



BLACK MOUNTAIN SCHOOL STUDENT HANDBOOK 2022-2023

Home of the Panthers



Black Mountain School
Home of the Panthers
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MISSION STATEMENT

It is the purpose of Black Mountain School to ensure students successfully develop the foundational knowledge, skills, and behaviors essential to become lifelong learners and responsible decision makers in an ever-changing world.

Title IX and Sexual Harassment

The Assistant Superintendent serves as the Title IX compliance officer for the Kingman Unified School District. As the Title IX compliance officer, Jeri Wolsey will investigate complaints under Title IX, including complaints of sexual harassment and sexual discrimination. The H.R. Director for KUSD #20 can be contacted as follows:

Attn: Assistant Superintendent Mrs. Jeri Wolsey
Kingman Unified School District Office
3033 MacDonald Ave. Kingman, AZ 86401
Phone 928-753-5678 ext. 2202

Section 504 Coordinator:

Ms. Vicki Trujillo
Director of Exceptional Student Services
District Office
3033 MacDonald Ave.
Kingman, AZ, 86401
Phone (928) 753-5678 ext. 2018

WELCOME AND OBJECTIVES

We would like to welcome each and everyone of you to Black Mountain Schools. We are a K-8 school in Golden Valley, Arizona.

The staff of Black Mountain School is dedicated to the goal of achieving excellence in education. School can be challenging at times, but there are several simple things that will help students achieve success. One of the most essential conditions that must prevail to ensure a superior education is a safe school environment. By this, we mean an environment where all students and teachers feel safe from harm and observe and enforce school rules. It is a climate in which students and teachers are proud of themselves, their school, and their achievements.

Our goal is to challenge your child academically, grow them socially and emotionally, and guide them toward independent thinking and problem solving. Students will be encouraged to display good character and to make good choices that will result in successful outcomes. We are looking forward to a great school year filled with experiences that will help your child display “Panther Pride!” As Panthers we are Positive, Respectful, Intellectual, Dedicated, and Engaged!

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Black Mountain Curriculum, Clubs and Activities

Kingman Unified School District #20 offers an equal opportunity educational program. All courses, services, and activities are accessible without regard to race, color, national origin, gender, or handicapping conditions. Questions or concerns regarding equal opportunity accessibility should be addressed to Kingman Unified School District Superintendent, 3033 MacDonald, Kingman, Arizona 86401.

Curriculum and Activities

- 21st Century Community Learning Center; Provides targeted tutoring and enrichment courses after school, Friday School, Fall and Spring Intersession classes, Summer School classes and Parent Engagement (Grades K-8)
- Walk-to- read (Grades K-3)
- Drop Everything and Read (DEAR) (Grades 1-5)
- Technology enriched programs (Grades K-8)
- SWPBIS (School Wide Positive Behavior Intervention Support)
- Teach Like A Champion
- Reading Intervention (Grades 4-8)
- DIBELS and i-Ready Reading Assessment
- i-Ready ELA/Math Diagnostic and Benchmark assessments (Grades 2-8)
- MindUP: SEL
- Student Council

- College and Career Exploratory (Grades 7-8)
- Peer Mediation (Grades 6-8)
- Panther Patrol (Grades 4-8)
- Art Education (Grades 7 - 8)
- Athletics (Grades 6-8)
- Band and Choir (Grades 6-8)

Daily Schedule

Each school day all students will participate in core classes (Language Arts, Reading, Math, Science, and Social Studies). In addition to core classes, students will have daily math skills (DMS), reteach/enrich, and lunch. Elementary students will also participate in Specials (PE, Computers, Music, and Library) each day.

Middle school students will take one semester of PE opposite one semester of technology. The exception to this will be for students who choose to pursue band or choir. Placement in a band, or choir may result in a student's losing PE or art from their schedules. However, because technology is a state educational requirement, all students will have a technology class entered into their schedule at some point during the year.

Middle school students will also participate in Academic Readiness (6th grade) or Exploratory (7th/8th grade). During these classes, students will learn the skills needed to be successful in middle school, explore college and careers, and track their academic successes.

Progress Reports & Report Cards

Progress reports and report cards are sent home every 4 ½ weeks. Grades are also available on-line throughout the school year. Please ask the office for access to ParentVue or StudentVue.

September	Progress reports, Parent/Teacher conferences
October	1 st Quarter report cards
November	Progress reports
January	2 nd Quarter/1 st Semester report cards and Progress Report
March	3 rd Quarter report cards
April	Progress reports
May	4 th Quarter/2 nd Semester report cards

Students and parents are encouraged to request to see your teacher as soon as you see indications of possible failure rather than wait for the notice to arrive. Students and parents are also encouraged to monitor student grades online using their ParentVUE and StudentVUE accounts.

3rd Grade Promotion

The newly revised law states that a student shall not be promoted from the third grade if the student obtains a score on the AzM2 assessment that falls far below the third grade level. The following are exceptions (A.R.S 15-701) to the law:

A. (2a-b) requires that an Arizona student not be promoted from the third grade if the student scores far below

the third-grade level on the statewide assessment. A third-grader who does not demonstrate sufficient reading skills may be promoted to fourth grade if the student:

- 1.) Is an English Learner (EL) who has received less than two years of English language instruction.
- 2.) Is in the process of a special education referral or evaluation for placement in special education, or
- a). Has been diagnosed with a significant reading impairment, including dyslexia, or is a child with a disability and the IEP team agrees promotion is appropriate.
- 3.) Demonstrates sufficient reading skills or adequate progress toward sufficient reading skills through a collection of reading assessments.
- 4.) Receives intervention and remedial services during the summer or subsequent year and demonstrates sufficient reading progress.

Awards/ Honor Roll

Outstanding students are recognized in many positive ways at Black Mountain. We reward good behavior and good grades. All grade levels will have recognition in the area of ISA (Individual Student Achievement) and ABCD (Going Above and Beyond the Call of Duty). 3rd -8th grade students receive recognition for improvements and/or excellence shown on quarterly benchmark assessments.

Elementary Awards - At the end of each grading period, 4th and 5th grade students with all A's or B's will be named to the Honor Roll. These students will receive a certificate and other special awards. At the end of each grading period, students with a 3.0 or higher grade point average (with no D's or F's) will be named to the Honor Roll. These students will receive a certificate and other special awards. During the school year, the honor roll students may have guest speakers and special assemblies. At the final Honor's Assembly, students with 4.0 GPA's will be recognized.

Grade Scale

Kindergarten through 3rd grade

Students are issued a Standards Based report card. Objectives covered each quarter are given the following rating scale:

- 4 – Exceeds grade level standards
- 3 - Meets grade level standards
- 2 – Progressing toward grade level standards
- 1 – Not meeting grade-level standards
- Blank – Blank areas were not assessed that quarter

4th – 8th Grade

Students in 4th – 5th grade receive a letter grade for Reading, Writing/Grammar, Spelling, Mathematics, Social

Studies and Science/Health. For Citizenship and Special areas they receive a rating scale.

Students in 6th – 8th grade receive a letter grade for English Language Arts (ELA), Math, Science, Social Studies and all elective coursework.

Letter Grades

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

Rating Scale

E - Excellent

S - Satisfactory

N –Needs Improvement

U - Unsatisfactory

Additional Academic Help

Black Mountain offers several after school programs for students wishing to work on academics. Among these are tutoring in Language Arts and Math. These programs are offered Monday through Thursday. An activity bus is provided for transportation. In addition, teachers may provide additional help before and after school. Check with each individual teacher to make these arrangements.

21st Century Community Learning Center

Black Mountain is pleased to offer activities outside of the school day through the 21st Century Grant. The purpose of this program is to serve as a catalyst to bring families, community and school together to create and provide dynamic after-school, weekend, Intersession and summer programs that enrich student lives. These programs, while academic, are enrichment based to increase the capacity, desire and ability for students and families in our community to build the foundations for success in high school and beyond.

Math and ELA classes are offered after school and during Intersession/Summer School. Enrichment classes are based on need and interest.

At-Risk Students

Students identified as being at-risk will be provided assistance and/or programs by the district. Students may be placed in an alternative setting or referred to an outside agency.

Special Education Services

In compliance with federal and state laws, public schools must ensure that all students, regardless of exceptionality, be provided an equal opportunity for an equal education. An exceptional student is any student who is unable to benefit from the educational programs provided in the regular classroom setting because of special educational needs.

Supplies

Some of our subjects may require specific supplies. If the school does not furnish these, special arrangements may be made. If supplies issued are abused, students and their parents/guardians may be responsible for replacement costs.

Textbooks

The Kingman Unified School District furnishes all school-required textbooks. Each and every student will be responsible for the care of the books issued to him/her by his/her teachers. Students/families will be held responsible for the loss or destruction of their textbooks and will have to reimburse the school for lost or damaged books. Some classes will issue textbooks; others will have only a class set. Students may check out a textbook, but must return it before 1st period the next day.

Athletics Extra Curricular Activities

Fall Sports:

Football Volleyball Cross-Country Swim

Winter Sports

Basketball Spirit Line

Spring Sports

Track Baseball Softball

Athletics 6th-8th Grade

Because student-athletes represent our community, Black Mountain and KUSD #20, are held to higher standards than regular students. Please review our Athletic Guidelines with your child. Athletic Guidelines may be obtained in the office or from our Athletic Director. Students wishing to participate in athletics at Black Mountain are required to have a physical before they can participate in any sport. They must also have insurance or parents must sign a waiver form. Physical and Insurance forms can be obtained from the office.

Academic and Extracurricular Rules and Eligibility (athletics/clubs)

1. We consider our first priority to be the players' and performers' academic studies. We encourage them to be responsible for their studies.
2. The eligibility policy states: Each student's eligibility will be determined weekly. Students must be passing all classes with a **2.0 grade point average** to be eligible to play or perform.
3. Physical Examinations: A student is eligible to use school equipment, engage in practice, or compete in any activity when he/she has an annual physical examination for that current school year.
4. Insurance: A student will be allowed to receive equipment, practice for athletic teams, or take part in activities, when he/she has proof/waiver of insurance form on file at the school.
5. Daily Attendance: If a student is absent from school, the student will not be allowed to practice or participate in any extra-curricular function that day.
6. Alcohol, tobacco, inhalants, or drugs: The penalty is automatic dismissal from the team for the remainder of the season.
7. Trips: On trips, participants represent the school, student body, community and parents. All trips to and from activities by students will be made by school transportation, unless, due to hardship, injury, or parents' written request, special permission is granted for private transportation.

Insurance

Any student wishing to try out for any after school activities must have school insurance or other type of insurance to cover any potential accidents. "At School Protection" will be the type of insurance policy offered at Black Mountain. A waiver of insurance form is available in the office as well.

Athletic and Extracurricular Guidelines

The following rules have been developed to let players, performers, and parents know the standards we believe are important for the programs at Black Mountain Middle School. It should be noted that coaches/sponsors may institute additional rules/guidelines in order to properly promote their sport or activity. Parents are encouraged to talk to the coach/sponsor and the athletic director if a problem arises, before going to an administrator. Guidelines include, but are not limited to, the following;

1. **Tobacco, drugs, alcohol, inhalants** - Immediate dismissal
2. **Out of school suspension** - Immediate dismissal
3. **In School Suspension assigned by an administrator**
 - a. 1st offense - one game suspension
 - b. 2nd offense –dismissal
4. **Unexcused missed practice or game**
 - a. 1st - warning
 - b. 2nd – one game suspension
 - c. 3rd - dismissal

Extra-Curricular Activities (Such as Middle School Dances)

Attendance is considered a privilege. Admission will be denied to any student showing inappropriate school behavior the month prior to the activity or from the date advertised, whichever date is later. Inappropriate behavior will be determined by the principal and/or by any office referral resulting in an out of school suspension. Students with outstanding school fees, such as lunch charges will also be denied access to the activity. The following rules will be enforced at all activities:

1. All regular school rules apply at activities. Normal dress code policies will be enforced unless otherwise advertised.
2. Only Black Mountain students may attend.
3. Once students reach the activity, they may not leave again until the activity is over or a parent/guardian picks them up. If they leave the activity they are not allowed to re-enter the activity. Arrangements must be made for parent pick up.
4. Please make arrangements in advance for students to be picked up promptly at the end of the activity. If a student is picked up late after an activity, the student may have his/her activity privileges revoked for the remainder of the year.
5. A student must be in attendance a minimum of a half day the day of the activity in order to attend.
6. Any student suspended from school the day of the planned activity is not allowed on campus and may not attend.

Clubs/Organizations/Extra-curricular Activities

The activities of all clubs and organizations are regulated and coordinated by the Administration and the Student Council. The Student Council will grant club charters after a constitution has been approved. The administration and Student Council must approve activities such as fund-raising sales, dances, and events. All fundraising for clubs must be approved by the Board in advance.

Each student is required to pay an activity fee to each club in which they participate, if that club chooses to be eligible for tax credit donations.

No solicitation of funds, sales, and circulations of petitions or drives may be carried out in the school without the approval of Student Council and the administration. This rule applies to all school organizations as well as individual students. **Raffles are prohibited.**

- The administration and Student Council will schedule dances and events.
- Clubs and organizations sponsoring activities/events must provide an adequate number of faculty chaperones for each event. All details and arrangements must be completed at least two weeks before the event.
- Activities/events shall not last later than 9:00 pm with the exception of some after school sporting events.
- Only currently enrolled students who meet the requirements may attend. All school rules are to be followed by all students and non-students attending the event.

Health Office

Black Mountain maintains a health center with hygiene facilities, rest room, and an area in which students may be comforted while awaiting parents or further medical attention. When an accident or illness occurs, assessment will determine if parents and/or paramedics are to be called. Further care is the responsibility of the parents. In the event of an accident occurring during the school day, the sick or injured student will not be sent home without notification of the parent or guardian. During class time, no student will be admitted to the health center without a regular school pass issued by a teacher or staff member.

Students who have been absent because of communicable diseases (measles, mumps, chicken pox, etc.) must get clearance from the Health Office before returning to classes.

If you are required to take medication (cold, allergy, prescription, cough drops, etc.) at school, the parent must provide the medication and speak directly with the office staff. A written request form is required for all prescription and non-prescription drugs. All non-prescription medication must be in its original container and marked with the student's name. All prescription medication must be in a pharmacy-dispensed container with appropriate labeling. No unidentified medication will be administered under any circumstances. No medication will be dispensed without the permission of the parent or guardian. Signing the back of the emergency medical card may indicate permission for Tylenol, Ibuprofen, etc. ***Students may not carry any medications at any time.***

All students will be temperature screened before entrance to school. Students with a temperature of 100.4 or exhibit COVID-like symptoms will be sent home.

Parent Involvement

Parents and volunteers are encouraged to participate in educational activities at Black Mountain. This involvement includes such areas as visiting classrooms, reviewing learning materials, class volunteers, and serving on school shared decision-making teams. We also encourage parents to participate in Site Council and Parent Volunteer Organizations.

Parents are not permitted outside during recesses when children are at play with the exception of field day.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled twice a year. Please make every effort to attend. If you wish to meet with the teachers at other times during the year, please call the office to set up a meeting.

Parent Visitation Rights/Custody

In most cases, when parents are divorced, both mother and father continue to have equal rights to their children. However, if you have legal papers that limit the rights of one parent in matters such as custody or visitation, please provide a copy to the school. Unless this information is on file in the school office, we are required by law to provide parents with access to their child and their child's records.

Classroom/School Visitations

All visitors to our campus must report to the office for a visitor's pass. Parents/Guardians are always welcome. It is our pleasure to have any parent who wishes to visit the classroom to do so. In order to have these visitations carried out with as little disruption to the instructional program as possible, we request that visitations be made in the following manner:

- Please contact your child's teacher before planning a visit. This will enable the teacher to schedule a visit to meet your needs.
- When coming for a classroom visitation, parents will check in at the office and obtain a nametag first. It is important that as a safety precaution the office be aware of the identity and location of anyone on the school campus.

Black Mountain feels that it is important to avoid any disruptions to education and therefore discourage all other visitors. There will be no visitors during the first and last months of school, during standardized test days, or during those weeks where the schedule is altered for early release days or vacation days.

Arrival/Dismissal Procedures

Arrival

Students will be allowed on campus 15 minutes before the first bell. They are to remain on the patio in line if the front door has not been opened. If students plan on eating breakfast, they are to report directly to the cafeteria before going outside. If a bus is running late, students will still be given the opportunity to eat breakfast. Once a student has arrived on campus for the day, they are not allowed to leave unless checked out by a parent or guardian.

Dismissal

Students will be dismissed based on the information given to the office. **Any changes to a student's go home procedure must be submitted in writing the morning of the change.** An administrator must approve any changes that are made without written permission. These changes will only be approved in case of an emergency. For safety reasons, no changes will be allowed once students start loading the buses.

Kindergarten/1st grade students begin to load buses 6 minutes before dismissal time. 2nd – 5th grade students start to dismiss 4 minutes before dismissal. Middle school students are released once the majority of all elementary students have loaded the bus and cleared the walkway.

Secure Checkout

Parents will be asked to step in the lobby and sign out their child at the reception table. **An ID will be required for check out.** When check out is clear, parents will be given a teacher card with the student's name and asked to wait on the covered patio. When their child has arrived at the designated area, parents are to hand the card to the staff member supervising the Secure Checkout. They will in turn bring the student over. As each class is dismissed, teachers will drop off students at their buses then take students to the outside patio. Students will remain with the teacher until they are released.

Parents must wait for their child(ren) behind the designated stanchions under the covered breezeway at the entrance of the school.

Express Checkout

Students can be picked up using the Express Checkout. An Express Checkout form must be filled out in order for this to go into effect. This form can be found in the main office. K-5 students will be dismissed to the gym 10 minutes before the dismissal bell. Six minutes before the dismissal bell, the side door will be open for parents. Students can be released to parents as long as there is verbal or visual contact from both the staff member on duty and the parent. If someone other than the parent/guardian picks up the student, the Secure Checkout will be required. Since our gym is also used for afterschool sports and activities, parents will be required to pick up their students before buses are dismissed. If not, students will be changed to Secure Checkout.

Middle School students (6th-8th) are not eligible for Express Checkout. They will be released from class at the final bell.

Walkers

Students who walk home or walk to meet their parents at a designated area will not be released until the official end of the day. This is noted by an announcement that middle school students are released.

Privacy Act

Parents who do not wish to have their children's name(s) printed in any of our directory information should

notify the school in writing. Directory information is only for school related activities. You must have permission from the office to film or take pictures of students while at school. Under the Family Educational and Privacy Act (F.E.R.P.) 34CFR99, except as limited under 99.12, each educational agency or institution shall permit a parent or eligible student to inspect and review the educational records of the student.

Student Attendance

Absences

In order to receive credit for the semester, **90% attendance is required in each assigned class** (ARS 15-803B). Classes missed due to school-approved activities (field trips or school athletics, etc.) are excluded. Administrators are authorized to excuse additional absences for extended illness, injury, or extenuating circumstances upon satisfactory written verification. For all absences, to receive credit students are expected to make up missed work. Students have one week to make up their work, regardless of the type of absence. This excludes out-of-school suspensions. Failing to meet these standards may lead to a loss of credit. Students should not be on campus outside of regular school hours unless they are in a scheduled, school-sponsored activity.

- When a student is absent, parents should notify the Attendance Office at 565-9111.
- The day after a student is absent; he/she should bring a note to the office signed by the parent/guardian.
- If students are seriously ill, please notify the attendance clerk and provide a doctor's note. If students are extremely ill and are expected to miss a lot of days as a result, a chronic illness form must be filled out and a doctor's note attached.
- Participation in a weeknight activity is not an excuse for absence the following day.
- Excessive absences may result in truancy referrals. Excessive tardies will result in disciplinary action.

Tardiness

Students are expected to be in the classroom, ready to work when the tardy bell rings. Students late to school are required to report to the office. Round-Ups occur periodically to discourage excessive tardies.

Excessive Tardies:

If a student is continually late to class, he/she is considered tardy if he/she does not have a note from a teacher or staff member excusing him/her for being late. Students who are habitually tardy will have the following consequences listed below. Tardies will go back to zero every 9 weeks and the process will begin again.

- 1st Tardy and 2nd Tardy: Verbal warning by teacher.
- 3rd and 4th Tardy: Lunch detention assigned by teacher
- 5th Tardy: Afterschool detention assigned by administration
- 6th Tardy: Loss of locker privileges (Grades 7-8): TBD by administration

The only exception to the above outline may be 1st period, if the tardy was beyond the control of the student (i.e. late bus, etc.) Please speak to your student about the importance of being prompt and arriving to class prepared and on time.

Leaving Campus & Release of Students

Black Mountain has a closed campus policy. Students may not leave the school campus during school hours. Once students are on school grounds, they must remain on campus, unless a guardian or approved emergency

contact checks the student out. Students leaving campus will be assigned consequences from detention to out-of-school suspension based on time and severity.

School-Wide Policies and Procedures

Assemblies

Assemblies will be held in order to build school spirit and offer enriching or motivational activities. Proper procedures are as follows.

1. Proceed to the gym with the teacher at designated time.
2. Enter the gym quietly and orderly.
3. Occupy the seating area designated by your teacher.
4. Audience will remain quiet while waiting for the program to begin.
5. A good audience is an attentive audience.
6. Show appreciation by applause only.
7. Assembly is not dismissed until an administrator gives instructions. Leave the gym quietly and orderly when directed by an administrator.

Distribution of Materials

Black Mountain administration regulates the distribution of any non-curricular or promotional materials in our school. Individuals or organizations wishing to distribute materials must see the principal for copies of the policies and regulations.

Dress For Success

It is the philosophy of the Kingman Unified School Board of Education that students will positively reflect the school and the district in their personal appearance and conduct. Black Mountain School will continually strive to provide an educational environment that is safe, pleasant and beneficial for an orderly learning environment.

We believe that appearance, dress, and conduct have a direct effect on academic performance, overall school morale and the health and safety of students and staff. Dress code guidelines are outlined below in an effort to help students and parents understand the importance of *"Dressing For Success!"*

School Approved Shirts and Outerwear:

The school board approved standardized shirts and outerwear for all students in Kindergarten through 12th grade. Standardized shirts and outerwear will be available for purchase at various local retail stores. Please contact the office for a list of vendors. In addition, please make note of the following; Standardized apparel includes:

1. T-shirt (available in school colors)
2. Polos (available in school colors)
3. Current year approved club or athletic shirts
4. Approved school sweatshirts and jackets (available in school colors)
5. Students are REQUIRED to wear school-approved shirts and outerwear.
6. **School approved clothing (t-shirts etc.) must be worn on all buses to and from the school, and on**

the school campus the entire time school is in session.

7. During cold weather, long-sleeved t-shirts, hooded sweatshirts and zippered jackets with the standardized school logo may be worn. Students who do not wish to purchase the long-sleeved shirt, sweatshirt or jacket may layer shirts under the REQUIRED standardized t-shirt in order to keep warm. School shirts must be worn under sweatshirts and jackets. Students may only wear non-school jackets while outside
8. Students must wear the approved school shirts in an unaltered state. Standardized shirts may not be cut, tied, written on, altered, modified, or adjusted in any way.
9. Standardized shirts must be long enough to cover the midriff, navel, stomach, and underwear at all times and may not be excessively over or undersized.

Unacceptable Clothing

1. Altered standardized shirts, sweatshirts and jackets. This includes (but not limited to) cutting, ripping, drawing on or using rubber bands and/or tying them up in knots.
2. Shorts and skirts that are too short. They must be mid-thigh in length or longer (approximately 6 inches above the top of the knee cap; fingertip length is a good way to judge).
3. Saggy pants or shorts (more than 2 sizes too big around the waist). Pants must be worn to cover undergarments, as well as buttoned and zipped properly. Any type of pants that do not fully cover undergarments is a violation. Visible underwear is not permitted. Pants with attached chains, studs or excessive metal are also not permitted.
4. Excessively tight pants or leggings. Leggings are allowed under shorts and skirts.
5. Excessively cut, torn, ripped clothing, or un-hemmed cutoffs or pants. Pants with tears above the knee must be covered or have leggings underneath.
6. Bandanas and hair nets are not allowed.
7. Hoods that are not attached to the approved standardized outerwear (sweatshirts and jackets) may not be worn while inside the building
8. Hats, caps, visors, and beanies may only be worn outside.
9. Clothing, hats, buttons, or jewelry with slogans advertising illegal substances, obscene or sexually explicit language or graphics **are not allowed**. Clothing that contains vulgar language, ethnic slurs, or any logos or words other than those approved by school personnel are prohibited
10. Belts, wristbands, or other apparel with studs or spikes are not allowed. No chains or wallets/keys on chains are permitted.
11. Sunglasses are not to be worn in the building.
12. Shoes must be worn at all times. Slippers are not permitted.
13. Sleepwear, such as pajama bottoms are not permitted.
14. Gang related clothing, hairstyles, or accessories are strictly prohibited during school or at any school event.
15. Any attire or adornment, including hair styles, cosmetics, and body piercing, which distracts from or disrupts the learning environment is a dress code violation.
16. On theme days such as in Spirit Week, clothing that exposes the midriff or cleavage, as well as tank tops, strapless tops, backless tops, tube tops, beachwear, muscle shirts, shirts with deep cut-outs under the arms, see-through clothing, pajama bottoms or pajama look-alikes, and any clothing that reveals under-garments (even while wearing overalls) is not allowed.

If any unacceptable clothing item is brought to school, they are to remain with the child's teacher or kept in the office till the end of the day. Middle school students are to keep them in their assigned locker.

Important Note: The Administration has the right to question disruptive or inappropriate attire at any time and may ban and/or confiscate any item of apparel that may be gang-related, criminal or suggestive.

Consequences for Dress Code Violations

1. First and Second Offenses: Warning

For standardized shirt violations, students will be required to wear a loaner shirt, and have their parents notified. If the student is insubordinate and refuses to change into approved standardized clothing, parents will be asked to bring standardized school shirt and/or approved clothing. If the parents are not able to bring approved clothing, the student will spend the remainder of the school day in In-School Suspension working on classroom assignments.

2. Third and Repeated Offenses: In-School Suspension or Out-Of-School Suspension will be assigned depending on the circumstances. The student may also be placed on a behavior contract.

Modesty is the Key: All attire should be clean and neat in materials and styles appropriate for an educational environment. Any questions relating to dress standards should be referred to school administrators.

Other Important Dress Code Notes

1. Standardized shirts will be available in a variety of school approved colors and styles.
2. Standardized shirts with the school logo must be visible at all times during school hours.
3. An assistance program may be available for families that qualify and can document financial need.
4. Sneakers and appropriate attire must be worn on days where a student has P.E. class.
5. Students will be required to wear the standardized shirt on the first day of school.

Electronic Devices, including Cell Phones

Use of electronic devices, including cell phones, is not permitted in the classroom ***without the specific approval of the classroom teacher***. Students who choose to use these devices in the classroom without the specific approval of the classroom teacher risk having the device confiscated. Depending on the reason the electronic device was confiscated, these items will only be returned to the student at the end of the day or only to the student's parent/guardian. During non-instructional time, students will be permitted to use their electronic devices ***as long as they do not interfere with the safe operation of the school***; students who misuse electronic devices will lose their privilege to bring these devices to school for the remainder of the school year, and risk additional disciplinary action depending on how the device was misused. For example, any videos taken regarding student conduct such as a fight may result in disciplinary action. Black Mountain is not responsible for any lost or stolen items.

Fire Drills / Lock Downs

Fire drills will be conducted periodically throughout the school year. Everyone will move in an orderly manner

to points directed by their teachers where roll will be taken. Students will practice and be aware of “lock down” procedures for other school emergencies. It is important for students to know that intentionally tampering with and/or setting off a fire drill as a prank will lead to suspension and involvement from law enforcement.

Gifts and Deliveries

Black Mountain is not equipped to deliver gifts etc. to students for birthdays and holidays. Any gifts such as balloons, flowers, etc. should not be delivered to school. Any deliveries made will be kept in the office for pickup after school. Many items such as glass vases or balloons are not allowed on buses. Parents/guardians will be required to pick up these items at school. Black Mountain reserves the right to refuse delivery.

Hallway Behavior

1. Walk at all times. No running/horseplay.
2. School uniforms must be worn.
3. Use a quiet tone of voice at all times. Music players may not be used
4. Keep hands, feet, and objects to one’s self.
5. A pass (or signed planner) must accompany the student while in the halls during class time.
6. No open containers of food or drink.
7. Do not enter a room unless a staff member is present

Leaving Campus

Black Mountain School is a closed campus. Students are not to leave campus once they have arrived for the school day—this includes before school, lunch time, and passing periods. Parents who come and check out their students must do so through the Attendance Office.

Lockers 7th-8th

Locks and lockers are assigned to students at the beginning of the year. Students are responsible for keeping their lockers in good condition. Students are to use only the lockers assigned to them. **They may not share a locker with another student nor should they share their combination with anyone.** Students found sharing a locker may lose their locker privileges. Replacement cost for locks is \$5.00. Students are not allowed to use personal locks on lockers. All unauthorized locks will be cut off and removed.

As per law, the administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student(s) exists.

Lost and Found

Please check with the school office for any items lost at school. Items can more easily be returned to the rightful owner if the child’s name appears on the lost article. Black Mountain is not responsible for any lost or stolen items.

The school is not responsible for any lost or stolen items. Expensive items such as jewelry, electronic devices, or any personal item deemed valuable should not be brought to school. Jewelry is not allowed to be

worn during P.E. classes and should be removed and secured in a safe place or left at home.

Lunch and Cafeteria Rules

1. At lunch, all students must remain in the cafeteria until dismissed.
2. No food/beverages allowed outside.
3. Remain seated until you are dismissed by the duty-teacher.
4. Respect all cafeteria workers, teacher assistants, teachers, and other students.
5. Dispose of trash properly.
6. Please eat your own food, not that of others.
7. No one is allowed in the halls during lunch without a pass.
8. Use the restrooms in the cafeteria before going to lunch.
9. Pay your lunch charges promptly.

Black Mountain participates in the Federal free and reduced meals program. Students will practice the Life Skill of Initiative (to do something of one's own free will because it needs to be done) by keeping the cafeteria and other eating areas neat and clean and by disposing of their trash. No food or beverages are permitted beyond the designated areas. Students will also practice the Life Skill of Patience (to wait calmly for someone or something) while they wait in line to get their meals. There will be no pushing, shoving, or cutting in lines. Students will also be able to order a la carte items. Please refer to the school website for up-to-date menus and costs. Parents/guardians are also encouraged to use the online payment program found on the website.

Outdoor Behavior on School Grounds

1. Walk while on sidewalks at all times.
2. Use trash cans for garbage.
3. Walk all bicycles, skateboards, and rollerblades while on school grounds or in the parking lot.
4. Do not use the front of the building as a playground.
5. No horseplay, wrestling or tackle football.
6. No public displays of affection.

Personal/School Property

The citizens of the community, through tax dollars, furnish the school buildings and equipment. This investment must be protected. Students who damage any school property will be held financially responsible for payment on repairs.

Public Displays of Affection (P.D.A.)

No public displays of affection are permitted at Black Mountain. This includes, but is not limited to, hand holding, kissing; long, overly affectionate hugging; sitting on laps, and any conduct deemed inappropriate by administration or staff. Students will be asked to stop and warned for any actions that are considered public displays of affection. If the behavior continues, parents will be contacted. Students may also face additional disciplinary consequences

School Wide Positive Behavior Interventions Support

School Wide Positive Behavior Interventions Support is a proactive approach to establishing the behavioral supports and social culture that is needed in a school for all students to achieve social, emotional and academic success. WE ARE PANTHERS and we show PRIDE!

PRIDE	Classrooms	Hallway	Playground	Cafeteria	Bathroom	Office
P= Pride	Keep it clean Take care of classroom materials	Walk with purpose Keep your eyes facing forward Show other classes how to behave	Report inappropriate behavior and damages immediately Clean up any trash Bring in P.E. equipment	Keep it clean Use an inside voice Show appreciation for your lunch by eating what you take.	Be quick, be clean, be quiet.	Enter quietly Stop at the stop sign Be polite Be patient

PRIDE	Classrooms	Hallway	Playground	Cafeteria	Bathroom	Office
R = Respect	Use a quiet voice Follow directions, routines, and procedures Use materials appropriately Keep cell phone in backpack/no music/earbuds Come prepared Speak in a respectful tone to your teacher	Walk silently Keep hands to yourself Pick up trash	Keep hands, feet, and objects to yourself Use kind words Take turns Invite others to join in No eating or drinking on the playground	Wait your turn in line Use kind words Say thank you to cafeteria staff	Wait your turn Keep hands, feet, and objects to yourself Use quietly Be respectful of others	Wait patiently Use kind words Sit properly on office furniture

PRIDE	Classrooms	Hallway	Playground	Cafeteria	Bathroom	Office
I = Intellectual	<p>Ask for help when you need it</p> <p>Complete all assignments to the best of your ability</p> <p>Read directions carefully</p> <p>Always do your personal best</p> <p>Take your time</p>	<p>Remember that other classrooms have learning taking place</p> <p>Face forward</p> <p>Be a good role model for others</p> <p>Report damages</p>	<p>Strive to make friends</p> <p>Use equipment correctly</p> <p>Follow all playground safety rules for example: don't throw rocks</p>	<p>Review the menu and decide on your choice ahead of time.</p> <p>Know your lunch number</p> <p>Pay attention so you can move through the line quickly</p>	<p>Remember to wash your hands</p> <p>Use the right amount of toilet paper</p> <p>If you see someone causing problems in the bathroom, tell an adult</p>	<p>Listen to the office staff</p> <p>Know your reason for being in the office</p> <p>Use your manners, please and thank you</p>

PRIDE	Classrooms	Hallway	Playground	Cafeteria	Bathroom	Office
D = Dedicated	<p>Be on time</p> <p>Listen attentively</p> <p>Follow teacher directions the 1st time</p> <p>Complete all assignments</p>	<p>Go directly to your destination</p> <p>Make sure you have permission to leave the classroom</p>	<p>Line up quickly after the whistle</p> <p>Wait patiently for your teacher</p>	<p>Stick with your menu choice</p> <p>Discard all trash</p> <p>Return trays and silverware</p>	<p>Use quickly and return to class</p>	<p>Return to class immediately</p>

		with a hall pass				
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PRIDE	Classrooms	Hallway	Playground	Cafeteria	Bathroom	Office
E = Engaged	Be willing to participate Work quietly on all assignments and tasks Use SLANT	Be aware of other students and staff	Be aware of others around you Use equipment safely Wait your turn and share	Eat food carefully and responsibly Remain seated until dismissed by an adult	Use facilities appropriately	Complete tasks and errands quickly

Arrival/Departure

I will be **safe** when I arrive or leave school, by staying on the sidewalk, and keeping hands, feet and objects to myself.

I will be **respectful** when I arrive or leave school by using positive language, removing hats and hoods when inside, and following directions the first time given.

I will be **responsible** when I arrive or leave school, by waiting at the assigned place, and following established procedures.

I will be **prepared** when I arrive or leave school by knowing my bus route or pick up person.

Skates, Skateboards, Bikes Etc.

Skate Boards, roller blades, heelys, and scooters should not be brought to school. These items are very hard to secure and lock up. If they are used as transportation to school, students are not allowed to ride them on school grounds or property, nor are they to store them in their lockers. Black Mountain will try to find a place to store these items; however, since they can't be locked up, they are at risk of being lost or stolen. Black Mountain is not responsible if these items are lost or stolen.

Student Planners and Student Handbook

All 5th-8th students will be issued a student agenda and a handbook which must be in their possession at all times while on campus. These are valuable resources that contain information on everything from school procedures to study skills. It provides a convenient location for students to write down their assignments for each class. The student planner serves as a hall pass when signed by a staff member. An electronic version of the handbook can be found on our school web site at bms.kusd.org

Telephone and Messages for Students

Students may be allowed to use the office telephone only for an emergency. All after-school arrangements should be made prior to coming to school to prevent tying up the office phones.

Disrupting class time to deliver personal messages is not conducive to a productive learning environment. Messages will be delivered to students only in cases of emergency. Please give students after-school or go home instructions before school in the form of a handwritten note that can be provided to the office. ***No messages will be given to students by office staff during the last ½ hour of school, so please plan ahead.***

Yearbook

Black Mountain has its own yearbook. Yearbooks will be on sale throughout the year. The price will go up during the year. All yearbook sales are final.

Transportation

Activity Bus

Whenever possible, the activity bus will run Monday through Thursday. Times will be determined at the beginning of the year. The activity bus does not stop at all the usual stops. Students should check with the office to determine the stop closest to their home. This bus is for students involved in after-school activities including detention. ***Students who are not involved with an after school activity will not be allowed on the activity bus.***

Bus Rules

Riding the bus is a privilege, not a right. Students are encouraged to obey the all bus rules or risk losing the privilege of riding any KUSD #20 bus.

1. The Driver is in charge. Obey driver's instructions. Drivers may assign seats.
2. Remain seated (in assigned seat if appointed by driver or assistant); face the front with feet on the floor.
3. Belongings are to be placed on your lap, not on the seat, floor, or aisle.
4. Keep hands, feet, and all other objects to yourself and inside the bus at all times.
5. Remain calm and quiet, no singing, shouting, foul language verbal or physical behavior that disrupts the ride or distracts the driver.
6. Use of tobacco, alcohol, drugs, paraphernalia, lighters or weapons of any kind is prohibited
7. No littering or throwing objects either in the bus or out the bus window.
8. Do not eat or drink on the buses.
9. Use of cell phones for video is prohibited.
10. Destruction of equipment on bus is prohibited and students will be required to pay the cost of any repairs

needed due to vandalism

Consequences for Bus Rule Violations

Please see the Kingman Unified School District Bus Rules and Parental Agreement

At the Bus Stop

1. Students are expected to be at the bus stop 10 minutes before the scheduled stop time.
2. Stay 5 giant steps (10 feet) back from the road.
3. Wait quietly and be alert to danger.
4. No fighting, pushing or shoving.
5. Remain off all nearby property. Keep hands off belongings and property of others.
6. Approach the bus and board only after the bus has come to a complete stop, the door has opened, and the driver has instructed you to do so.

Exiting the Bus

When necessary, students are to cross the street at least 10 feet in front of the bumper of the bus and stay clear of the roadway as the bus pulls away from the stop. Students should be alert to the danger signal from the driver. Changes to go home instructions will only be allowed with a written note from the parent and an authorized school form.

Items not permitted on buses

- Glass (including items made of pottery)
- Animals or insects (exception – assist animals)
- Scooters, Skateboard, & Rollerblades (unless secured in a travel bag)
- Furniture or large items made of wood
- Balloons, Balls, bats, etc. (Unless secured in a travel bag)
- Food or drink items.
- Alcohol, tobacco, drugs, paraphernalia, lighters or weapons of any kind
- Bluetooth speakers

Student Discipline

The Kingman Unified School District Board of Education is required by law (ARS 15-841) to ensure that “students shall comply with the policy, pursue the required course of studies, and submit to the authority of the teachers, school administrators, and school board.”

The Governing Board interprets the above statute to mean that the administration and faculty are specifically directed not to tolerate disrespect, insubordination, or disobedience under any circumstances.

Consistent with students’ due process rights, school authorities will discipline students based on the nature of the offense committed and the disciplinary history of the offender to preserve the good order and educational climate of the school.

Notes Concerning Suspension

Parents will be notified when an infraction results in an In- or Out-of-School Suspension. When students are scheduled for a suspension and a Board Hearing, the length and type of suspension will be based on the severity of the infraction and whether the students are deemed threats to themselves or to the campus.

- Out-of-School Suspension is served out of school.
- In-School Suspension is served in school.
- Short-term suspension: 1-10 days. Long-term suspension: longer than 10 days.

Whenever there is a possibility that a criminal act has taken place, law enforcement will be contacted to conduct an investigation.

In response to a Student Discipline Referral, students and families can expect the following actions:

1. A documented **restorative conversation** between a staff member and/or administrator and the student regarding the incident that occurred.
2. A reasonable effort to **contact the parent/guardian** to discuss the behavior incident and anticipated next steps (e.g., gather additional information, assign intervention and/or consequence).
3. An appropriate and timely **intervention and/or consequence** assigned with the goal to change behavior and address the impact; interventions and consequences progress based on the impact and severity of the behavior incident.
4. In the event that a behavioral incident(s) is deemed **high impact** (severe, multiple) to the school community, a more serious consequence may be assigned.
5. A notification to **Parent/Guardian** of any additional information and intervention(s) and/or consequence(s) assigned.

Student Grievance Procedure

Black Mountain is committed to a policy of nondiscrimination and upholding individual rights. Students should practice the Life Skills of Problem Solving (to create solution in difficult situations and everyday problems) and Courage (to act according to one's beliefs) by filing a complaint with the administration if a violation of individual rights or an act of discrimination has occurred. If the complaint is not resolved satisfactorily, it may be brought to the attention of the superintendent and the Governing Board, in that order. Due process will be maintained throughout the grievance procedure.

Complaints or Concerns

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with or about whom you have a complaint to discuss the issues.
2. If the problem still exists, contact a school administrator.

Harassment, Bullying, & Hazing

Black Mountain will maintain a learning and working environment that is free from harassment of any kind. Name-calling, sexual harassment, bullying, hazing, threatening or intimidating remarks or behaviors, and starting rumors, are all examples of harassment. Any online harassment or bullying of students that creates a disruption to the learning environment will not be tolerated and may be reported to the appropriate authorities. A complete copy of the policy and regulation is available in the school office and the KUSD #20 Parent Handbook.

Stop, Walk, Talk

Black Mountain utilizes the Anti-bullying technique of Stop, Walk, Talk. This program teaches students how to respond if other students are being disrespectful, bullying or other students.

Students are taught bullying is disrespectful, unwanted, aggressive behavior that is persistent, occurring over time, not a one time incident. Examples of these persistent disrespectful, bullying, behaviors are name calling, teasing, continuously pushing or constantly poking or threatening another student. Students are also taught that it is not an accidental bump or a peer declining play with them.

Bullying: Engaging in repeated acts, over time, that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion spreading rumors, manipulating social relationships).

Cyber Bullying: Bullying (see Bullying definition) committed via online platforms and mediums.

Intimidation: Intentional behavior by a student or group of students that places another student or group of students in fear of harm or personal property. (Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media)

The three steps are:

1. **Stop**— Put your hand up for the “Stop” signal, putting up a flat hand, and to use a firm voice to say, “STOP.”
2. **Walk Away**— Sometimes, even when students tell others to “stop”, problem behavior will continue. When this happens, students are to "walk away" from the problem behavior.
3. **Talk**— report problems to an adult if the disrespectful behavior does not stop or a student is in danger such as falling on the playground or fighting.

The staff member will ask the student about the problem. Then, they will ask the student if they used the “stop” signal and said “STOP” and tried walking away. Students will be praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in problem or disrespectful behavior. They will remind students what they are to do when they are given the stop signal or told “STOP” by another student or students (i.e.,

immediately stop what they are doing, take a deep breath and count to 3, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. Parents will receive notification from the school if their student continues to engage in disrespectful or unsafe behaviors.

Gang Activity

Black Mountain has a “no tolerance for gangs” policy. Articles of clothing that promote gang activity are strictly prohibited. Graffiti or “tagging” will be dealt with severely and law enforcement will be notified.

Contraband

The following items are considered contraband while on campus or the bus. Items confiscated will be held in the office for parent pick-up only. Items turned over to law enforcement will not be returned.

Items may be added as determined by administration

1. Hair spray
2. Perfume, deodorant spray, cologne, pepper sprays
3. Make-up, combs, and brushes that are used in classrooms, in the halls, or in the cafeteria. These items are for the bathroom/lobby area only.
4. All bandanas, custom hats, wave caps, beanies, etc
5. Permanent Markers
6. Laser pointers
7. Fidget Spinners unless needed for medical reasons, as determined in a 504 Plan or IEP.
8. Rollerblades, wheelies, skateboards
9. Gambling paraphernalia including dice, cards, etc.
10. Drug/alcohol paraphernalia
11. Smoking paraphernalia including vape pens
12. Gang paraphernalia (colors/bandanas/arm bands/belts/belt buckles/headbands, etc)
13. Matches and lighters
14. Pictures/clothing/jewelry promoting drugs, tobacco, alcohol, sex, gang or any inappropriate behavior
15. Any item that could result in endangering others or creating a disturbance on campus including fireworks, raw eggs, water balloons, water guns, etc

Jurisdiction of School Authority

The jurisdiction of the school is primarily limited to the school premises or at school-sponsored functions. However, school jurisdiction also extends to transportation to and from school. This includes bus transportation not only during a student’s time on the bus, but also at the bus pick up and drop off areas. Some violations of the law which occur off school premises may result in disciplinary action if continued attendance in school or school functions is likely to be detrimental to the welfare of others. This includes a student’s conduct during lunch hour. Inclusive in this is loitering and smoking on property adjacent to the school.

Redirects and Consequences

Community/School Service

Students may be assigned to campus cleanup or cafeteria work after eating lunch, or other type of school service. Some school service work can be done after school with prior authorization from administration.

Detention

Any student assigned detention will serve lunch or after-school detention. If the student fails to attend at the assigned time, a parent will be contacted, and the student will be assigned two (2) detentions. If the student fails to attend a third time, they will be assigned In-School or Out of School Suspension in addition to the originally assigned detention.

Contract/Agreements

***Black Mountain Administration reserves the right to modify a student's contract at any time. The student will be informed of the change.**

Behavior/Bus Contract *

If a student has received a disciplinary infraction resulting in an Out Of School (OSS) suspension resulting in 3 or more days, the student will be placed on a behavior contract. Continued misbehavior may result in a referral to a disciplinary hearing and/or long-term suspension for the remainder of the school year.

A letter notifying the parents/guardians that the student has been placed on a behavior contract will be sent home. If a contract is not returned in 5 days, parents will be notified. If a parent would like to meet with each of the student's teachers and an administrator, arrangements for a conference can be made at the request of the parent.

Academic Contract *

If a student fails 2 or more core subjects within a grading period, he/she will be placed on an academic contract. At Black Mountain, we stress the importance of achieving passing grades in all classes, maintaining appropriate behavior and attending school regularly. Goals and objectives will be discussed. If students continue to lose credit, they may be in danger of being retained or recommended to an alternative placement for poor academic progress.

***Anti-Bullying/No Contact Contract**

KUSD does not tolerate bullying in any form. Further, the District shall investigate each complaint of bullying and will take appropriate, timely, and responsive action.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students may be asked to sign a “No Contact – Contract” Agreement. The intent of this agreement is to increase safety for students who have been the victim of bullying, harassment, or dating violence. It will be administered in a conference with each individual student and an administrator.

In School Suspension (ISS)*

Students receiving a referral may be assigned to In School Suspension. This is the separation from their peer group. Students will be required to do their work in another grade level classroom. Continued misbehavior will result in an Out of School Suspension. If poor behavior continues, alternative placement or long-term suspension may be recommended.

***ACCI Lifeskills class can be assigned in lieu of suspension days.**(Lifeskills class must be completed within the first 2 days of a suspension to lessen the number of days suspended)

Out of School Suspension*

Suspension means the temporary withdrawal of the privilege of attending school for a specified period of time (A. R. S. §15-840.2). Students are responsible for completing all work assigned or due during their suspension. Full credit can be given.

***ACCI Lifeskills class can be assigned in lieu of suspension days.**(Lifeskills class must be completed within the first 2 days of a suspension to lessen the number of days suspended)

Short-Term Out of School Suspension (OSS)

A short-term suspension will consist of an exclusion of a student from all school, school-related or other activities which are held in the school for a period of up to 10 school days. Students may be suspended by the Superintendent, Assistant Superintendent, School Principal, Assistant Principal, or their administrative designate. Parents will be notified of action taken.

Long-Term Suspension (LTS)

A long-term suspension will consist of an exclusion of a student from all school related or other activities which are held in the school for a period of up to one (1) calendar year. The Principal, or their administrative designate, through the District Administration, may recommend long-term suspension. Either a hearing officer

or the Governing Board may impose a long-term suspension. Parents will be notified of action taken.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending school (A.R.S. §14-840.1).

An expulsion includes the removal of a student from all school, school-related or other functions which are held in the school. The Principal or their administrative designate, through the District Administration, may recommend that the Governing Board impose an expulsion. The Governing Board may, but is not required to, reinstate the privilege of attending school. Parents will be notified of action taken.

****Further information on suspension, expulsion, and due process can be found under Student Due Process Rights in the Parent Handbook. For complete information on the due process procedure, contact your school administrator.**

Disciplinary Infractions

The categories of misconduct specified in this area are intended only as examples of the kinds of misconduct justifying discipline, and do not comprise a complete list. Particular situations may require more or less severe measures that are contained in the guidelines. School officials are required to notify the School Resource Officer or other law enforcement for any violations of the law.

Category One Infractions

1. **Public display of affection** (engaging in inappropriate physical contact)
2. **Dress Code Violation** (wearing clothing that does not fit within code guidelines)
3. **Disruption** (minor conduct or behavior which is disruptive to the educational process of the school or classroom: horseplay, roughhousing, yelling, shouting)
4. **Contraband** (laser lights, chains, skateboards, permanent markers and items determined by administration)
5. **Lying/Cheating/Plagiarism** (using or producing work that is not your own)
6. **Noncompliance** (defiance, disrespect, arguing, talking back, engaging in brief or low intensity failure to respond to adult requests)
7. **Failure to serve detention** (failure of student to serve detention in the required period of time.)
8. **Ditching/skipping class : 1 or 2 classes** (Leaving or missing class without permission)
9. **Tardy** (Late: see tardy policy)
10. **Profanity/ foul language/ obscenity** (low intensity instance of vulgar, profane, obscene language/material)

Consequences	<u>Minimum</u>	<u>Maximum</u>
First Offense	Warning	In-School Suspension*
Repeat Offenses	Detention	Out-of-School Suspension*

***ACCI Lifeskills class can be assigned in lieu of suspension days.**(Lifeskills class must be completed within the first 2 days of a suspension to lessen the number of days suspended)

Category Two Infractions

1. **Combustibles:** Use/possession (lighter/matches, stink bombs and snap caps)
2. **Possession/distribution of pornography in either printed or electronic media**
3. **Forgery** (being in possession of, having passed on or signed a person's name without that person's permission)
4. **Theft** (school is not responsible for stolen items)
5. **Technology/Electronic Devices** (Damaging or misuse of device or internet)
6. **Gambling**
7. **Abusive Language/Threat/Intimidation** (statements or actions which attempt to intimidate, harass, injure, or slander including name calling or use of words in an inappropriate way including social media.)
8. **Vandalism/Graffiti/Tampering with school property** (includes writing on desks, bathroom walls, student transportation or any school property)
9. **Repeated disruption** (two or more office referrals for the same offense)
10. **Insubordination** (high intensity or multiple incidents of refusing to follow school rules)
11. **Bullying** (any reported, repeated verbal and/or physical behavior perceived as intimidating or harmful, including cyber bullying)
12. **Inciting a fight** (any action that supports, provokes or encourages fighting including social media)
13. **Lewd behavior** (any obscene behavior deemed inappropriate for school)
14. **Removal from detention or in-school suspension due to misbehavior**

Consequences

	<u>Minimum</u>	<u>Maximum</u>
First Offense	In-School Suspension*	Out-Of-School Suspension*
Repeat Offenses	Multiple days of In-School Suspension; Behavior Contract*	10 Day OSS w/Referral to Discipline Hearing

*ACCI Lifeskills class can be assigned in lieu of suspension days.(Lifeskills class must be completed within the first 2 days of a suspension to lessen the number of days suspended)

Category Three Infractions

These items may violate state law. They will result in an automatic suspension and contact with law enforcement. Category three violations may result in referral to the Governing Board.

1. **Tobacco:** (cigarettes, vapor pens/electronic cigarettes, chewing tobacco etc.) possession and/or use of
2. **Verbal or physical abuse of staff or students**
3. **Aggressive Act** (students/staff) pushing, shoving, poking, etc.
4. **Fighting:** Including to/from school, bus stops, busses (protection of personal property or response to verbal abuse does not justify physical assault)
5. **Other School Threat**
6. **Sexual Misconduct/Indecency** (unwanted or inappropriate behavior, indecent exposure)
7. **Endangerment of self, students, or staff**
8. **Gang association/apparel/behavior/symbols/tagging/activities/paraphernalia** (any behavior that imitates, encourages or displays evidence of membership in, becoming, or affiliation with, an organized

group know for illegal activity this includes both verbal and non-verbal communication: graffiti, gestures, colors, handshakes etc. As well as the wearing of symbols, emblems, clothing or other adornments associated with a gang)

7. **Tampering with Fire Alarm or Equipment** (intentional inappropriate actions that trigger use of alarm system/equipment when there is no fire)

Consequences	<u>Minimum</u>	<u>Maximum</u>
First Offense	1-10 Days OSS Behavior Contract*	10 Days OSS with referral to Discipline Hearing with recommendation for Alternative placement
Repeat Offenses	10 Days OSS with referral to Discipline Hearing with recommendation for Alternative Placement	Board Hearing; Long term suspension or Expulsion

***ACCI Lifeskills class can be assigned in lieu of suspension days.**(Lifeskills class must be completed within the first 2 days of a suspension to lessen the number of days suspended)

Category Four Infractions

These items may violate state law. They will result in an automatic suspension and contact with law enforcement. Category four violations may result in referral to the Governing Board.

Class 1

1. **Assault** (A person knowingly harming another person with the intent to injure or provoke; hitting, punching, hitting with an object, kicking, scratching, hair pulling etc. without the other person engaging. A.R.S 12-1203
2. **Alcohol:** (possession, use and/or under the influence; the sale, purchase, transportation, possession or use of alcoholic beverages or substances represented as alcohol in any form. This includes at school, school sponsored events and school sponsored transportation.)
3. **Drugs:** (The use, cultivation, manufacture, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices, and paraphernalia used for preparing or taking drugs or narcotics. Includes being under the influence of drugs includes at school, school sponsored events and school sponsored transportation.)
4. **Weapons:** (possession)
5. **Explosives:** (possession)
6. **Arson** (planning and/or participation in burning of school property or private property on school grounds)

***Consequences:** 10 days OSS and Discipline Hearing with recommendation to KUSD Alternative placement or long term suspension.

Class 2

1. **Distribution of drugs** (the distribution or sale of any controlled drug or narcotic substance or equipment and devices used from preparing or taking drugs or narcotics. Includes at school, school sponsored events and school sponsored transportation. Category includes over-the-counter medications, imitation,

and noxious substances. A.R.S 13-3415)

2. **Distribution of alcohol** (the distribution or sale of alcoholic substance beverages or substances represented as alcohol. Includes at school, school sponsored events and school sponsored transportation.)
3. **Repeat Offense of drugs/alcohol**
4. **Weapons:** (Use of)
5. **Explosives:** (Use of)

***Consequences:** 10 days OSS and Discipline Hearing with recommendation for expulsion. A police referral will be made.

I have read and understand the Black Mountain Student Handbook.

Student Name

Date

Parent/Guardian Name

Date