

Thoreau High School

2025-2026



Student/Parent Handbook

P.O. Box 969
Thoreau, NM 87323
PHONE: 505-721-4500

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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's administrative office, or through the district's website. Parents and students will be notified of special policy additions or changes through newsletters and/or notices sent home to students.

Yá'át'ééh

Students, Parents, and Guardians,

Welcome to the 2025–2026 school year at Thoreau High School!

We're so glad to have you with us. Our students, families, and staff make up a strong, committed community, and together, we work hard to make THH a place where every student feels supported, challenged, and inspired.

At Thoreau High, our goal is simple: to give students the education and opportunities they need to succeed, not just in school, but in life. This handbook has key information you'll need throughout the year, including policies, procedures, and available supports for student learning and well-being.

We know that strong communication and collaboration with families make all the difference. Please stay connected with our teachers and staff, attend school events, and reach out when you have questions or concerns. We're here for our students. To ensure you receive school messages, please update your phone numbers with our front office staff.

Take some time to go over this handbook. It will help you and your child stay informed and confident throughout the year.

Thank you for being part of the Thoreau High School community. We're looking forward to a great year ahead full of growth, hard work, and meaningful moments.

Sincerely,

Valarie Antone

Principal

Thoreau High School

505-721-4500

GMCS 2025-2026 CALENDAR *

Independence Day-Closed
07/04/2025

July '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Winter Break-No School (Cont.)
01/01/2026-01/02/2026
Martin Luther King Jr. Day-No School
01/19/2026

First Day for 194 Day Staff
08/04/2025
First Day of school
08/06/2025

August '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Presidents' Day-No School
02/16/2026
Parent Teacher Conferences
02/23/2026

Labor Day-No School
09/01/2025

September '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Spring Break-No School
03/16/2026-03/20/2026

Fall Break-No School
10/10/2025
Parent Teacher Conferences
10/27/2025

October '25						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '26						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Navajo Sovereignty Day-No School
04/27/2026

Election Day-No School
11/04/2025
Veterans' Day-No School
11/11/2025
Thanksgiving Break-No School
11/24/2025-11/28/2025

November '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Memorial Day-No School
05/25/2026

Winter Break-No School
12/22/2025-12/31/2025

December '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Last Day of School/End of the 4th Quarter
06/09/2026
Last Day 194 Day Staff
06/09/2026
Juneteenth-Holiday
06/19/2026

Thursdays and Fridays - Schools will start 75 minutes after the Monday-Wednesday start times.

* Tentative Agreement pending Board approval and Union ratification.

THH BELL SCHEDULE 25-26

Regular Schedule				
Monday-Wednesday Schedule		Thursday-Friday Schedule		
Period	Time	Thursday	Time	Friday
1 st (54 min.)	8:00 - 8:54 am	1 st (81 min.)	9:05-10:26	2 nd (81 min.)
2 nd (54 min.)	8:57 - 9:51 am	3 rd (81 min.)	10:29-11:50	4 th (81 min.)
3 rd (54 min.)	9:54 - 10:48 am	Lunch	11:50-12:20	Lunch
4 th (54 min.)	10:51 - 11:45 am	5 th (81 min.)	12:23-1:44	6 th (81 min.)
Lunch 30 min	11:45 - 12:15 am	7 th (81 min.)	1:47-3:06	8 th (81 min.)
5 th (54 min.)	12:18 - 1:12 pm			
6 th (54 min)	1:15 - 2:09 pm			
7 th (54 min)	2:12 - 3:06 pm			
2 Hour Delay Schedule				
Monday-Wednesday Schedule		Thursday-Friday Schedule		
Period	Time	Thursday	Time	Friday
1 st (37 min.)	9:58-10:35	1 st (66 min.)	10:00 - 11:06	2 nd (66 min.)
2 nd (37 min.)	10:38 - 11:15	3 rd (66 min.)	11:09 - 12:15	4 th (66 min.)
3 rd (37 min.)	11:18 - 11:55	Lunch	12:15-12:48	Lunch
Lunch	11:55-12:25	5 th (66 min.)	12:51 - 1:57	6 th (66 min.)
4 th (37 min.)	12:28 - 1:05	7 th (66 min.)	2:00 - 3:06	8 th (66 min.)
5 th (37 min.)	1:08 - 1:45			
6 th (37 min.)	1:48 - 2:25			
7 th (37 min.)	2:28-3:06			

Thoreau High School Statement & Vision

MISSION STATEMENT

The mission of Thoreau High School is to deliver personalized quality education in a professional, safe, and caring environment.

VISION STATEMENT

The vision of Thoreau High School is to ensure all students receive a relevant, rigorous, and balanced education that will enable them to compete in a global society.

Student Experience Vision

Gallup-McKinley County Schools believe in the limitless potential of every student to learn, grow, and shape a meaningful life. In a community rich with story, culture, and creativity, our students bring inherent gifts and strengths that deserve to be recognized and intentionally cultivated. We are committed to providing high-quality learning experiences through caring educators, engaging classes and real-world opportunities that affirm each student's identity and support their journey toward a forward-thinking vision of their future.

At GMCS, every student belongs. Every student matters. And every student will graduate with a strong sense of purpose, the skills and credentials to access opportunity, and the confidence to pursue a life of personal and financial success. We are a school system that will not leave the future to chance and will never overlook the promise of any child.

THH – Character Counts

THH 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
Caring**

**Responsibility Fairness
Citizenship**

STUDENTS RIGHTS AND RESPONSIBILITIES:

GMCS Board Policy

The policy is available on the district website for reference.

STATEMENT OF POLICY:

A primary responsibility of the Gallup-McKinley County Public Schools (GMCS) 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 responsibilities. 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 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. GMCS has both the authority and responsibility to ensure the suitable rules of student conduct and appropriate disciplinary process are established.

EXPECTATIONS OF THH SCHOOL STUDENTS:

- I will attend my classes on time every day.
- I will follow the 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 or other electronic devices in school- except when directed by teachers or staff.
- I will 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.

COMMUNICATION METHODS WITH FAMILIES

Communication Methods

1. Email:
 - Use email for non-urgent communication.
 - Aim to respond within 24-48 hours on school days.
2. Phone Calls:
 - Schedule phone calls for urgent matters or sensitive issues.
 - Be respectful of parents' time and suggest specific times for calls
3. Meetings:
 - Offer regular opportunities for in-person or virtual meetings, such as parent-teacher conferences.
 - Encourage parents to schedule additional meetings as needed.
4. School Website/Portal:
 - Update the school website or learning management system with resources, assignments, and announcements.

CUSTOMER SERVICE

Thoreau High School is dedicated to empowering students and providing exceptional customer service for parents through productive and professional interaction. We believe in the power of connection, fostering relationships grounded in respect and empathy. By cultivating a culture of service and proactive support, we ensure that students and parents alike feel valued and heard. Our goal is to make a meaningful impact by inspiring students to take ownership of their learning journey while also supporting parents in their vital role. Together, we can create a bright future for all.

THH ADMISSION REQUIREMENTS

Students may enroll in Thoreau 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, Thoreau 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 Residence can occur to assure students are attending the correct school.

HONOR ROLL DESIGNATION:

Honor Roll recognition at Thoreau High School celebrates students who demonstrate strong academic achievement each grading period. Students will be recognized according to the following criteria:

1. Students must be enrolled full-time at Thoreau High School.
2. Students must have completed all required coursework for the term.
3. Students will be recognized in one of two categories:
 - o A Honor Roll: Cumulative GPA of 4.0 or higher at the end of the quarter.
 - o B Honor Roll: Cumulative GPA of 3.0 to 3.99 at the end of the quarter.

GMCS GRADUATION REQUIREMENTS:

Graduation requirements are based on credits earned in grades 9, 10, 11, and 12. Usually, 1/2 credit is given for each semester of each subject passed. Completion of one full school year of instruction earns 1 credit in a subject. Exceptions to this are online dual credit classes which earn 1 credit per semester. 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.

Graduation Course Requirements for Students in the Graduating Classes of 2022-2025
Students entering 9th grade in 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024 One unit must be honors, Advanced Placement, dual credit, or distance learning.

Content Area	Coursework Requirements
Mathematics	4 credits of math in high school, one of which shall be the equivalent to or higher than the level of Algebra II

Reading and Writing	4 credits of English with major emphasis on grammar, nonfiction writing, and literature
Science	3 credits of science
Social Studies	3.5 credits to include U.S. history and geography, world history and geography, government and economics, and 0.5 credit of N.M. history. <ul style="list-style-type: none"> • H1 – Class of 2029, 4 credits in SS. NM, WH, AM,= 1 credit Govt.5/Econ.5
Physical Education	1 credit in physical education
Electives	7 elective credits that meet department content and performance standards
Career Cluster, Workplace Readiness, Language	1 credit in a career cluster course, workplace readiness, or a language other than English
Health	1 course (0.5 or 1 credit) in health
Total Graduation = 24 Required Credits	

WITHDRAWAL AND TRANSFER

Withdrawal from Thoreau High

Prior to the end of semester any student withdrawing from THH must have authorization from his/her parent or legal guardian. Transcripts will be sent to another school for any student when the proper withdrawal procedure is complete. This includes the signatures of the teacher and the return of all textbooks and equipment, as well as full payment of any fines or fees owed. Parents should be aware that withdrawing a student before the end of the semester may have consequences that could impact the student's ability to graduate on time.

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 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 Registrar for final clearance.

TRANSCRIPTS:

Students who move from the Thoreau attendance area to another school must obtain a transfer form from the THH office and present it at the new school. The proper records will be sent upon request from the school you are 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 through Parchment. To be considered official, all transcripts must be received or sent by mail. A student, their parents, or guardian 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 Synergy.
- 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) Class participation
 - e) Initiative and student efforts to improve academic performance.
- 4) Teachers are required to provide make-up work for students when they are absent. Teachers may not provide make-up work or make-up tests if he/she ditched class or refused to complete the work and tests when time was given in class. Parents will inform the THH office of the reason for student's absence and must provide doctor's statements when applicable.
- 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 Synergy for parents to be aware of upcoming and current homework assignments and their due dates.

GRADING SCALE:

The grading scale at Thoreau High is as follows:

- **A = 90% – 100%**
- **B = 80% – 89%**
- **C = 70% – 79%**
- **D = 60% – 69%**
- **F = 0% – 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 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 unexcused.

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.
- c. **Verified absence** indicates that parent/guardian has called in to inform school of student's absence. If parent/guardian called in, there will be no call placed notifying that student is absent from the school.
- d. **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 charter/private school.
- e. **Excused absences** are absences where the parent provides documentation and for where there is an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board or governing authority of a charter/private school. Allowable excused absences are illness, medical and mental health appointments, court hearings, funerals, and cultural ceremonies.

Tardy policy: Students who are more than 10 minutes late to class will be marked absent by the teacher. These absences count the same as an unexcused absence.

Note: Parents/guardians must provide documentation from an official agency to excuse additional absences after the 11th absence.

THE SCHOOL ATTENDANCE SECRETARY MAY BE REACHED AT: (505) 721-4501

ATHLETICS:

Students must be in good academic standing to be members of an athletic team. Students are required to be in attendance for the entire day on the day of any athletic event, and all-day Friday if the event is on a Saturday. Late start is considered a full day.

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 Thoreau 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 THH athletics and school expectations for eligibility and participation in activities. As a representative of Thoreau High School, it is your responsibility to be aware of what THH expects of you.

Academic Eligibility from section 6 of the NMAA rules:

1. A student shall have a 2.0 grade point average with no grade of an 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 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 Advance Placement and Dual Credit points.
 - C. Cumulative provision
 - i. The cumulative provision may be applied only at the beginning of a semester.
 - ii. 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.)
 - iii. The cumulative provision may not be applied if a student has an "F" in the semester grading period immediately preceding participation.
 - 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://wAww.nmact.org/nmaa-handbook>

NOTE: 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.

THH participates in interscholastic athletic competitions in the following NMAA approved sports: Baseball, Basketball, Cheer, Cross Country, Football, Softball, Track and Field, and Volleyball.

DUTIES OF THE HIGH SCHOOL Mrs. Elkins, THH ATHLETIC DIRECTOR:

1. Secure officials for all varsity and junior varsity contests.
2. Facilitate safety repair and inspection of athletic equipment.
3. Coordinate tournaments with all interscholastic sports programs.
4. Provide safety and repair inspections of weight room facilities.

5. Promote extracurricular benefits at community functions.
6. Assist with coach selection committees.
7. Assist with coach evaluation.
8. Ensures NMAA/GMCS/THH eligibility policies are followed.

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.

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, 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 NMAA standards are 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. Coaches and Sponsors can at any time curtail or limit a student's participation in activities for failing grades or poor school attendance, refer to the Tardy Policy. At THH 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:

1. All sponsors must be full-time
2. Licensed personnel who are regularly employed by the school district
3. 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 any class. 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.

Coaches and Sponsors shall abide by all rules and regulations of the NMAA and School Board Policy. Sponsors are to be aware of various activity events and plan trips with full cooperation and knowledge of the principal. All teams and activity groups must always be accompanied by their coaches, sponsors, or suitable chaperones, including at least one certified school member who is in charge of the trip. One sponsor is required for every 15 students (1-15 ratio). Male and female adult chaperons must be present where there is a mixed group of male and female students. Chaperones must be fingerprinted and have a background check completed in order to accompany students on their activities.

Coaches and sponsors specific responsibilities include but are not limited to the following:

1. Have students at the departure point at the scheduled time.
2. Loading and unloading of buses.
3. Student supervision/discipline during trip.
4. Maintain a student roster.
5. Take roll each time students disembark and return to the bus.

Note:

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

- **“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.
- **“Harassment”** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.

- **“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, and jokes
 - b) Name-calling and belittling
 - c) Nonverbal behavior, such as graphic or written statements
 - d) Conduct that is physically threatening, harmful, or humiliating
 - e) Inappropriate physical restraint by adults.
- **“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
 - c) Otherwise adversely affects an individual’s academic opportunities
- **“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
 - b) Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s education
 - 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
- **“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:

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:

1. Placing a student in reasonable fear of physical harm or damage to the student's property; or
2. Physically harming a student or damaging a student's property; or
3. 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.”

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

Reporting Intimidation, Harassment, or Bullying Behavior

Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by 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.

- 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.

- Teachers and other school staff who witness acts of bullying or receive student reports of bullying are *required* to promptly notify designated staff.
- Reports should be done in writing using 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.
- School Principal or designee is *required* to accept and investigate all reports of intimidation, harassment or bullying.
- 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.
- Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.
- 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.
- The right to confidentiality, both complainant and the accused, shall be preserved consistent with applicable laws.
- If harassment or bullying continues, the perpetrator will be immediately suspended and removed from school, pending a long-term hearing.
- To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) School staff are *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.

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

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.

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

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.

All students need to be aware of bullying behavior beginning in kindergarten and continuing throughout their school years. It is 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.

CYBER BULLING:

Thoreau 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 using 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: “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.

“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

“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.

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

“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.

“**Social Networking Websites**” includes Facebook, X, Instagram, TikTok, YouTube or similar Internetbased 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

- a) It is the policy of the Board to prohibit cyber bullying, 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.
- b) No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this Policy.
- c) 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.

- **Inappropriate Communications.** Students are strongly discouraged from including inappropriate communications on any Social Network Website, including but not limited to: 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
 - (f) Threats of harm, damage, or injury to persons or property
- **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.

○ **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
- 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

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

- a) 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.
- b) 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.
- c) 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

- a) 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.
- b) 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.
- c) 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

- a) 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.
- b) 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
- c) In cases of threats that may constitute a violation of criminal law, the principal, superintendent or designee shall notify law enforcement authorities.
- d) 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 student's administrators will consult with the Director of Special Education regarding the appropriate process.

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 eat free. The meal rates for adults are as follows: Full-paid breakfast – \$5.00, full-paid lunch – \$5.00. Prices subject to change. 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. The lunchroom area is visible to all school visitors. Help keep our school clean. Meals will be eaten in the cafeteria.

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 THH students ARE NOT ALLOWED TO DRINK or have in possession during school and/at school related activities, any form of Energy Drinks, such as; Monster, Red Bull, etc.

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.

Students who bring restricted items to school need to remember that the property of the student is his/her responsibility. Neither THH 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.

Note: 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. Food must be eaten during the designated times of breakfast and lunch, in the cafeteria, see the bell schedule for times.

CHECK-OUT PROCEDURES:

THH is a closed campus. Students who leave campus after having arrived are required to check out in the office.

Parent parking is located on the side of the designated parent pick-up area. To ensure safety of students and bus loading/unloading the parking lot with the basketball goals are off limits to visitors during school hours.

Only those listed on the students PA-2 form may check out the student (line 10 on the PA-2 form allows parents/guardians to designate who can check out their child).

NOTE: No students will be allowed to be checked out after 2:30 PM. This policy is in place to ensure the safety and security of all students as the school day nears its end.

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.

Thoreau High School is a closed campus for students during the regular school day hours. 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 THH can greatly enhance your high school career. THH 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 THH 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 THH 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 as follows:

- | | | |
|----------------|-----------------|----------------|
| Art Club | Drama Club | Class Officers |
| Freshman Class | Sophomore Class | Junior Class |

Senior Class
Newspaper
Student Council

MESA
National Honor Society
Yearbook

Native American Club
Spanish Club

Note:

This list of clubs is subject to change throughout the school year.

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 student's responsibility.

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

THH Electronic Device Policy

IV. THH staff will not keep student phones or devices (earbuds/headphones etc.) overnight. If a student refuses to follow classroom rules for electronic device use, the teacher will ask the student to turn it off and put it away. If the student does not comply, a discipline referral may be made.

- If a phone is taken by administration or acting admin, a parent or guardian must come to the front office to pick it up.
- The front office closes at 4:00 PM.

V. At THH, students may only use personal electronic devices when allowed by a teacher. If allowed, the teacher will clearly explain when and how devices may be used in class. Students without personal devices will be provided an alternative, most commonly a laptop.

When attending events at other schools, students should expect that different rules may apply and that devices may be confiscated.

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.

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 health and/or safety, or a disruption to the educational process. These items include, but are not limited to the following:

Prohibited Contraband:

- a) Knives/Pocket Knives/Swords/Drugs/Fireworks
- b) Cigarettes/Vape Pen/Rolling Papers/Tobacco Products/Matches/Lighters
- c) Firearms/Ammunition/Squirt Guns/Toy Guns/Laser Pointers
- d) Rubber Bands/Alcoholic Products

Restricted (but not prohibited) Items Subject to Confiscation:

- a) Cell Phones/I-Pods/I-Pads/PSP/MP3/Cameras/Camcorders/Electronic Tablets
- b) Caps/Hats/Bandanas/Chains/Jewelry (that can be perceived as dangerous)
- c) Felt Pens/Markers/Sharpies/Glue/Other Strongly Scented Objects
- d) Playing and Trading Cards/Dice/Other Gambling Paraphernalia
- e) Skateboards- see policy below

SKATEBOARDS ON CAMPUS:

THH 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.

Guitars or other Instruments:

- a) Students will leave their instruments in the front office for the remainder of the school day.

Note: Students that cannot follow this policy will be asked to surrender their skateboards until a time when a parent can pick them up.

DISCIPLINE

STUDENT BEHAVIOR:

The student behavior handbook is located on THH website under parent and student.

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.

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.

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 ways to develop good behavior habits and proper attitudes toward school:

- a. Recognize that the teacher takes the place of the parents while the child is in school.
- b. Teach the child respect for law, authority, the rights of others, and for private and public property.
- c. Work with the school in carrying out recommendations made in the best interests of the student, including discipline.
- d. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- e. Talk with the student about school activities; show an active interest in his/her report cards and progress.
- f. 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 or 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.

Carielle Bahe, Counselor (9th-10th) 505-721-4510

Kristiana Desiderio, Jones (11th-12th) 505-721-4509

REQUESTS FOR HOMEWORK

The Front Office will accept requests 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 can make this process easier. Allowing the teacher's time to prepare a packet for you to take home ahead of your absence can make all the difference in your grade and demonstrates your concern for your own education. Unforeseen circumstances occur and planning cannot be done. In these cases, your diligence as a student to let teachers know your situation, and what you can do while you are gone will help keep you from getting behind on your classwork.

Homework must be picked up at the Front 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 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 time 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.

- Documentation of the extenuation circumstances must be provided to the front office.

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)/MLSS is a vital component to a 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.

THOREAU HIGH SCHOOL SAT REFERRAL PROCESS:

1. Identification of At-Risk Students

- Utilization of Early Warning System (EWS):
 - Monitor student data regularly, focusing on indicators such as attendance, academic performance, and behavior.
 - Identify students who met predetermined thresholds (e.g., 10% or more absences, failing grades in core subjects, disciplinary referrals).

2. Initial Review

- Data Review Team:
 - Form a team consisting of teachers, counselors, and administrators to review the identified students.
 - Discuss and document concerns related to each student's academic, social, and emotional needs.

3. Referral Submission

- Referral Form:
 - Student's name and grade level
 - Specific concerns identified (academic, behavioral, social-emotional)
 - Any interventions already attempted

4. Referral Review Meeting

- Schedule Meetings:
 - Hold regular meetings (bi-weekly or monthly) for SAT to review referrals
 - Prioritize referrals based on urgency and need
 - Discussion: evaluate the information provided in the referral and discuss possible interventions or support strategies.

5. Intervention Planning

- Action Plans:

- Create individualized action plans for each referred student, outlining specific interventions, support services, and goals.
- Involve relevant stakeholders (teachers, counselors, parents) in the planning process

6. Implementation of Interventions Support Services:

- Provide targeted support services based on the action plan, which may include counseling, tutoring, mentoring, or behavior intervention programs

Monitoring:

- Establish a timeline for implementing interventions and set up a system for ongoing monitoring of student progress

7. Follow-Up and Evaluation

Regular Check-Ins

- Schedule follow-up meetings to assess the effectiveness of interventions and make adjustments as needed

Documentation:

- Keep detailed records of meetings, interventions, and student progress to inform future referrals and support efforts

8. Communication with Stakeholders

Regular Updates:

- Communicate regularly with parents/guardians regarding their child’s progress and the support being provided

Feedback Loop:

- Encourage feedback from students, parents/guardians and staff to continuously improve the referral process and support services

9. Review and Revise Process ●

Annual Review:

- Conduct an annual review of the referral process, assessing its effectiveness and making necessary revisions based on feedback and outcomes.

NOTE: The SAT referral process aims to ensure that students at Thoreau High School who are identified as at-risk through the Early Warning System receive timely and appropriate assistance from the Student Assistance Team. By following these steps, the school can foster a supportive environment that promotes student success and well-being.

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 decide, 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 Thoreau High School. Students from other GMCS high 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: THH Juniors and seniors are invited, and formal dress will be required.

EMERGENCY: (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 THH 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 THH pass and assume the responsibility for the student. Students are not permitted in the halls without the designated THH 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 out of their scheduled class.

FUNDRAISING:

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

All fundraising activities must follow 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 guidelines.
- b. No solicitation for donations or contributions by students, teachers, sponsors, or coaches.

DRESS CODE:

Gallup-McKinley County Schools Student Dress Code

The dress code at Gallup-McKinley County Schools is designed to promote a positive and respectful learning environment while allowing for individual expression. We believe in fostering a sense of community and pride among our students. The following dress code guidelines apply to all 32 schools and programs in our district, and we appreciate your cooperation in maintaining a conducive atmosphere for education.

We encourage students to express their individuality through accessories like jewelry, scarves, and traditional headwear so long as they meet the requirements listed below. Parents and guardians, as part of our team, are encouraged to support their children in adhering to the dress code. We, as an educational community, want to create a safe learning environment free from discrimination or distraction. We aim to prepare students to be career-ready and encourage the importance of professional dress.

General Guidelines:

1. Tops:
 - a. T-shirts, blouses, and shirts are required.
 - Sleeves should cover the shoulders and arm pits.
 - No spaghetti tops or tank tops without a covering like a sweater, jacket, blazer, etc...
 - No sheer or see-through clothing.
 - Shirts should not have cuts, rips, or slits in them.
 - Tops may not show stomach, buttocks, backs, chest area, etc...
 - b. Undergarments should be worn under clothing and not be visible.
 - c. Also see Prohibited Items Section 8

2. Bottoms:
 - a. Only khakis, cargo pants, dress pants, capris, or jeans are allowed provided they are in good condition and free from any visible holes, rips, or tears. (** Students in 3Y-2nd Grade may have sweat type bottoms**)
 - Patches covering holes or tears are allowed so long as they follow all other dress code expectations.
 - No sheer or see-through clothing.
 - No pajama wear or similar type attire.
 - b. Dresses and skirts are allowed so long as they come down to the knee or lower.
 - c. Undergarments should be worn under clothing and not be visible.
 - d. Bottoms may not show stomach, buttocks, backs, etc...
3. Footwear:
 - a. No shoes that may cause a disruption or accident.
 - E.g., shoes with wheels, spurs, flip flops, house shoes/slippers, etc....
4. Accessories:
 - a. Hats (e.g., baseball caps, cowboy hats, beanies, bandanas, headbands that cover ears, or comparable items) are not to be worn in buildings.
 - Exceptions: Religious/traditional headwear.
 - b. Accessories that are excessive, make noise, or cause disruption will not be allowed.
 - c. Sunglasses are not to be worn in the building.
5. Outerwear:
 - a. Jackets, sweaters, and hoodies are allowed. Hoods are not to be worn over the head in the building.
 - b. Also see Prohibited Items Section 8 6. Special Days and Events:
 - a. On certain designated days or events, students may be allowed to wear special attire as communicated and approved by the school administration.
 - e.g., Spirit Days
7. Physical Education and Athletic Class Periods Only
 - a. Appropriate length shorts, sweatpants, or jogging pants are permitted during P.E. and athletics.
 - b. T-shirts with sleeves only (must cover shoulders and arm pits)
 - c. Students must wear appropriate athletic shoes for P.E. and athletic activities.
 - d. All items must align to other requirements and restrictions of the dress code (including length, writing, images, etc..).
8. Prohibited Items:
 - a. Offensive language, symbols, or images on clothing is prohibited.
 - E.g., pornographic, contain threats, or that promote illegal or violent conduct such as weapons, drugs, alcohol, tobacco, or drug paraphernalia. Hate group association/affiliation and/or use of hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, political affiliation, or other protected groups.

- b. Clothing that promotes violence or illegal activities.
- c. Clothing that by virtue of color, arrangement, trademark, or other attribute, denotes membership in gangs, or advocate drug use, violence, or disruptive behavior.
- d. Accessories that could be considered dangerous or used as a weapon.
 - No chains or spikes of any kind.
- e. Sunglasses and/or hats may not be worn inside the building.
- f. Bandanas are prohibited.

Additional Notes:

- The dress code is in effect during regular school hours, after-school programs, and school sponsored events during the school day.
- School administrators can address any clothing or accessories they deem inappropriate or disruptive.
- At GMCS, along with parents and guardians, we seek to provide a professional working environment at all levels that promotes learning and college, career, and civic readiness. By following these guidelines, we aim to create a positive and inclusive atmosphere where students can focus on their education and personal development. Thank you for your cooperation in maintaining a respectful and conducive learning environment at Gallup-McKinley County Schools.

EXTRACURRICULAR ACTIVITIES:

At THH, we strongly encourage our students to participate in and support THH 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 Thoreau High School.

A variety of school activities are provided for THH students. Students are encouraged to join school organizations (club, class organizations, etc.), participate in the athletic programs at THH, and attend school functions. Student who are 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 THH 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 THH policies. Non-students who violate GMCS and THH policies will be referred to the appropriate legal authority.

Discovery Center/Library:

The discovery center is open from 8:00 AM to 3:30 PM. Per NCA requirements, all THH 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 Textbooks

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.

PARENTVUE:

ParentVUE is a communication tool within the Synergy Student Information System designed to provide parents and guardians with access to important information about their child's education. The primary purpose of ParentVUE is to enhance parental involvement in a student's academic life by offering real-time access to various educational resources.

Purpose of ParentVUE**1. Access to Student Information:**

- Parents can view their child's grades, attendance records, and assignments, allowing them to stay informed about their academic performance and school activities

2. Communication:

- It facilitates better communication between parents and teachers, enabling parents to reach out for support or clarification on their child's progress

3. Monitoring Progress:

- Parents can track their child's academic journey and identify areas where additional support may be needed

4. Engagement:

- By providing insights into their child's school life, ParentVUE encourages parents to engage more actively in their child's education

Gaining Access and Using ParentVUE

1. Registration:

- Parents typically receive a registration code from the school upon enrollment. This code is necessary to create a ParentVUE account

2. Account Creation:

- Visit the school's ParentVUE portal and enter the registration code along with other required information to create an account

3. Login:

- Once the account is set up, parents can log in using their credentials (username and password) to access the system

4. Navigation:

- The interface usually includes sections for grades, attendance, and assignments. Parents can click on these sections to view detailed information about their child's schoolwork and performance

5. Communication Tools:

- Many ParentVUE systems include messaging features that allow parents to communicate directly with teachers or school staff.

Positive Behavioral Interventions and Support (PBIS)

"Hawk PRIDE: Positive. Respectful. Involved. Determined. Engaged."

What is PBIS?

PBIS stands for Positive Behavioral Interventions and Supports.

- Framework to promote a positive school climate
- Teaches, reinforces, and celebrates expected behaviors
- Data-driven, proactive approach

PBIS Goals

- Reduce office referrals and behavioral incidents by 20%
- Increase recognition of positive behaviors
- Strengthen relationships among students, staff, and families

Hawk PRIDE Expectations

Setting	Be Positive	Be Respectful	Be Involved	Be Determined	Be Engaged
Classroom	Encourage others	Listen to others	Participate	Keep trying	Stay on task

Hallways	Greet others	Walk calmly	Keep it clean	Be on time	Stay in area
Cafeteria	Include others	Use manners	Help clean	Wait patiently	Use time wisely
Bus/Arrival	Say good morning	Follow directions	Be on time	Show self-control	Be alert

Teaching Expectations:

- To model expectations
- Staff use consistent language and visuals

Recognizing Positive Behavior

- Student of the Month for 9th-11th grade level.
- End of the quarter rewards
- Celebrate with Parent Calls Home! Teachers will call student’s parents to share the great things students are doing.

Data Tracking

- Monitor Synergy reports weekly
- Adjust strategies and reteach as needed

PBIS Calendar Overview

SAFETY PROTOCOLS/STANDARD RESPONSE PROTOCOL (SRP):

- **RAVE:**
 - The RAVE Safety System is a comprehensive safety management framework designed to enhance workplace safety and emergency preparedness. RAVE stands for “Rapid Assessment of Vulnerability and Emergency,” emphasizing its focus on identifying risks and implementing effective measures to mitigate them.
- **STOPit:**
 - STOPit is a reporting system designed to empower individuals, particularly students, employees, and community members, to report incidents of bullying, harassment, or any unsafe behaviors in a safe and anonymous manner. The platform facilitates a direct line of communication between users and designated authorities, such as school administrators or workplace HR departments.

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 for providing a written list of students who will attend the activity prior to leaving the school.

STUDENT DROP OFF/PICKUP PROCEDURES:

DROP OFF

1. Arrival Time:

- Students should be dropped off between 7:30 AM and 8:00 AM to ensure they arrive on time for the start of school

2. Location:

- All students must be dropped off in the designated area, in front of the school, green traffic cones outline the vehicle line.

3. Traffic Flow:

- Please allow the designated traffic flow pattern to be established by school security staff.

4. Safety Measures:

- Students should exit the vehicle only when the vehicle is fully stopped
- Parents and guardians should remain in their vehicles to avoid congestion

5. Final Check:

- Ensure that all personal items are gathered before exiting the vehicle
- Students must enter the school promptly, get their breakfast or check-in with the front office

PICKUP

1. Pickup Time:

- Students should be picked up promptly at 3:05 PM

2. Location:

- All students will be picked up in the front parking lot area, follow the drop off designation

3. Traffic Flow:

- Parents and guardians should follow the designated traffic pattern for pickup

4. Safety Measures:

- Students will practice traffic safety when approaching the vehicle
- Parents should remain in their vehicles and not park in the pickup area

5. Final Check:

- Ensure that students have all their belongings before leaving the pickup area
- Students should enter the vehicle promptly to ensure the efficient pickup process

STUDENT VEHICLES

Vehicles regulations for students are as follows:

1. 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 (*driving permits will not be allowed*), proof of insurance coverage (*student must be listed as an insured driver*), vehicle registration, and signed parent/student permission to drive to school.
2. 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.
3. Parking permits may be obtained in the Office. The permit must be displayed on the left corner of the dashboard where it is easily visible to school personnel.
4. **THE MAXIMUM SPEED ON THE 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 or revoked.
5. The list below are forms of transportation **NOT** allowed on school campuses during instructional time and athletic activities.
 - a Students are not permitted to ride ATVs, mopeds, scooters, minibikes, pocket bikes, or other non-standard motorized vehicles to school.
 - b Only licensed, insured, and properly registered vehicles are allowed on campus. If a vehicle does not meet these requirements, it will not be permitted on school grounds.
6. No vehicle is to be entered and/or moved during the school day unless you have permission from the principal or assistant principal.
7. 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 school grounds.
8. 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.
9. Vehicles which are loud or make offensive noise will be banned from the school campus.
10. 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.
11. 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.

Loss of Driving Privilege

- A. Violation of any New Mexico Driving Law
 1. Suspension/Loss of Driver's License
 2. Court ordered mandates.
- B. Disciplinary reasons as determined by THH Administration
 1. Violation of any school rule in or near the student parking lot
 2. Attempting to leave campus without permission.
 3. Attempting to sneak other students off campus.

4. Reckless driving on “THH property including parking lots, and all after school activities/programs.”
5. Attempting to borrow a parking pass from other students.
6. Providing false information when filing for a parking permit.

GRAFFITI, VANDALISM, AND LITTERING:

It is strictly prohibited to write graffiti, vandalize school property, and litter the school campus premises. Failure to follow this reasonable request will result in disciplinary action (See student behavior handbook on our THH website)

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 athletics 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 8:00 AM. The first bell will ring at 7:55 AM every morning and have five (5) minutes to report to their class. If a student is tardy to class, they will mark tardy in Synergy. 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 of the time allotted in the classroom for learning, prompt attendance in class is vital. A student arriving after the tardy bell has missed out on instruction time and 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, loitering in the bathrooms, or buying from the vending machine).

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 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!

CELL PHONE USE:

District Policy:

Cell phone use cannot be disruptive to the learning environment. Cell phones may not be used to threaten, intimidate or in any way violate the security, safety and well-being of others. Cell phones will not be used to take or share pictures, videos, or record audio sounds of students, faculty, or staff that are considered sexually offensive, provocative, disrespectful, or otherwise inappropriate. Site principals are responsible for establishing and communicating expectations for cell phone use and conditions of use as well as procedures for confiscating cell phones.

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. To preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Thoreau High School. The policy is:

1. Cell phones may be used on school grounds before school, during lunch, and after school.
2. Cell phone use is prohibited in classrooms, restrooms, hallways and school offices, unless otherwise stated by a teacher.
3. During the instructional day, cell phones must remain out of sight and in silent mode.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before school, during lunch and after school.
5. Cell phones must be turned off and placed in backpacks or another location away from students and their desks during tests and assessments. Having a cell phone during testing is a testing irregularity and it will be confiscated and searched if found on student during testing. A testing irregularity form will be sent to the district, and the student’s test may be invalidated.
6. If students need to place an emergency phone call during the day, they should request to go to the main office to use the phone.
7. Students may be subject to disciplinary action if their use of their cell phone disrupts the school’s educational environment. Examples of this include, but are not limited to cheating, bullying,

harassment, unlawful recording or photographing, violating other school rules. If they are out of the classroom during instruction and found using the cell phone for an extended period of time.

8. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

If students violate the school's cell phone policy, the following may occur:

- **First offense:** The student's cell phone *may* be confiscated by a staff member or administration and held in the administrative office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Second offense:** The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones after school. Office closes at 4pm.
- **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will be prohibited from bringing their cell phone back on school grounds for two weeks.

TRAVEL:

A parent's waiver and permission form must be turned into the sponsor prior to departing for any nonathletic 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 plan with your teacher. An activity bus will run at a predetermined and communicated time for students who stay after school for tutoring services or credit recovery after hours.

VISITORS:

ALL visitors are required to check in the office. Parents of Thoreau 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 the 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.

VERKADA:

The Verkada student check-in and check-out system is a modern solution designed to enhance the safety and efficiency of tracking student attendance and movement within educational institutions.

PROGRESS REPORTS:

Parents can 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 Thoreau High School will go on the student's permanent record.

COURSE WITHDRAWAL

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 THH. THH 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. Failure to pass dual enrollment classes may adversely affect admission to college and eligibility for financial aid.

DUAL CREDIT:

Students who have a cumulative GPA of 2.6 or higher may take dual credit classes if approved by School Counselor. These classes will count towards GPA on a 5-point scale and can be used to gain college credit while in high school.

SCHOOL TRANSPORTATION:

School bus transportation service is a privilege to the parents and students of Thoreau Schools. It provides a safe ride to the school and home before and after school. Please have the 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:

1. Be on time
2. Follow driver's rules promptly
3. Remain seated
4. Keep aisles and exits clear

5. Occupy only the seat assigned by the school bus driver
6. Be courteous
7. No profanity, gestures, etc.
8. Keep bus clean
9. Keep your hands, head, and feet inside of the school bus
10. Use of tobacco, alcohol, or any controlled substances is **STRICTLY PROHIBITED**
11. Eating and drinking on bus is **NOT ALLOWED**
12. No Gum Chewing is allowed on the bus
13. Dispose trash properly in the container provided on the bus

Please remember that parents/s and/or legal guardian/s are financially responsible for damages to seats, windows, graffiti, etc. Students are responsible for following 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 Thoreau Bus Barn at (505) 721-4591.

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 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.

THH Contact Numbers

Main Office 505-721-4500	Attendance Secretary 505-721-4501	Health Assistant (Nurse) 505-721-4504
School Delay & Snow Day Information 505-721-2233		
Visit our THH Website to keep up-to-date with school events; https://www.gmcs.org/o/thhs		

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/Guardian: _____ Signature: _____ Date: _____
(Print Name)

Student: _____ Signature: _____ Date: _____
(Print Name)

Principal: _____ Signature: _____ Date: _____
(Print Name)

SSA/Counselor: _____ Signature: _____ Date: _____
(Print Name)

Form filed in Counseling Office

SIGNATURE PAGE PARENT/STUDENT

Thoreau High School 2025-2026 Student Handbook Signature Page Parents/Guardians, please take time to review and discuss the information in the Thoreau High School Student/Parent Handbook with your student. Included in the handbook is important information regarding school district policies and procedures. Once you have read the handbook, please sign and return this form to the Thoreau High School Administration Office. Handbooks can be found on Thoreau High School website.

I acknowledge that I have read and understand the policies and procedures outlined in the Thoreau High School Student/Parent Handbook.

Parent/Guardian:

_____ Date: _____
(Print Name) (Signature)

Student:

_____ Date: _____
(Print Name) (Signature)