

# McKinley Academy

## Student Handbook

### 2024-2025



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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, 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

July 2024

Greetings,

Welcome to McKinley Academy and congratulations on your acceptance! McKinley Academy is an early college program with the Gallup McKinley County School district and are partnered with University of New Mexico Gallup. McKinley Academy (MA) is located on UNM-Gallup's beautiful campus. Our offices and classrooms are located in the south section of Calvin Hall.

Your acceptance into this unique educational experience will give you a jump start on your college career. Enrollment in the McKinley Academy program will allow you to take college-level classes and earn college credit for this coursework while earning credits toward your high school graduation requirements. The MA program also affords its students the opportunity to experience and explore the many facets of a chosen career path.

You will be enrolled as a college student at the University of New Mexico Gallup Campus. This is at no cost to you or your family; Gallup McKinley County School district will cover all expenses related to your enrollment while your student attends the McKinley Academy program. Depending upon the program of study in which you are enrolled, you will earn between six to twelve college credits per semester beginning your 10<sup>th</sup> grade year.

**It is extremely important that you understand the responsibility that now falls upon you. McKinley Academy students must establish and maintain consistent attendance, earn at least a 2.0 GPA, and complete all courses. Academic progress (successful movement through courses within certificate/degree programs) begins for you while enrolled in MA. Failing or being dropped from a college course can jeopardize a student's future eligibility to qualify for Federal Financial Aid and/or interfere with college admissions processes.**

Shared responsibilities among the students, faculty members, McKinley Academy administration, and homeschool. Pay close attention to the responsibilities listed, as you are in command of your educational endeavors while enrolled at the UNM Gallup Campus through the McKinley Academy program.

The faculty and staff of McKinley Academy, along with related service providers, will introduce you to many of the systems that are in place at the post-secondary education level. Special seminars will be offered during the course of this academic year to better prepare you for the transition from high school to college or employment. Topics may include: college applications and admissions requirements, registration, financial aid, workshops for the Accuplacer and state assessments (SAT & NMASR) study skills, financial literacy, and employability skills.

We look forward to working with you during this upcoming year. Be sure to take advantage of everything McKinley Academy has to offer you.

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 also need to notify the front office if their child will be absent. Ditching is not permitted. Students caught ditching will face disciplinary action.
- **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 must call the front office at 505-721-4200 to excuse or verify an absence.
  - 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.
  - Instructors reserve the right to deny submission of assignments for unexcused absences.
- 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 2.0 GPA in all courses at the high school and college level. Students are required to have at least a 2.0 high school cumulative GPA to take any college courses.
  - Students must show positive academic progress (i.e., earning a 2.0 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; late arrivers need to come to the front office for a late pass and possible conference for any high school classes.
  - Students who arrive more than 10 minutes after the start of class will be marked absent.
- 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 at least the writing or math portion. This is a requirement to take college courses.

### 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.

### 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.

<h3>McKinley Academy Guidelines</h3>
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1. Students must have established a consistent record of attendance. Students with attendance or discipline issues may be placed on probation with McKinley Academy for the first semester. 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 2.0 cumulative 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](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 without any withdraws (W’s) to qualify for summer classes.
- Only current 10<sup>th</sup> and 11<sup>th</sup> grade students are eligible for summer classes.

### 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 10<sup>th</sup> – 12<sup>th</sup>, 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 absent if they arrive more than 10 minutes late.
- After 7 verified absences in one semester, parents must provide proper documentation to avoid having the absence marked as 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 dean/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.
  - 13 unexcused absences ~ Mandatory in-person meeting with student, parent/guardian and principal. Student will be placed on an attendance contract. Attendance letter will be sent home and documented.
- **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. 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 absent 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<sup>th</sup> – 12<sup>th</sup>.
- **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 MA Administration office in Calvin Hall Room #106 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.

### **Grading**

- Students will be informed of what will be expected of them in courses before instruction begins in the course syllabus.
- Grades for high school classes are available in ParentVue and StudentVue ([https://nm-gmc-psv.edupoint.com/PXP2\\_Login.aspx](https://nm-gmc-psv.edupoint.com/PXP2_Login.aspx)) and are updated weekly.
- 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 GPA in their college classes in order to establish and maintain positive academic progress and avoid being placed on academic probation by UNM.
- Student athletes must take a minimum of 3 college courses to remain academically eligible 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 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.

### **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.

### 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 stowed in a pocket, purse, backpack, or bag.
- McKinley Academy students are expected to adhere to GMCS’s electronic device policies and are strongly encouraged to review those policies here - <https://gmcs.b-cdn.net/app/uploads/2022/12/GMCS-Student-Behavior-Handbook-SY-2022-2023-final-production.pdf>
- Students who have violated GMCS’s electronic device policies will be addressed as follows:
  - First Offense in academic year – McKinley Academy principal will conference with student and notify parent.
  - Second Offense in academic year – McKinley Academy principal will conference with student. Student’s electronic device will be secured in front office for 1 full school day. Parents will be notified and are required to check out student’s electronic device.
  - Third Offense in academic year – McKinley Academy principal will conference with student. Student’s electronic device will be secured in front office for 5 full school days. Parents will be notified and are required to check out student’s electronic device.
  - Fourth Offense in academic year - McKinley Academy principal/student conference with parent/guardian to discuss appropriate action.

### 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.
- **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 - <https://gmcs.b-cdn.net/app/uploads/2022/12/GMCS-Student-Behavior-Handbook-SY-2022-2023-final-production.pdf>

### **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/her self 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.
- Students in college courses will follow UNM-G policies regarding academic integrity and can face disciplinary action from UNM-Gallup.

### **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 – 12<sup>th</sup>.
- 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

### **Tutoring**

- McKinley Academy teachers offer tutoring from 7:30 – 8:00 Monday – Thursday and have additional tutoring options from 2:15 – 3:15 Monday – Friday.
- 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:
  - 8:00 – 6:00 Monday – Thursday
  - 8:00 – 5:00 on Friday
- Tutorfly is another option for GMCS students and is available Monday through Friday from 4 – 8pm. Tutorfly can be accessed at home from the student's laptop or on the phone. Students may login directly through Classlink which is available on all student laptops.
  - Website - <http://www.dropintutor.com>.
  - Phone Number - (408) 475-6568

### **Late Start Friday**

- To allow teacher collaboration and effective student monitoring, we will now move to late start Fridays, instead of early release.
- Freshmen classes will start promptly at 9:00.
- Busses and meals will be later to accommodate the late start.
- Late start will only occur on Friday. Students will follow the normal schedule Monday – Thursday.

### **Freshmen Bell Schedule**

# **Freshmen Schedule**

**McKinley Academy SY 24/25**  
**Monday – Thursday**

***Breakfast 7:30-7:55***

**1<sup>st</sup> Period 8:00 – 9:07**

**2<sup>nd</sup> Period 9:10 – 10:17**

**3<sup>rd</sup> Period 10:20 – 11:27**

*Lunch 11:30–12:00*

**4<sup>th</sup> Period 12:00 – 1:07**

**5<sup>th</sup> Period 1:10 – 2:15**

**6<sup>th</sup> Period (Optional) 2:15 – 3:15**

**County Buses Pick Ups 2:15**

**City Buses Pick Ups 3:15**

<b>Friday Schedule (Late Start)</b>	
<b>Breakfast</b>	<b>8:30 – 8:55</b>
<b>1<sup>st</sup> Period</b>	<b>9:00 – 10:05</b>
<b>2<sup>nd</sup> Period</b>	<b>10:08 – 10:58</b>
<b>3<sup>rd</sup> Period</b>	<b>11:01 – 11:51</b>
<b>Lunch</b>	<b>11:54 – 12:24</b>
<b>4<sup>th</sup> Period</b>	<b>12:24 -1:14</b>
<b>7<sup>th</sup> Period</b>	<b>1:17 – 2:15</b>

<b>Delayed Start Schedule</b>	
<b>Breakfast</b>	<b>9:30 – 9:55</b>
<b>1<sup>st</sup> Period</b>	<b>10:00 – 10:54</b>
<b>2<sup>nd</sup> Period</b>	<b>10:57 – 11:51</b>
<b>Lunch</b>	<b>11:54 – 12:24</b>
<b>3<sup>rd</sup> Period</b>	<b>12:24 – 1:18</b>
<b>4<sup>th</sup> Period</b>	<b>1:21 – 2:15</b>
<b>5<sup>th</sup>-7<sup>th</sup> Periods</b>	<b>Not attended on delay days</b>

**UNM-Gallup Campus Safety**

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.

## 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 either the Writing or the Math portion to be eligible for college courses.
- **Sophomores and juniors are strongly encouraged to take the interim assessment, which is offered at the end of each quarter except for quarter 4.**
  - The interim assessment is a great tool to help your child prepare for the state required SAT assessment.
- All juniors are required to take the SAT and NMASR in the spring semester. This is a graduation requirement from the state.
- 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!
- Sophomores and juniors may sign up with Mrs. Kezele to take the PSAT (practice SAT through the CollegeBoard) in the Fall semester. We highly recommend students take advantage of this opportunity.
- 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 – <https://www.act.org/>

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 14, 2024	October 26, 2024	December 14, 2024	
February 8, 2025	April 5, 2025	June 14, 2025	July 12, 2025

**SAT - <https://www.collegeboard.org/>**

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 24, 2024	October 5, 2024	November 2, 2024	
December 7, 2024	March 8, 2025	May 3, 2025	June 7, 2025



**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](mailto: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: \_\_\_\_\_

Brittainy Garro  
Principal  
McKinley Academy

\*\*\*\*\*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 UNM Academic Calendar for Fall Semester\*\*\*\*\*

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

August 2024

I have read and understand the contents of the *McKinley Academy Student Handbook 2023-2024*. 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 2023-2024*. 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 affect 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. \*\*\*\*