

# **Hiroshi Miyamura High School**



## **Student Handbook SY 2025 - 2026**

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## **General Information**

### **INTRODUCTION**

Dear Miyamura High School Students, Parents, and Guardians:

We wish to take this opportunity to welcome all students to Miyamura High School for the 2025 - 2026 school year. We hope that this will be a rewarding and productive year for all students.

This handbook outlines the general policies of Miyamura High School. As a student, you are responsible for the information contained in this handbook. Feel free to contact any member of the Miyamura High School Staff for clarification or assistance whenever necessary.

We wish you luck and hope you have a successful year as you strive to learn and grow as a Miyamura High School Student.

Respectfully,

The Miyamura High School Administration and Staff

### ***Miyamura Vision, Mission***

#### **Vision**

The vision of Miyamura High School is to develop well-rounded contributors of society through engaging, collaborative, equitable, safe, and supportive learning environments to ensure every student has a successful future.

#### **Mission**

To empower students to compete in a global society by providing a rigorous and relevant curriculum.

#### **Handbook belongs to:**

NAME: \_\_\_\_\_

PHONE \_\_\_\_\_

## **Board of Education**

Chris Mortenson	President
Charles Long	Vice President
Michael Schaaf	Secretary
Priscilla Benally	Member
Kevin Mitchell	Member

## **Central Office Administration**

Mike Hyatt	Superintendent
Jvanna Hanks II	Deputy Superintendent
Katherine Crisler	Assistant Superintendent of Procurement, Construction, Maintenance, Technology, and Transportation
Ashley Ryan	Assistant Superintendent of Personnel, SPED, Safety, Discipline, Food Services, Athletics

## **School Site Leadership**

Jeff Hartog	Principal
Joshua Benyola	Assistant Principal
Taylor Ramirez	Assistant Principal/ Athletic Director

## **Counseling**

Sara Montoya	School Counselor
Dario Madrid II	Student Success Advisor
Anthony Morales	Student Success Advisor
Latosca Guice	Student Success Advisor
Johnathan Gutierrez	College and Career Counselor

## **School Of's**

### **School of Engineering**

This pathway involves hands-on learning and applying content knowledge to practical problems and the design process. Future career or occupation options include but are not limited to: engineers, architects, electricians, draftsmen, and technicians. The connected courses for 10<sup>th</sup> grade Engineering are Introduction to Engineering, Geometry and Biology; while the teamed courses for 11<sup>th</sup> grade are Principles of Engineering and Algebra 2. During their 12<sup>th</sup> grade, students will have Engineering Design and Development as a capstone course.

### **School of Health**

This pathway will focus on providing students with a foundational knowledge applicable to a range of health professions. Future career or occupation options include but are not limited to: medical doctors, nurses, psychologists, health counselors, dentists, hygienists, nutritionists, and veterinarians. The 10<sup>th</sup> grade courses of Geometry, Biology and Principles of Biomedical Science will be connected to provide students with learning that involves the integration of science and math around the health professions. In the 11<sup>th</sup> grade, the connected courses include Anatomy/Physiology, Chemistry, and Human Body Systems. During their 12<sup>th</sup> grade, students will have Biomedical Innovations as a capstone course.

### **School of Business**

The linked learning activities will address business concepts such as Economics, Entrepreneurship, Finance, and Marketing. They will also focus on critical thinking, the development of business skills and documents, and applications of technology in business. Future career or occupation options include but are not limited to: customer service representatives, secretaries, administrative positions, operation managers, sales managers, entrepreneurs, human resource specialists, marketers, and business executives. The 10<sup>th</sup> grade courses that are connected in Small Business Pathway are English 2, World History and Introduction to Business; while in 11<sup>th</sup> grade, students will be organized into the teamed courses of English 3 and Business Management. During their 12<sup>th</sup> grade, students will have Business Communications as a capstone course.

### **School of Multimedia**

The school of Multimedia offers students a chance to explore options including journalism, desktop publishing, graphic design, digital illustration, video editing and filmmaking. These are in addition to the core classes of English, History, Math, and Science.

## **Student Instructional Expectations**

### **Critical Thinking**

- Problem-solving high-level, open-ended questions
- Analyzing and evaluating data/information
- Weighing evidence to form conclusions and discern truth
- Seeing connections across content areas
- Evaluate and discern the credibility of information from various sources to develop and justify conclusions.
- Access and analyze information
- Use technology as a means to access and synthesize information to develop summaries and form valid arguments.

### **Collaboration**

- Accountability to the process and the group while working toward a common goal.
- Accept and provide constructive feedback from others
- Be open to improvement
- Responsibility to tasks
- Build effective leadership and cooperation skills
- Using technology as an effective tool to support collaboration (Google docs, email, chat groups, etc.)

### **Communication** (Oral and Written)

- Demonstrate appropriate language/vocabulary for the setting
- Participate in effective and respectful conflict resolution discussions
- Self-advocate and justify opinions respectfully
- Participate in goal-setting and project planning
- Express understanding of content (Content Literacy)
- Use technology as a tool to effectively communicate with others (email, PPT / Prezi presentations, letters, essays, etc.)

### **Creativity**

- Demonstrate ability to be innovative through creative problem-solving and overcoming challenges.
- Adapt ideas to make them unique.
- Demonstrate resourcefulness in generating a novel product.
- Demonstrate agility in thinking by being open to new learning and considering new solutions to problems.
- Use technology to creatively express ideas, opinions, arguments, etc.

## Expectations & Disciplines

### MIYAMURA HIGH 2025-2026 DRESS CODE

Student dress is essential to student respect and behavior; therefore, Miyamura High requires professional student dress. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Students and their parents/guardians have the responsibility to be aware of Miyamura High School dress code and must conform to those requirements. The responsibility to interpret and enforce the policy rests with the administration. Clothing and accessories will be confiscated and returned to parents/guardians. The school is not responsible for any losses.

#### Expectations:

Students are expected to dress in an appropriate manner which means:

- Students must wear their Student ID on campus at all times.
- Student attire must not have gang affiliation, drug/alcohol imagery, sexual connotation or obscenities.
- **Students must not wear hoods/hats/beanies in the building or in the classroom.**
- Students must wear clothing that is not ripped or torn to the effect that it becomes sexually provocative or causes a distraction to the educational environment.
- **Pajamas (flannel pajama pants or slippers) are not to be worn in the classroom or school building.**
- Shorts and skirts must be mid-length.
- Spiked jewelry, chains, belts with more than 2" excess.

Follow the rule of the 4B's and a C: No bellies, no butts, no bra straps, no boxers, and no cleavage.

#### Consequences:

1<sup>st</sup> offence- Student will be sent to the office, parents will be called to bring appropriate clothing or use the school store.

2<sup>nd</sup> offence- Student will be sent to the office and your parents will be called to bring appropriate clothing. If waiting for an extended amount of time, student will be sent back to class.

3<sup>rd</sup> offence- Student will be suspended overnight pending a conference with parent.

4<sup>th</sup> offence- Student will be referred to school counselor or student success advisor for additional support.

## **Tardy Policy**

### **Structure:**

- 1) Teachers will be outside of their classrooms during passing periods.
  - \* Teachers will monitor behavior and greet students to develop and foster a rapport
  - \* Teachers at the beginning of prep will check their area to help ensure students are in class or picked up in the tardy sweep.
- 2) Tardy is considered anytime after the tardy bell rings
  - \* Teachers need to be cognizant of students around their door and give a grace period if students are attempting to get to class.
  - \* More the 10 minutes after the tardy bell= 1 unexcused absence

### **Procedure:**

- 1) Teachers will close their door after the tardy bell
- 2) Tardy sweeps will take place by security and escorted to the office for the tardy form.
- 3) Students will be given a tardy slip for lunch detention and be called down 5 minutes before their lunch. A carbon copy will be kept, and students will give it to the lunch detention teacher.
- 4) Students are not allowed in class without a pass
  - \* No pass= Ditching and referral
- 5) Office will keep a list of students for discipline secretary to enter for tracking and documentation.

### **Consequences:**

- 1) 1 tardy- lunch detention
- 2) 2 or more tardies in a day- lunch detention and parent conference
- 3) 3 tardies- 2-day lunch detention and parent conference with overnight
- 4) more 3 tardies- referral and possible suspension with parent meeting

### **Lunch Detention:**

- 1) A lunch detention teacher/supervisor will be needed for each lunch.
- 2) A designated detention area will be utilized for consistency
- 3) Students will be released a few minutes before the beginning of lunch to go get lunch and get to the detention area.
- 4) Students will only be released if they have a tardy slip.
- 5) If students are late or absent for lunch retention, they will receive another detention.
- 6) Students will only be able to read or do homework. No phones allowed or they will be picked up by the lunch detention leader.
- 7) Students will only be marked present if they turn in the copy of the lunch detention form.

### **What is Needed:**

- Bells set up 5 minutes before lunch with a different tone.
- 2 lunch detention teachers located on floor of designated lunch.
- Lunch detention slips
- Office staff/discipline/teachers/security trained for tardy sweeps and expectations of lunch detention.



# PATRIOT

## *Honor Code*



### **MAKE RESPONSIBLE CHOICES**

- Be in class every day and on time.
- Be prepared and ready to learn.
- Follow directions.
- Follow MHS dress code.
- Demonstrate your best work.

### **MAINTAIN RESPECT**

- Treat others the way you want to be treated.
- Be accepting of differences.
- Use manners: please, thank you, you're welcome...
- Respect classroom and school property.
- Use appropriate language.

### **MODEL INTEGRITY**

- Choose to do what is right.
- Persevere through difficulties.
- Be true to your best self.
- Be actively engaged in class.
- Be proactive not reactive.

## Athletics

See the Athletic Handbook for more details.  
**ENJOY THE SEASON AND CHEER ON THE PATRIOTS!**  
Taylor Ramirez, Athletic Director/ Assistant Principal

### MIYAMURA HIGH SCHOOL INTERSCHOLASTIC PROGRAM

Fall Sports	Winter Sports	Spring Sports
Football	Basketball (G)	Softball (G)
Volleyball	Basketball (B)	Baseball (B)
Cross-country	Wrestling	Track
	Swimming	Golf
Soccer	Dance (All year)	Tennis
E-sports (All year)	Cheer (All year)	Power Lifting

## Activities

Hiroshi Miyamura High school offers a variety of Activities and Clubs for students. Please reach out to our front office staff for assistance and support.

## **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)**

- Section 504 and the Americans with Disabilities Act (ADA) are federal laws which prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. The Acts define a person with a disability as anyone who:
  - has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); has a record of such impairment; or is regarded as having such an impairment
- If the parent(s) or guardian(s) disagree(s) with the determination made by the professional staff of the school district, he/she has a right to use the mediation process and/or a hearing with an impartial hearing officer.
- The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make an amendment.
- In order to fulfill its obligation under Section 504 and the ADA, the Gallup McKinley County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

### **Requests, questions or complaints may be forwarded to:**

District Compliance Officer  
700 S. Boardman  
Gallup, New Mexico 87301  
(505) 721-1100

## **ACADEMIC INFORMATION**

### **GRADING SYSTEM**

- Grades are "A, B, C, D and F". The number of credits accumulated each year determines the student's grade level. Grade classification for the year is established annually prior to the first day of school and usually is not changed during a school year.
- The following system is used in reporting grades:
  - A                      Excellent or Superior, 90 - 100%
  - B                      Good, Above Average, 80 - 89%
  - C                      Average, 70 - 79%
  - D                      Below Average 60 - 69%
  - F                      Failure, 59% and below needs to retake the course
- A combination of daily grades, tests, special assignments, and participation determine the final nine weeks grade.
- Semester grades are computed using the grades from both nine-weeks and the final exam. Normally the final exam will account for 10% of the final grade. A passing grade in all courses is 60% or above.
- Report cards will be released according to a published schedule. If there is a parent-teacher conference scheduled, report cards will usually be distributed first to those parents who attend then to students the following school day. It will not be necessary to return report cards to school. Grades earned at Miyamura High School will become part of the student's permanent file.

### **PROGRESS REPORTS**

- Between each grade reporting period (every 4 1/2 weeks) students who are in jeopardy of failing a class will be given a progress report. These notices are sent to parents, via the student. We do encourage parents to contact the school at any time to check on their students' performance.

### **PHYSICAL EDUCATION**

- Physical Education is a required course for graduation. Students with health and physical problems serious enough to keep them from taking Physical Education must give the school a written statement from a doctor describing the problems. PE may be taken at a later time, or a waiver may be requested for a long-term issue.
- Every Physical Education student must have a gym clothes and gym shoes acceptable to the school. If the student does not have these items, the gym teacher will supply information concerning their purchase. Students are required to dress out every time the class meets. Clothes may be available to be loaned and students will be expected to take advantage of such a loan.
- Lockers are furnished to students in Physical Education as a place to keep their gym clothes. Student should purchase a lock for PE lockers and not share the combination.
- Misplaced gym clothes and shoes are a common occurrence and students should take special care of gym articles. The school cannot be responsible for misplaced clothing. Students are sometimes careless with gym clothes or accuse others of stealing. Students are expected to take care of their/our equipment and belongings.

### **Attention Seniors**

- All coursework/credits and testing requirements MUST be completed to participate in the graduation ceremony.
  - 4 English
  - 4 Math
  - 3 Science with 2 being labs
  - 3.5 Social Studies
  - .5 Health
  - .5 NM History

- 1 CR. PE
- 7 Electives
- 1 credit must be Career cluster
- 1 credit must be honor, AP or dual
- 24 total Credits

### **GRADUATION REQUIREMENTS**

#### **GRADUATION ASSESSMENT REQUIREMENTS: PRIMARY DEMONSTRATION OF COMPETENCY**

See Counseling Department

- GMCS District Valedictorian, Salutatorian, & Class Rank Criteria
- Class Rank:
  - All students will be calculated in class rank.
  - Dual credit courses during summer and/or during school year exceeding periods of the school day (excluding McKinley academy) and/or concurrent enrollment (to include McKinley Academy) will not count in GPA.
  - Concurrent enrollment courses will not count as approved courses at GMCS and will not be reflected on official GMCS transcripts.
  - Class Rank is final 24 hours prior to designated graduation date and time.
  - All students that transfer into a Gallup McKinley County High School will abide by the GMCS district scale score concerning Advanced Placement, Honors, and Dual Credit classes. GPA will be recalculated based on GMCS course weighting policy.
  - Credit recovery due to course failure for McKinley Academy program students will be conducted at the home school via E2020 and calculated on a 4 point scale.
- Valedictorian, Salutatorian, & Top Ten:
  - Students must be enrolled in their graduating high school for three consecutive semesters to be considered for Valedictorian / Salutatorian / Top Ten honors.
  - Consecutive semesters must comprise a minimum of three out of the four semesters to include S1/S2 11th grade and S1 / S2 12th grade.
  - Valedictorian / Salutatorian / Top Ten candidates must be classified as 12th grade; 11th graders graduating early do not qualify for Valedictorian / Salutatorian or Top Ten Honors.
  - Each school site will have one Valedictorian and one Salutatorian except in the case of identical GPAs.
  - A school site may have more than one Valedictorian and/or Salutatorian in the case of students meeting all other criteria with identical GPAs.
- Top Ten
  - Top ten GPAs to include students with identical GPAs.
- Cannot exceed 50% of the graduating class
- Valedictorian, Salutatorian, & Top Ten determinations are final 24 hours prior to designated graduation date and time.

#### **GRADUATION CEREMONY**

- All seniors will be expected to attend graduation practice the week of graduation.
- Each senior will receive 2 wristbands for family members so that they may enter the stadium one hour before the general public. These wrist band will allow 2 family members to sit on the field with our graduates. All other guests will be allowed in an hour prior to graduation ceremonies for grandstands seating.
- In an effort to keep the ceremony dignified and uniform, only the following items may be adorn the cap, tassel and/or gown.

- Any official item that the student has formally received, provided through the State or National organization recognizing student membership or special achievement that was bestowed through Miyamura High School, and approved by Administration. These clubs and/or organizations include, National Honor Society, Key Club, Skills USA, MESA, Bilingual Education, and Armed Forces.

## **SCHOOL SERVICES**

### **COUNSELING AND GUIDANCE SERVICES**

- Miyamura High School has a staff of professionally trained Student Success Advisors. The counseling department provides a variety of services to students both on an individual and small group basis. Our services attempt to help students to understand themselves better and to help them to ascertain their strengths and weaknesses. Personal counseling is also made available to individual students upon their request. This is encouraged and broadened through classroom instruction and at all other times possible. Only through the coordinated and untiring efforts of all school personnel will counseling reach every individual student for whose benefit schools operate and counseling services are provided. Students are encouraged to get to know their counselors and to take advantage of the services counselors have to offer.

### **CAREER ADVISOR**

- The Career Advisor provide vocational and career guidance to students and parents; review with students and parents the high school four-year plans and assist in adjustments. They also participate and assist in scheduling and/or identifying appropriate career fairs to assist students in making career choices. Upward Bound Talent Search is organized through the Career Advisor.

### **HEALTH AND NURSING SERVICES**

- The services of a school nurse, who will make regular visits and periodic examinations of the students, are available. In addition, a Nurse's room will be provided with a Health Assistant to attend to the daily needs of students. Students who become ill or injured at school should report to the Nurse's office. The child's parents will then be contacted if necessary.
- Every child will be asked to have parents complete and sign a form which gives the name of the family doctor and states what procedures parents wish to have followed should the child be injured or become ill at school. Parents will also be asked to provide evidence that their child has been properly immunized. No student will be enrolled at Miyamura High School without proof of proper immunization.
- Should a child need to take doctor prescribed medication during school hours, the parent must contact the Nurse or Health Assistant for an explanation of the School Board Policy regulating medication at school. In general, all medication (prescription and over-the-counter) must be kept in the Nurse's Office and will be administered through that office.

### **CAFETERIA**

- Students will not be allowed to leave campus during lunch.
- All students are provided both free breakfast and lunch.

### **CARE AND RESPONSIBILITY OF STUDENT ITEMS**

- Students are responsible for their personal belongings/items while at school. At no time will the school accept responsibility for these items. It is strongly recommended that all nonessential personal belongings be left at home.

### **TRANSPORTATION/BUS SERVICE**

- The Gallup McKinley County Schools maintain its own bus service. For information concerning routes or particular bus problems, contact the school transportation office (Bus Barn) at 721-2252.
- Students who live further than 1 1/2 miles from the school are eligible for bus transportation on established routes.

- Student transportation by school bus is a privilege, not a right. Appropriate behavior and attitudes toward the driver, other students and school property is expected. Drivers may suspend riding privileges if a student misbehaves. The student may also be referred to a school administrator for disciplinary action. (More information on bus transportation appears later in this handbook.)

## **GENERAL RULES AND DISCIPLINE**

### **STUDENT IDENTIFICATION CARDS**

- Students at Miyamura High School will be issued a Student Identification Card (ID. Card) during the first two weeks of the school year. Students are required to have their ID. Card in their possession at all times when on campus. The only exception is during PE Classes.
- Student IDs will have a barcode for use in the library and as their lunch card.
- Students are not to write on or damage their card in any way. Students whose LD. Card is lost, stolen, or intentionally damaged will have to pay a replacement fee of \$3.00.

### **CLOSED CAMPUS**

- Hiroshi Miyamura High School is a closed campus. Any student leaving campus without being signed out during any time of the school day, is subject to disciplinary action.

### **ATTENDANCE**

- Gallup McKinley County Schools (GMCS) is committed to improving student learning. In support of that goal, the GMCS School Board has approved The Comprehensive School Attendance Referral (CSAR) policy beginning the 2013-2014 school-year. One addition to the policy is that Parents/guardians must provide a note/documentation from an official agency in order to excuse any absence beginning on the 11th absence. These can include a doctor's note, hospital note, letter from JPO, letter from Medicine Man, etc... in order to excuse the absence. A phone call/note from home will no longer be enough to "excuse" the absence.
- The intent of this policy is to help prevent abuse of "excused" absences for those students whose academics are being negatively impacted by multiple absences. These students will take priority when being referred to the Superintendent's Office for review. Schools will prioritize referrals based on those students whose absences are contributing to failing/low grades. Each school will evaluate students with attendance issues to determine course of action.
- Exceptions to this policy are those students who have documented needs on an IEP, a 504 plan for chronic illness, health issues, or other documented concerns as determined by the school.
- Please strive to send your child to school every day and on time. Secretaries will attempt to make parent contact daily to verify absences. First notification will be made by an automated phone call. Please verify your phone numbers as soon as possible. Daily attendance reports will notify secretaries of unexcused absences; and another phone call will be made to parent. To verify attendance please call secretary listed below by student's last name.
- Per the GMCS School Board approved Comprehensive School Attendance Referral (CSAR) attendance letters will be generated at the 5th, 7th and 10th unexcused absence. At the 7th unexcused absence, student will be placed on a District Attendance Contract. Students dropped for 10 (ten) days of unexcused absences will need to meet with an administrator and counselor to determine if an alternative placement is needed before re-enrolling.

### **BULLYING POLICY**

- 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."

#### **STUDENT MAKE-UP WORK POLICY**

##### **MISSED WORK DUE TO ABSENCES**

- Students will be allowed one day to make up work for each day missed because of an absence. This includes being absent for a short-term suspension (up to 10 days) For example, if a student is absent three days, the student will be allowed three days to make up the work that was missed. It is the responsibility of each student to check with each of their teachers to see if he/she has missed any tests or other assignments and then to make arrangements with those teachers on how and when they can make up the work. Students who know in advance that they will be absent shall contact their teachers before the absence and request make up work. Students absent from school because of truancy, expulsion, or long-term suspension will not be allowed to make up work missed.

##### **LEAVING THE SCHOOL GROUNDS**

- Any student leaving the school grounds during the school day must officially check out through the Attendance Office. This requires the appearance of one of the parents/guardians at school to check the student out.
- Reasons for leaving the school grounds include illness, doctor or dental appointments, and family emergencies. Parents wishing to have their child dismissed from school for these or any other reasons must make such requests in person and must bring a valid form of ID. Only those persons listed on the student's PA-2 form may check out the student. Students who leave school without officially checking out through the office may be considered TRUANT, and may be charged appropriately under School Board Policy.

##### **SCHOOL TRIPS**

- Groups of students may make trips for various purposes during the year. Written permission from parents is required before any student is allowed to take one of these school-sponsored trips. Permission forms may be obtained from the faculty sponsor of the trip or from the Office.
- On such school-sponsored trips, students will, at all times and in all places, conduct themselves in a manner that brings pride to themselves, their home and their school. People will judge our school and community by the students' appearance and behavior. Therefore, it is important that students dress neatly and always act in a courteous manner. While on a school-sponsored trip, students are to be respectful of the instructions given by the trip sponsor and chaperones. Remember that the same rules that apply at school also apply while on school-sponsored trips.

##### **SCHOOL PROPERTY**

- Keeping Miyamura High School clean and attractive is the duty of all students. Please take good care of all school property. Damaging school property is considered a serious offense. People found damaging or defacing school property must pay restitution and are subject to disciplinary action as well as possible criminal charges.



- Students found littering will be given the option of working on a cleanup crew or being referred for a disciplinary misbehavior. The snack bar will be closed during times when students have not been responsible for cleaning up after themselves during lunchtime.

### **TEXTBOOKS**

- State adopted textbooks are furnished through the textbook division of the New Mexico State Department of Education. Students are responsible for damage, such as writing, marking, torn pages, and lost books. When a student checks out a book, the student should check the book and notify the teacher of any damage to the book. This will ensure that the student is not held responsible for previous damage. The student will be held responsible for any damage that occurs after this time, or any damage that is not reported upon issue. Students will be charged for damage to and loss of books assigned to them. Names of students and teachers issuing the books are to be placed in ink in all books. Please be aware that not all courses will require traditional classroom textbooks.

### **STUDENT VEHICLES**

- Students are allowed to drive to school as long as they are fully licensed to drive. Students with learners' permits are not allowed to drive to school. Students wishing to drive to school must bring the following items to office:
  - Drivers license
  - Proof of insurance
  - Current registration
- Students vehicles parked without a parking permit that is up to date will be towed at owner's expense.
- Students' vehicles must remain parked in the student South parking lot from the time they arrive until the end of the day. If a student has a class at the UNM campus, they are NOT allowed to drive themselves; a bus will be provided to transport students. Student drivers may not transport other students off campus. Administration has the right to revoke a student's driving privileges as necessary.

### **WORKING DURING SCHOOL HOURS**

- Since school is considered a full-time occupation, students will not be excused from school in order to work except as part of an authorized work-study program. In addition, students should not be scheduled to work part-time during the school year, as it may prove detrimental to their academic achievement.

### **VISITORS**

- Parents are always welcome to visit the school, however, ALL VISITORS MUST report to the front office before visiting a classroom. Because of our large enrollment and our dedication to not causing any unnecessary disruptions to our students' learning, students from other schools and other children will not be allowed to visit our campus. At no time is a student to leave a classroom with a visitor or parent, unless permission has been granted by the office. Students attending specific classes at MHS from other schools (CCTE) are limited to class time and passing periods before and after class only.

### **HALL TRAFFIC**

- In the halls and all stairs, students are to walk quietly. There should not be any running, loitering, or unnecessary noise in the halls. Students are expected to walk in a normal fashion, not to roam the halls, and to go directly to their classes, and not spend time escorting others to class.
- Students are not allowed in the classroom areas of buildings during their lunch period or before school unless their teacher issues a pass specifically for that purpose.

- Students should not be in the halls during class unless (1) they have a signed pass by the teacher showing the destination, the date, and the time the student left the class, or; (2) they receive a pass to report to the office.

#### **ANNOUNCEMENTS**

- Announcements are read each morning and afternoon at a scheduled time. They may either be read over the intercom, over the radio, or by their teacher. All students are responsible for listening and following the morning announcements. Special announcements will be made over the intercom or radio when necessary. Announcement will be posted and updated weekly on the Miyamura High School website.

#### **LOST AND FOUND**

- Lost and found articles should be turned in to the Main Office promptly. Placing your name in all books and all personal belongings will help to eliminate lost items. Miyamura High School and Gallup-McKinley County Schools are not responsible for lost, stolen, or damaged items.
- Students are encouraged not to bring large amounts of money, cell phones, expensive jewelry, or other valuable articles to school. The school cannot be responsible for lost, stolen, or misplaced items.

#### **ELECTRONIC DEVICES**

- Students are encouraged not to bring any electronic devices; however, if students choose to bring any devices, including cell phones, the school and/or district is not responsible for the loss of any of these items. Students who do bring cellular phones, radios, CD players, MP3 players, handheld electronic games, and similar items to school are not allowed to have them turned on or visible during class. Any electronic device of these types seen during class is subject to confiscation, regardless if it is being used or not. The first time an electronic device is taken, the teacher will bring it to the discipline office where student may pick it up at the end of the day. A second offense results in the item being held in the discipline office and the parent or guardian must pick up the electronic device (May be picked up at the end of the day).

#### **EVACUATION / SAFETY DRILL PROCEDURES**

- Evacuation drill instruction will be posted in the classroom. These instructions are to be followed exactly. At all times, the students are to leave the building in absolute quiet; they should leave quickly but without running or shoving. All students are to move at least 100 feet away from the building. Students who cause any disruptions during evacuation or other safety drills may be referred to the office and/or to the district hearing authority.

#### **ASSEMBLIES AND DANCES**

- At various times throughout the year, all Miyamura High School students are called to assemblies that are held in the school gymnasium. Some of the assemblies are times for fun and others are more serious. During assemblies, your full cooperation is expected. School and classroom policies are still enforced. Students who disobey these rules may not be allowed to attend assemblies in the future. Disciplinary action as outlined in the Disciplinary Policy may also be taken. Attendance at assemblies, dances and award functions are a privilege. Some students will not be allowed to attend these activities. Students are to proceed to the assemblies with their teacher and remain with their class for the entire assembly.
- Dances are intended for MHS students only. A student may invite a guest only if they are enrolled at another Gallup-McKinley County High School; including McKinley Academy. A Guest Request Form must be completed by the MHS student, the High School the guest student is currently attending and signed by MHS Administration.
- These events include, but are not limited to, any Homecoming Event and / or Prom.

#### **TRANSFERRING AND SCHOOL RECORDS**

- A student moving out of the Miyamura High School district should follow the steps listed below:

- The parent should obtain a Withdrawal Form from the Registrar to be signed by all your teachers.
- Turn in all books to the teachers and pay all fees/fines set by each teacher in the office when you check out.
- Clear with the Librarian and pay ALL library fines.
- Clear all fines.
- Obtain the signature of the Counselor on the Withdrawal form.

#### **CHECK OUT PROCEDURES**

- Any person coming to check out a student must present a picture ID and be identified on the student check-out form.
- On any regular length school day, please do not ask to check out your child after 2:45pm, unless it is an emergency.
- On early dismissal days, unless it is an emergency, please do not ask to check out your child before the early dismissal time.
- Remember that only parents/guardians or people previously designated on the student's information card can check out a student, and then only with a picture ID.
- If a student needs to drive themselves to a doctor's appointment the parent must set this up 24 hours in advance.
- The purpose of these procedures is to ensure that students obtain the maximum amount of educational time each day with a minimum of interruptions. This procedure has been implemented as an additional safeguard to protect students. Your cooperation is appreciated.

#### **GENERAL RULES AND DISCIPLINE**

- NOTE: Violation of any of these rules may result in the student being referred to an administrator for disciplinary action as outlined under School Board Policy.
- Fighting, threatening or other behavior (including instigating or stopping to watch a fight), which endangers self or others, is not allowed.
- Use or possession of tobacco, alcohol, or other non-prescribed drugs on school grounds or at school events will not be allowed.
- Students will attend and be on time to every class.
- Eating or drinking will be done in the cafeteria or in other approved places.
- Running, horseplay, or disruptive behavior will not be tolerated in the classroom, in the halls, anywhere on school grounds.
- Appropriate language and respectful behavior are expected of all students.
- Stealing and destruction of materials or property will not be allowed.
- Students must have a pass when outside of class during class time.
- Bike riding is prohibited on campus; students must walk their bikes until they are off campus.
- Roller blades, and skateboards are not permitted on school property.
- Throwing snowballs is not allowed anywhere on campus.
- Unsafe or disruptive objects will not be brought to school.
- Students must follow any and all reasonable directions from all school employees.
- Other than holding hands, there will be no public display of affection between students.
- Follow all classroom rules as set down by each teacher.
- Other than school activities, students are not allowed to buy anything from or sell anything to, other students at school.
- Students are not allowed to bring to school articles such as spray paint, silly string, and/or shaving cream.
- Before school and during their lunch periods, students are to:
  - Stay out of the street.
  - Stay out of the unloading areas for buses.

- Stay away from the vehicles in the parking lot.
- Stay on school grounds.
- Hiroshi Miyamura High School is taking an active approach to maintain the health, safety, and welfare of our students. Therefore, the school is banning the consumption and or possession of all Energy Drinks
- Public Display of Affection such as: kissing, inappropriate embracing, petting and other indiscreet behavior, violate the norms of good taste and are unacceptable at HMHS. Students who are in violation will be charged with a misbehavior.
- Students must be in dress code at all times when on campus. Hats may not be worn inside the building.

#### **BUS TRANSPORTATION RULES**

- The following rules and regulations govern the use of bus transportation:
- Students must board the bus at their assigned stops and at the schedule.
- Students who ride the bus must not get on or get off at any point other than their regular stop unless written permission is given by the Principal.
- Regulations set down by the Gallup McKinley County School Board states that students failing to attend school after riding the bus to school may be kept from riding the bus home on that day.
- Students are to remain in their seats while the bus is in motion. Exit from or entrance to the bus is made only through the front door.
- No student is to ride with any part of his or her body outside the bus.
- Students are not to throw any objects in or out of the bus.
- No student is to smoke, drink, or use profane language while riding the bus.
- The driver may assign seats to any students.
- When students must cross the highway, they should cross in front of the bus when signaled by the driver that all traffic is stopped.
- Students should wait in line to board the bus without shoving or pushing. They should stand at least six feet from the curb or line of the bus stop until the bus comes to a complete stop and the driver has opened the door.
- Students who are not regularly enrolled on the bus route cannot ride the bus without permission from the Director of Bus Transportation.
- Buses load behind the school when school is dismissed.
- Students, who intentionally, or while misbehaving, destroy or damage any part of a bus, must pay the school district for such damage and disciplinary and criminal proceedings may occur.
- Bus drivers are in complete charge of all students when entering the bus, while on the bus, and when leaving the bus. In discipline cases where the safety of bus students is concerned, the bus driver is in total control and may, if the situation requires, suspend the student's riding privileges for the following day.
- Your bus driver has the student's safety in mind. These regulations are for the protection of all students.
- Please remember that it is a privilege to ride the bus; not a right

#### **DISCIPLINARY POLICIES**

#### **SCHOOL BUS DISCIPLINE**

- Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations as set forth in the Department of Education, Transportation Division, School Bus Driver Manual 1977 Revised, may have their transportation privileges revoked by school officials. The school bus driver is exclusively in full charge of all pupils when they are riding the school bus. Drivers shall report all serious discipline cases to the building Principal in the school to which the students are being transported.

- The bus driver shall have the authority to suspend a student's transportation privilege for one day. The driver shall notify the school Principal of this action and the Principal will notify the parents. Further disciplinary action caused by the student may result in riding privileges being permanently revoked. Students riding privileges may be permanently revoked for any student found to be under the influence of alcohol, drugs, guilty of destruction of school property, threat of bodily harm to passengers or driver.
- The permanent suspension of the student shall be the joint decision of the Principal and the school bus driver. Permanent suspension from school buses may be appealed to the board of education upon request to the superintendent.

#### **BUS REGISTRATION/PASSES**

- After the initial registration period for buses, which is approximately the first two weeks of school, students who are riding the bus for the first time must obtain a pass from the main office. Students are to make their requests before the end of the school day. Parental verification may be necessary.
- Students may not use bus transportation to get to work, appointments, or go home with friends. Emergency situations must be verified by parents with an administrator

#### **GUILT BY ASSOCIATION**

- The concept of guilt by association is recognized in these policies. In a situation where a student is in the company of another student who is guilty of misbehavior, but the same guilt or innocence cannot be established, then the parent/guardian will be notified of the incident. No other school disciplinary action will usually follow, unless the students is already on a district contract for a similar behavior.

#### **SNOWBALL AND WATER BALLOON POLICY**

- Snowball and water balloon throwing are dangerous activities and can lead to property loss and injury to individuals. Students violating this policy are subject to being charged with flagrant misbehavior and sent to the Hearing Authority.
- Please visit the following GMCS Website for District Policies and Procedures.
  - [http://www.gmcs.k12.nm.us/policies\\_and\\_procedures](http://www.gmcs.k12.nm.us/policies_and_procedures)

## **HOMECOMING AND PROM CRITERIA FOR KING AND QUEEN CANDIDATES**

- Homecoming: All students can run for Homecoming Court
- Prom: Senior candidate only
- Must have 2.0 or higher with no F's for Qtr or Semester (depending on date of homecoming/prom)
- Must not have more than three minor misbehaviors for discipline.
- Cannot have more than 10 absences per that semester (after 10 need documentation – doctor note, funeral brochure, court papers, note from medicine man are only exceptions)
- Homecoming Escorts
  - Candidate can have a student from any grade at Miyamura High School be an escort. (Includes McKinley Academy)
- Prom Escorts
  - Only Juniors from Miyamura High School can be an escort. (Includes McKinley Academy)

## **CRITERIA FOR HOMECOMING/PROM POSTERS AND CAMPAIGNING**

- Each Candidate CAN make one poster board size poster to be hung in designated area. Must be positive. (Administration must approve poster before it can be hung. Administration will hang posters.)
- Posters will be hung the week of voting and must be taken down after assembly. If not taken down, they will be thrown away.
- Candidates CANNOT write/draw on another candidate's poster. (candidate will be disqualified)
- Candidates CANNOT write on any students or any other candidate's vehicles to campaign for votes or write negative comments. (Candidate will be disqualified.)
- Candidates CANNOT campaign on social media or have anyone else campaign for them over social media in a negative or inappropriate manner. (candidate will be disqualified).
- It is an honor to be nominated for Queen/King and should be a positive experience for everyone.

## **STAFF CONTACT INFORMATION**

### **ADMINISTRATION**

- Jeff Hartog- Principal
  - [Jhartog1@gmcs.org](mailto:Jhartog1@gmcs.org)
- Joshua Benyola- Assistant Principal
  - [jbenyola@gmcs.org](mailto:jbenyola@gmcs.org)
- Taylor Ramirez- Assistant Principal/  
Athletic Director
  - [tramirez@gmcs.org](mailto:tramirez@gmcs.org)

### **COUNSELING**

### **ENGLISH DEPARTMENT**

### **SCIENCE DEPARTMENT**

### **SCHOOL PHONE NUMBER**

- 505-721-1900

### **MATH DEPARTMENT**

### **SCIENCE DEPARTMENT**

### **SOCIAL STUDIES DEPARTMENT**

### **ELECTIVES**

### **SPECIAL EDUCATION DEPARTMENT**

### **OFFICE STAFF**