

Tohatchi Middle School Student Handbook

(Updated 06/10/16)



Welcome to Tohatchi Middle School (TOM)!

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Philosophy

We are here to meet the physical, social, emotional, psychological and intellectual needs of the middle school student. The emphasis is on high academic achievement while developing a well-rounded individual with an attitude of positive self-worth and self-discipline.

This handbook contains important information that will guide you through the day-to-day operation of this school. Read and be sure you understand every part of this handbook. You will be held accountable for its contents.

Tohatchi Middle School Vision:

**Together
Making
Scholars**

Tohatchi Middle School Mission:

Tohatchi Middle School will develop life-long learners by motivating and challenging students through collaborative efforts involving all stakeholders.

School Office Hours

School hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. Students should NOT arrive earlier than 7:20 a.m. or remain on the campus later than 3:20 p.m. unless they are participating in a supervised school activity. Supervision will not be provided. This procedure is designed for the safety and well-being of the student.

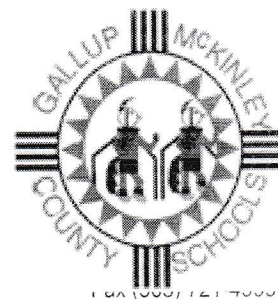
Staff Members	Position	Contact Number
Mr. Anthony Morrison	Principal	505-721-4920
Mr. Rafael Esparza	Instructional Coach	505-721-4900
Ms. Jean Blackgoat	School Counselor	505-721-4900
Ms. Lolita Sandoval	School Secretary	505-721-4900
Ms. Delaine Manuelito	School Clerk – Attendance/ Discipline	505-721-4900
Mr. Edwin Brown	Social Studies Teacher	505-721-4900
TBA	6 th / 7 th Grade Science Teacher	505-721-4900
Ms. Larita Toledo	Navajo Language/ Culture Teacher	505-721-4900
Ms. Kendra Henry	Physical Education Teacher	505-721-4900
Mr. Howard Paytiamo	Educational Assistant	505-721-4900
Ms. Maria Gonzales	Librarian	505-721-4900
Ms. Joy Castaneda	8 th Grade Math/ Algebra Teacher	505-721-4900
TBA	8 th Grade Language Arts Teacher	505-721-4900
TBA	7 th / 8 th Grade Math Teacher	505-721-4900
TBA	7 th Grade Language Arts Teacher	505-721-4900
TBA	6 th Grade Math Teacher	505-721-4900
TBA	6 th Grade Language Arts Teacher	505-721-4900
Ms. Gigi DeVault	GATE Teacher	505-721-4900
Mr. Andrew Madarang	Special Education/ Head Teacher	505-721-4900
Ms. Nemia Tan	Special Education Teacher	505-721-4900
Ms. Betty Heidenreich	Custodian	505-721-4900
Ms. Freda Yazzie	Custodian	505-721-4900
Ms. Marsha Yazzie	Parent Educator	505-721-4900



Tohatchi Middle School
Principal- Mr. Anthony Morrison
tmorriso@gmcs.k12.nm.us

PO Box 322 Tohatchi, NM 87325
<http://tom.gmcs.k12.nm.us/home>

Telephone (505) 721-4900



Procedures and Protocol

Absences

Tohatchi Middle School abides by the State of New Mexico's Compulsory School Attendance policy. It can be found under "**Parents**" on our school's website. A student who is not in class without the prior knowledge or consent of parents/guardians, or school personnel or who is 10 minutes late to a class is considered absent. In order for an absence to be documented as verified, the parent/ guardian must notify the school by verbal or written notification prior to or within 24 hours of return. Absences that are not verified within 24 hours of return will be considered truant. Truancies will be handled under the GMCS discipline policy (VII.12.23). Class work that is missed due to truancy is counted as a zero.

Parents/ Guardians of students who are absent will be notified through ParentLink.

Students who miss 10 consecutive days of school will be un-enrolled from school. State regulations require the school to contact Social Services on all students missing 10 consecutive days of school. Parents will be required to re-enroll all students who are dropped from the school roster. Please contact the school if it is going to be necessary for your student to miss an extended period of school.

Reminder: A student who is 10 minutes late to class is considered absent, not tardy. This includes 1st period classes. The attendance rule pertains to each individual class period.

Academic Courses

Math

Grade-level math: 6th Grade and 7th Grade students

Pre-Algebra – 8th Grade students. Intended for students who have attained general (grade level) mathematics objectives.

Algebra 1 - 8th grade students only and receives high school credit

Language Arts

Navajo Language and Culture

Science

Social Studies

World History - 6th grade

New Mexico History - 7th grade

U.S. History - 8th grade

Art

Physical Education

Remedial Classes

Designed to support and enhance skills in the Core curriculum in Math and Reading

Activity buses

Activity buses are for students who attend school-sponsored activities. Students who are not participating in after-school activities will not be allowed to ride the activity bus. The same rules apply to the activity bus as the regular bus (see Transportation).

Assemblies

Middle School students must behave courteously at school assemblies. Students should give full attention to the performers and show appreciation only through clapping hands. Whistling, shouting and foot stomping is not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

Art Work

Murals- we are extremely fortunate in that our students are so talented and have blessed our school with paintings on our walls (murals). It is important that you do not touch, mark upon or deface the murals. They are a part of who we are and are for your viewing pleasure.

Backpacks

Backpacks are not allowed in the classroom at any time. Backpacks should be stored in student lockers during the school day. All backpacks should be secured at all times. TMS is not responsible for stolen items

Bell Schedule

The bell schedule will be included as a separate document.

Bus Schedule

The bus schedule will be included as a separate document.

Cafeteria

We are a Provision 2 school which means all students may eat breakfast and lunch free of charge.

Closed Campus

Tohatchi Mid School is a closed campus. Once a student arrives on school grounds in the morning, he/she is considered truant if he/she leaves schools grounds without being properly checked out through the office. Students are not allowed to visit or attend functions at the elementary or high school without prior written approval from the school principal.

Computer Usage

All GMCS, classroom, library, lab, and faculty rules are to be strictly followed when using computers throughout the school. Failure to follow these rules will result in being denied access to the equipment. Restitution for damage caused by student misuse or abuse must be satisfied before a student is allowed to resume computer access. STUDENTS MUST HAVE A CURRENT INTERNET ACCESS AGREEMENT ON FILE BEFORE INTERNET ACCESS WILL BE ALLOWED FOR THE ACADEMIC YEAR. Abuse of the Internet will result in loss of privileges.

Contraband

Contraband is any substance, material, or object prohibited on school grounds. The following items are restricted or contraband at Tohatchi Middle School and will be confiscated if on school grounds. Discipline procedures will be followed.

Contraband items:

knives/pocket knives	rolling/cigarette papers	guns/rifles/bullets
rubber bands	balloons	drugs
cigarettes	lighters	shaving cream
alcohol	firecrackers	matches
squirt guns	laser pointers	

Perfumes, Cologne and Aftershave:

These items trigger serious allergy and asthma attacks in many individuals and are considered a health hazard. For this reason we ask students to refrain from wearing fragrances during the school day. In addition these items will be considered contraband if brought onto school grounds.

Dress Code

The Tohatchi Middle School Dress Code will be followed. The dress code is contained in the registration packet.

First offense: students will be required to call parents to bring in appropriate attire. If we cannot reach you, the school will provide appropriate attire with the expectation that the article be returned.

The second offense will result in a parent/student conference with the principal.

The third offense will result in disciplinary action (VIII.12.22 Misbehavior).

Enrollment

Incoming and returning students must update their records on a yearly basis. It is important that all contact information and necessary forms are updated yearly in order to keep your information up-to-date and accurate. Students new to the school including those who enroll or transfer in after the beginning of the school year must complete the enrollment packet. Priority is given to students within the Tohatchi attendance area. The school retains the discretion to accept students from outside its attendance area. If enrollment exceeds maximum classroom size, students who live outside the attendance areas may be asked to withdraw from the school and return to the school in the area in which they reside. The school has the right to request a mandatory parent conference before accepting enrollment of any student.

Exemption from Participation

A student may be exempt from class participation if he/she provides the school with a written request from a licensed physician. To regain participation the student must then provide the school with the doctor's written release.

Extra-curricular Activities

Yearbook Club
Newspaper Club
Art Club
Indian Club

Music Club
Student Council
Mathematics, Engineering, Science Achievement (MESA)
Tutoring
Volleyball
Football
Cross Country
Basketball
Baseball
Softball
Track

Grades

The grading scale at Tohatchi Middle School (TOM) is as follows:

A - 90 to 100%	Advanced
B - 80 to 89%	Proficient
C - 70 to 79%	Proficient
D - 60 - 69%	Nearing Proficient
F - 0 - 59%	Beginning Step

Students receiving a final grade of "0" or "F" in **Reading, Math, Science, or Social Studies** will be **required** to take a **Reading and/or Math remediation** class.

Health and Nursing Services

The services of a school nurse who will make regular visits and provide various health examinations for the students will be available. The Health Office will be staffed with a Health Assistant to attend to the daily need of the students. Students that become ill or injured at school will be sent/ escorted to the Health Office. Parents will be contacted if necessary. Every parent should have on file with the school a signed form with information as to how the school is to respond in case of illness or injury to their student.

Health Requirements

Immunizations: "**No shots=No School**". All students entering Tohatchi Middle School are required to have proof of immunizations. The school nurse and health assistant will contact you if immunizations are not current. 7th and 8th grade students are usually due for updates. See Immunization Requirements included with registration packet.

Imminent Danger Procedures

Fire drills, Lock down drills, Shelter in place drills, and Duck and cover drills are a requirement of the law. Upon hearing the alarm, students are to immediately follow the procedure for each drill guided by the teacher of the class you are currently in. In the event a fire drill occurs during passing time, students are to report to the designated area of the class they were previously in.

Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure student's safety. It is the parents/guardians responsibility to monitor news reports via television and radio stations. Announcements are normally broadcasted beginning at 6:00 a.m.

The following radio stations will announce school closures: KGAK 1330 a.m. (505)722-7381, KYVA 1230 a.m. (505)863-2429, KXTC 99.9 f.m. (505)863-9393, KTNN 660 a.m. (928)871-3479.

TV stations include: KOB channel 4, KQ13 channel 13, KOAT channel 7

You may also contact the district at (505)721-2233

On Delayed days - breakfast will be served.

Intramural Athletics

This program is available to mid school students throughout the year. In order to participate, the student must have on file a current physical, written permission from the parent/ guardian and proof of insurance. In addition, the student must maintain a grade point of 2.0 or better to be eligible. Students may be required to attend mandatory academic tutoring in order to remain on the team. Failure to attend these tutoring sessions can lead to expulsion from the team. Students with discipline referrals, or an unacceptable amount of absences and/or tardies can be denied participation in intramurals.

Lockers

Will not be used this year!

Lost and Found

The school is not responsible for the loss or theft of any personal item. Lost and found items should be turned into the office immediately. If you lose an item, check with the office to see if it was turned in. Property of a student is his/her responsibility and Tohatchi Middle School is **not liable**.

Make-up Work

Make up work is the responsibility of the student. Work can be made up for excused or verified absences. You may ask for work in advance if you know you are going to be absent from school. However, if you do not ask for work in advance you **must ask for it the day you return** from the absence. Teachers are under no obligation to let you make up work if you do not ask for it on the day of your return. You will have one day for each day of your excused/verified absence to return make-up work to the teacher. After that time the teacher is under no obligation to accept the work.

Media Center

Library usage is a privilege, not a right. This privilege may be revoked for inappropriate behavior or abuse of the facility. Students, who lose library privileges, will still be allowed to accompany classes into the library as needed. Students are only allowed in the media center when accompanied by a teacher or with an approved pass. All media center users will be asked to sign in and out. Books may be checked out for two weeks and renewed for two more if necessary. **STUDENTS ARE RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED BOOKS.** Students who have not paid for lost or damaged books will not have check out privileges. Repeat offenders may be refused access to the media center. Reference books are for library use only and cannot be checked out. The computers in the library are for teacher-assigned projects or card catalog use only, not for email or games. Printing is only allowed with permission. No food or drink is allowed in the media center without prior written approval from the media specialist.

Medication

Tohatchi Middle School staff are prohibited from providing or administering **any** medication to any student. If medications **MUST** be given during school hours, written board policy for each local education agency must be followed. This applies to prescription/nonprescription drugs alike, an authorization form was included in the registration packet. The form "Medical Authorization Form 2015-16" can be found under "**Parents**" on our school's website.

Parental Contact

In the event of emergency, discipline, or other necessary occasions the school may need to contact the parent guardian. **It is imperative that you keep your contact information and emergency numbers up to date.** Services of the police department may be enlisted when applicable.

Payment to School

Cash or money order must be used to make payment to the school for breakfast/ lunch program and/or any other type of services. **No checks** will be accepted under any circumstances.

Personal Electronic Devices

The full version of the Personal Electronic Device policy is contained on a separate page.

Powerschool

This is the district's data storage system used to track grades, attendance and demographics. Students and parents can log on to check grades. See the schools website or call Ms. Nez for directions.

Opportunities for Involvement

National Junior Honor Society
Student Council
Futures for Children

School Sponsored Trips

School sponsored outings and field trips are an extension of the school and school rules are applicable. Failure to abide by the rules may result in disciplinary action. Trips must meet with prior approval of the principal. Individual sponsor(s) of the trip in conjunction with the principal will set the criterion for participation as well as any additional rules pertinent to the activity.

Search and Seizure

Tohatchi Middle School reserves the right to search persons, personal effects, student lockers, and vehicles on its premises.

Student Services

The TMS Counselor is available for students needing services. In addition to individual and group counseling, the Student Services will provide scheduling assistance to students and their parents,

grade checks, conflict resolution, peer mediation, personal counseling, academic counseling, career counseling, and other various services.

Student Tardies

All students are expected to be in the classroom and on task when the bell rings. Students are considered tardy if they are not in the classroom when the bell rings. Teachers will notify parents/guardians if there is a pattern of tardies. Students who are 10 minutes late to class are considered absent.

Telephone Usage

The office telephone is available for students to use on an emergency basis only.

Transportation

Riding the bus is a *privilege* that may be taken away if a student becomes a problem due to safety issues or discipline. In an emergency situation a student may ride a bus other than the one assigned. However, the request must be made **in writing** by the parent/guardian and must have the approval and signature of the principal before permission is granted. Bus discipline referrals are processed through the office of the school and become part of the child's discipline record. Riding the bus is part of the school day and students are held accountable for their behavior. The bus driver has the right to suspend a student from riding the bus.

Tutoring

Various types of academic and computer assisted tutoring are available

An activity bus will run for students who stay after school for tutoring services. Once the final schedule is determined flyers will be sent with students or may be picked up in the office.

Visitors and Check-Out

Anyone who is not an employee or student of Tohatchi Mid School is considered a visitor and must sign in at the office. Failure to do so is trespassing and a violation of the law. Visitation or checkout of students by anyone other than the parent/guardian or those listed in the student's file by the parent/guardian is strictly forbidden. When checking students out, you may be asked for proper identification. Students **are not** allowed to bring visitors to school except with prior written approval from the principal.

Withdrawal Procedure

Students withdrawing during the school year must obtain the proper paperwork from the office. Student records will be transferred to the appropriate school upon completion of the correct paperwork. Student files will not be transferred until the proper paperwork is completed and all fines or financial obligations are met by the parents

Practices to Improve Communication with Teachers

Research indicates that it is the quality of teacher/parent interaction that contributes most to student achievement. The researchers recommend using the following strategies to improve family school communication:

Make It Positive: Teachers communicate with parents most often when the child misbehaves. Ask teachers to share positive achievements and your child's progress regularly. Ask how you can be responsive to the strengths and needs of your child.

Make It Practical: Ask and look for resources to understand the curriculum and New Mexico Content Standards. Be specific when communicating concerns with teachers. Ask for specific suggestions about what you can do to help your child in challenging areas. Talk with your child about the New Mexico Content Standards and how they are tested.

Make It Personal: Under the **No Child Left Behind (NCLB) Act**, parents can request information regarding teacher qualifications. Check the school web site for information about staff, programs and initiatives. Communicate in person, via e-mail, notes, and phone calls with any questions, concerns or praises. Ask for information about your child's individual test scores, assessment data and samples of work.

Epstein (2002) shares lessons learned on how to effectively communicate with teachers.

- Introduce yourself to your child's teachers early in the school year. Find out what the overall learning expectations are, how much homework to expect and how you can reinforce the lessons being taught.
- If you cannot make a parent-teacher conference, reschedule for another date that fits your schedule.
- You can also ask the teacher to meet you in a more convenient place.
- Check in with your child's teacher on a regular basis. You do not need to wait until you have a concern.
- You can call just to discuss your child's progress or to request that progress reports be sent home.
- When you do not understand a memo, school policy or program, ask your child's teacher to explain it.
- Fill out surveys sent out by the school. Your ideas and input are important to creating a better school environment for your child.
- Visit the school web site regularly to find out more about the school, events and staff.

Note: *The information listed above comes from the Parent Involvement Toolkit*

<http://www.ped.state.nm.us/div/ruraled/toolkit/toolkit.htm>

Communication Ideas for Parents

These actions will help you communicate with your child's teachers and school staff. Choose those that you think you can do and then revisit this list in about one month to check on your progress.

INTRODUCE YOURSELF

Introduce yourself to your child's teacher as early as possible in the year. Let the teacher know that you are a supportive parent and want to be involved in your child's learning.

DON'T BE A STRANGER

Parents send a message of support when they take the time to visit the school. Make an effort to have regular contact with school personnel. Make arrangements with the classroom teacher to occasionally visit the classroom, have lunch with your child or volunteer at the school.

TOUCH BASE

Talk with your child each day about what goes on at school. Learn the language of the classroom and use it to question your child about his/her day.

CONFERENCES

Attend parent-teacher conferences. Ask for a meeting if you have concerns or questions at other times of the year.

SHARE INFORMATION

Help your child's teacher by informing him or her of the learning styles and strategies that you use at home that work with your child. Also share the language and culture of your home.

QUESTION PRIVATELY

It is important that students view parents and teachers as a collaborative team. Questions or concerns should be handled privately between the parent and teacher. It is important to let your child know that you are communicating with the teacher.

ASK FOR E-MAIL VISITS

Sometimes your schedule and the schools don't match up. E-mail is an efficient way to communicate with school personnel. Check with your local library or Chapter house for Internet access if you do not have a home computer.

KEEP PERSPECTIVE

Parents sometimes have difficulty separating school concerns and issues from the emotional attachment they have for their child. Remember that the school is your partner, and by working together positively, you can help your child succeed to his or her fullest potential.

Note: The information listed above comes from the Parent Involvement Toolkit

<http://www.ped.state.nm.us/div/ruraled/toolkit/toolkit.htm>

STUDY GUIDE

Where to Study

- Try to study at the same time and place each day. Be sure the area is well lit and limited from distractions.
- Find a quiet place.
- Make a study kit: dictionary, protractor, calculator, ruler, pencils, erasers, paper, paperclips, note cards, pens and highlighters.

When to Study

- Pick a time when you are fresh and alert. You will remember more if you study during the daytime. During the weekend, schedule 30 minutes to review weekly notes.

How to Study

- Read all directions before you start. Set up a systematic way of going over the material. Do not try to memorize everything at once. Break it up into manageable parts. When finished self-test yourself.
- Study the hardest subject first since it will require the most time and energy. Then move on to the next hardest subject and so on.
- Plan study time in one-hour blocks. Study for 50 minutes and break for 10 minutes.
- Allow more study time for subjects in which you need to improve.
- Study with a friend and stay focused and take breaks.

Homework

- Homework is an extension of work done at school. It allows you to apply and reinforce what you are learning. **Middle school students should average one hour of homework nightly.** Make it a habit.

Storage and Recall

- Avoid cramming. Study the essential facts and continually review the material. Memorize pertinent facts and formulas.

Listening and Note Taking

- Listen for important facts. Make sure your notes include this information. Keep your notes neat and organized.

Tests/Exams

- Relax and read the instructions. Be sure you understand the question before you begin to answer. Skip a question if you do not know the answer, and come back to it later when you have completed the questions you know how to answer.

DISCIPLINE POLICY

The function of the school is to educate the young to the fullest extent possible. However, there are certain student actions that are detrimental to the meeting of this goal. Student behavior which interferes with the educational process cannot be condoned. Therefore, schools have the right and responsibility to prohibit such behavior. The Gallup-McKinley County Board of Education has adopted a series of policies that relate to student behavior, discipline, tardiness, and excessive absences. These policies were adopted on the recommendation of a committee composed of parents, students, teachers, and administrators in the district. The policies help establish consistency in the treatment of behavioral problems and help promote health, safety, and stability in the schools. A major emphasis of the policy is to reduce the number of student misbehavior incidents by informing parents whenever their son/daughter is involved in violations of School Board Policies. With the cooperative efforts of both school and home, misbehavior which is disruptive to the ongoing educational process can be reduced.

For a copy of Board Policy, see the building principal or contact the Superintendent's office.

2016-2017 STUDENT DRESS CODE

In part due to the complicated dress code, many of Tohatchi Middle School students found it hard to follow the dress code of last year. Thus, we tried to simplify it this year. The dress code is as follows:

1. Colors: **NO Restrictions** on anything. Letters will be sent home to Parents/Guardians if colors need to be restricted.
2. A. Shorts may be worn except from November 1st to March 1st
B. No holes in pants except for in knee or lower.
C. **NO Tank Tops, Spaghetti Straps, Halter Tops** – except for PE
D. **Skirts Dresses and Shorts**: Must at least touch the top of the knee
3. Outerwear: jackets or hoodies are not to be worn in the building.
Keep jackets and hoodies in your backpacks when in the building.
4. Headwear: **NO HEADWEAR** at all in the building.
5. **NO TOUNGUE PIERCING**
6. Sport Balls: baseballs, volleyballs, basketballs etc. are not to be brought to school!

Prohibited: Items Not Allowed

- Accessories including, but not limited to, studded bracelets, belts, or necklaces; belt loop or chain wallets, chains that connect body piercing and belts that extend more than 6 inches beyond the buckle or that hang down.
- Pins, clothing, tattoos, or accessories that advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, disruptive symbols, profanity, hate or bigotry towards any group or is offensive, disrespectful to other individuals.
- Safety pins, straight pins, paperclips or similar objects used as decoration or accessories on any type of attire. These objects may be considered weapons.

Clothing, tattoos, buttons, purses, backpacks, or accessories that advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, disruptive symbols, profanity, hate, or bigotry towards any group or is offensive, disrespectful to other individuals. For example: ICP, skulls, inappropriate insignias, or "in memory of" clothing are not allowed.

**** CONSEQUENCES FOR NON-COMPLIANCE WILL BE VIEWED AS A MISBEHAVIOR AND WILL BE HANDLED IN ACCORDANCE TO THE TOHATCHI MIDDLE SCHOOL AND GMCS' DISCIPLINE POLICIES***

Expectations of Tohatchi Middle School Students

I will be in school and on time to each class daily.

I will work to the best of my ability and be committed to doing my best in each and every class.

I will exhibit proper citizenship and conduct at all times throughout the school day.

I will come prepared to work.

I will be well groomed and properly dressed at all times.

I will treat everyone with respect, as I would like to be treated.

I will show integrity by honestly dealing with classmates, teachers, staff, and administration.

I will accept responsibility for all my actions, including any consequences that may accompany those actions.

I will be the best I can be at everything I do.

I will refrain from doing anything that will endanger the health and/or safety of others or myself.

I will not interfere with the learning of others or myself.

I will wear the prescribed **school uniform** as indicated in the dress code policy.

I am aware of and have read the contents written in the Tohatchi Middle School
handbook and agree to abide by them.

Student's Signature

Date

Parent's Signature

Date

- Please return this page to your first period teacher