

Middle College High School

***Located
On
The***

UNM – GALLUP CAMPUS

Parent & Student Handbook

***USE
IN
CONJUNCTION
WITH
THE
UNM-GALLUP STUDENT HANDBOOK***

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INTRODUCTION

MIDDLE COLLEGE HIGH SCHOOL

MIDDLE COLLEGE HIGH SCHOOL MISSION STATEMENT

The **MISSION** of the Middle College High School herein, “MCHS” is to augment the Gallup-McKinley public school system by providing an innovative and high quality individualized learning environment for a distinct set of students. The school will be designed to utilize UNM-Gallup resources so that students will have ample opportunities to greatly advance academically and or vocationally.

SCHOOL ORGANIZATION

The MCHS operates in partnership with UNM-Gallup to provide a seamless educational continuum that benefits students as they move from one level (high school) to the next (post-secondary school). The collaboration between these two educational entities allows high school youth, particularly home schooled and at-risk youth, with an opportunity to be self-directed learners in a supportive environment by offering an enriched curriculum and individualized programs of study based on students’ interests and aptitudes.

MCHS GOALS AND OBJECTIVES

1. Provide High-Quality Learning-Centered Education to all MCHS students

Objectives:

- Develop a strong connection and identification with a community of learners
- Increase motivation and engagement in customized education programs
- Develop responsibility for one’s education and career path through individualized development plans
- Communication Skills and Media Literacy.

2. Provide Effective and Efficient Services to all MCHS students

Objectives: **(See: Community Services, page 14-17, UNM-Gallup Student Handbook.)**

- Counseling
- Office Support
- Governance Council
- Access to UNM-Gallup facilities and programs.

3. Increase student enrollment at UNM-Gallup

Objectives:

- Articulation & Dual Enrollment
- College credit during junior and senior years of high school.

4. Provide educated and skilled workforce to enhance Gallup’s Economic Development

Objectives:

- Mentorship, Job Counseling, Practicum, Job shadowing, etc.
- Alignment of career track programs and significant job opportunities locally, regionally, and nationally.

EDUCATIONAL PROGRAM AND ACADEMIC EXPECTATIONS

Through support services offered at UNM-Gallup, students will first enroll in courses that meet high school graduation requirements while earning at least three college credits per semester. One course at UNM-Gallup will earn one high school credit. A student may earn three transferable college credits per course upon graduation from high school if the course is a freshman college level course or higher. In such instances, students may simultaneously earn high school and college credit for their coursework. Middle College High School students will not pay tuition for their courses, and their textbooks will be provided by the Middle College High School.

Students' interests, talents, academic goals, and the UNM-Gallup placement exam (See: [Mandatory Placement Testing in the UNM-Gallup - Student Handbook, page 8](#)), the COMPASS, will be used to identify students' specific courses for enrollment. Students can choose a college preparatory or vocational emphasis. The following vocational programs are offered at UNM-Gallup:

◆ Automotive Technology	◆ Auto Body	◆ Banking
◆ Business Technology and Management	◆ Construction Technology	◆ Cosmetology
◆ Drafting Technology	◆ Electronic ◆ Publishing ◆ Technology	◆ Dental Assistant
◆ Medical Lab Technician	◆ Nursing Assistant	◆ Nursing
◆ Photo/Video Technology	◆ Welding Technology	

Each student will chart the specific courses she or he will take in order to satisfy the Middle College High School graduation requirements and his or her educational goals in the Student Development Plan. All UNM-Gallup courses of study will be aligned with the New Mexico State Content Standards and Benchmarks prior to the fall of 2002.

Next Step Plan

The Middle College High School will use Student Development Plans as a primary strategy for recognizing student accomplishments and strengths, and for monitoring and managing education and career development. Student Development Plans incorporate student information and competencies in the areas of self-knowledge, education and occupational exploration, and career life planning to assist students in establishing

educational and personal life goals and to connect students to activities that will help them achieve their goals.

Key Elements of the Next Step Plan

Coordinated Curriculum

Sequential, well-structured coursework and experiences as they pertain to student interest and ability and focus on student competencies in the areas of self-knowledge, education and occupation exploration, and career life planning. It is designed to make an impact on students in the most effective way to make career decisions and plans for life.

Individual Assessment

An integrated process involving the acquisition of student information from a variety of sources: e.g. interviews, interest inventories, aptitude tests, computerized career information assessments, achievement test results, and grades.

Parent Conferences

Annual review of student assessment, performance, and goals.

Planning Document

a formalized written plan which students use to map their progress. It gives students the responsibility for organizing planning information. A working portfolio can be used to coordinate student learning. It begins to prepare students to analyze and explain planning information.

Performance Portfolio

a formal collection of materials produced in a variety of media that document student achievement - educational, personal, and occupational.

Counseling

This provides continuity to the entire planning process. It is the means by which students, school administration, counselor, mentor, and parents maintain an organized understanding of where the student is and what needs to be done to help the student move forward and accomplish his or her goals.

Learning Competencies

1. Understand one's own learning abilities and how best to apply them;
2. Understand the school environment and what is expected;
3. Understand the course offerings and the impact course selection will have on future plans;
4. Learn to set realistic goals and develop strategies to reach them;
5. Understand how standardized tests results are used and how to interpret them.

Personal Competencies

1. Understand personal relationships and how to establish an independent identity;
2. Take responsibility for personal decisions;
3. Understand and appreciate one's own capabilities and those of others;
4. Learn conflict resolution skills;
5. Learn to cope with change and plan for the future.

Career/Vocational Competencies

1. Understand the career development process and how to use the resources available;
2. Form tentative career goals and strategies for attaining them;
3. Become informed about post high school educational opportunities and the issues involved in the selection process;
4. Understand continuous changes of male/female roles and how this relates to career choice and college involvement;
5. Develop the interpersonal skills necessary for positive adjustment to independent living.

Program Structure

Total student enrollment	70 students
Grades	10 th , 11 th and 12 th
Length of school day	To be determined by each student's (Next Step Plan.) UNM-Gallup offers courses from 7:00 am to 9:00 pm.
Length of school year	Students will participate in a minimum of 1080 hours per year, or approximately six hours per school day; each student's (Next Step Plan) will determine the hours per week of school related activities.
Educational program	<ul style="list-style-type: none"> • UNM-Gallup courses as specified by the academic goals identified in the Next Step Plan. • MCHS Summer & Winter Institutes • Mentor program • Job Shadowing • Service Learning • Cooperative (Practicum) Work Experience
Graduation requirements (Pursuant to 22-2-8.4 NMSA 1978)	4 units in English 4 units in Mathematics 3 units of Science (two of which shall have a laboratory component)
Credit Requirements	New Requirements

2013	29 credits	1 unit of United States History 1 unit of World History 1 unit of Government
2014	29 credits	½ unit of New Mexico History 1 unit of Physical Education 1 unit of Service Learning 1 unit of Practical Fine Arts 1 unit of Career Readiness
Note: Parity will be maintained regarding credits unless waived by the Gallup-McKinley School Board		<u>10.50 units of Electives</u> 29 credits total * Practical Art credit is given to any course having pre-vocational or career exploration intent.

NEW MEXICO HIGH SCHOOL COMPETENCY EXAM

Beginning with the Class of 1990, the New Mexico State Legislature mandated that a competency examination must be passed in order for a student to receive a high school diploma. This test will be first administered in February, in five content areas, and includes a writing assessment. A satisfactory score must be obtained on all sections before a passing score for the test will be achieved. Students who fail parts of the examination will be re-tested during their eleventh and or their twelfth grade years. All students who pass the test and meet all other graduation requirements will receive a high school diploma. Those who do not pass the competency exam, but successfully complete the required number of credits for graduation, are allowed to participate in the graduation ceremony.

- In accordance with MCHS Governing Council Policy, all graduation requirements must be successfully completed, before a student will be allowed to participate in graduation ceremonies.
- Starting with the 2009-2010 School Year all sophomores will be required to pass the 11th grade competency test for graduation.

WHAT IS A CHARTER SCHOOL

A Charter school is a self-governing, mission-driven public school, free, and open to any student residing in New Mexico, as defined by the 1999 New Mexico Charter School Act. The MCHS is a charter school founded by UNM-Gallup and approved by Gallup McKinley County Schools. The State Equalization Guarantee (SEG) is a New Mexico public school funding formula that calculates operational funds for each K-12 public schools in New Mexico. Charter schools operational funds are provided by the SEG. New Mexico charter schools operate semi-autonomously from the district in which they reside. Charter school operators in New Mexico are afforded control over their school's budget, staffing, curriculum, academic standards, instructional methods, school governance, daily schedule, calendar year, school size, and class size. Charter schools are frequently referred to as, "Independent Public Schools of Choice."

SCHOOL PERSONNEL AND IMPORTANT TELEPHONE NUMBERS

(See: Phone numbers you may find useful, page 83 in the UNM-Gallup - Handbook.)

UNM-Gallup Middle College High School: Telephone No: 505-722-9945 & Fax Number: 505-722-9946

TITLE	NAME	TELEPHONE	EMAIL ADDRESS
Principal	Walter Feldman	505-722-9945	wfeldman3@gmail.com wfeldman@mchsgallup.com
Counselor	Open		
Assistant Principal, English, Spanish & Service Learning	Connie Torres	505-722-9944	citorres@gallup.unm.edu/ ctorres@mchsgallup.com
Business Manager	Kim Brown	505-722-9945	kbrown@mchsgallup.com
English, & Reading	Olga Starr	505-722-4187	ostarr@mchsgallup.com
Math	Joanne Snowdon	505-863-7543	jsnowdon@mchsgallup.com
Science	Gwynneth Carla	505-722-4186	gcarla@mchsgallup.com
Special Education	Mike Starr	505-722-9945	mstarr@mchsgallup.com
Registrar/Admin	Nellie Sheridan	505-722-9945	n.sheridan@mchsgallup.com
Instructors	UNM- G Faculty	505-863-7500	

GOVERNING COUNCIL AND COMMITTEE MEETINGS

Governing Council meetings are held at the Middle College High School in, room #1 on the third Tuesday of each month, starting at 4:00 p.m. It is here that the business of the school is discussed and action taken to define the policies and some formal operational procedures of the school. All meetings are open to the public and your participation is welcomed.

After the MCHS opens, various committees will be in operation and meetings will be scheduled on an as needed basis. All meetings are open and your participation is welcomed. Meeting times and agendas are posted at the Middle College High School.

GOVERNING COUNCIL MEMBERS

Governing Board and Staff - Email addresses & Telephone numbers:

Names	Email-addresses	Telephone numbers
Walter Feldman	wfeldman3@gmail.com	505-863-7709
Connie Torres	citorres@gallup.unm.edu	505-722-9944
Olga Starr	ostarr@mchsgallup.com	505-722-4187
Tony Major Council President	amajor@naviotec.edu	505-863-7556
Lisa Bracken Council Vice President	la_bracken@yahoo.com	505-778-5800
LaVerne Chischilly Council Secretary/Treasurer	chislvl@yahoo.com	505-721-9219
Tara Lucio Council Member		505-722-3836
Dale Buser Council Member	dbuser@comcast.net	505-870-4616
Dr. Zongolowicz Associate Member		505-863-2094

OFFICIAL POSTING PLACE FOR COMMUNICATIONS

Meeting times and agendas, community events, and school activities will be posted on the bulletin board next to the school office. All non-school related meetings; events and activities must be approved by the Principal before posting and will be dated and removed at the end of a two-week period. (See: [Bulletin boards and sign postings, page 53 of the UNM-Gallup - Student Handbook.](#))

VISITORS TO SCHOOL

Visitors on appropriate business are welcome in the school. All visitors must obtain permission from the building principal before visiting within the school. Visitors must register in the administration office and obtain a visitor's badge. **Student visitors are not allowed.**

PARENTAL CONFLICT RESOLUTION POLICY

The Governing Council of the UNM-Gallup Middle College High School recognizes the desire of parents to have a voice in the educational process of their children. The following policy exists to help facilitate a positive learning environment in which problem solving skills are utilized and modeled for our students.

When a conflict arises between a parent and a staff member (including mentors) of the MCHS, the following steps should be taken:

1. The parent should always go directly to the staff member in question and set up a private meeting where the concerns can be discussed. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the staff member. Most problems can be resolved in this manner.
2. If mutually agreed closure is not made, the parent may arrange a meeting with the Principal of MCHS. In this meeting the parent should discuss the attempts that have been made to settle the problem with the staff member. The Principal, at his/her discretion, may invite the staff member to be present.
3. Following the first two meetings, if closure is not reached, the parent may request in writing, a meeting with the UNM-Gallup Dean of Students. Upon receipt of the request, the Dean of Students will request the Principal to provide him/her with a written summary of the Principal's knowledge of the problem. The Dean of Students will then set up an informal meeting with the parent to assess the situation. Following this information-gathering period, the Dean of Students will set a meeting with the parent, the Principal, and the staff member to seek to mediate an agreement and bring closure to the concerns.
4. If there is still no closure, the parent may request a meeting with the Governing Council in executive session. It will be the responsibility of the Principal, to provide the Council with a copy of the parent's complaint, the Principal's written response, and a report of the mediation session. The Principal will be present to provide a narration of the meeting that occurred in Step 3. The Principal, staff member and parent will be present at this meeting. The Council reserves the right to excuse the principal, staff member and parent during portions of the discussion. This meeting is private and will be held in executive session. The majority decision of the Governing Council is final.

PARENTAL INVOLVEMENT

The Middle College High School was established on the belief that parents are an important element in a child's education and that parent involvement is necessary for the success of the MCHS.

The opportunities for involvement in the school are abundant as well as diverse. Although we recognize that time is at a premium for every family in today's world, we ask for participation and support from our entire parent population in order to ensure the success of the Middle College High School at UNM -Gallup.

Choose three or more opportunities listed below to support your child and the school:

- Attend Parent-Teacher-Administration Conferences
- Be an active participant in designing your child's Next Step Plan
- Serve on the Governing Council
- Be a mentor to a student
- Provide a student with a job shadowing, service learning or other work experience
- Attend Governing Council meetings

To demonstrate commitment to their child's education, we ask that you:

- Insure that their child attends school on time and on a regular basis;
- Notify the office of an illness and send a note explaining the absence when your child returns to school;
- Schedule vacations in conjunction with school breaks and holidays;
- Monitor homework so that it is completed on time and satisfactorily;
- Insure that your child has plenty of rest and proper nutrition;
- Provide a quiet place for your child to study at home;
- Attend all conferences and communicate with school staff to monitor your child's progress and to address questions and concerns;
- Read all information sent home by the school in order to ensure good communication.

COMMUNITY INVOLVEMENT

The Gallup Community is seen by the founders of the MCHS as an extended classroom. Each student will have a mentor who works in a career area of interest to the student. In addition, students will complete job shadowing, service learning, apprenticeships and other work experiences in the community.

The MCHS will pursue grant opportunities through corporate and community foundations as well.

DRUG AND TOBACCO FREE SCHOOLS- UNM-GALLUP ALCOHOL/DRUG USE POLICY

The MCHS will support the laws of the state and federal governments regarding alcohol, narcotics, and dangerous drugs.

Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well-being of other employees, students and members of the general public; and conflicts with the responsibility of the University of New Mexico to foster a healthy atmosphere for the pursuit of education, research, and services. Students suspected of such behaviors will be subject to disciplinary action, up to and including expulsion.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on MCHS or UNM property or as part of any activities of either institution by any student is strictly prohibited. (See: [Alcohol and Drugs on Campus, pages 39-42 of the UNM-Gallup - Student Handbook.](#))

[Smoking of tobacco is prohibited in UNM-Gallup - buildings, facilities, vehicles, and during indoor and outdoor events scheduled on University property. \(See: Smoking on University Property, page 42-45, UNM-Gallup - Student Handbook.\)](#)

CHILD ABUSE

NOTICE TO ALL PARENTS/GUARDIANS OF MCHS STUDENTS: We are obligated by federal, state, and local laws to inform all parent/guardians of the following statutes concerning alleged child abuse and/or neglect:

1. By law, Department of Children, Youth and Families (CYF) has the prerogative to make an unscheduled visit to MCHS and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview;
2. Legally, we also need to inform parents/guardians that any MCHS employee who has reasonable cause to know or suspect that a minor has been subjected to abuse or neglect is legally **REQUIRED** to report or cause a report to be made of such fact to CYF immediately. Therefore, if a discussion between a MCHS employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is **REQUIRED** to report the parent or guardian to CYF immediately.

STUDENT LIFE

SCHOOL CALENDAR

See Exhibit #2. Each student's schedule will depend upon the UNM-Gallup course schedule and their individual graduation plan. Each student's Next Step Plan will reflect a minimum of 1080 hours of attendance, per school year or 540 hours per semester.

SCHOOL HOURS

The MCHS office is open at 8:00 a.m. and closes at 5:00 p.m. each weekday except on Fridays the office will close at 4:00 p.m. and holidays as stated on the school calendar, and on Fridays the MCHS office will close at 4:00 p.m.

INCLEMENT WEATHER/EMERGENCY (See: [State of Emergencies, page 70 in the UNM-Gallup - Student Handbook.](#))

Please remember that UNM-G's "Snow Policy" provides that all offices and work locations will normally remain open during regular business or operating hours even if early or late classes are cancelled because of snow.

In the event of delays or closures during final exam week, faculty whose final exams are affected by the delay or closure may elect one of the three options. Faculty must choose one of the options prior to final exam week and clearly communicate to their students which option they have chosen. The options are:

- Faculty may assign as final grades, the current grades that students have going into final exam week.
- Faculty may make provisions for students whose exams are cancelled to contact them for the scheduling of a make-up exam or alternative arrangements.
- Faculty may, as a last resort, choose to assign incomplete grades.

On days when there is bad weather, you can listen to local radio and television stations for information about UNM-Gallup. Information will also be made available on the Campus Switchboard.

ILLNESS

Please notify the school to report a student's absence due to illness or an appointment. Please call every day your child is away from school.

If, because of an accident or illness while your child is at school and s/he requires medical attention, the procedures listed below will be followed:

- a. Contact MCHS Staff and the Campus Switchboard immediately.
- b. The instructor shall stay with the sick or injured student until a parent, guardian, school official or medical personnel assume responsibility.
- c. The parent or guardian will be contacted immediately by the MCHS secretary.

A "Student Emergency Information Form" (PA-2) must be completed annually and be on file in the MCHS Administration Office for all currently enrolled students.

MEDICATIONS

Parents must notify the MCHS Principal if a student is to have medication administered by MCHS staff and complete the "Medicine Permission Form" found in Exhibit 3. The requirements for dispensing prescribed medicine are as follows:

- a. Only medicine prescribed by a physician, with dosage instructions from a Pharmacy packaged and labeled according to accepted medical standards can be dispensed.
- b. No over the counter medicines can be dispensed or handled without a written Doctor's directive, i.e., Tylenol for headaches.
- c. All medicines must be kept in a locked safe.
- d. A signed parental medicine permission form must be completely filled out and signed and be on file prior to taking any medications at MCHS.
- e. Parents or students are responsible for replacing depleted supplies.
- f. Administration of medicine is to be accomplished between the changes of classes.
- g. Administration of medicine may only be given by an administrator or the secretary.
- h. The office does not possess nor dispose of any form of medicine. Please **DO NOT** ask for over-the-counter medicine. We do not have it, and it is forbidden by law to dispense it.
- i. Arrange to get your medicine between class periods or before school begins.

ADMISSIONS REQUIREMENTS

Students interested in enrolling in the MCHS must have Six (6) high school credits. One credit in each core area is required.

Students will complete an application that includes student information (including home language and special services received at previous school,) parent or guardian information, student's career interest, and form PA-1 and PA-2.

A lottery selection process will be used if the number of applicants exceeds the number of openings. The lottery will occur in the summer before each fall semester and in the fall before each spring semester. The Governing Council will randomly select the names of students, who have completed a MCHS application, during the Governing Council

meeting. All names recorded through the application process will remain confidential until after the lottery selection process.

After student names have been randomly selected, names will continue to be randomly selected and added to a waiting list. Should space become available, students on the waiting list shall be notified and given an opportunity to enroll, starting with the first name on the waiting list. If a response is not received within ten (10) days, that space will be released to the next student on the waiting list.

Students selected by the lottery will be notified and given an opportunity to enroll, when the information below is provided. As part of the intake process of all new students, a release of information form is signed by both the student and parent (if the student is under 18 years of age.) The release allows the MCHS staff to release information and obtain information. Students older than 18 will grant or request release of information shall be deemed complete.

- a. Copy of a Release of Information Form (with parent or guardian's signature)
- b. Copy of Official Birth Certificate
- c. Copy of current Health Immunization Record
- d. Proof of Address (e.g. utility bill, gas bill or insurance document)
- e. Transcript from student's previous school or current school.
- f. Student Form PA-1 or PA-2
- g. Formal interview between Principal, counselor, parent and student
- h. Essay completed by student.

(See: [Student Record Policy, page 72-77 in the UNM-Gallup - Student Handbook.](#))

ATTENDANCE (See: [Attendance, page 38 in the UNM-Gallup - Student Handbook.](#))

Attendance at every class is *mandatory*. Attendance in college level career and technical education courses is essential for technical skill acquisition as well as for the development of appropriate social skills and work habits. Many programs have training hours required by law in order to receive credit. Any student missing class will struggle to achieve the necessary maturity level or departmental standards needed in the subject areas.

Once registration is finalized, the attendance policy will become effective. A conference and contract session will be held after a student has accumulated three (3) absences, excused or unexcused. Conference participants include the student (parent or guardian if possible ;) MCHS staff member, and UNM-G instructor (if needed.) A letter outlining the consequences of further absences will be developed and signed by the student and instructor, and mailed to the parent or guardian. The initial Attendance Policy Contract will be attached. The parent or guardian will be requested to sign the letter and return it to the MCHS office within one week. This is only required if the student is under 18 years of age.

Continued participation in the MCHS will be contingent upon the remaining level of attendance. After the conference, the instructor's attendance policy will determine the consequences for the course which may include but not be limited to grade reduction or dropping the student from the course.

All students will be required to accumulate a minimum of 540 hours each semester. This is outlined on attachment.

- IT IS MANDATORY THAT ALL MCHS STUDENTS COMPLETE "480" MINUTES OF TUTORING EACH WEEK, AND THERE WILL BE NO EXCEPTIONS TO THIS RULE. TUTORING IS A PART OF THE *CHARTER AGREEMENT WITH THE STATE PUBLIC ED DEPARTMENT* AND IT MUST BE COMPLETED BY ALL STUDENTS.

ABSENCES

When absent (excused or unexcused,) a student shall be required to make up work at the discretion of the instructor. Work needs to be made up so that the student will continue to progress in skills and knowledge acquisition. The student is responsible for making arrangements with the instructor regarding the content of the make-up work and time allotment to complete it. **Missed work due to unexcused (undocumented) absences will not receive full credit.**

When a student accumulates two (2) absences for any reason, at mid-term and in the final grading period a referral will be made to the UNM-Gallup MCHS office and the student's parent or guardian will be notified.

MCHS students shall adhere to attendance policies established by UNM-Gallup instructors and described in UNM-Gallup course syllabi.

When a student accumulates three (3) absences she or he will meet with MCHS staff to develop a plan to address attendance issues, and possible ways to make up **as referred to in the Attendance Contract (See Attached Exhibit #1).**

Students will present the attendance contract to the instructor for a signature and provide them with a copy. If make up for absences is approved by the instructor, as described on the course outline, the instructor will notify the MCHS Staff of the absence make-up.

Students who are absent from class due to school-sponsored activities will not be charged with an absence.

TARDY POLICIES

It is a common UNM-G practice to count students who are tardy by ten (10) minutes or more as absent. UNM-Gallup tardy policies are stated in each course outline or syllabus. Tardy policies may vary amongst UNM-Gallup courses.

DISMISSAL

Students will not be dismissed before scheduled hours of instruction except with the approval of the MCHS Principal.

Teachers, staff, and tutors may not permit individual students to leave before the regular dismissal time except with the permission of the MCHS Principal as stipulated on the Next Step Plan.

Students will not be excused from class to accomplish off campus errands.

Students will not be released to law enforcement or other authority until identification and need for release is verified with the appropriate agency, MCHS Principal, and the custodial parent.

DISMISSAL PROCEDURES

It is each student's responsibility to DOCUMENT ON A DAILY ATTENDANCE FORM that she or he is fulfilling the educational goals of his or her student time sheet.

OFFICE PROTOCOL

The office of the MCHS is a place of business and shall be respected as such. MCHS students shall comply with the following:

- Any type of business should be done prior to a student's first class or during the student's lunch period
- When visiting the office, report to the MCHS secretary
- Do not use class time to visit the Office unless officially excused by your instructor.

WITHDRAWAL FROM SCHOOL

Any student, if under the age of 18, withdrawing from the MCHS must have authorization from the parent(s) or guardian(s). Transcripts will not be sent to another school for any student who has not completed the proper withdrawal procedure. This includes the return of all textbooks and full payment of any fines or fees owed on other school property. The withdrawal procedures are as follows:

1. Obtain a Withdrawal Form from the MCHS secretary. Turn in all books to the MCHS secretary and pay all fees and fines to UNM-Gallup.
2. Clear with the librarian and pay all library fines.
3. Participate in an exit interview with the Principal and Counselor.
4. Obtain the signature of the Counselor and Principal on the Withdrawal Form.

5. For students under the age of 18, have your parent(s) or guardian(s) sign the Withdrawal Form so your transcript may be released and forwarded to your new school.

STUDENT CODE OF CONDUCT AND DISCIPLINE (See: [Student Code of Conduct, pages 62-70 in the UNM-Gallup - Student Handbook.](#))

MCHS students shall be held responsible for complying with the UNM-Gallup Code of Conduct as defined in Policies and Procedures, Section 19 of the UNM-Gallup Student Handbook, page 62-70.

Instructors have authority to discharge the duties of instruction and control students under their supervision. Just and reasonable punishment, except corporal punishment, may be administered as necessary. Each faculty member is responsible for discipline in classes or groups they supervise.

MCHS students shall be held responsible for complying with all policies and procedures, particularly the Student Code of Conduct, as stated in the University of New Mexico-Gallup Student Handbook.

SERIOUS MISCONDUCT

Students committing criminal acts that endanger the lives or property of students or staff or who willfully interfere with the educational process will be referred to law enforcement for disposition. The student's parent/guardian will be notified at once.

The MCHS defines student misbehavior as:

- A. **Disrespect and Dishonesty** (See: [Academic Dishonesty, page 77 in the UNM-Gallup - Student Handbook.](#))

Disrespect shown to *any* staff members. The staff member will be the judge of whether or not disrespect has been shown.

Any language deemed vulgar, abusive, profane, or disrespectful on campus or in classrooms will not be tolerated. Language of a sexual nature will not be permitted. Abusive language usage will result in immediate Office referral and subsequent parent conference.

Dishonesty in any situation while at school, including plagiarism.

Plagiarism and Cheating "Failure"

Academic integrity is paramount in all institutions. Plagiarism - according to the Modern Language Association is defined as "the act of using another person's ideas or expressions without acknowledging the source. It is the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own." Simply, it is creating the impression that your writing is original when, in

fact, you have taken another individual's work and presented it as your own.

1. Students found cheating or plagiarizing materials will receive a "No Credit" (NC) on those tests or assignments and be referred to the Office for disciplinary action. Obviously, such act may result in course failure!

The following rules apply when a student resorts to cheating on an assignment or test:

1. Students copying from other student's test or homework assignment will receive an "NC" grade for the test or assignment.
2. Students bringing and using unauthorized information in any form on a test, will receive an "NC" grade.
3. Student receiving stolen test information will receive an "NC" grade.
4. Students stealing, distributing or using an unauthorized test or any other such major form of cheating will receive an "NC" grade for the grading period in the subject(s) involved.

B. Dangerous Tactics

The following offenses are considered dangerous or disruptive:

Arson
 Playing with fire
 Possession of or explosion of fireworks
 Possession of a weapon
 Riot
 Walk-outs or strikes

C. Thievery

Taking something without permission from another student, MCHS and UNM-G staff or faculty, UNM-Gallup building or premises.

D. Drunkenness/Disorientation

Acting or talking in a strange manner; erratic behavior, caused by drugs or alcohol.

E. Drug Possession (See: Alcohol and Drugs on Campus, pages 39-42 of the UNM-Gallup - Student Handbook)

Use or possession of inhalants, alcohol, intoxicating beverages, marijuana, or other hallucinogen drugs without a doctor's prescription. Drug testing may be required by employers.

- F. Tardiness
An interruption of the educational process caused by arrival in the classroom after the normal starting time.
- G. Extortion
The illegal taking of money or property by using threats or force.
- H. Threat
Threatening physical harm or harassment or intimidation toward school personnel, guests of the school, or toward fellow students either by the spoken word or written word or by gesture. (See: [Sexual Harassment Policies and Procedures, pages 55-58 in the UNM-Gallup - Student Handbook.](#))
- I. Physical Attack or Threat with a Weapon (See: [Weapons Policy, page 79 in the UNM-Gallup - Student Handbook.](#))
An assault or threat with a weapon with obvious intent to harm school personnel, fellow students, or other persons attending a school function or on school property.
A weapon is an instrument such as a knife, chemical, gun, ice pick, razor, or any instrument used with the intent of inflicting bodily harm. Weapons shall not be in student possession while attending classes or school activities.
- J. Physical Assault
An actual assault on school personnel, on fellow students, or on other persons while on school property or at a school activity.
(See: [Sexual Assault, pages 58-62 in the UNM-Gallup - Student Handbook.](#))
- K. Defacing Public or Private Property
- L. Truancy
A student who is absent without permission will be considered truant and will be issued an office referral.) See Attendance and Absence policies above.
- M. Violation of the closed campus policy.
A student who leaves the UNM-G campus without permission or is found loitering in the parking lot or other off-limit area shall be considered truant and subject to disciplinary action by the Principal.
- N. Middle College High School Appearance/Dress Code
This dress code has been established to promote self respect and personal responsibility among all MCHS students. It has been established

to maintain a learning environment conducive to freedom from **distractions** and **disruptive** influences. With this in mind the following are guidelines for MCHS students that are not allowed.

- a. Muscle shirts, clothing that is shredded or frayed, off the shoulder, low-cut in front or through the underarms, see-through, or deemed inappropriate by the MCHS staff.
- b. Body piercing that is not tasteful or is disruptive to the learning environment. In addition, exposed naval piercing is not acceptable.
- c. Headgear of any kind with in the learning environment (sunglasses, hats, etc.)
(Classrooms settings, labs, library, and formal offices)
- d. Clothing, tattoos, or accessories which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, gang activity, weaponry, disruptive symbols, profanity, hate, or bigotry toward any group or is offensive, disrespectful to other individuals.
- e. Pants or shorts worn below the waist in a manner that exposes underwear or bare skin.
- f. Shorts or skirts, which are short to the extent that they can impact the learning environment. Shirts or tops, which expose midriff when arms are stretched upward. Spandex shorts or pants unless the rear is covered by a shirt or top.
- g. Clothing that displays gang affiliation or abuse. That does include the red or the blue colors as well. Clothing with symbolism and or insignias which suggest illicit behavior, gang affiliation or abuse.
- h. Overcoats or trench coats may not be worn indoors.
MCHS staff will determine if any student's appearance is inappropriate or disruptive to the learning environment.

Process for Violation of Offenses

Should a student be referred to the office, the Principal will determine the nature of the discipline. The administrator may require restitution, janitorial work, and parents' attendance during the school day with their child, or other measure considered an appropriate natural consequence for the misbehavior. (See: [Student Discipline Procedure, pages 50-53 of the UNM-Gallup - Student Handbook.](#))

- a. If for any of the above or other reasons, a student is sent to the Principal for discipline, the student's parents/guardians will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought. A contract may be developed depending on the severity of the offense.

- b. On the second visit, parents are contacted as before, and a behavioral contract for the student will be developed.
- c. In the case of three referrals for misconduct, students will be eligible for in-school suspension and, if the student is deemed to be a “habitual disrupter”, may be subject to expulsion proceedings. (Long-term suspension and expulsion procedures are described in the MCHS Policy Manual.)

STUDENT LOCKERS

Some lockers are available for student use within certain college departments. Sharing of lockers is encouraged. Students should be discouraged from bringing valuables to school and leaving them in lockers.

Lockers are not available for illegal activities. Lockers are the property of Middle College High School and are subject to inspection by UNM and MCHS officials at any time.

STUDENT PREGNANCY

It shall be the responsibility of a student over the age of eighteen (18) or the parent/guardian of a student who is a minor to inform the MCHS Principal that a student is pregnant if the said student is enrolled in a field position outside the normal classroom activity or enrolled in classes with lab activities.

It is not the intention to place the student in any activity that requires the handling of potentially toxic chemicals, strenuous physical activity, or other potentially harmful situations due to the nature of the pregnancy condition.

The MCHS instructor will inform the student that she must submit a statement from a qualified health professional before being placed in a field position outside the normal classroom activity. The statement from the health professional will be kept by the instructor in the student’s file, and a copy will be placed in the student’s emergency information file in the MCHS office. Instructors will notify the MCHS Principal in writing in the MCHS office.

TRANSPORTATION AND VEHICLES (See [Transportation and Parking in the UNM-Gallup - Student Handbook, pages 13-14.](#)) Parents or guardians are responsible for transporting their MCHS student(s) to and from school.

Vehicles driven by MCHS students to the UNM-Gallup campus will conform to laws regulating insurance and registration of motor vehicles.

ACADEMICS

ACADEMIC HELP

The MCHS will provide tutors during school hours to assist students one-on-one and in small groups with homework assignments and activities outlined in the Student Next Step Plan. Students will have access to a MCHS computer lab and tutors in the Student Resource Center located in two portable building next to the gym. (See: [Want to Succeed, page 21](#), and [Study Guide, pages 22-35](#) in the UNM-Gallup - Student Handbook.)

HOMEWORK

Homework is a non-negotiable provision of college life. Because MCHS students will primarily be enrolled in UNM-Gallup courses, homework is essential to student's success.

MCHS students will track homework assignments in the Student Next Step Plan, which will include when assignments are due, date turned in, grade received, and any other pertinent information. Students' mentors will monitor homework completion with students and troubleshoot when necessary.

CHANGES IN STUDENT Next Step PLAN

The Student Next Step Plan is a living and binding document. The intent of the Next Step Plan is to clearly stipulate a student's short-term and long-term goals and to provide a roadmap for how to achieve those goals. It is expected that the Next Step Plan will document necessary incremental changes. However, a request to change a student's program as defined in the Student Next Step Plan must be in written form. A meeting of the student, parent/guardian, Principal, counselor and others that participated in the development of the initial or previous Student Next Step Plan will be scheduled to review the request. Changes must be approved by the Principal.

REPORTING STUDENT PROGRESS

We feel it is very important to keep parents or guardians informed of their child's progress in school. The major components of our progress reporting system are as follows:

Report Cards and Progress Reports

At the first and third nine-week intervals, progress reports will be sent home. Report cards will reflect high school credit and college credit earned and progress toward the student's goals as outlined in the Student Graduation Plan.

Deficiency Notice

Deficiency notices are provided to any student doing failing or unsatisfactory work during the first four weeks of each grading period.

Additional progress reports may be provided any time a student's performance becomes less than adequate.

Students should not receive a failing grade without first receiving a Deficiency Notice.

Parent or guardian-MCHS administration conferences may also be used to keep parents or guardians informed.

Requests made by parents or guardians for progress reports shall be honored at anytime during the grading period.

Grading

Students will be informed of what will be expected of them in learning activities before instruction begins. Each student will receive a course syllabus on the first day of instruction. The MCHS administrative office will also have copies of course syllabi.

Instructors will record a minimum of five (5) scores for each nine week quarter. It is recommended that more than five (5) grades be used to compute the student's quarter grades.

Students must earn a 60% or higher to receive credit for a course.

Nine week (quarter) grades will be reported using the following format:

A+	97-100
A	93-96
A	90-92
B+	87-89
B	83-86
B	80-82
C+	77-79
C	73-76
C	70-72
D	60-69

THE NUMERICAL SCORE MUST BE RECORDED

An (I) may be given for incomplete work. Incomplete grades must be cleared within ten (10) days after the end of the grading period. NO INCOMPLETE GRADE SHALL BE GIVEN FOR THE FOURTH QUARTER.

All classes are on a semester basis. To find the semester grade the two nine-week (quarter) scores may be averaged and the corresponding letter grade assigned. Notice will go out to the parents/guardians two weeks in advance advising them if their child is failing.

TEXTBOOKS

The UNM-Gallup MCHS shall maintain a current basic textbook inventory. Textbooks and materials will be furnished, to meet the individual needs of the students.

Students are charged with the responsibility of the proper care of textbooks. An appropriate assessment shall be made against students for the loss or damage of a textbook entrusted to their care.

FIELD TRIPS

Occasionally, a field trip is planned as an enhancement to a particular class. These field trips are an integral part of the MCHS program and attendance is required. **All students must turn in a signed permission slip (and fee, if necessary) from their parents or guardian before being permitted to attend the field trip.**

Exhibit #1

MIDDLE COLLEGE HIGH SCHOOL**ATTENDANCE CONTRACT**

The Middle College High School (MCHS) offers public education services to students in their last two years of high school through a dual enrollment agreement with the University of New Mexico. Enrollment in the Middle College High School is provided to high school sophomores, juniors and seniors (entering school with a minimum of 6 credit hours). This contract, discussed and agreed to by UNM-Gallup faculty and students, describes the Attendance Policy of the MCHS.

Enrollment in the MCHS is a privilege and should be undertaken with this in mind. Under dual enrollment, MCHS courses provide both high school and college credit with the intent that students will achieve entry level job skills, graduate from the MCHS with a diploma, a vocational certificate, or an associate degree, and/or continue with post high school education.

ATTENDANCE POLICY

Attendance at every class is *mandatory*. Attendance in college level career and technical education courses is essential for technical skill acquisition as well as for the development of appropriate social skills and work habits. Many programs have training hours required by law in order to receive credit. Any student missing class will struggle to achieve the necessary maturity level or departmental standards needed in the subject areas.

Once registration is finalized, the attendance policy will become effective. A conference and contract session will be held after a student has accumulated three (3) absences, excused or unexcused. Conference participants include the student (parent/guardian if possible); MCHS staff member, and UNM-G instructor (if needed). A letter outlining the consequences of further absences will be developed and signed by the student and instructor, and mailed to the parent or guardian. The initial Attendance Policy Contract will be attached. The parent/guardian will be requested to sign the letter and return it to the MCHS office within one week. This is only required if the student is under 18 years of age.

Continued participation in the MCHS will be contingent upon the remaining level of attendance. After the conference, the instructor's attendance policy will determine the consequences for the course which may include but not be limited to grade reduction or dropping the student from the course.

Absences. When absent (excused or unexcused), a student shall be required to make up work at the discretion of the instructor. Work needs to be made up so that the student will continue to progress in skills and knowledge acquisition.

The student is responsible for making arrangements with the instructor regarding the content of the make-up work and time allotment to complete it. **Missed work due to unexcused (undocumented) absences will not receive full credit.**

I have read the contract, understand its contents, and promise to adhere to the Attendance Policy of the UNM-Gallup Campus.

Student Instructor Parent, if student is a minor

Date MCHS Principal

Exhibit #2

Middle College High School and UNM-GALLUP**Calendar 2014-2015****2014 Fall Calendar**

Fall Institute	August 11-15, 2014
Instruction Begins	Monday, August 18, 2014
Labor Day (No Classes)	Monday, September 1, 2014
Fall Break	Thursday-Friday, October 9-10, 2014
Thanksgiving (No Classes)	Thursday-Friday, November 27-28, 2014
Final Examinations	Monday-Saturday, December 08-13, 2014

2015 Spring Calendar

Spring Institute	January 13-17, 2015/New Students January 12-/13
	Returning Students January 14, 15, and 16, 2015 by appointment only.
Instruction Begins	Monday, January 20, 2015
Dr. Martin Luther King Day	Monday, January 19, 2015
Spring Break (No Classes)	March 16-20, 2015
Final Examinations	Monday-Saturday May 11-16, 2015
Graduation	May 14, 2015 (Tentative)

Exhibit #3

MIDDLE COLLEGE HIGH SCHOOL**MEDICINE PERMISSION FORM**

STUDENT'S NAME: _____ GRADE: _____

NAME OF MEDICINE: _____ Diagnosis: _____

NAME OF PRESCRIBING PHYSICIAN: _____

DOSAGE: _____ at time(s) _____ for (number) _____ days

I will take full responsibility for the prescribed medication which is to be taken during school hours.

Signature of Parent or Guardian: _____

Date: _____ Home Phone: _____ Work Phone: _____

ALL PRESCRIBED MEDICINE MUST BE IN AN APPROPRIATE PHARMACY CONTAINER, LABELED WITH THE NAME OF THE STUDENT, THE AMOUNT TO BE TAKEN AND THE TIME TO BE TAKEN.

ALL OVER-THE-COUNTER MEDICINE MUST BE IN THE MANUFACTURER'S ORIGINAL CONTAINER AND LABELED BY THE PARENT WITH THE CHILD'S NAME, DOSAGE TO BE TAKEN AND THE TIME TO BE TAKEN.



The University of New Mexico-Gallup

Middle College High School

Exhibit #4

Outline for Student Hours

*Orientation Hours- Maximum- Testing, orientation, Project Venture	33 hours
*Courses: 9-12 credits @ 15 hours per credit- 18 *15= 180	270 hours
*Tutoring: Minimum of four hours per week for 16 weeks 4 * 16 = 64 hours	64 hours
* CLC computer lab 2 * 16 = 32 hours	32 hours
*Mentoring: Helping other students with homework 2 * 16 = 32 hours	32 hours
*Shadowing: Minimum of 1 experience per semester for 24 hours of observation and preparation for a Power Point presentation. Service Learning Class with observation and class project	24 hours
Home Work and Study Time at home or Friday Study Time Maximum of 15 hours per week for 16 weeks 15 * 16 = 240 hours	240 hours

MINIMUM HOURS REQUIRED PER SEMESTER: 540 hours.