics usage as part of an academic lesson
- Teachers may allow electronics usage as a reward for academic proficiency or good behavior

Contraband and Restricted Items

Contraband is any substance, object, or material prohibited on school grounds. Restricted items or contraband will be confiscated if on school grounds. Discipline procedures will be followed as listed in the Discipline Policy and Procedure section of this book for possession of contraband and restricted items at school. The administration may confiscate items deemed to be a threat to the health and/or safety, or a disruption to, the educational process. These items include, but are not limited to the following:

Prohibited Contraband:

- Knives/Pocket Knives/Swords/Drugs/Fireworks
- Cigarettes/Rolling Papers/Tobacco Products/Matches/Lighters
- Firearms/Ammunition/Squirt Guns/Toy Guns/Laser Pointers
- Rubber Bands/Alcoholic Products/

Restricted (but not prohibited) Items Subject to Confiscation:

- Cell Phones/iPods/i-Pads/PSP/MP3/Cameras/Camcorders/Electronic Tablets

- Caps/Hats/Bandanas/Chains/Jewelry (that can be perceived as dangerous)
- Felt Pens/Markers/Sharpies/Glue/Other Strongly Scented Objects
- Playing and Trading Cards/Dice/Other Gambling Paraphernalia
- Skateboards- see policy below:

Skateboards on campus:

- TOH will allow skateboards on our campus under the following rules
 - a. Once the student comes to campus with a skateboard it is to be brought immediately to the discipline secretary who will have the student store the skateboard in a secure area of the office.
 - b. When the student leaves for the day the student comes to the discipline secretary and retrieves the skateboard, and goes home.
 - c. Skateboards are not allowed in classrooms and if the student is traveling by bus the skateboard must be kept under strict physical control of the student at all times.
- Students that cannot follow this policy will be asked to surrender their skateboards until a time when a parent can pick them up.

DISCIPLINE

DISCIPLINE POLICIES/PROCEDURES RELATING TO STUDENTS’ PHILOSOPHY:

The word **discipline** is derived from the word **disciple**, which means “to teach.” The purpose of discipline and attendance policies is to ensure a safe, secure, child-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their behavior.

The goal of the Gallup-McKinley County School District is to develop those traits known as the Six (6) Pillars of Character counts: Caring, Respect, Fairness, Citizenship, Trustworthiness, and Responsibility. (07:06:99)

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, racial harassment and racial discrimination and how each are related to student to student, student to school personnel, and school personnel to student incidents.

TEACHER RESPONSIBILITY

(GMCS Board Discipline Policy and Procedures - VIII.14.5)

The responsibility for school-wide student discipline shall be shared by all administrators and employees. The Principal shall have primary responsibility for administering the school’s student disciplinary policy. In accordance with the school’s disciplinary policy the employee shall be responsible for maintaining a classroom environment that is conducive to teaching and learning among students under the employee’s supervision. Employees shall be the initial source of discipline for all students under their supervision. Employees shall take whatever action is necessary and permitted under policy and law to properly discipline a disruptive student prior to referring the student and problem to the administration. An employee may refer to the administration any student whose behavior prevents the employee from providing instruction and/or threatens the safety of the employee or students. Upon referring the student to the administrator, the employee shall document, in writing, what the problem is, what the employee has done in dealing with the problem, and recommendations for possible actions. (07:06:99)

GMCS School Board discipline policies may be viewed online at:
http://www.gmcs.k12.nm.us/Board/Policy_Manual/board_policy_manual_2.html
See Article VIII.Section12 (General Policies Relating to Students)

NOTE TO PARENTS

Good discipline originates at home.

The parent is the first teacher of the child. Parents may help their children in many different ways to develop good behavior habits and proper attitudes toward school:

1. Recognize that the teacher takes the place of the parents while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Work with the school in carrying out recommendations made in the best interests of the student, including discipline.
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
5. Talk with the student about school activities; show an active interest in his/her report cards and progress.
6. Visit with your child's teachers once every grading period.

YOUR SUPPORT AT HOME IS IMPORTANT AND GREATLY APPRECIATED BY OUR STAFF

Counseling/Guidance

The Counseling Department assists students in every way possible.

PERSONAL COUNSELING IS ALWAYS AVAILABLE TO STUDENTS INDIVIDUALLY, EITHER AT THEIR REQUEST OR IF REFERRED; ALL DISCUSSIONS WITH THE COUNSELOR ARE CONFIDENTIAL, UNLESS THE STUDENT IS IN DANGER OF HURTING THEMSELF OR OTHERS.

Some functions are listed below:

Career Planning, Vocational exploration ACT and SAT standardized tests. Application for admission to college and pre-college programs Application for scholarships and financial aid Advising students regarding graduation requirements Achievement test administration Helping to cope with personal problems Compiling grades and credits Student scheduling Giving interest inventories to students Arranging for parent-approved individual or group counseling of for other social services

Because of the high student-to-counselor ratio, it is best to make an appointment. In some cases, teachers and administrators can also be of assistance.

Sarah Curley, Counselor (505) 721-4840

Vanessa Ortiz, Counselor (505) 721-4825

Counseling Secretary/Registrar (505) 721-4811

REQUESTS FOR HOMEWORK

The Counseling Office will accept request for homework by telephone or in writing only for students that will miss school three (3) or more days due to excused absences. Students who are absent for one (1) or two (2) days will have the responsibility of making up the work on their own. Planning ahead can make this process easier. Allowing teacher's time to prepare a packet for you to take home ahead of your absence can make all of the difference in your grade and demonstrates your concern for your own education. Unforeseen

circumstances occur and planning ahead cannot be done. In these cases your diligence as a student to letting teachers know your situation, and what you can do while are gone will help keep you from getting behind on your classwork.

Homework must be picked up at the Counseling Office within twenty-four (24) hours of the request. Failure to do so will result in the withdrawal of the homework request. Please give the Counseling Office twenty-four (24) hours to gather the homework.

STUDENT MAKE-UP WORK

(GMCS Board Discipline Policy and Procedures - VIII. 14.4)

B. SECONDARY

Secondary students will be allowed to make up work for the first ten (10) absences in a class except when they have been truant. From the eleventh (11th) absence, in a class, through the end of a semester, students will only be allowed to make-up work if the following extenuating circumstance exists — personal illness, professional appointments, family emergencies, and school suspensions. Make-up work will be the responsibility of students; it must be requested and completed within a reasonable amount of times as per local policy. Students may not make up work when truant or during periods of expulsion.

A student not in a class, but on a school-approved activity is not considered to be absent. (07:06:99)

SPECIAL CIRCUMSTANCES

Cases that include lengthy periods of absence due to extended illness or extenuating circumstances will be handled individually provided the circumstances are known to the Principal to be valid. If a student accumulates more than fifteen (15) absences, for any reason, the student must appeal the absence to the school Principal or his/her licensed designee and verify extenuating circumstances to be eligible for credit.

SAT and 504 Accommodation Plans

THE STUDENT ASSISTANCE TEAM (SAT) is a vital component to student's academic success.

Students that are not proficient in core-subject areas have behavior and/or attendance problems may be referred to the SAT for interventions that will ensure that the student is successful in school. The role of SAT is:

Offer appropriate interventions, help students remain and succeed in school. Reduce unnecessary referrals to special education. Find and eliminate obstacles in the student's path to success, and provide support and resources to the teacher.

If a student is at risk for retention or graduation, a referral must be made to the SAT by the end of the first semester. There is a SAT Chairperson at all GMCS schools. Please call your child's school for more information.

SECTION 504 FOR AMERICANS WITH DISABILITIES:

A parent, student, or teacher can make the appropriate referral for SAT/ 504. This includes access and admission to services, participation in regular school functions and access to public education with appropriate modifications in the instance that the student has a recognized disability that substantially affects his/her learning. A referral will be made to the SST and then the SAT will make a determination, in collaboration with the parents, if such a plan is necessary. Once the plan is put into place, all teachers and staff who work with the student will be made aware of and adhere to the accommodations while the plan is in effect. Questions concerning Section 504 regulations can be directed to GMCS 504 Compliance Office at (505) 721-1015.

Dances

Rules for school dances are as follows:

1. Dances are for the students of Tohatchi High School. Students from other schools may attend only upon approval by Principal and background check.
2. Parents are welcome and invited to all functions, including dances. Parents in attendance will serve as chaperones for the dance and will be identified by the dance's sponsor prior to the start of the dance.
3. Any disruption such as fighting, drinking, etc. will cause the suspension of any further dances.
4. Students who bring guests are responsible for the conduct of the guest.
5. All school rules will apply at dances (including): Hats or caps will not be worn in the building, No smoking, drinking, or use of drugs, anyone leaving a dance may not return, etc.
6. Dances will be chaperoned.
7. Approval for dances must be obtained through the Principal's office one month in advance.
8. Students who arrive later than 1 ½ hours after the start of the dance will NOT be admitted.
9. Junior/Senior Prom: TOH Juniors and seniors are invited and formal dress will be required.

Emergency Exits (Fire Drills and Other Emergencies)

Students will pass quickly, carefully, and quietly from the building to a designated point at least 50 feet from the building. Evacuation routes will be posted in all rooms. Everyone should take the emergency exit procedures seriously. Instructors will take roll for their class to ensure that every student has exited the building.

Hall Passes

Whenever a student is in the hall, he/she must have a designated TOH I.D. badge and a pass issued by a teacher or the office. If a student comes late to school, a special office pass will be used to allow the student to report to class. If a student needs to go to the health office, counselor, restroom, or anywhere else on campus, he/she is to report first to the classroom where the instructor may issue the designated TOH pass and assume the responsibility for the student. Students are not permitted in the halls without the designated TOH pass during class time. Students will not be allowed in the hallways during lunch without a designated pass from a teacher. Students are required to sign in and out of their scheduled class.

Fundraising

All fundraising efforts by an organization or group must be cleared in advanced with the TOH principal. Failure to do so will result in immediate cancellation of the effort.

All fundraising activities must be in compliance with GMCS Board policy. Sponsors may not purchase any item(s) without a completed requisition and purchase order that has been approved by an administrator or a designee. If you order items without authorization, payment for the expenditure becomes the responsibility of the sponsor and/or the person who signed the invoice.

Procedures for fund raising activities including summer camps are as follows*:

- a. Follow site base guide lines.
- b. No solicitation for donations or contributions by students, teachers, sponsors, or coaches.

*GMCS Activities Handbook (p 6).

Student Dress Code

This dress code is designed around two ideals:

- 1- A safe environment for students- if gang affiliation is being displayed the clothing will be asked to be changed or removed (REGARDLESS OF THE CLOTHING BEING IN THIS CODE OR NOT)
- 2- Displaying respect for the school and its academic environment. This is a learning institution, learning comes first.

General rules: **no blue (any shade of blue) or red colored clothing will be allowed (EXCEPT FOR BLUE JEAN DENIM)**. All clothing will be clean and presentable. No skin will be visible between the bottom of the shirt and the pant beltline while wearing a shirt when the hands are raised above the head. Clothing will not be over sized or undersized for the student's measurements. *Low cut clothing that shows cleavage or an inappropriate amount of skin is not allowed.*

Individual classes may dictate more specific dress codes for their periods of instruction that are created for the health and safety of the student (example PE Class- these will be communicated to parents and students by separate communication and only apply to that class).

ALL Tops must be one of the following colors: WHITE, YELLOW, GOLD, MAROON, GRAY, PEACH, PINK, TEAL, TURQUOISE, BROWN, ORANGE, RUST.		
TOPS	Male	Female
Polos	Any polo, Stripes OK. Logos less than the total size of a quarter embroidered on the polos are permissible	
Collared shirts	Plaid shirts and dress shirts are allowed.	Plaid shirts and dress shirts are allowed. Blouses are allowed. No strapless blouses, blouses without two straps, or straps that are less than two inches wide at the shoulder.
Undershirts	Allowed, solid colors (see general rules for exceptions) only. Only worn under a polo or other appropriate shirt.	
T-Shirts	THS spirit shirts approved by the administration can be worn anyday . Plain short or long sleeved T- shirts in these two solid colors only: Maroon or Gold	
Sweatshirts/Jackets	Only to be worn when classrooms are cooler than 65 degrees. Hoods are not to be worn.	
Hats	No bandannas. No caps or hats worn inside buildings. No beanies, stocking caps, or watch caps.	
Piercings	Visible piercings are limited to the ears. If students have piercings on other visible places they must have a permission note from their parent of record on file in order to wear the piercing in school.	
Sunglasses	Sunglasses are not allowed in the classroom	

BOTTOMS	Male	Female
Pants	Khakis and jeans are authorized. No sweatpants. Blue jean denim is the only blue color allowed at THS. Jeans of differing colors are allowed.	Khakis and jeans are authorized. No sweatpants. Blue jean denim is the only blue color allowed at THS. Not allowed: yoga pants, stretch pants, or tights.
Shorts	Must be worn so that the material extends at least two inches beyond the fingertips with the hands and arms perpendicular to the ground and fully extended. Must be denim or Khaki Pant material.	
Skirts	Must be worn so that the material extends at least two inches beyond the fingertips with the hands and arms perpendicular to the ground and fully extended.	
Shoes	Not allowed: high heels with 3 or more inches of wedge; flip flops/shower shoes. Shoes must be worn safely for the wearer and those around them.	
Dresses	Must meet all of the requirements for collared shirts and skirts.	
Belts	Belts will be secured around waist with not more than 6 inches of material showing past the buckle. No hanging chains from the belt.	

Reviewed by TOH Student Council on 25MAY16

Student Compliance With the Uniform Dress Code:

The *School Uniform Dress Code of Tohatchi High School* shall strive to achieve full compliance through use of incentives and positive reinforcement measures, and will resort to disciplinary action only when positive measures fail to ensure compliance. In addition, the policy's rationale and benefits of the *School Uniform Dress Code* will be explained and fully understood by the student and his or her family.

The intent of this policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Also, the intent of this policy is not to suspend or expel a student from class or from school, or lower an academic grade as a result of not complying with the

School Uniform Dress Code. However, non-compliance shall result in progressive disciplinary action being taken with the student.

No student shall be considered in violation of the *School Uniform Dress Code* in the following instances:

1. When administrators allow exceptions to the uniform code for special events. (Ex. Dress-up day, athletes on game days, academic teams, clubs, picture day, etc.)
2. During the first three (3) school days after transferring into Tohatchi High School. During this three (3) day period, appropriate dress (according to School Board Policy) shall be followed.
3. When a student is on campus outside of normal school hours.

Students who are consistently in dress code and demonstrate great concern for their personal appearance can be nominated for Positive Behavior Rewards by any member of the TOH Staff.

Progressive Disciplinary Action:

Students will be checked for dress code compliance during the beginning of each hour. If the classroom teacher deems the student is in violation of the schools dress code policy the teacher will verbally request that the student comply with the dress code policy. The student may request a parent/guardian bring dress code approved clothing to school. If the student does not have clothing to change into to be in dress code the student can come to the office where dress code compliant clothing will be provided for the student or the student will have to have their parent bring appropriate clothing for them. The classroom teacher **will have the student write on the referral form the reason for not being in compliance** with the dress code policy and return the form to the classroom teacher. The first hour and 5th hour teachers will turn in the dress code referrals at the end of each day.

Students violating the *School Uniform Dress Code* shall be disciplined as follows:

- 1st Offense = Teacher Verbal Reminder of Dress Code Policy to the Student, have the student get changed into dress code.
 - 2nd Offense = Teacher Verbal Reminder of Dress Code Policy and Dress Code Referral to Office, have the student get changed into compliance with the dress code.
 - 3rd Offense = Dress Code Referral to Office and Administrator Conference with student, have the student get changed into compliance with the dress code.
 - 4th Offense = Administrator Conference with student and a written letter home stating the student has been in violation of Dress Code Policy, have the student get changed into compliance with the dress code.
 - 5th Offense and Sequent Offense = Administrator Conference with student and if deemed appropriate Loss of Student Privileges (Example: School Functions, Homecoming Activities, Prom)
-

Extracurricular Activities

At TOH, we strongly encourage our students to participate in and support TOH extracurricular activities. They provide worthwhile contributions to student growth and development and promote school PRIDE. Participating in extracurricular activities can be an important aspect of life in high school. Extracurricular activities develop responsibility, leadership, cooperation, career interests, life-long hobbies, recreation, sportsmanship, and creativity. The basic standards established by the New Mexico Activities Association (NMAA) are used to determine student eligibility for athletic and non-athletic extracurricular participation. Please see the section on interscholastic eligibility on page (6) of this handbook for additional information on specific eligibility criteria at Tohatchi High School.

A variety of school activities are provided for TOH students. Students are encouraged to join school organizations (club, class organizations, etc.), participate in the athletic programs at THS, and attend school functions. Student who is suspended or expelled from school may not attend any school activity for the time of suspension/expulsion (athletic events, dances, etc.).

Both students and non-students must adhere to GMCS Board Policy and TOH rules and regulations during attendance at any extracurricular activities. Students in violation of any policy or regulation will face consequences in accordance with GMCS and TOH policies. Non-students who violate GMCS and TOH policies will be referred to the appropriate legal authority.

Library

The library is open from 7:30 AM to 3:30 PM. Per NCA requirements, all TOH teachers are assigned daily class periods to have equitable access to the library resources for their students. Students reporting to the library outside their designated time must have a teacher's pass and a specific student assignment. The duration of the assignment must be adequate to the student's presence time in the library. The librarian will verify students' assignments to grant access to the library. The librarian will not allow students to access the library without a specific assignment.

Students are expected to follow all library rules and maintain appropriate behavior. Students in violation of library rules will be reported to the office and removed from the library. The librarian will distribute other library rules and procedures to all students during the first week of school.

Library Books and Text Books

Students are responsible for damage to and loss of textbooks and novels. Grades may be withheld until fines are paid. Books are numbered for your convenience and for record keeping.

When a student withdraws from a class, he/she shall turn in all textbooks and library materials and leave a clear record.

School Sponsored Trips

School sponsored outings and field trips are an extension of the school and school all rules and policies apply as though the student is physically at school or in a classroom. Failure to abide by the rules may result in disciplinary action. All trips must be approved by the Principal in advance. The individual sponsor/s of the trip, in conjunction with the Principal, will set the criteria for participation and provide any additional rules pertinent to the activity. Students must be eligible to participate. It is the responsibility of the trip sponsor to assure that all participating students are eligible. Prior to leaving campus, each student must have a signed permission slip on file in the office. The sponsor is responsible to provide a written list of students who will attend the activity prior to leaving the school.

STUDENT VEHICLES

Vehicles regulations for students are as follows:

- All vehicles driven by students on school property must be registered in the office. Students must have a copy of their valid driver's license, proof of insurance coverage, vehicle registration, and signed parent/student permission to drive to school.
- Students driving a motor vehicle to school must park in the student designated parking area- the main parking lot in front of the school, closest to the gymnasium. This is the only designated parking area for student drivers in school.
- Parking permits may be obtained in the Office. There is a \$10.00 fee to allow a student to have a vehicle on campus. The permit must be displayed on the left corner of the dashboard where it is easily visible to school personnel.
- MAXIMUM SPEED ON CAMPUS IS TEN (10) MILES PER HOUR. Any violation of safe driving practices or abuse of the driving privilege WILL result in the privilege being suspended.
- All Terrain Vehicles (ATV) are NOT allowed on school campus during instructional time and athletic activities.
- No vehicle is to be entered and/or moved during the school day unless you have permission from the principal.
- Students are reminded that according to New Mexico law, a vehicle cannot pass a loading or unloading school bus. This law applies to buses on the school grounds.
- Students riding in other student's vehicles must have their parents' written permission from both parents the parents of the driver and the parents of the occupant.
- Vehicles, which are loud or make offensive noise, will be banned from the school campus
- Students and visitors are required to stop and identify themselves upon the request of any staff member- failure to do so will result in revocation of driving and parking privileges on campus
- Violation of vehicle regulations may result in the loss of privileges of driving onto the school grounds and being reported to the law enforcing agencies.

Graffiti, Vandalism, and Littering

It is strictly prohibited to write graffiti, vandalize school property, and litter the school campus premises.

Out-of-School Suspensions

If a student has been suspended or expelled from school he/she may not participate as a student in any school-sponsored activity during the time of the suspension. This includes athletic and any other extracurricular events held on campus. In addition to these restrictions, sponsors or coaches may further restrict participation of members who are suspended, in accordance with the organization's constitution or participation policies. After any suspension, a student will not be re-admitted to class until he/she returns with a parent or legal guardian for a conference with an administrator or designee. Parents are notified at the time of suspension in accordance with GMCS discipline policy, meaning they will be notified by phone and by writing at the time of the suspension. The Student Behavior Handbook describes the discipline process for GMCS schools and can be referred to from the District website under the parents tab. A printed copy will be provided upon request.

Tardy Policy

Students are expected to be on time to class each day at 7:55 AM. The first bell will ring at 7:52 AM every morning and have three (3) minutes to report to their class. If a student is tardy to class, they will be marked tardy in PowerSchool. Students more than 10 minutes late to class can be marked absent by the teacher.

In order to foster a positive learning environment and to take advantage the time allotted in the classroom for learning, prompt attendance to class is vital. A student arriving after the tardy bell, has missed out on instruction time and also disrupts the learning within the classroom, with this in mind students are to proceed to all their classes in a timely manner.

Students are to proceed to their next class in the most direct manner possible and not to spend time roaming the halls and courtyard and escorting other students to class.

Students that arrive to class after the tardy bell and are not ready to learn are considered late to class will be marked tardy (example, student loitering in the hall after the tardy bell or “running-jumping” through the doorway to avoid being “late”).

Consideration will be made for students with excused passes from the office or another teacher, etc.

Students arriving more than ten minutes late to class or students that are deemed to be “gaming” the tardy policy are at risk to being marked absent from the class as classroom teacher may have already taken attendance at the beginning of class and has started the lesson.

Telephone Use

Use of the office telephone is a privilege. Telephone calls are not to be made from the office unless it is an emergency. Students will not be excused or called from class to take telephone calls except in emergency situations. Office staff or administrators are the individuals who determine whether or not a situation is an emergency. We kindly ask for your understanding. If you are denied use of the telephone, do not argue, blame, or become upset with those of us who work in the office. Plan ahead!

Travel

A parent’s waiver and permission form must be turned into the sponsor prior to departing for any non-athletic trip. It is the responsibility of each student to contact each instructor before an absence due to travel. It is also the student’s responsibility to arrange for make-up work. If a student knows an absence will occur, it is recommended that make-up work be turned in before an absence.

Tutoring

Various types of academic tutoring are available after school on a schedule to be published during the school year. Please make arrangement with your teacher. An activity bus will run at a predetermined and communicated time for students who stay afterschool for tutoring services.

Visitors

ALL visitors are required to check in the office. Parents of Tohatchi High School students are welcome to visit our school at any time during the school day. Parents and other visitors are required to get permission from the Principal to visit classroom during instructional time. Visitors are not allowed to bring food for students unless it complies with the nutrition requirements of the state of New Mexico.

Progress Reports

Parents are able to check the progress of their students’ performance online 24/7, if you need help with this please call a counselor and they will walk you through the process. Progress reports are no longer sent home. If you would like a printout of your students grades and class progress please call the registrar or any counselor and they will print them for you and have them sent home with your student.

Report Cards

The GMCS Board of Education will release REPORT CARDS according to a published schedule set. Generally it is on a Wednesday, following the end of a semester grading period. It is not necessary to return report cards to the school. Grades earned at Tohatchi High School will go on the student's permanent record.

Course Withdrawal

PURPOSE: To standardize the procedure for a student withdrawing from a graduation required course when the student begins to struggle academically due to the rigor of the curriculum. A withdrawal from such course will be undertaken only after in depth advisement and parent contact.

1. A student who elects to withdraw from a graduation required course after the during the first two weeks of each term would complete a "Course Withdraw" Form. The student and the counselor will complete "Course Withdraw" Form after advisement. The student, parent, principal and counselor will sign the form. The form will be kept in the counseling office, not in the cumulative file. No designations will be entered on the student's transcript. Authority is granted to the principal to make an exception when, in the principal's judgment, it is warranted. These exceptions will be reviewed on an individual basis. (Required form is at the back of this handbook)

CCTE Classes (Center for Career and Technical Education) at UNM-Gallup

Students who are juniors (very few) or seniors may choose to travel to Gallup for half a day to attend a variety of vocational classes. These vocational courses are not offered at TOH. TOH provides daily transportation for all students attending classes at UNM-Gallup (UNM-G). Riding the school bus is mandatory. Riding in private vehicles to UNMG is not allowed. UNM-G students **MUST** check in with the TOH Academic Counselor before boarding the UNM-G bus. Failure to pass dual enrollment classes may adversely affect admission to college and eligibility for financial aid.

School Transportation

School bus transportation service is a privilege to the parents and students of Tohatchi Schools. It provides a safe ride to the school and home before and after school. Please have children at the designated stop at least 10 minutes early. If there is an emergency and you wish your child to be dropped off at a different stop or to ride another bus, a note or a phone call from parent/legal guardian is required to the school for approval from the principal. Please remember that the office staff and administrators must be able to verify the identity of the individual who calls or writes the request for students to ride an alternate bus or get off the bus at an alternate stop. Plan ahead. If we are unable to verify the identity of the caller or writer of your note, you will not be given permission to ride an alternate bus or get off at an alternate stop. This is a **SAFETY PRECAUTION**.

School Bus Rules:

- Be on time
- Follow driver's rules promptly
- Remain seated
- Keep aisles and exits clear
- Occupy only **the** seat assigned by the school bus driver
- Be courteous
- No profanity, gestures, etc.
- Keep bus clean
- Keep your hands, head, and feet inside of the school bus
- Use of tobacco, alcohol, or any controlled substances is **STRICTLY PROHIBITED**
- Eating and drinking on bus is **NOT ALLOWED**

- No Gum chewing
- Dispose trash properly in the container provided on the bus

Please remember that parent/s and/or legal guardian/s are financially responsible for damages to seats, windows, graffiti, etc. Students are responsible to follow all rules and instructions given by the driver. Any violation/s of bus rules may result in suspension from riding the bus to school. If a student loses his/her bus riding privilege parents will be responsible for taking the child to school and transporting the child home after school. If your child loses his or her transportation privileges, do not argue, blame, or become upset with those who work in the school office. The bus driver is responsible for the safety of all students riding the bus. Therefore, if the driver determines that a disruptive student is creating an unsafe safety or health issue, the driver may suspend the student from the bus. Questions regarding loss or reinstatement of riding privileges should be referred to Ronnie Nakai, Tohatchi Bus Barn (505) 733-2579 or Central Office at (505) 721-1118.

Health Services

The total school health program is devised to supplement the student’s own efforts to achieve maximum good health. The health assistant and nurse participate in the program by providing health education and counseling, screening tests for vision and hearing, referrals to community resources, assistance with program adjustments for students with health problems, and emergency and first aid care. The nurse will notify parents and/or medical providers if required and provide clearance for students who need to go home because of illness or injury.

Except in cases of emergency, students may not go to the Health Office between class periods. The student should obtain a pass from the instructor before going to the Health Office.

Students may not go home until a parent/guardian or a responsible adult designated by the parent has been notified. Therefore, it is imperative that each student provides the school with a telephone number through which the parents can be contacted. Transportation to the home of the student who becomes ill at school is the responsibility of the student’s family, except in cases of emergency. Students who are ill or who have a contagious condition should remain at home.

All students attending Gallup-McKinley County Schools must show proof of being currently immunized against certain contagious childhood diseases as prescribed by New Mexico law. SUSPENSION procedures will be initiated for failure to comply with the immunization law.

The nurse may be contacted at (505) 721-4805.

TOH Contact Numbers:

Main Office 505-721-4800	Principal 505-721-4800	Athletic Director(s) 505-721-4800
Attendance Secretary 505-721-4817	Office Secretary 505-721-4806	Office Secretary 505-721-4804
Health Assistant (Nurse) 505-721-4805	Bookkeeper 505-721-4808	Counseling Secretary (Registrar) 505-721-4811
Student Counselor 505-721-4816	Student Counselor 505-721-4874/07	Kitchen 505-721-4815
Special Ed. Office 505-721-4813	Library 505-721-4807	Bus Barn (Ron Nakai) 505-721-4917

Central Office (District Office) 505-721-1000	Snow Day Information 505-721-2233	
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GALLUP MCKINLEY COUNTY SCHOOLS
Learning Services Department
Course Withdraw Form

School Name _____ Date _____

Student Name _____ ID# _____

(Student) _____ is withdrawing from
_____ for the following reasons:

Parent Signature

Date

Student Signature

Date

Principal Signature

Date

Counselor Signature

Date

Form filed in Counseling Office