STUDENT HANDBOOK

McKinley Academy

MCKINLEY ACADEMY

ACCELERATING FUTURES

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McKinley Academy Vision & Mission Statement:

Mission ~ Our program challenges our students to think critically and thrive in a multicultural, rigorous, and mature academic setting.

Vision ~ McKinley Academy will accelerate students' futures by providing *excellent* education to launch students to succeed in a globally competitive environment.

Important Contact Information:

Location: UNM-Gallup Campus

Main Office & Freshman Academy: 701 Gurley Ave

Upperclassman Offices/Resources: Calvin Hall

Emily Marquez – Secretary: 505-721-4200

Roxie Platero – Secretary: 505-721-4202

Melissa Rodriquez – Counselor: 505-721-4204

Danny Matkovich – Counselor: 505-721-4203

Brittainy Garro – Principal: 505-721-4220

GMCS Student Support Center: 505-721-1000

Greetings,

Congratulations on your acceptance into McKinley Academy! You are now part of a unique and exciting opportunity designed to give you a head start on your college and career journey.

McKinley Academy is an Early College high school within the Gallup-McKinley County Schools district, established in partnership with the University of New Mexico–Gallup. Through this collaboration, students have the opportunity to earn both high school and college credit while preparing for postsecondary success.

Our offices and classrooms are located on the beautiful UNM–Gallup campus, including the lower south wing of Calvin Hall and the McKinley Academy building. This unique campus setting provides students with access to college facilities, resources, and an authentic collegiate learning environment.

As a McKinley Academy student, you will be enrolled as a college student at UNM-Gallup—at no cost to you or your family. Gallup-McKinley County Schools covers all expenses associated with your enrollment in the program. Beginning in your 10th-grade year, you will have the opportunity to earn between 6 to 12 college credits per semester, depending on your program of study and Accuplacer scores. These courses will also count toward your high school graduation requirements, giving you a head start on both your diploma and your degree.

In addition to earning college credit, you'll have the prospect of exploring various career paths, develop valuable academic and professional skills, and engage in seminars and workshops focused on real-world preparation. Topics may include college applications, financial aid, Accuplacer and SAT/NMASR prep, study skills, financial literacy, and employability.

With this opportunity comes responsibility. As a McKinley Academy student, you are expected to:

- Maintain consistent attendance
- Earn a minimum cumulative GPA of 2.5
- Complete all enrolled courses

It's important to understand that dropping or failing a college course can impact your future eligibility for financial aid and affect college admissions. Your academic progress at McKinley Academy matters now—and it matters long term.

Your success in this program is a shared responsibility between you, your instructors, McKinley Academy staff, and your home school. You are in command of your educational journey, and we are here to support you every step of the way.

We are excited to welcome you to McKinley Academy and look forward to working with you in the year ahead. Take full advantage of the opportunities before you, stay focused, and never hesitate to reach out for support—we are here to help you succeed.

Welcome to the start of something incredible!

Sincerely,

Brittainy Garro, Principal
McKinley Academy

Introduction

The *McKinley Academy Student Handbook* has been developed to guide students through the various systems that exist within the MA Program and the UNM-Gallup Campus. Certain tasks are now your responsibility as an early college and UNM-G student. You will be receiving both high school and college credit while enrolled in McKinley Academy.

Success within the MA Program will open new doors for you while on the UNM-Gallup Campus. You will be exposed to the systems present on a college campus, which include placement testing, admissions, registration, advisement, and financial aid. You will be provided with the opportunity to learn how to navigate through these systems and ease the transition from secondary education to post-secondary education. You will be empowered to take charge of your education.

As a student within the McKinley Academy program at the University of New Mexico Gallup Campus, you are enrolled as a student at your GMCS home high school, and you are enrolled as a student at the UNM Gallup Campus. This handbook covers the responsibilities that you must assume as a college student. **The grades earned in your college classes are recorded on your permanent college transcript. Successes will open new doors and provide new opportunities; failures will follow you and may overshadow future opportunities at the worst possible moments. As an example, if you do not complete a college course with a C average, classes may not be transferrable or apply to a degree at UNMG. This may cause ineligibility for future financial aid. You will need to take responsibilities seriously and look to instructors and counselors, when necessary, for assistance.**

Expectations exist within the McKinley Academy Program

- **Attendance** – students are expected to attend classes as scheduled. It is the student's responsibility to notify his/her instructor(s) of absences. Parents/guardians are responsible for notifying the school and providing appropriate documentation for an absence within **five (5) business days** of the student's absence. Absences not verified within this timeframe will remain unexcused. Ditching is not permitted. Disciplinary action will be taken for students who ditch class. Some professors will drop students with three unexcused absences, so it is very important that students read and understand the attendance expectations of each professor.
- **Punctuality** – students are expected to arrive in class on time ready to work.
- **Participation** – students are expected to be actively engaged in the learning opportunities and activities that exist within their chosen program of study. Assignments are your responsibility. Students will receive a syllabus for each course in which they are enrolled. This document is a contract between the student and instructor. It will list the assignments and due dates, examination dates, requirements (readings), and grading policies and scales. Saying, "I didn't know," or "Nobody told me," is not an acceptable excuse.
- **Preparation** – students should be fully prepared to participate in class/shop/lab activities by completing reading assignments prior to the start of class, completing and submitting assignments by deadlines/due dates, having a writing utensil with you at all class meetings, having clothing and accessories necessary for shop/lab work, and bringing workout clothing should a student be enrolled in a course that includes a fitness component.
- **Challenge yourself** – do not be satisfied to just "get by." Dare yourself to excel and achieve at your peak performance. Students should not be on a downhill slide at the end of their high school experience – students are just getting started on the rest of their lives.
- **Behavior** – McKinley Academy students are on a college campus and certain social behaviors are expected. Students will be "on their honor," which means that it is the student's responsibility to arrive to the appropriate classroom in a timely fashion. Students are expected to display socially acceptable behaviors while in this environment. Treat yourself, others, and the institution with respect and courtesy. As a UNM student on a UNM campus, you will be under the policies and procedures listed within the *UNM Student Code of Conduct*, as well as the sanctions listed therein. Additionally, students are expected to adhere to the GMCS Student Code of Conduct. Discipline will follow the GMCS Discipline Handbook however, students in the MA program may also be disciplined by UNM.

The McKinley Academy principal will call for a student/parent conference on an as-needed basis to discuss attendance and behavior. Should UNM-Gallup Campus Police or the Director of Student Affairs be involved in the situation, the student will have the option of having the McKinley Academy principal present during questioning to ensure that the student's due process rights are followed. The McKinley Academy principal will communicate with the student's home high school if the

severity of the behavior constitutes dismissal of the program or suspension from sports. Parents will be notified and asked to attend a conference for any major infractions.

Shared Responsibilities

Student

- Attend classes as scheduled; **upperclassmen (grades 10 – 12) are required to attend classes when UNM-G is in session, even on days when GMCS is closed.**
- Students found ditching will face disciplinary action.
- **Freshmen follow GMCS's school calendar.**
- Follow established McKinley Academy procedures in regard to absences:
    - Students must notify their instructors in advance of any absences.
    - Parents/guardians are responsible for notifying the school and providing appropriate documentation for an absence within **five (5) business days** of the student's absence. Absences not verified within this timeframe will remain unexcused. In college classes, some professors will drop a student with three unexcused absences. Students need to read and understand the attendance expectations of each professor.
    - An excused absence does not mean that a student is excused from the class assignments – **an excused absence means that a student will be allowed to make up missed class assignments and/or time.**
    - Home high schools do not always notify McKinley Academy of school-sponsored absences; it is the student's responsibility to notify his/her instructor(s) of such absences. Again, students are expected to make up assigned time and/or work.
    - Student Athletes are required to complete and submit McKinley Academy's Athlete Verification Form for each athletic season they participate in. Athlete Verification forms are provided in the front office with Mrs. Marquez or Mrs. Platero.
    - Instructors reserve the right to deny submission of assignments for unexcused absences. Attendance policies are clearly outlined in McKinley Academy teachers' syllabi.
- Establish and maintain positive status in academic progress.
    - Students must complete all courses (high school and college) with C's or higher. Students who do not complete each semester with C's or higher may be required to return to their GMCS homeschool.
    - Earn at least a 2.5 GPA in all courses at the high school and college level. Students are required to have at least a 2.5 high school cumulative GPA to take any college courses.
    - Students must show positive academic progress (i.e., earning a 2.5 GPA + completing all classes during a given semester with C's or higher)
    - Impact upon future eligibility for college admissions and Federal Financial Aid could occur should a student not maintain positive academic progress.
- Punctuality
    - Be on time; students must follow their instructor's late policy.
    - Students who arrive more than 10 minutes after the start of class will be marked with an unexcused absence.
- Be prepared for class activities.
    - Have a working writing utensil.
    - Bring school assigned laptop.
    - Bring assigned textbook and/or workbook to class meetings.
    - Have assigned readings completed before the start of class meetings.
    - Submit assignments per dates given by instructor(s) and/or listed on the course syllabus.
    - Follow the format for assignments given by the instructor (i.e., word processed or online submission)
- Participate in class activities.
    - Many courses of study incorporate class lectures and discussions with hands-on activities to meet different learning styles; you will be graded on class participation.

- Cell phones and/or electronic devices are not allowed in the classroom. Students must adhere to MA instructors and UNM professors' policies.
- Students must take the Accuplacer exam and pass the math portion. This is a requirement to remain in the McKinley Academy program after freshman year.
- Consistently check both UNM and GMCS emails, Teams chat, and McKinley Academy monthly newsletters.

McKinley Academy

- Uphold FERPA – Family Educational Right to Privacy Act – regulations (those of GMCS and UNM)
- Collect and report student attendance on a daily basis for high school courses.
- Maintain updated grades by entering a minimum of 2 grades per week.
- Report college grades each semester to GMCS's STARs team.
- Intervene in situations involving violations of MA policy and/or the *UNM Student Code of Conduct*
- Support and ensure student's approved accommodations are taking place should an Individualized Education Plan (IEP) or 504 exist.
- Generate schedules for all students, including high school and/or college courses.
- Audit and ensure students are on track to graduate.
- Counselors will also work with students to generate schedules that will help students attain an associate degree or certificate.
- Hold workshops to help students prepare for the Accuplacer, SAT, or NMASR assessments.
- All staff are expected to conduct daily business with a high standard of customer service, treating students, families, colleagues, and visitors with professionalism, respect, and responsiveness.
- Maintain regular communication with students and families by sharing important updates from McKinley Academy, UNM-Gallup, and home high schools. A digital newsletter will be distributed monthly to help keep everyone informed and engaged.

Home High Schools

- Uphold FERPA regulations.
- Home high schools are in charge of determining their students' academic eligibility for sports.
- Enrollment process is conducted at student's home high school.
- Transcripts are to be requested from student's home high school.
- Provide waivers for ACT and SAT.
- Communicate opportunities for school involvement to McKinley Academy students (homecoming events, prom, senior information, etc.)
- Coaches are responsible for informing MA of attendance for student athletes attending athletic events.

McKinley Academy Guidelines

1. Students must have established a consistent record of attendance. Students with attendance or discipline issues may be placed on probation with McKinley Academy. Poor attendance and/or discipline can jeopardize the student's eligibility to remain in the MA program.
2. A recommendation for the student to return to their home high school will be made based upon attendance and/or behavior.
3. Students are required to earn at least a "C" in all courses (high school and college) for the following immediate reasons:

a. Students must maintain at least a 2.5 cumulative high school GPA to be academically eligible for college courses.
b. Students whose college GPA falls below 2.0 for the semester or cumulative, can be placed on academic probation by UNM-G. If a student fails to satisfy all requirements for removal of academic probation and/or is placed on academic probation for a second time, the student can be suspended from UNM-Gallup. **Students suspended from UNM-Gallup will not be able to take any college courses and will be required to go back to their GMCS homeschool**. This could affect students' eligibility for Federal Financial Aid and/or college admission.
c. Students who return to their homeschool must wait at least two whole semesters before reapplying to McKinley Academy.
d. Passing grades for college courses are "C's" or higher. Anything below a "C" is failing at the college level.
e. NMAA (New Mexico Activities Association) bylaw 6.2 (6.2.1) states students must maintain a 2.0 GPA with no F's for the semester grading period immediately preceding participation, in order to be academically eligible to participate in sports or NMAA sanctioned extracurricular activities. *https://www.nmact.org/file/Section_6.pdf*
    i. Students in the McKinley Academy program, must meet NMAA academic eligibility standards to remain eligible for extracurricular participation at their home high school.

Summer School

- Due to the accelerated pace of summer classes (16-week courses condensed into 8 weeks), students must pass all classes in both semester 1 and semester 2 with C's or higher and without any withdraws (W's) to qualify for summer classes.
- Only current 10th and 11th grade students are eligible for summer classes.
- Maximum of 7 college credits is permitted for eligible students.
- High school credit recovery and credit acquisition are only available through the student's homeschool.

Attendance

- **Students are expected to attend classes regularly and be on time in order to benefit from instruction and to develop habits of punctuality, self-discipline, and responsibility.**

Ditching Policy:

- First Offense in academic year – Verbal warning and phone call home made by teacher.
- Second Offense in academic year – Official warning and student conference with MA counselor or principal. Parent/guardian will be contacted.
- Third Offense in academic year – Conference with MA principal and detention will be issued. Parent/guardian will be contacted.
- Fourth Offense in academic year – Overnight suspension with mandatory parent/student reentry meeting with MA principal.
- Fifth Offense in academic year – Mandatory parent/student meeting with MA principal and student will be placed on an attendance contract.
    - Students will receive a referral for each occurrence and will not be allowed to make up any work they missed.

- When UNM Gallup Campus classes are in session, McKinley Academy students for grades 10th – 12th, are expected to be in attendance. Freshmen follow GMCS's calendar and will not attend classes when GMCS is closed. During delayed school days, college and high school classes will begin at 10:00am. UNMG *generally* follows the Gallup-McKinley County School District delay and closure schedule.
- Teachers will take attendance once during each class period.
- Students will be marked with an unexcused absence if they arrive more than 10 minutes late.

- After a student accumulates **seven (7) verified absences** in a semester, documentation will be required for all subsequent absences. Acceptable documentation may include a medical provider's note, court documentation, or other school-approved verification. Any absence occurring after the seventh verified absence that is not supported by appropriate documentation will be recorded as **unexcused**.
- Parents/guardians are responsible for notifying the school and providing appropriate documentation for an absence within **five (5) business days** of the student's absence. Absences not verified within this timeframe will remain unexcused.

Attendance Policy: Per Semester for high school classes ONLY

- 5 unexcused absences ~ Teacher calls home. Contact is documented.
- 7 unexcused absences ~ Mandatory in-person meeting with the student, parent/guardian and counselor. Attendance letter will be sent home and documented.
- 10 unexcused absences ~ Mandatory in-person meeting with student, parent/guardian and principal. Attendance letter will be sent home and documented.
- Students who accumulate **more than thirteen (13) absences** in a semester may be assigned **In-School Suspension (ISS)** and required to participate in a re-entry conference before returning to class.
    - Students with excessive absences may also lose the privilege of participating in extracurricular and school-sponsored activities, including dances, Gallup-McKinley County Schools athletic events, field trips, and other non-academic activities.
    - Before returning to regular classes, the student and a parent or guardian must meet with the principal. During the re-entry conference, the student's attendance record and attendance contract will be reviewed, and an intervention plan will be developed. Additional interventions or disciplinary actions may be implemented as appropriate to improve attendance and support the student's academic success.

Unexcused Absences:

- Teachers reserve the right to deny submission of assignments for unexcused absences. Excused, verified, or absences for activities/sports are exempt from this policy. Parents must call 505-721-4200 to verify or excuse an absence within five business days of the absence. Communicate with your teachers as soon as possible, if you know you will be absent.
    - **An excused or verified absence does not mean that a student is excused from the class assignments – an excused or verified absence means that a student will be allowed to make up missed class assignments.**
    - Home high schools do not always notify McKinley Academy of school-sponsored absences; it is the student's responsibility to his/her teacher(s) and/or instructor(s) of said absences.
    - Students who are absent from class due to a school sponsored activity will not be charged with an unexcused absence.
    - Students will not be charged with an unexcused absence if a home high school bus is not available.
- Student withdrawal from the McKinley Academy programs may be recommended by MA principal or counselor in an in-person conference with the student and parent. This may occur because it is in the student's best interest due to lack of academic progress, excessive absences, inability to maintain socially acceptable behaviors on the UNM Gallup Campus/satellite locations, or inability to follow McKinley Academy policies and procedures. The MA principal will request this process to begin after a conference with the student in question along with their parent/guardian.
- **Being dropped from college courses can have a negative impact upon an individual's future eligibility for college admissions and/or Federal Financial Aid. It is in a student's best interest to earn at least a C in all classes and to attend classes on a regular and consistent basis.**

Tardiness

- A student is considered tardy if he/she is not in the proper classroom location by the start of their high school class.

- Students who arrive late because their home school bus did not arrive on time will not be charged with a tardy. These students should report to the front office for an admissions slip.
- Students will be marked with an unexcused absence if they arrive more than 10 minutes late.

Checking Students In & Out

- McKinley Academy is a closed campus for freshmen students. They are required to be on campus from 8:00 – 2:15 (M – TR) and 9:00 – 2:15 (Fridays). The freshmen daily class schedule is included at the end of this handbook.
- Parents or a member who has been approved for pickup by parent/guardian in Synergy (ParentVue), are required to sign freshman student(s) out from the front office. An ID is required.
- Freshmen students must come to the front office and sign out if they are leaving early for a school activity or sporting event. A note from parent/guardian or coach is encouraged. MA Athlete Verification forms are required for all MA student athletes.
- Campus is open for students in grades 10^{th} – 12^{th}.
- **Students are responsible to communicate in advance with their instructors for any absences including those for extracurricular activities.**
- All visitors are expected to report first to the McKinley Academy building or MA Administration office in Calvin Hall Room #106, depending on the location of your child's class at that time, upon arriving at campus and then sign the student in or out.
- Administrative personnel will get your student out of class. Parent/Visitors will not be allowed to go directly to a classroom unless previous arrangements with teacher or admin have been arranged.
- Conferences will be scheduled during non-instructional time and scheduled by mutual agreement with the teacher.

Drop Off / Pick Up Procedures

- Freshmen students can be dropped off and picked up at either the McKinley Academy building or Gurley Hall.
- If using the Calvin Hall parking lot for drop off or pick up, parents are asked to pull forward past the McKinley Academy sign to help prevent traffic from backing up and blocking the entrance or exit to the parking lot.
- Bus riders will be dropped off and picked up in the designated area between Calvin Hall and the Physical Education Complex.

Grading

- Students will be informed of what will be expected of them in courses before instruction begins in the course syllabus. It is crucial that students read and understand the syllabus for each professor.
- Grades for high school classes are available in ParentVue and StudentVue (https://nm-gmc-psv.edupoint.com/PXP2_Login.aspx) and are updated weekly.
    - Contact a MA secretary if you need assistance accessing your ParentVue.
    - Parents/guardians play an important role in student success and are encouraged to review their student's grades on a weekly basis to monitor progress and address any academic concerns promptly.
- College grades will be released from UNM-G at the end of each semester by the respective instructor. McKinley Academy staff cannot access students' college grades until the conclusion of each semester.
- It is the responsibility of students to communicate with McKinley Academy counselors as soon as an issue arises.
- Students are able to access their college grades in Canvas. Counselors can assist students who experience issues accessing Canvas.
- Students are responsible for complying with all regulations of the University. This includes FERPA and its regulations and guidelines.
- Should a question exist regarding a student's college grade, it is the student's responsibility to contact the respective instructor. McKinley Academy administration cannot and will not make grade changes for college courses.

- McKinley Academy students must maintain a 2.0 college GPA in order to establish and maintain positive academic progress and avoid being placed on academic probation by UNM.
- Student-athletes must be enrolled in at least **three college courses totaling a minimum of seven college credits** to maintain academic eligibility for athletics.
    - Withdrawing or failing a course can affect eligibility.

FERPA – Family Educational Rights and Privacy Act (1974)

- FERPA is a Federal law under the United States Department of Education.
- UNMG must abide by FERPA regulations and guidelines in order to avoid any violations of this law.
- UNM Gallup staff cannot share information about a student with anyone other than said student unless permission is granted and a release form is signed
    - Parents/guardians may contact McKinley Academy counseling staff to obtain information regarding attendance and class performance (grades).
    - Parents/guardians will be directed to speak with their student regarding performance within a college class.
    - Parents/guardians need to request high school transcripts from their student's home high school.
    - Students must request college transcripts from UNM. There is a $10.00 charge for each copy.
- Under FERPA, McKinley Academy can share the following educationally relevant information with parents/guardians and home high schools:
    - Attendance
    - Student performance
    - Grades – progress, quarter, and semester
    - Concerns regarding a student's situation, behavior, attendance, and low/declining performance.

Tobacco/Nicotine Use

- No McKinley Academy student is allowed to use tobacco or related products, including vape and e-cigarettes, while on the UNM Gallup Campus.
- Infractions can result in removal from the McKinley Academy program.

Drugs/Alcohol

- Illegal drugs of any kind, including but not limited to wax/vape pens, are strictly prohibited.
- Alcohol is strictly prohibited.
- Students who consume or have in their possession an illegal substance while on campus, will be charged by the MA principal. Dispositions will follow the GMCS Behavior Handbook and can result in the student being removed from the McKinley Academy program.
- Students will receive their due process.
- If UNM-G police are involved, the student may be taken by UNM-G police to the nearest juvenile facility, located in Farmington or Albuquerque.
- Infractions can result in removal from the McKinley Academy program.

Electronic Device Use Policy

- Cell phones and/or electronic devices should not be used during class time without the express permission of the course instructor(s). This includes but is not limited to cellphones, earphone devices of any kind, laptop, smartwatch, etc.
- 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.

- Phones and/or devices should be silenced or powered down during class time and should remain out of sight.
- McKinley Academy students are expected to adhere to GMCS's electronic device policies and are strongly encouraged to review those policies here – GMCS Student Handbook
- Students who have violated GMCS's electronic device policies will be addressed as follows:
    - First Offense in academic year – Teacher will call home to communicate issue and classroom expectations with parents/guardians.
    - Second Offense in academic year – McKinley Academy principal will conference with student and notify parent.
    - Third offense in academic year – The McKinley Academy principal will meet with the student to address the violation. The student's electronic device will be secured in the front office and may be picked up by the student at the end of the school day.
    - Fourth offense in academic year – The McKinley Academy principal will meet with the student and parent/guardian to determine appropriate next steps. The student's electronic device will be secured in the front office and must be picked up by the parent/guardian; students will not be permitted to retrieve the device themselves.

Discipline

- **McKinley Academy students are concurrent students, meaning they are students of GMCS and UNM. Therefore, MA students are required to follow both GMCS and UNM Student Code of Conduct and can face discipline from both institutions.**
- Per the *UNM Policy and the Student Code of Conduct*, instructors have the authority to discharge the duties of instruction and management of students under their supervision. Just and reasonable punishment, except corporal punishment, may be administered as necessary. Each instructor is responsible for discipline in classes or groups he/she supervises. Refer to *The Pathfinder – UNM Student Handbook* (https://pathfinder.unm.edu), for the UNM Student Code of Conduct, matters subject to disciplinary action, rights of students in disciplinary matters, sanctions, and implementation. Additional information can be found under *UNM Administrative Policy 2440: Respectful Campus.*
- Attending McKinley Academy is a privilege. We are "guests" on UNM-G's campus and expect the very best behavior of our students. Our students not only represent McKinley Academy but also their home high school, community, and family.
- Students who have violated UNM and/or GMCS's Student Code of Conduct will be addressed as follows:
    - First Offense in an academic year – McKinley Academy principal/student Conference with home school notification if necessary. Parents are notified.
    - Second Offense in an academic year – McKinley Academy principal/student Conference with home school and parent notification.
    - Third Offense in an academic year – McKinley Academy principal/student conference with parent to discuss appropriate action and possible transition back to GMCS homeschool.
- **Students' behavior can jeopardize their eligibility to remain in the McKinley Academy program.**
- Students committing criminal acts that endanger the lives or property of students or staff, or who willfully interfere with the educational process may be referred to law enforcement for disposition. The home school and parent/guardian will be notified immediately.
- Egregious offenses including but not limited to violence, weapons, or illegal paraphernalia will jeopardize the student's eligibility to remain in the MA program. Parent/guardian will be called for an in-person conference and homeschools will be notified of student's return.
- All students will receive due process for any disciplinary offenses.
- GMCS Behavior Handbook can be accessed here - GMCS Student Handbook

Dress Code

- McKinley Academy does not enforce a formal dress code. However, students are expected to dress appropriately and in non-distracting attire –
    - No inappropriate graphics (drugs, sexual in nature, or graphics that show hate or bigotry)
    - Revealing clothing is not acceptable.
    - No pajama wear or similar type attire.
- Student dress and appearance are to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school.
- Clothing should not be disruptive or distracting to the learning environment.
- Remember students may take college courses with full-time adult learners; students should look appropriate as they represent McKinley Academy and their community.

Academic Dishonesty

- Aiding in or taking credit for his/herself for written or oral expression created, authorized, or prepared by another or not giving credit for the source of the material. Any unauthorized access or modification to instructional materials, records, grades, documents, courses including all electronic online courses such as, but not limited to cheating and plagiarism. The use of electronic proxies is prohibited.
- Using AI to complete assignments, when not allowed by the instructor, is a form of academic dishonesty. Students who are caught using AI for their assignments, when not approved, in a McKinley Academy class will receive a 0 for the assignment. Students in a college class will follow the professor's academic dishonesty policies.
- Students who are found guilty of academic dishonesty in high school classes will receive a "0" for the assignment, test, project, etc. Parents and student will be called in for a conference.
- Academic dishonesty can lead to removal from the McKinley Academy program.
- Students in college courses will follow UNM-G policies regarding academic integrity and can face disciplinary action from UNM-Gallup.

Tutoring

- McKinley Academy teachers offer tutoring from 7:30 – 8:00 Monday – Friday and may be able to provide additional tutoring options.
- Some MA teachers may be able to offer additional tutoring options and will have their availability recorded in their syllabus.
- UNM-Gallup's Center for Academic Learning (CAL) in Gurley Hall is another tutoring option and is a great resource for MA students.
- Schoolhouse is a great FREE official SAT tutoring site for students to work online with a tutor - Schoolhouse

Late Start Friday

- Freshmen classes will start promptly at 9:00.
- Busses and meals will be delayed by one hour to accommodate the late start.
- Late start will only occur on Friday. Students will follow the normal schedule Monday – Thursday.

Freshman Schedule

McKinley Academy
Monday – Friday

Breakfast 7:30-7:55

1st Period 8:00 – 9:07

2nd Period 9:10 – 10:17

3rd Period 10:20 – 11:27

Lunch 11:30–12:00

4th Period 12:00 – 1:07

5th/7th Period 1:10 – 2:00

(7th period attended only on Friday)

Delayed Start Schedule (Inclement Weather)	
Breakfast	9:30 – 9:55
1st Period	10:00 – 10:50
2nd Period	10:53 – 11:43
Lunch	11:46 – 12:17
3rd Period	12:17 – 1:07
4th Period	1:10 – 2:00

County Buses Pick

Ups 3:15

****Note: No 5th or 7th period on delay starts**

Ups 2:15
City Buses Pick

UNM-Gallup Campus Safety

- McKinley Academy is committed to maintaining a safe and secure learning environment for all students and staff. All employees are expected to know, follow, and model district safety protocols as outlined by Gallup-McKinley County Schools.
- McKinley Academy follows the Standard Response Protocol (SRP) procedures to communicate and provide safety to students and staff in the event of an emergency.

Standard Response Protocol (SRP) Codes:

- **HOLD** – *"In your room or area. Clear the halls."*
  Used when there is a situation in the building (e.g., medical emergency) that does not pose a direct threat but requires keeping students in classrooms. Instruction continues as normal.
- **SECURE** – *"Get inside. Lock outside doors."*
  Used when there is a potential threat outside the building or near campus (e.g., police activity in the area). All doors are locked. Instruction continues as normal.
- **LOCKDOWN** – *"Locks, lights, out of sight."*
  Used when there is an immediate threat inside the building or on campus. Staff and students must lock doors, turn off lights, and remain out of sight.
- **EVACUATE** – *"To a designated location."*
  Used when conditions inside the building are unsafe (e.g., fire, gas leak). McKinley Academy's designated evacuation sites are the **UNM Physical Education Complex** or **Gallup High School**.
- **SHELTER** – *"For hazard and safety strategy."*
  Used during events such as severe weather or the presence of a dangerous animal. Staff and students remain indoors and follow shelter procedures.

STOPit App:

- To support our ongoing commitment to student safety, GMCS has installed a free and confidential app called STOPit on all students' district-issued laptops. This self-reporting tool allows students to anonymously report a variety of concerns, including drug use, threats to school safety, bullying, and mental health issues such as thoughts of self-harm or suicide.
  - Students can also use the app to chat with a licensed professional 24/7 for support on a wide range of topics.
  - If you have any questions about STOPit or need help accessing it, please reach out to a McKinley Academy counselor.

- Your safety and security are of prime concern at the University of New Mexico.

UNM-Gallup is committed to offering services, information, resources and tools to offer a safe campus to all students, staff, faculty, and visitors. We also encourage individuals to contribute to campus safety and preparedness by becoming informed, staying alert and using good judgment.

Emergency preparedness on a University campus can present many challenges. A campus environment includes not only an extremely large geographical area, but a continuously changing population. Emergency planning must protect people as well as the institution's operations such as research, athletic and entertainment events, food services, housing and transportation. Contribute to our campus safety and preparedness by becoming informed, staying alert and using good judgment. Take advantage of the features on this site to help protect you and ensure the safety of the UNM community. The University of New Mexico has three types of messages (LoboAlert, LoboAdvisory, and LoboTest) that will go out campus-wide to alert students, staff and faculty of a safety issue. Learn more about these message types.

UNM Gallup Safety:

https://gallup.unm.edu/campussafety/index.html

https://gallup.unm.edu/campuspolice/index.html

McKinley Academy students should immediately notify MA staff and/or UNM-G Police if they observe or suspect any suspicious or dangerous activity or individuals. The UNM-G Police office is located in Gurley Hall.

Vehicles

- Age eligible students who have satisfied the State of New Mexico's driving requirements, may drive to and from McKinley Academy.
- Campus is only open to students in grades 10th – 12th.
- **UNM parking permits are required.**
- Students must request a parking permit from UNM-Gallup in the SSTC building.
    - Student may be required to provide the following documents in order to secure a parking permit:
        - Valid driver's license
        - Vehicle registration
        - Proof of insurance
        - Copy of student class schedule

Testing

- All freshmen will follow the district's testing cycle:
    - Formative assessment every 3 weeks for ELA and math
    - Interim assessment after each quarter except for quarter 4
    - Additionally, freshmen will take the Accuplacer in April which is a requirement for them to take college classes starting their sophomore year. Students are required to pass the Math portion to remain in the McKinley Academy program.
- All sophomores and juniors are required to take the PSAT in the fall. This assessment serves as valuable preparation for the SAT and provides students with practice in a formal testing environment. It also offers insight into academic strengths and areas for growth.
- All juniors are required to take the SAT and NMASR in the spring semester. This is a graduation requirement from the state.
    - Schoolhouse is a great FREE official SAT tutoring site for students to work online with a tutor - Schoolhouse
- Seniors do not take the district or state assessments.
- McKinley Academy will host workshops and/or bootcamps for the Accuplacer, SAT and NMASR. Please plan to attend these. We want your child to succeed and be properly prepared!
- Students may also sign up to take the ACT or SAT anytime during their high school career. Waivers are provided at student's home high school which will waive the assessment fee.
    - Students may have 2 waivers throughout high school. Waivers are good for one school year.

College Entrance Examinations

- UNM-Gallup administers the ACT and SAT college entrance examinations on nationally-scheduled test dates. **Registration for said examinations is the student's/examinee's responsibility**. Neither ACT nor SAT allow for "walk in" registration on the morning of the test administration. All requirements for registering for these examinations can be found on the tests' websites. These sites contain information about test registration, reporting times and locations, prohibited materials and items, and links to upload examinee photographs and print admissions tickets. Both examinations require the examinee to upload a current photograph for identification

purposes and provide proof of identification to be admitted into the testing sessions (i.e., driver's license, state-issued ID card, school-issued ID card, military ID card, ACT or SAT Identification Form). Information is also available should an examinee be requesting any accommodations associated with an Individualized Education Plan (IEP) or 504 Plan. The responsibility for requesting and justifying special accommodations and/or arrangements for testing lies with the examinee. Accommodations are approved by the testing companies and will be implemented on the test day per information shared by the testing company – the testing staff cannot and will not implement accommodations requested by examinees without such approval.

ACT - ACT Website

Two test options are available through the ACT – ACT and ACT Plus Writing. The ACT has five sections: Language Arts, Mathematics, Science, Social Studies, and a fifth section to be determined. The ACT Plus Writing has these same five sections plus a forty-minute section during which time examinees compose an essay on a given topic. The ACT is administered at the UNMG Campus on the following dates:

September 6, 2025 October 18, 2025 December 13, 2025
February 14, 2026 April 11, 2026 June 13, 2026 July 11, 2026

SAT - SAT Website

A single test option is available through the SAT – SAT (Reading, Writing and Language, and Math). UNMG will have SAT administrations on the following dates:

August 23, 2025 September 13, 2025 October 4, 2025 November 8, 2025
December 6, 2025 March 14, 2026 May 2, 2026 June 6, 2026

Example of McKinley Academy Athlete Verification Form – Athletes must complete w/their coach & return to Mrs. Marquez. Forms are available in the front office.

This form verifies that _____ is an athlete

Student's Name

for _____ and is on the following team(s) for the _____ season.

Homeschool (Fall, Winter, Spring)

Sport: _____ Sport: _____

Name of Coach: _____ Name of Coach: _____

Coach's Signature: _____ Coach's Signature: _____

Circle all that apply: Circle all that apply:

Varsity Varsity
JV JV
C C

Coaches – Please email Mrs. Marquez at emarquez1@gmcs.org when your MA athletes will miss school for games/tournaments so that we can accurately mark their attendance.

Athletes must provide Mrs. Marquez with a sports schedule and are responsible for communicating with their UNM professors and MA teachers about any absences due to sports before the day of the event and/or absence.

This form is intended to prevent student athletes from being penalized when they are absent for sports.

MA Attendance Policy: Teachers reserve the right to deny submission of assignments for unexcused absences. Excused absences and absences for GMCS activities/sports are exempt from this policy.

Athlete's Signature: _____ Date: _____

**********Enter GMCS school Calendar on this page**********

Include note that freshmen follow this calendar!!

**********Enter UNM's School Calendar on this page**********

Include note that grades 10-12 follow this calendar!!

**********Enter GMCS Student Code of Conduct**********

August 2026

I have read and understand the contents of the *McKinley Academy Student Handbook*. I agree to abide by the policies, rules, and regulations set forth in this handbook. I agree to take responsibility for my behaviors and actions while on the UNM Gallup Campus and recognize the consequences and sanctions that may be imposed upon me should I not adhere to the *UNM Student Code of Conduct* and *GMCS Behavior Handbook*. I further understand that it is my responsibility as a McKinley Academy student at the University of New Mexico Gallup Campus to maintain positive academic progress, establish and maintain a consistent attendance record, and agree to follow the policies and procedures of the University of New Mexico.

Name (printed) _____

Signature _____

Date _____

• • • • • • • • • • • •

As the parent or guardian of the above-named student, I attest that I have read and understand the *McKinley Academy Student Handbook.* I understand that my student is expected to adhere to both UNM and GMCS behavioral expectations. I recognize that the responsibility for maintaining positive academic progress, establishing and maintaining consistent attendance, and following University policies and procedures lies with my student. I understand the possible risks and effects that poor grades and attendance can have on my student when enrolling for future colleges and applying for Federal Financial Aid.

Name (printed) _____

Signature _____

Date _____

Students, return this form with all signatures to the McKinley Academy front office. Thank you. *