

BRADSHAW MOUNTAIN ONLINE ACADEMY



Student Handbook
2018-2019

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Bradshaw Mountain High School



6000 Long Look Drive
Prescott Valley, AZ 86314
(928) 759-4100
Fax (928) 759-4120



Office Hours - 7:00 A.M. to 3:30 P.M.
Monday - Friday



District Information
Humboldt Unified School District
6411 N. Robert Road
Prescott Valley, AZ 86314



Main Phone	759-4100
Office Fax	759-4120
Trista Porter, Front Desk Receptionist	759-4100
Ruthann Atherton, Accounting Clerk	759-4195
Julee Baeighkley, Food Service	759-4117
Vicki Williams, Librarian	759-4128
Linda Schaetzle, Nurse	759-4110
Tyler Brown, School Resource Officer	759-4130
SILENT WITNESS	759-4127

Kort Miner, Principal	759-4104
Dawn Williams, Secretary to the Principal	759-4104

ACADEMICS/COUNSELING

Laura Goligoski, Assistant Principal Educational Services	759-4124
Mindy Clifford, Secretary to Assistant Principal Educational Services	759-4124
Bronte Casperson, Registrar	759-4108
Academic Advisement Fax	759-4073
Rachel Becker, Academic Advisor	759-4124
Kristy Klein, Academic Advisor	759-4124
Jan Wissell, Academic Advisor	759-4124
Rita Lohman, Academic Advisor	759-4124
Linda Bennett, Bradshaw Mountain Online Academy (BMOA), The Learning Center (TLC)	759-5141
Kathy Griskowitz, TSW	759-4142

DISCIPLINE/ATTENDANCE

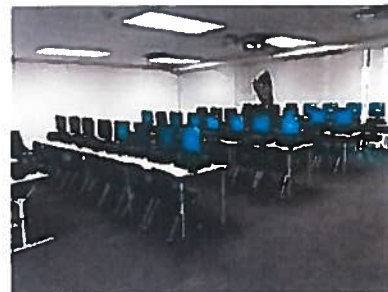
Rick Bradshaw, Assistant Principal Discipline and Attendance	759-4116
Claudia Stewart Secretary to Assistant Principal Discipline and Attendance	759-4116
Julie Spencer, Attendance Secretary	759-4121

ATHLETICS/OPERATIONS

Anthony Miller, Assistant Principal Operations and Athletics	759-4126
Jessica Robertson Secretary to Assistant Principal Operations and Athletics	759-4126



WELCOME!



Bradshaw Mountain Online Academy (BMOA) serves a wide variety of students with many different needs and goals. As part of the nationally recognized school district, BMOA is accredited by AdvancED and offers a variety of courses for students to select. Coursework is provided using the Edgenuity curriculum. "Edgenuity's award-winning courses combines rigorous content with direct-instruction videos from expert, on-screen teachers, multimedia, and interactive learning tools and resources to engage and motivate students. With a range of core curriculum, Advanced Placement (AP), electives, Career and Technical Education (CTE), dual credit, and credit recovery courses based on the rigor and high expectations of the state standards." Bradshaw Mountain Online Academy is focused on providing a wide range of educational services including students who might have special needs and advanced students. Unlike other online schools, BMOA offers access to the large on-campus library, a variety of co-curricular classes such as band, drama, art, etc. alongside a student's online curriculum.

BRADSHAW MOUNTAIN HIGH SCHOOL ADMINISTRATION



**Kort Miner
Principal**



**Laura Goligoski
Assistant Principal
Educational Services**



**Tony Miller
Assistant Principal
Operations/Athletic Director**



**Rick Bradshaw
Assistant Principal
Discipline & Attendance**

Dear student and parent/guardian,

Welcome to Bradshaw Mountain Online Academy (BMOA)! The beginning of each school year presents the opportunity to reflect upon personal development and set personal goals. The administrative team encourages you to take this opportunity to set your academic goals, as well as identify the other ways you can get involved in your high school experience. It is our goal that you reach your potential in all your endeavors through an enhanced experience here at Bradshaw Mountain.

Bradshaw Mountain Online Academy is an educational community committed to high expectations. In fact, we believe that every day students make important choices. These choices have to do with how students will conduct themselves academically, through extracurricular activities, and through personal character. It is our expectation that everyone associated with BMOA will "Choose Excellence" each and every day.

By choosing excellence, participation in BMOA establishes a foundation for future success. This includes preparing for everyday challenges, being self-directed, and solving problems. Additionally, students will be expected to take responsibility for their learning and actions while enrolled at BMOA.

Bradshaw Mountain Online Academy is a diverse community of students representing many different cultures and backgrounds from all over Yavapai County. While we encourage students to celebrate their individuality, we also have a responsibility to provide a safe and orderly learning environment that honors every student's right to an education. Provided in this handbook are the expectations, rules, and policies that will ensure that each student is provided the opportunity to meet their potential. We ask that you help make BMOA a welcoming place where all students can thrive and meet their goals.

We wish all our students the very best during this school year and are excited to welcome you to the BMOA family and encourage you to "Choose Excellence" this school year.

Thank you,

Bradshaw Mountain Online Academy Administrative Team

Collective Commitments for Bradshaw Parents

We, as parents, must first become familiar with the established vision statement of Bradshaw Mountain Online Academy. We can contribute to the pursuit of that vision and the success of our children when we do the following:

1. Become informed and knowledgeable about the curricular, co-curricular, and student support programs available to students by:

- Carefully reviewing school publications such as the Student Handbook and Course Description Guide;
- Attending and participating in parent information programs sponsored by the school;
- Encouraging students to read resources;
- Reading/using the Bradshaw website.

2. Assist our children in making important educational decisions by:

- Helping children set educational goals that are appropriate to their individual capabilities, interests, and needs;
- Participating in the course-selection process;
- Encouraging involvement in school activities;
- Helping our children identify and pursue post-secondary education and career goals.

3. Engage in open and timely communication with the school by:

- Responding to the school's feedback about our children's academic progress and behavior;
- Advising school personnel of any special circumstances or needs of our children;
- Being proactive in asking questions, expressing concerns, and seeking information.

4. Become actively involved in the life of the school by:

- Attending school programs (Open House, Future Freshman Night, Parent/Teacher Conferences);
- Participating in parent support groups such as Site Council;
- Volunteering in the school/programs when student is on campus;
- Acting as an advocate for quality education within the community;
- Promoting Bradshaw to the extended community.

5. Help our children become responsible, self-reliant members of the school community by:

- Teaching them to accept responsibility for their own learning, decisions, and behavior;
- Insisting they observe the rules of the school;
- Demonstrating respect, consideration, and cooperation in dealing with others and expecting our children to do the same.

6. Create a supportive environment for learning in our homes by:

- Modeling the importance of lifelong learning;
- Providing a quiet time and place for study;
- Helping our students make connections between their learning experiences and their everyday lives;
- Expecting achievement and offering encouragement and praise.

7. Promote healthy lifestyles by:

- Modeling and supporting responsible lifestyle choices;
- Monitoring the activities of our children and responding to behavior which jeopardizes their health and well-being;
- Becoming informed of the risks associated with teenage use of alcohol, tobacco, and other drugs;
- Discussing and developing family rules that prohibit illegal use of alcohol, tobacco, and other drugs.



VISION:

To provide a comprehensive, world-class education for all students

MISSION:

Bradshaw Mountain Online Academy is committed to providing exemplary education that inspires excellence and success while preparing ALL students to become educated and responsible participants in a democratic society.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
2018-2019 SCHOOL YEAR CALENDAR
HIGH SCHOOL

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
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November							December							January							February						
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4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
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25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			
March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

2018-2019 CALENDAR EXPLANATIONS

[illegible]

EQUAL OPPORTUNITY

The Humboldt Unified School District is committed to equal opportunity in education. No person, based on race, color, creed, religion, sex, disability or national origin, is subjected to acts of discrimination or denied the benefits of or excluded from any educational program or activity.

FAMILY LINK*

Parents and students can access information such as attendance, grades, schedules and the school calendars through the internet by logging into the Humboldt Unified School District website: www.humboldtunified.com. Information on how to access FAMILY LINK is available at registration or through counseling department/front office.

STUDENT ABSENCES/EXCUSES (BOARD POLICY JH)*

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

For students in grades K-8 School attendance letters will be sent home on the 5th total absence each semester. A second letter will be sent home upon the child reaching the 9th total absence each semester along with a follow-up phone call. Upon reaching the 9th absence in a semester a phone call and/or conference will be made from the Principal indicating that the next absence will result in a referral to the District School Resource Officer. A Stop Truancy from Occurring Program (S.T.O.P) letter will be initiated upon the 11th absence, which could result in a referral to the Yavapai County Juvenile Probation Office.

We understand there are special circumstances that result in chronic absences of children. These absences will be taken into consideration and a form for chronic absences can be completed by parents/guardians when necessary. Please refer to Board Policy JHD regarding the Chronic Health Condition process and forms for completion.

ABSENCE REPORTING*

State law requires parents to notify the school, in advance, or at the time of absence of their child. To report an absence the following information must be provided:

- Your child's name

- Teacher's name
- Specific reason, for illness or non-illness, for the absence which is needed because all absences are coded for computer input.
- End your message with your full name, and your relationship to the child and if the absence will be more than one day.

If this notification is not received, the school is required by law to contact the parents by phone the morning of the absence. A number must be provided at which the parents can be contacted. This may be a home, work or message number.

Absences without notification from the parent are unexcused. Students who are absent because of communicable disease must report to the nurse's office before being readmitted to class.

Arizona State Law requires attendance for school age children between the ages of six and sixteen. Students are expected to be in school except in cases of emergency, illness or religious observance.

According to Arizona State Law, a child must be removed from student rosters after 10 consecutive days of unexcused absence. If a situation arises that may result in an extended absence, please inform the school office.

TRUANCY (BOARD POLICY JHB)*

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901.

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy.

The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

FREE & REDUCED LUNCH APPLICATIONS*

Families meeting criteria for assistance should obtain necessary forms in the office or online at www.humboldtunified.com. **Applicants must reapply each school year.** All forms will be processed within 10 business days. Please contact HUSD's Child Nutrition Department at 759-5013 with any further questions.

*BMOA policy may differ.

TRANSPORTATION

Each student who rides the school bus is entitled to a safe ride. Riding the bus is a privilege granted to the students under conditions set forth by the HUSD, the state of Arizona, and the Department of Transportation. For after school activity pick-up times call 759-5190.

The following **safety rules** shall be followed:

Waiting at the Bus Stop

Be at the bus stop five minutes prior to pick-up time. Do not damage property or violate school rules while waiting for the bus.

On the Bus

- Remain in *assigned* seat when the bus is in motion.
- Obey the directions and instructions of the bus driver.
- All body parts are to remain in the bus at all times.
- Keep center aisle clear while bus is moving.
- Objects are not to be thrown out the bus windows or inside the bus.
- No fighting/hitting, or loud unnecessary noise or boisterous conduct.
- No Aerosol cans, colognes Etc.
- No profanity or other gestures.
- No smoking, chewing tobacco, no vaping or other drugs.
- No animals, glass, or other dangerous objects are allowed.
- No vandalizing or damaging the bus or property of others.
- Keep aisles free of legs, feet and other items.
- No student shall deny any other student the right to sit in any seat.
- No food, drink, or gum.

Exiting the Bus

- Wait for the bus to come to a complete stop with the door completely open before exiting.
- Do not cross behind the school bus.
- Look continuously from left to right as you walk away from the bus.
- Do not run while exiting the bus.
- Emergency doors and exits are for emergencies only.
- Students riding a different bus or getting off the bus at a stop that is not their regularly scheduled stop must have a written permission slip signed and dated by the parent/guardian and school office. The student should bring a note from home requesting this temporary change to the office before school for approval. The student can pick up the approved note at lunch time.

Remember, the bus driver is in charge. Riding the school bus is to be considered a privilege. Violation of these rules could result in suspension of bus riding privileges.

PROMOTION/RETENTION OF 1ST-8TH STUDENTS (BOARD POLICY IKE)

Year-to-year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

Parent communication with teachers related to retention will begin with the first parent/teacher conferences after the first grading period. Further communication will take place several times throughout the school year. A decision to retain a student will be made in May prior to the end of the school year. Parents who do not agree with the decision to retain their child will be allowed to appeal to the governing board by May 30th of the school year.

WELLNESS POLICY*

HUSD promotes student and staff wellness through its Wellness Policy, which outlines recommendations in areas such as food and nutrition, nutrition education, physical activity, other school-based activities, evaluation, and parent, community, and staff involvement.

The district's School Health Advisory Council (SHAC) along with Food and Nutrition Services ensures that food and drinks available during the school day meet USDA guidelines, Arizona Department of Education and Smart Snack Standards. Nutrition education is offered to all grade levels, physical education and activity will be incorporated into the curriculum. Throughout the school year, the effectiveness of the Wellness Policy will be monitored annually, and the program will be altered to more successfully meet its goals.

For more information on HUSD's Wellness Policy visit the HUSD website, www.humboldtunified.com, or contact HUSD's Food and Nutrition Department at 759-5017 with any further questions.

MEDICATION

Administering Medicines to Students-

If it is necessary for a student to take over the counter or prescription medicine during school hours, the nurse or designee of the principal may administer the medication when the following requirements are met:

Prescription Medications:

- The law (A.R.S. 15-344) requires medication to be delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original container prepared by the pharmacist. You can ask the pharmacist to prepare and give you two bottles: one for home and one for school.

*BMOA policy may differ.

- A form will need to be completed by the parent and signed by the doctor giving permission for school personnel to administer the medicine to your child.
- Documents authorizing the nurse to give medications are to be provided "prior" to the administration of the medication.

Non Prescription/Over the Counter Drugs:

- The law (A.R.S. 15-344) requires medication to be provided and delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original unopened container as packaged by the manufacturer and labeled with the student's name.

A form will need to be completed by the parent giving permission for school personnel to administer the medicine to your child.

To ensure that the use of non-prescription medication is not masking symptoms of any serious condition, a Physician's Statement/Letter must be submitted and filed in the health office for administration of non-prescription medications beyond the recommended product label instructions or if to be given for more than 3 days in a row.

All medication/inhalers from home must be stored and locked in the nurse's office, unless special arrangements are made with the nurse. They are not to be left in the classroom or in a child's desk or backpack.

Medications which are approved by the doctor and parent and nurse for self-carry will be allowed to be carried by the student in a fanny pack or backpack (i.e., inhalers, Epi-Pens, and/or diabetic supplies).

No oral Over-the-Counter medications will be administered during the last hour of school without parental consent.

Homeopathic and naturopathic medications are not FDA approved for use and are therefore not being considered for use as over the counter medications.

All unused medication must be picked up by the parent/guardian by the last day of school or it will be discarded.

IMMUNIZATIONS

Immunizations are required by Arizona State Law (A.R.S. 15-872). Required Immunizations are: Diphtheria, Tetanus, Pertussis, Polio, Varicella (chickenpox), Measles/Mumps/ Rubella (MMR), Hepatitis B and Meningitis. Please visit the HUSD website (www.humboldtunified.com) for specific requirements.

Any new immunizations your child receives throughout the year should be reported to the school nurse. Upon

notification from the school nurse that the student is not up to date with immunizations, if not remedied within 10 days the student will be sent home until the immunizations are taken care of. This includes giving a copy of immunizations already received to the nurse, or an appointment to have the immunization.

ILLNESS

Please call the school if your child has a communicable disease such as: chicken pox, measles, mumps, strep throat, conjunctivitis (pink eye) or any infestations of lice. Although we encourage perfect attendance for students, we advise students not to be sent to school if they are ill. Signs and symptoms which would indicate the need to keep them home include, but are not limited to:

- Fever of 100° or more without fever reducing medications for 24 hours
- Vomiting or diarrhea
- An unexplained rash
- An open sore/wound that is draining
- Any communicable disease for which a doctor has prescribed antibiotics until the student has been on antibiotics for at least 24-48 hours and is symptom-free (except for lingering coughs) or has been cleared to return by a doctor.

Students must be fever free for 24 hours before returning to school. You will be required to pick your child up if they have not been fever free for 24 hours. The nurse or principal's designee will have discretion as to re-admittance for: diarrhea, vomiting, rash, etc. If there should be any major or significant change in your child's health, please notify the school nurse.

EMERGENCY FIRST AID/ILLNESS

Emergency first aid can be given by the nurse or a member of the school staff. If a student is seriously injured and needs medical attention, the parent is contacted and so advised. When the parent cannot be located, the school will exercise its legal option to act in the place of the parent and secure emergency treatment. If the parent cannot be reached and the student needs immediate attention the paramedics will be called. Should your child require transport or treatment by ambulance, parents/guardians are responsible for all costs.

When students become ill at school, they are sent to the Nurse's Office. If it is necessary for students to leave school, the parent will be contacted. The student is kept in the Nurse's Office or where adult supervision can be provided until the parent or guardian arrives. Parents are urged to keep a child home when they suspect illness. By instituting treatment at once, long illnesses may be prevented.

FOOD ALLERGIES

If you wish to make a special dietary request for your child due to a life threatening food allergy or disability that restricts the child's diet, please print the Physician's
*BMOA policy may differ.

Request for Special Dietary Accommodations which can be found under the Food Allergy/Physician's Request For Dietary Modifications link. Have a licensed physician (M.D. or D.O. only) complete the form. Completed forms should be sent to the Food & Nutrition office at 6411 N Robert Road, Building 200. Prescott Valley AZ 86314 or fax to 928-759-5042.

EMERGENCY INFORMATION

Except in true emergencies, students are required to get a pass from their teacher or aide before visiting the Nurse's Office. The school nurse establishes and maintains a health record for each student. The health record contains immunization status, screening results, health history, and other information at the discretion of the school nurse. It is imperative that we have complete information. Annual updated emergency medical information forms (EMI) are to be completed for each child in the family. The update will ensure the school nurse's ability to facilitate medical interventions should your child ever need care. You are asked to provide school personnel with current information so that you can be reached in the event of an illness or injury. Please be sure to note all medical conditions and allergies for the Nurse's information.

HEALTH SCREENING*

Screenings are also a routine part of the School Health Program. For students enrolled in the Bradshaw Mountain Online Academy, parents may request a screening from Humboldt Unified School District. Screenings may include height, weight, vision, hearing, dental, blood pressure, and scoliosis, body mass index (BMI) and color deficiency. If you do not want your child included in any part of our screening program, you must notify the nurse in writing each year of the programs in which your student may not participate. If any abnormalities are discovered as a result of the screening, parents/guardians will be notified and recommendations made for further evaluation.

OPEN ENROLLMENT POLICY

The following conditions apply to the open enrollment program:

- Applications are accepted at any time for Open Enrollment requests concerning the current school year.
- Enrollment is subject to the capacity limit established for the school and its grade levels.
- On or before June 18th the parent/legal guardian will be notified in writing whether the application for the coming school year has been rejected the child has been placed on a waiting list.
- Transportation is the responsibility of the parent/legal guardian (exceptions by A.R.S. 15-816-06).
- Providing false information may result in the variance being denied or admission being revoked at any time.

The parent/legal guardian affirms that if enrolled, such enrollment in HUSD is conditional, based upon the student's compliance with the rules, standards, and policies of the District including behavioral and attendance standards.

SNOW DAY/ INCLEMENT WEATHER

Depending on weather conditions or other emergency situations, a decision must be made regarding school closure or delay. The Humboldt Schools will decide on one of the following plans:

Plan 1: Close school for the day

- Students and District employees will stay home and not attend school.
- Extra-Curricular activities for the District will be determined later in the day, in accordance with weather conditions.

Plan 2: Declare a two-hour shortened day special schedule

- All schedules will begin two (2) hours later.
- No breakfast will be served.
- Regular classes will begin two (2) hours later than usual (No Early Bird classes at Bradshaw Mountain High School).
- Buses will arrive at the bus stops two (2) hours later than usual.
- Dismissal of school in the afternoon will be at the regular time.
- Morning Bright Futures Pre-School will not be held.

NOTE: The District will notify all parents by phone once a decision has been made to close or shorten the school day. Please be sure the schools have current phone numbers.

In the unlikely event of a district-wide early release due to inclement weather, parents are encouraged to pick up their student(s) from school. Elementary bus riders and walkers will not be released before the regular dismissal time to ensure their supervision and safety.

Some do's and don'ts you might find helpful:

DO:

- Check the District website at www.humboldtunified.com
- Listen to the local radio stations for school closing or a shortened day schedule announcement.
- Notices will be given to the stations by 6:00 am.
- A list of radio stations and their station number is included.
- Dress your children appropriately for the weather.
- Instruct your children to be especially careful when walking or driving because of the increased danger of slippery roads.

DO NOT:

*BMOA policy may differ.

- Bring your children to school early on the shortened day schedule.
- Allow your children to drive vehicles that are improperly equipped when the roads are slippery.

The Humboldt Unified School District is concerned about the safety of all and unnecessary loss of school time. Decisions to close or not to close school are made very early in the morning before daylight.

Be assured that any decision to close school or delay school is carefully considered and made only after evaluating all available up-to-date information and reports. Your cooperation with these plans will be greatly appreciated. Please be aware that the District boundaries include varying terrain and elevations that will affect the decision to delay or cancel school.

In advance, thank you for your cooperation in this matter. If you have any questions regarding this information, please call your school principal or the District Office.

For emergency information please check the District website at www.humboldtunified.com or listen to one of the radio stations listed below which are contacted by the District.

- KPPV 106.7 FM
- KQNA 1130 AM
- KYCA 1490 AM
- KAHM 101.7 FM

STUDENT/VISITOR SIGN-IN/OUT & COMMUNICATION

Parents and adult visitors are always welcome at school; however, state laws require that everyone must check in at the school office before being allowed into the school. Please do not stop by your child's room prior to checking in. Pick up a volunteer/visitor sticker in the office.

Parents and visitors please follow the guidelines:

- Parents are encouraged to visit our school and take an active role in the education of their child. Arrangements to visit a classroom may be made by contacting the front office and the teacher to set up a convenient time.
- Parent conferences are an important communication tool and are greatly encouraged. Please contact your child's teacher if you would like a conference. The teacher will be available to meet with you at a set appointment time before or after school.
- Parents/Guardians who must pick up their child early from school **must check in at the office first** and sign their child out stating the reason for leaving. We discourage picking up your child from school early as this is disruptive and not in the best interest of students. Parents attending an assembly at school who wish to take their child home after the assembly **must sign the child out prior to leaving**. To protect and guarantee the

safety of students, no child will be allowed to leave the school grounds during school hours with anyone except the person who has legal custody of the child or a person authorized by the parent or legal guardian. Identification may be required from the office staff. For your child's safety, the deadline for changing the method in which your child arrives home is one hour prior to the dismissal of school that day. This should only be in case of an emergency. If we do not receive a phone call or note before the deadline you will need to pick them up at the normal spot and at the dismissal time for that day.

STUDENT RIGHTS AND RESPONSIBILITIES (BOARD POLICY JJ)

The following statements were designed to define some student rights and responsibilities:

Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.

*BMOA policy may differ.

- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

FERPA

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies. Parents or eligible students have the right to request in writing that a school correct

records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- Other schools to which a student is seeking to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of

*BMOA policy may differ.

attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877- 8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007

ENGLISH LANGUAGE

Humboldt Unified School District's English Learners (EL) program is designed to enable students' success for second language learners. The program provides instruction in the development of English in speaking, listening, reading, writing and grammar.

Humboldt follows the procedures laid out by the Arizona Department of Education in identifying students who may need language services: "The Arizona English Language Learner Assessment (AZELLA) is a standards-based assessment that meets both state and federal requirements to measure students' English language proficiency. AZELLA is used for both placement and reassessment purposes. Students who have been identified as second language learners on the Home Language Survey take the AZELLA placement test, and the students' proficiency scores determine appropriate placement for instruction. Students who have been placed into an English language

learner program will also take the AZELLA reassessment once per year until they achieve proficiency. Students who have scored proficient on the AZELLA are then monitored for two years to help ensure success after their move into a mainstream classroom."

CHILD IDENTIFICATION

The goal of Humboldt Unified School District is to ensure that all children with disabilities who live within the District be identified, located and evaluated. Children from birth to three (3) years of age who require screening, evaluation, or early intervention services will be referred to local community agencies (AzEIP/Arizona Early Intervention or DDD/Division of Developmental Disabilities for 0 – 3 years old). Children between the ages of 3 and 5 years are screened by district staff at the special-needs preschool.

The Humboldt Unified School District procedures for child identification include the following provisions:

- For creating public awareness of special education and for informing parents of the rights of children with disabilities:
 - Information regarding screenings and the rights of children with disabilities will be made available in a language that is understandable to parents, regardless of ethnic, linguistic, or cultural background.
 - Annual efforts to create public awareness and to inform parents of their rights regarding children with disabilities are documented.
 - Surrogate parents are requested when no parent can be found or the child is a ward of the state, so that all children with disabilities may receive a free and appropriate public education.
- Areas of screening for children age birth to 3 include vision and hearing, as well as cognitive, communication, motor and social/emotional development.
- Screening of school age children is done within 45 calendar days of enrollment for new students and for students entering the district who have not been screened by previous school districts. [AAC-R7-401C (2) (3)]
- If screening results indicate a possible disability, parent will be informed and the school principal will refer to the appropriate educational team.

Procedures for Identification in the Humboldt Unified School District #22

Grade	Person Responsible	Action	Timeline
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*BMOA policy may differ.

K - 6	Classroom Teacher	Complete <u>screening instrument</u> on all students who have not been screened previously. If significant problems are identified, contact the principal and file instrument in cumulative file.	Within 45 calendar days of enrollment.
7 - 12	English Teacher	Complete <u>screening instrument</u> on all freshmen and all new students not previously screened. Give instrument to counselor. If problems are identified, contact principal or designee. Place instrument in cumulative file.	Within 45 calendar days of enrollment.

SPECIAL EDUCATION SERVICES

Parents of a child who may need or is receiving special education services are entitled to certain rights by Federal and State laws. Humboldt Unified School District has specific responsibilities under the Individuals with Disabilities Education Act and under Section 504 of the Rehabilitation Act of 1973, to identify, evaluate and provide a free, appropriate public education for qualified children with disabilities. Some of these rights include:

- Eligible children ages 3 and up must receive a free appropriate public education at no expense to the parents.
- The right to educational services is based on an evaluation of the child's special needs and whether the disability affects the child's educational performance in school.
- The right to receive specialized instruction or services specifically designed to meet the child's individual educational needs.
- The right of parent or guardians to be included in making decisions about their child's educational needs and to approve the educational plans for their child.

Programs available for children with special needs are:

- Cognitive Disabilities
- Physical Disabilities
- Multiple Disabilities
- Learning Disabilities
- Hearing Impaired
- Visually Impaired
- Speech and Language Disorders
- Preschool
- Gifted/Enrichment
- Occupational/Physical Therapy

RESTRAINT AND SECLUSION

Restraint and seclusion are not to be used as disciplinary consequences. A school may permit the use of restraint techniques on any pupil if both of the following apply:

- The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
- Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

The Humboldt Unified School District **prohibits** the use of seclusion.

PARENTS RIGHT TO KNOW

In accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to view this information, it will be available at the HUSD district office located at 6411 N. Robert Road, Prescott Valley, AZ 86314. Should you have any questions, feel free to contact the HUSD Personnel Coordinator at (928) 759-4004 and she will be happy to assist you.

*BMOA policy may differ.

**HUSD K-12
DISCIPLINE MATRIX**

VIOLATION	Range of Consequences
Aggression Verbal Provocation Minor Aggressive Act (Inciting a fight) Disorderly Conduct Recklessness Endangerment Fighting Assault Aggravated Assault	Detention, ISS, Work Detail, OSS, Discipline Hearing, Police Referral
Alcohol, Tobacco and Other Drugs (sale/distribution or intent to sell/distribute; use; possession; or share) Alcohol Violation Tobacco Violation (including e-cigs, vapes) Drug Violation	OSS, Discipline Hearing, Police Referral
Arson	OSS, Discipline Hearing, Police Referral
Attendance Policy Violation Tardy Leaving School Grounds without Permission Unexcused Absence Truancy	Classroom Intervention, Warning, Detention, Saturday School, ISS, OSS, Discipline Hearing, Loss of Credit, Truancy Citation, Work Detail
Harassment, Threat and Intimidation Harassment, Nonsexual Bullying Threat or Intimidation Hazing	ISS, OSS, Discipline Hearing, Police Referral
Lying or Forgery Cheating, Plagiarism - See Ethics Policy	Detention, ISS, OSS, Discipline Hearing, Police Referral
School Policies, Other Violations of Combustible Contraband Defiance, Disrespect towards Authority, and Non-Compliance Disruption Dress Code Violation Gambling Language, Inappropriate Negative Group affiliation Parking Lot Violation Profanity Public Display of Affection No Student ID card	Warning, Classroom Intervention, Detention, Work Detail, Car Booted, Car Towed, Loss of Parking Privilege, ISS, OSS, Discipline Hearing, Police Referral
School Threat Bomb Threat Chemical or Biological Threat Fire Alarm Misuse	OSS, Discipline Hearing, Police Referral

*BMOA policy may differ.

Sexual Offenses Pornography Indecent Exposure or Public Sexual Indecency Harassment, Sexual Harassment, Sexual with Contact	ISS, OSS, Discipline Hearing, Police Referral
Technology, Improper Use/Possession Computer Network Infraction Electronics	Confiscate, Parent Pick-up, Detention, Loss of Computer Privilege, Work Detail, ISS, OSS, Police Referral
Theft	OSS, Work Detail, Discipline Hearing, Police Referral
Trespassing	Police Referral
Vandalism or Criminal Damage Graffiti or Tagging Vandalism of Personal Property Vandalism of School Property	Detention, Work Detail, ISS, OSS, Discipline Hearing, Restitution, Police Referral
Weapons and Dangerous Items Firearms Other Destructive Device Other Weapons Dangerous Simulated Weapons	OSS, Discipline Hearing, Police Referral

Offenses may be reported to law enforcement. Policies related to student conduct may be found within the HUSD Governing Board Policy Manual at <http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>. Once on this site you can scroll down to Humboldt Unified School District and most student-related policies are listed under Section J – Students.

Be aware of the following:

- The administration reserves the right to circumvent the discipline matrix when deemed necessary.
- Frequency and/or severity of any act will lead to immediate reclassification of the consequence.
- Any continuing offense may be considered incorrigible behavior and will be taken to a discipline hearing.
- Life Coaching can be used as an intervention.
- Referrals will be sent home with the student and placed in student discipline file; parent will be contacted by phone or in person when a student is found to be in violation of an offense that merits Suspension.
- Discipline hearings could result in Long-Term Suspension, Expulsion, and Alternative to Suspension or an Alternative Placement.
- Students reasonably suspected of being under the influence of alcohol and/or drugs are subject to passive alcohol sensors, screening and/or wellness checks. Law enforcement may be notified.
- Any violation of local, state, or federal law could result in a discipline hearing with a recommendation for Long-Term Suspension, Expulsion, or an Alternative Placement.
- The HUSD Board Policy related to expulsions can be found under Policy JKE (Expulsion of Students).

**STUDENT VIOLENCE/HARASSMENT
INTIMIDATION/BULLYING (BOARD POLICY
JICK)**

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

*BMOA policy may differ

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, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- Damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and

graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

Prohibitions and Discipline

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.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in

*RMOA policy may differ

disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and

- be summarized in the student handbook and on the District website, and

The Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- Governing Board policy,
- Preventive measures,
- Incident reporting procedures,
- Available support services for students (both proactive and reactive), and
- Student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: October 18, 2011

LEGAL REF.:

A.R.S. 13-1202; 13-1203; 13-1204; 13-2321; 13-2916; 13-2921; 13-3506.01; 15-341

A.A.C. R7-2-1308

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction
IJ - Student Rights and Responsibilities
JIC - Student Conduct
III - Student Concerns, Complaints and Grievances
JK - Student Discipline
JKD - Student Suspension

*BMOA policy may differ.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BUL LYING REGULATION (BOARD POLICY JICK-R)

Any student who feels he or she has been the victim of bullying or suspects other students of being bullied should file a complaint with the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee, but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for the reporting of a case of bullying or a suspected case of bullying will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the principal or the principal's designee determine that bullying has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who reported or was reported as being bullied to review the findings of the investigation. Additionally, the parent(s)

or guardian(s) of the involved students will be informed of the findings of the investigation.

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors and all other District employees the information necessary to comply with Governing Board Policy JICK. The information related to bullying is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying incident or suspicion of bullying. The information shall be disseminated to District personnel at the beginning of each year and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to bullying is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

- occur during the first (1st) week of each school year,
- be posted in each classroom and in common areas of the school,
- be summarized in the student handbook and on the District website, and
- be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The principal or the principal's designee is responsible for the maintenance of documentation related to bullying.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BUL LYING (BOARD POLICY JICK-EB) TO BE POSTED IN A VISIBLE LOCATION WITHIN THE SCHOOL

The Governing Board of the Humboldt Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further

*BMOA policy may differ.

believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- Damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

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 acts result 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 who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

*BMOA policy may differ.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Each Humboldt Unified School District campus has a positive behavioral program. Please contact the principal regarding the campus program and support services available.

STUDENT CONDUCT (BOARD POLICY JIC)

A Student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

CUSTODY

Except in most extreme circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian, unless the student is placed under arrest. In the case of an arrest, the school authorities will attempt to notify the student's parent/guardian.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (BOARD POLICY JIH)

If police authorities desire to question a student on school premises regarding any alleged misconduct, school authorities will attempt to contact the student's parent/guardian at an appropriate time.

Interviews

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

When child abuse or abandonment of a student is alleged.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of
*BMOA policy may differ.

or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

Abuse or abandonment is not alleged.

No issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have 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. Disrobing of a student is overly intrusive for purposes of most student searches and

is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

STUDENT ACCEPTABLE USE

Humboldt Unified School District continues to invest in educational technology for the purpose of expanding available resources to enhance the instructional environment for all learners. Use of these resources to access educational content, communication and collaboration systems is considered a privilege, not a right. Each user of the District network and technology resources is equally responsible for its use and care. Parents and students are encouraged to review and discuss this document together.

While on the school network and on the Internet, students and staff may participate in activities that support learning, teaching and collaboration. With access to other networks and people around the world, you might have access to information that may not be appropriate. Humboldt Unified School District has taken reasonable measures to prevent access to inappropriate information; however, we cannot control all the information available via internet. We trust our students and staff to know what is appropriate and what is inappropriate. The following guidelines are intended to help you use technology resources appropriately. Violations of the guidelines below will be dealt with seriously and immediately. If there is reasonable suspicion that a student has not followed the policies listed here, his/her privilege of using District technology resources will be immediately withdrawn temporarily or permanently. **This is a "one strike and out" policy.** Additionally, any activities that are illegal or criminal in nature will be investigated and prosecuted by the appropriate law enforcement agencies.

*BMOA policy may differ.

- When you log on to a school computer with your user name and password you are responsible for any and all actions taken while on that machine. Be sure to log off of your computer when you are done using it. This will minimize the possibility of another student using your account for inappropriate activities.
- Never allow another student to use your account for any reason.
- Never give out your personal information on the Internet, including your name, address or phone number. If you are asked to do so, please ask your teacher for help.
- At all times your actions should take the rights and privacy of others into account.
- Do not use bad language and do not send messages that violate the law or would be offensive or threatening to another person.
- Students are not permitted to copy personal music, video or other entertainment content to District computers.
- The District provides technology resources for the purpose of enhancing the learning environment. These resources are not to be used for activities other than what has been instructed by your teacher.
- Users of the computer systems shall avoid congestion of the networks and interference with the work of other users. The playing of games is only allowed when your teacher gives you permission.
- The use of District computers to download games, programs, music, videos or other content that is not related to assignment, or that may violate copyright is strictly forbidden.
- The use of any district technology resource to promote a private business, to conduct private business, or make money is strictly forbidden.
- Do not damage any technology resources, including but not limited to; computers, keyboards, monitors or mice. If you notice damage at a computer you are using, report it to your teacher immediately.
- If at any time you are unsure if your actions are appropriate and/or safe, please ask your teacher before continuing. Remember, all actions taken using District technology are monitored and logged.
- If you identify a security problem, including access to another person's information, or access to a potentially inappropriate website, please inform your teacher immediately.

*BMOA policy may differ.



Laura Goligoski
Assistant Principal-
Education Services
928-759-4124
laura.goligoski@
humboldtunified.com

BRADSHAW MOUNTAIN HIGH SCHOOL COMPREHENSIVE GUIDANCE PROGRAM

Guidance is an integral part of the total education process at Bradshaw Mountain High School. Our mission is to provide all students the opportunity to become responsible adults by delivering a comprehensive competency-based guidance program that will contribute to their success in school and beyond.

Guidance Curriculum

The Bradshaw Mountain High School guidance program promotes and enhances student learning in the following domains:

- Academic development
- Career development
- Personal/social development

The guidance curriculum is composed of organized objectives and age-appropriate activities and is delivered by academic advisors in classrooms, small group settings, and individually. It is sequential in nature and designed to meet the developmental needs of all students to ensure that every student receives an equal opportunity to participate fully in the educational process.

Program benefits

For Students:

- Relates educational program to future success
- Facilitates career exploration and development
- Assists in acquiring knowledge of self (abilities, skills, and interests)
- Assures equitable access to educational opportunities

For Parents:

- Provides support for parents in advocating for their child's academic, career, and personal/social development
- Develops a system for their child's long-range planning and learning
- Increases opportunities for parent/school interaction

RECORDS

Students applying to colleges must request a transcript via the Parchment.com, Bradshaw's online transcript service. Contact the registrar for questions regarding student records at 759-4108, as well as information concerning change of address, telephone number, emergency contact information, guardianship or marital status. The Student Information Change Form is available in the Advisement Center.

GRADUATION

The Humboldt Unified School District provides a graduation ceremony for students who have met state and district requirements. Participation in commencement exercises is encouraged but is not mandatory. Students may not participate in commencement exercises unless they have successfully completed the requirements for graduation. Some students, based on misbehavior, may be excluded from the graduation ceremony.

To receive a High School Diploma at Bradshaw Mountain High School a student must:

1. Complete a minimum of 22 credits before the ceremony.
2. Pass all academic requirements for graduation.
3. Pass the Arizona Civics test.

REPEATED COURSES

Generally, courses are not repeated. However, some students on a very limited basis may be allowed to repeat a course. For special permission, see your advisor before enrolling in a course. Keep in mind that any repeated course that improves grades does not count toward Valedictorian/Salutatorian status and additional credit is not earned for repeated courses.

GPA/CLASS RANK

1. Class ranking is determined each semester beginning with the completion of the first semester of the freshmen year and ending with the completion of the first semester of the senior year.
2. Class rank is based on the weighted grades earned in regular education classes.
3. Total grade points begin accumulating with the ninth grade. Grade points are divided by total units attempted to produce the cumulative grade point average. Students are ranked according to grade point average.
4. Weighted courses are offered at a 5.0 grading scale (A=5 points, B=4 points, C=3 points, D=2, F=0). Unweighted courses are offered at a 4.0 grading scale (A=4 points, B=3 points, C=2 points, D=1, F=0).

GRADES

The grades earned by each pupil are recorded by the teacher. The teacher's grade is final. Parents/Guardians wishing to discuss grades should contact the teacher directly. Messages may be left for a teacher any time during the day. Parents may also e-mail teachers via the FamilyLink website, and look up any additional grading information.

GRADING POLICY

90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, 59-below = F,

I = INCOMPLETE,

AU = AUDIT

NC = NO CREDIT

Final Exams are worth 20% of a student's final grade.

PROGRESS REPORTS/REPORT CARDS

Progress reports are handed out every 4.5 weeks throughout each semester. Report cards with grades earned are mailed at the conclusion of fall and spring semesters, showing credit earned on transcript.

INCOMPLETES (I)

Students who receive an incomplete (I) at the end of the semester must make up the required work within two weeks or the grade will default to an F (fail). Extreme emergencies may provide an exception to this policy and are considered on a case-by-case basis. Administrative approval is needed for an incomplete to be given as a final grade on the report card.

LOSS OF CREDIT (NC)

Students who are absent (excused and unexcused) more than 9 school days per semester will receive NO CREDIT (NC) for that class. Students have the right to appeal the loss of credit. Contact the Attendance Secretary for additional information.

CREDIT RECOVERY POLICY

Students who have failed courses or wish to improve their grades may do so online through our Credit Recovery Program. Students must complete their online registration with their advisor. Seniors must complete all credit recovery coursework two weeks prior to graduation in order to participate in the graduation ceremony. There is a fee charged for any credit recovery courses.

TEST OUT PROCEDURES

Test out procedures for courses at Bradshaw Mountain High School are as follows:

1. There is a \$25 fee for each test taken.
2. Students desiring to test out of a course must contact the advisor of that subject.
3. Each "test for credit" may have two segments:
 - A work portfolio in which the student will produce projects, labs, etc.
 - A testAll successful "test outs" will reflect a "pass" (P) on the student's transcript.
4. Students may attempt to test out only once for credit in any course.
5. Students may not test out for credit in a class in which they are currently enrolled.
6. Students may not test out for credit as a method of repeating the course. (See Credit Recovery Policy)

All test outs must be completed by the end of the second week of each semester.

PRE-REGISTRATION AND NEW REGISTRATION

Bradshaw Mountain High School students pre-register in the spring of the currently enrolled year. New student registration begins two weeks prior to the beginning of school.

GRADE LEVEL PLACEMENT

Grade level placement is determined by the school year the student begins ninth grade. The cohort/graduation year is calculated by adding four years to the year in which the student entered the ninth grade. Once set, the cohort year does not change regardless of credits earned.

HOMESCHOOLED STUDENTS

Bradshaw Mountain High School welcomes home-schooled students. If a student was homeschooled for at least one semester and wishes to earn credit for the courses completed, the parent must provide the Academic Advisement department with a list of courses covered and books and materials used. The administration makes the final decision on homeschooled credits. Completion of a final exam in the corresponding course from BMHS may be required. All approved homeschool credits are issued a grade of Pass (P) and do not affect the student's grade point average or class rank. *Homeschooled students are welcome to participate in extracurricular activities as long as they meet enrollment/attendance zone requirements.*

HOMEBOUND STUDENTS

In the case of a serious medical condition, a student may be granted homebound status. Consideration for homebound status occurs following receipt of medical documentation that explains why the student cannot physically attend school due to a condition lasting for a period of at least three months. The application process includes completed application, medical documentation and a meeting with the principal.

TESTING

State required tests:

-AzMERIT
-Assessments to measure the standards have been adopted by the State Board of Education and are administered to all students in English 9, English 10, English 11, Algebra 1, Algebra 2 and Geometry. Students begin testing in the spring of their 9th grade year. In addition, students must take AIMS science once prior to graduation.

NOTE: The test dates and requirements are subject to change (per Arizona Department of Education).

College Admissions Testing:

PLAN (10th Grade – Pre-ACT test)
PSAT (10th and 11th Grade – Pre SAT test)
ACT (11th and 12th Grade)
SAT (11th and 12th Grade)

Interest Inventory/Military Aptitude Test:

ASVAB (11th Grade)

Advanced Placement:

Designated AP courses (10th, 11th and 12th Grade)

BMHS ADVANCED PLACEMENT

Advanced Placement (AP) is a national program which Bradshaw Mountain High School offers in cooperation with the College Board. It is a program of credit by examination for college level studies pursued in high school. Advanced Placement is structured so that at the end of the course AP students may take the College Board's AP Examination on a national test day. The College Board charges a set fee for each exam. These courses are open to all students. Students who have taken rigorous coursework have a far greater chance for long-term success. AP courses receive weighted grades as follows: A = 5.0; B = 4.0; C = 3.0; D = 2.0 and Fs are not weighted. AP exams are scored on a scale of 1 to 5. Students who earn a 4 or 5 on an AP exam will have their BMHS class grade changed to an "A"; a score of 3 will result in the student's course grade being increased one letter grade. A score of 1 or 2 will not affect the student's course grade. A grade of "F" in the course will not be changed regardless of the AP exam score.

AP COURSES OFFERED THROUGH EDGENUITY AND BMOA

- *Calculus AB
- *English Language & Composition
- *English Literature & Composition
- *Environmental Science
- *French Language & Culture
- *Human Geography
- *Psychology
- *Spanish Language & Culture
- *United States Government and Politics
- *United States History
- *World History



NCAA/NAIA ELIGIBILITY

All high school athletes who desire to enroll and compete as college freshmen in a Division I or Division II institution must complete the NCAA Initial Eligibility Center Release Form or the NAIA Eligibility Center Release Form **at the end of the junior year**. Students access the website www.ncaa.org/eligibility center or www.playnaia.org for more information. An official transcript must be requested from your high school registrar and standardized test scores (SAT/ACT) must be requested from the testing agency and sent to the mailing address indicated in the pertinent website.

DUAL CREDIT COURSES

Humboldt Unified School District is proud to offer Dual Credit courses through the Edgenuity software. These one-semester, college-level courses are ACE CREDIT recommended for potential transfer to more than 2,000 colleges and universities. Every secondary institution sets its own policies for credit acceptance; contact colleges and universities to learn more about their policies for dual-credit courses.

DUAL CREDIT COURSES OFFERED THROUGH BMOA AND EDGENUITY

TITLE

Accounting
Approaches to Studying Religions
College Algebra
Conflict Resolution
Human Biology
Introduction to Art History
Introduction to Psychology
Introduction to Sociology
Introduction to Statistics
Macroeconomics
Microeconomics
Project Management
Visual Communications

POST-SECONDARY EDUCATION

Arizona Universities

****Arizona Resident****

For acceptance at any of the Arizona public universities (Northern Arizona University, Arizona State University, and University of Arizona), a student must meet at least one of the following requirements:

Cumulative GPA of 3.0 or higher in 16 core courses listed below, or class rank in the top 25%.

A specific score on one of the following college admissions tests:

- ACT Total of: 22
- SAT Total of: 1040 (Reading and Math)

In addition, students looking to attend a four-year university should complete the following academic competencies:

Subjects	University Admission Core Requirements
English	4 years
College Prep Math	4 years
Social Science/Studies	2 years
Lab Science	3 years
Fine Arts/CTE	1 year
Foreign Language	2 years (same language)

Highly Selective University/College

Students seeking admission to out of state universities/colleges are advised to visit their websites for specific admission requirements.

Arizona Community Colleges

****Arizona Resident****

For admittance to any Arizona community college, a student must meet at least one of the following:

- Have a high school diploma
- Have a GED (general equivalency diploma)
- Minimum age of 18 years

ACADEMIC REQUIREMENTS FOR HIGH SCHOOL GRADUATION

		BMHS Diploma
REQUIRED CORE CLASSES		
ENGLISH		4 credits
MATHEMATICS		4 credits
SCIENCE		3 credits
WORLD HISTORY/GEOGRAPHY		1 credit
U.S. HISTORY		1 credit
AMERICAN GOVERNMENT		.5 credit
ECONOMICS		.5 credit
ADDITIONAL CORE*		not necessary
REQUIRED CLASSES		
PHYSICAL EDUCATION		1 credit
CAREER AND TECHNICAL EDUCATION		1 credit
FINE ARTS		1 credit
ELECTIVES		5 credits
ACADEMY PREP		not necessary
FOREIGN LANGUAGES		not necessary
MEET STATE TESTING REQUIREMENTS		x
TOTAL		22

All STUDENTS MUST MEET THE ACADEMIC REQUIREMENTS FOR THE BMHS DIPLOMA, which includes meeting the requirements for state-mandated testing.

***Class of 2016 & beyond** – the full-time, four-year AVID student waives the 1.0 additional core credit requirement for Silver/Gold Diploma.



Tony Miller
Assistant Principal-
Operations/Athletics
928-759-4126

LIBRARY

Library Policies

The BMHS Library is open from 7:00 a.m. until 3:30 p.m., Monday through Friday.

Students may borrow books if they present a valid school I.D. card at the time of checkout. All library users are financially responsible for lost or damaged items. Books may be borrowed for a period of three weeks. Overdue book fines are five cents every day school is in session.

Library Resources

Interlibrary loan and internet connection are available to students if they and their parents have signed the BMHS signature page located in the Student Handbook.

Textbooks

Textbooks are checked out through the library and students are responsible for the books checked out in their names. Textbook costs vary based on book.

Interlibrary Loan

The BMHS library is a member of the Yavapai Library Network, a consortium of schools, public, academic, private, and museum libraries, which share a common database of resources within Yavapai County. BMHS Library patrons have the ability to place electronic holds on any of the 500,000 titles database of the Yavapai Library Network. Please be aware that each library has its own set of rules, policies, fine structure, and loan periods. Borrowers are responsible for adhering to the rules that apply to the books they have borrowed.

PARTICIPATION EXPECTATIONS

Violations of school rules and/or community norms may result in further administrative action related to extracurricular eligibility in addition to school disciplinary measures.

MULTIPLE PARTICIPATION POLICY

It is the philosophy of Bradshaw Mountain High School that an athlete should participate in as many or as few sports as he/she or his/her parents feel is appropriate. No coach should intimidate or harass an athlete in attempt to have him/her to participate in a sport/program. Also, no coach should pressure, intimidate or encourage an athlete to play only one sport. To do so will be considered a violation of the Bradshaw athletic and school directive.

EXTRACURRICULAR/ CO-CURRICULAR CONFLICTS

Guidelines for resolving student participation conflicts between extracurricular activities are as follows:

***Co-curricular activity** refers to those student activities outside of the regular class time that are an integral part of a credit class. **Extracurricular activity** refers to those student activities sponsored by the school but not connected to a credit class.

***Administration, teachers, coaches and sponsors** will continue to work to minimize scheduling conflicts within a framework that recognizes the importance of students being involved, but not over-extended.

***Student activity conflicts** should be resolved cooperatively among student, parent/teacher/director and coach/sponsor at the earliest possible date, and in the best interest of the student and programs involved. In the event the conflict cannot be resolved cooperatively as described above, the student will make the final decision.

***In the case of a scheduling conflict:**

- When a student chooses to participate in an extracurricular competition on a co-curricular competition or performance, the absence will be excused. The sponsor may assign reasonable and appropriate make-up work. **The student must give the teacher /sponsor 72 hours advance notice.**
- When a student chooses to participate in a co-curricular competition or performance over any extracurricular competition, the absence will be excused. The coach/sponsor will not penalize the students as a result of the decision.

NCAA CLEARINGHOUSE

All athletes planning to participate in college athletics, at any level, must register with NCAA Clearinghouse. To obtain information about NCAA registration, you must contact your counselor.

ATHLETIC PASS

The Athletic Pass is only sold through the accounting clerk office at the high school. Call the athletics office for pricing details. The athletic pass will be good for all home athletic games (Football, Volleyball, Girls and Boys Basketball, Wrestling,). Athletic pass will not be valid at AIA tournament events and play off games.

***Pass holders must present a valid I.D. with the athletic pass at the ticket gate. Anyone found to be sharing or falsifying identity to allow entry for someone else will lose the pass immediately.**

ACTIVITY ELIGIBILITY

Any participant who carries *any failing grade* on the weekly grade report will be warned for one week, and if the grade is still failing the following week the student will be declared ineligible the following week until the grade is passing.

Although you will be notified of pending ineligibility through academic progress reports, it is the **student's responsibility to check grades regularly and seek help when needed. Students will not be excused from classes for away trips while they are ineligible.**

****If no academic time is missed, participants may travel with their organization to away events and may be on the sidelines at home contests.**

If you are having difficulty in any of your classes, you should seek assistance from your teacher!!

CO-CURRICULAR ELIGIBILITY

Drama/Band/Choir/Stucco—Any student carrying a failing grade will not be allowed to miss school for any extracurricular activity. If the event is part of the grade, students can participate in the event. Please refer to your class syllabus for the eligibility policies.

AFTER SCHOOL PROGRAMS /CLUBS/CTSO ELIGIBILITY

Any student carrying a failing grade will not be allowed to miss school for any extra curricular activity.

SCHOOL IMPROVEMENT TEAM (S.I.T.)

The School Improvement Team (S.I.T.) provides opportunities for all stakeholders to work together to continually improve Bradshaw Mountain High School. You are encouraged to be a part of your student's educational life. Meetings occur the first Tuesday of every month at 4:30 pm in the library.

VOLUNTEERS

We actively receive the support of many interested parents and community members that volunteer their time and skills to support school programs. Contact the school at 759-4100 for more information.

AFTER SCHOOL PROGRAMS AND CLUBS

Students may form clubs or organizations. The organizations must be open to all students on campus. Any such organization shall have a faculty advisor. If no faculty member is willing to accept appointment as advisor, the lack of an advisor shall be cause to deny recognition as an organization. After school programs need to be approved through administration.

Organizations meeting these conditions shall be given reasonable access to school facilities, provided the principal is given reasonable notice of planned programs and authorizes the use of the facilities.

Once a club is approved, it must meet the following requirements: establish a constitution, elect officers, record meeting agendas/minutes and treasurer report.

PUBLICATIONS

Official school publications shall reflect, where possible, a wide spectrum of student opinion. The student editors shall be governed by standards of responsible journalism. The responsibility to determine whether specific materials comply with the standards of responsible journalism rests with the principal, after consulting with the faculty publications sponsor.

POSTING OF SIGNS/POSTERS

Signs and posters may **ONLY** be posted on designated bulletin boards and must be approved by a school official before it is posted. Unauthorized signs will be removed immediately. Persons and/or organizations are responsible for removing signs and posters immediately following the event or activity.

ACADEMIC AND ACTIVITY ELIGIBILITY SCHEDULE

2018-2019 Grading Schedule

Athletic Grade Reports	Grading Period Cut-off
Weekly for Athletic Eligibility	Thursday Grade Check
Progress and Report Cards	Grading Period Cut-off
Mid-quarter 1	Friday, September 7
Quarter 1	Friday, October 5
Mid-quarter 2	Friday, November 16
Semester 1	Friday, December 21
Mid-quarter 3	Friday, February 8
Quarter 3	Friday, March 8
Mid-quarter 4	Friday, April 19
Semester 2	Thursday, May 23



Rick Bradshaw
Assistant Principal-
Discipline & Attendance
928-759-4116
rick.bradshaw@
humboldtunified.com

ATTENDANCE

Arizona Statutes establish that the parent/guardian is responsible for the child's daily attendance and to inform the school of absences in a timely manner.

LOGGING IN

Students enrolled in BMOA should be sure to log in to the Edgenuity system each school day. Students are expected to complete approximately 25 hours of coursework per week and 900 hours per year. Students who enroll in BMOA after the first day of school will have the 900 required hours prorated.

In a situation where a student will be unable to log in to the Edgenuity system (illness, medical appointment, religious holiday, death in the family, court appearance), a parent/guardian should contact the school attendance secretary at 928.759.4121 or 928.759.1121. Emancipated students may call the attendance secretary themselves.

In the event a student does not log in to the Edgenuity system for 9 consecutive school days, the student will be dropped on the 10th consecutive day.

STUDENT CONDUCT

Arizona law authorizes school employees to act "In Loco Parentis" (in place of parents). The provisions of the Student Behavior Policy are in force as follows:

- When students are on District school property,
- From portal to portal,
- During regular school hours,
- During HUSD transportation of students, and
- At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to, school-sponsored events that are on or off campus such as field trips, athletic functions, and school-related activities.

Senior Prank: Any student who is identified or caught participating in a senior prank which results in the

illegal entry of the school, vandalism, disruption of the educational process or criminal damage to the campus will be charged accordingly. Students may receive an out of school suspension, community service or may not be allowed to participate in the graduation ceremony, regardless of the year of the prank (ex. Student commits vandalism sophomore year and is found guilty. This student will not walk their senior year).

ALCOHOL, DRUGS, TOBACCO, AND PARAPHERNALIA

Bradshaw Mountain High School is a drug, alcohol, and tobacco free school zone. No student is permitted to have any such item on campus, on their person, or in the vehicle while on school property. This is to include no paraphernalia such as e-cigarettes, vapes, hookah, lighters, etc. on campus and/or at school sponsored events. Students in possession or using such products will receive consequences by the school and may receive a police referral for such violations.

GOOD NEIGHBOR POLICY

The jurisdiction of the school is primarily limited to the school premises or at school sponsored events. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during a school day. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action.

CUSTODY

Except in most extreme circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian, unless the student is placed under arrest. In the case of an arrest, the school authorities will attempt to notify the student's parent/guardian.

QUESTIONING

If police authorities desire to question a student on school premises regarding any alleged misconduct, school authorities will attempt to contact the student's parent/guardian at an appropriate time.

ETHICS POLICY

A student is considered to be in violation of the ethics policy when cheating or plagiarism has occurred. All tests, quizzes, reports, essays, projects, assignments and any state or school related tests (AIMS, SAT, ACT, etc.)

DRESS CODE

When BMOA students are on campus, the dress code will be enforced:

- Shoes shall be worn at all times,
- Undergarments shall not be visible,
- Belt line shall be worn no lower than the hips,
- No sagging pants revealing underwear or athletic shorts,
- No letters or numbered belt buckles or oversized/dangling belts,
- Sunglasses may not be worn indoors,
- Any article of clothing or jewelry that may cause injury is not permitted,
- No gloves or hoods (except as part of cold weather attire). Gloves and hoods shall not be worn in the classroom, nor with T-shirts, short-sleeved shirts, etc.,
- Articles of clothing that cause damage or maintenance problems are not permitted,
- No long or ankle length overcoats,
- Holes in jeans should not be higher than mid-thigh,
- No bandannas, nets or doo-rags,
- Any piece of clothing that is affiliated with a negative group and/or gang-related or has a disruptive effect on school will not be allowed and may result in a 7-day suspension; examples: white/black/brown power or pride, Hecho en Mexico, AZ, Arizona, Insane Clown Posse or Old English writing on apparel or any school supplies (including but not limited to: notebooks, backpacks and students personal property on campus),
- No chains or sharp objects worn as jewelry,
- Shirts with writing or pictures that are offensive, have double meanings, represent any controlled substance, alcohol or tobacco product or have meanings of a sexual or violent nature.

Male students:

- are not permitted to wear large holed sleeveless shirts, underarms are not to be exposed during school hours
- No skin should be showing at the waist (midriff)

Female Students:

- All tops and shirts must be wide at the shoulder with no undergarment straps showing,
- No bando or tube top style shirts,
- No racerback tank tops or shirts,
- No cleavage,
- No skin should be showing at the waist (midriff),
- Shorts and skirts should provide adequate coverage (approximately mid-thigh),
- Leggings must be covered up with a skirt, dress or shorts. No long shirts.
- Yoga pants must be covered with shirt (approximately mid-thigh)

Consequences

Students whose personal attire because of fit, design, color, inadequate coverage or grooming that distracts from the attention of other students to learn or teachers to teach shall be required to change their clothing. A student asked to change their clothing may be provided an article of clothing from the office *if available*, and will be able to pick up their article of clothing at the end of the following school day.

1st Offense – Warning

2nd Offense – 1-Hour Detention

3rd Offense – 2-Hour detention

4th Offense – In-School Suspension and/or Saturday school

Any subsequent offense will result in Out-of-School Suspension(s)

Note – Covering up with a jacket or any other clothing is not an option once a dress code violation has occurred.

OFF LIMITS AREAS

When BMOA students are on campus, students should adhere to policies regarding the physical campus. Some areas of the campus are “off-limits” to students during the school day. Students who are in these areas without authorization will be subject to detention and/or suspension. Some examples of off-limit areas include - parking lots, physical education playing fields, gyms, athletic fields, stadium, and back of buildings. Students are restricted to eating areas during lunch – students are prohibited from eating lunch in any of the above mentioned areas, hallways, on stairwells or in the pod areas. These areas are defined by a “red-line.”

ELECTRONICS/PERSONAL PROPERTY

When BMOA students are on campus, BMHS is not responsible for stolen, lost or damaged personal property.

The disruption of an educational institution by the possession or use of cellular phones, beepers, IPODS, MP3 players, radios, tape/compact disc players or other electronic devices is **PROHIBITED DURING CLASSTIME**, but may be used during the passing periods and lunch. The following guidelines will be used when a violation of the electronics policy occurs. Staff members are to confiscate any device (not limited to cell phones, MP3 players, IPODs, CD players, camer-

as and other) when seen on campus. **NO VIDEOING, or PHOTOGRAPHING**, of staff members or other students. Violation of this policy will result in out of school suspension.

1st Offense – Warning and the student is able to pick the device up at the end of his/her school day.

2nd Offense – 1-Hour Detention and the device will **ONLY** be released to a parent either before or after school.

3rd Offense – 2-Hour Detention and the device will **ONLY** be released to a parent either before or after school.

4th Offense – In-School Suspension and/or Saturday school the device will **ONLY** be released to a parent either before or after school.

***In the event that a phone is confiscated by a BMHS staff member, the school is released from any liability to replace lost, stolen or damaged electronics.**

STUDENT IDENTIFICATION CARDS, STUDENT HANDBOOK

Students must carry a Bradshaw Mountain Online Academy Student ID card at all times when on the BMHS campus. Students who are not in possession of these items will receive consequences as follows:

1st Offense – On-campus community service

2nd Offense – 1-Hour Detention

3rd Offense – 2-Hour Detention

4th Offense – In-School Suspension and/or Saturday school

Any subsequent offense will result in Out-of-School Suspension(s).

Replacement ID cards may be purchased in the counseling office for \$5.00

SILENT WITNESS PROGRAM

The program is designed to allow a student or parent/guardian to provide school officials with pertinent information about a crime, school safety issue, or violation of school rules and remain anonymous. In

some situations, a cash reward may be made if the information leads to an arrest or school disciplinary action. Call 928.759.4127 to report an issue.

CONTROVERSIAL ISSUES

Students shall have the right to encounter diverse points of view. They shall have opportunities to hear speakers and view presentations representing a wide range of view in classes, clubs, and assemblies under guidelines established by the school district.

If it is established that a student and/or parent objects as a matter of principle to participation in an activity assigned by school personnel, an alternative activity will be assigned by school personnel. An alternative activity will be assigned without penalty or embarrassment to the student.

Given adequate time to gather information, parents are welcome to view any curriculum and to request a list of specific classroom texts, video tapes or other materials.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR DISRUPTIVE TO THE EDUCATIONAL PROCESS

Minimum mandatory consequences have been established and must be expected for any violation. Each consequence will depend on the severity of the violation and whether the violation is a first offense or a repeated act. The goals of disciplinary action are designed to:

- Give the student a just program that includes ample opportunities for modification of his/her behavior in a positive way.
- Provide students, parents, and school personnel with clearly stated, advance knowledge of the course of action to be followed in disciplinary matters.
- Provide consistency in applying disciplinary actions.
- Provide a program that is progressive (moderate to the most severe action).

IT IS THE POLICY OF THE BOARD OF TRUSTEES THAT A SUSPENDED STUDENT:

- Shall not be allowed to enter or loiter about any HUSD school grounds.
- Shall not be allowed to participate in or attend any school activities.

RETURNING FROM LONG-TERM SUSPENSION

When a student re-enters school after long-term suspension, the student will be readmitted as a probationary discipline case. The conditions of the probation will be for a period of time determined by BMHS Administration. A behavior contract may be put in place for the probationary period.

HEALTH

Office Hours - The Health Office is open from 7:30 a.m. to 3:30 p.m. on regularly scheduled school days.

Students need a pass when they come to the Health Office. If you feel ill during the passing period, proceed to your next class and request a pass. The nurse will notify a parent/guardian or emergency contact if a student needs to be sent home or to a doctor. The student should not call a parent/guardian unless instructed to do so by the nurse. In the event the student does call without consulting the nurse, it will be considered a cell phone violation and will be subject to consequences.

CLOSED CAMPUS POLICY

The Humboldt Unified School District, its elected governing board and the BMHS staff know the importance of school safety as well as the need to foster a sense of belonging, therefore the **high school campus does not allow students to leave during the school day including lunch periods.**

VISITOR PASSES

Visitor passes during the school day will not be issued unless the reason for attendance is directly related to the educational program. Requests must be approved by an administrator in advance. Any unauthorized persons on the school grounds will be considered trespassers and may be cited.

DELIVERIES

Due to the disruptive nature of deliveries during instructional time, deliveries will **not be accepted** at school. This includes pizza orders, flowers, candy, balloons, etc. The deliveries will be turned away and asked to return the order to the student's home or at another location.

DANCE GUEST PASSES

Guest passes are only issued for school dances and are available in the main office. Turn the guest pass into the main office one week prior to the dance. Guest passes are reviewed by the administration for eligibility. Eligibility requirements include: one guest per student, high school age (Board Policy JEB), and no disciplinary

issues. At the dance the guest will need a picture identification card and agree to follow all dance and school rules.

STUDENT PARKING

Fees for Student Parking

All Parking Spaces - \$70-there is limited parking, they are sold at a first come first served basis.

Vehicles driven to school must be registered and display a parking decal. Parking fees are non-refundable and parking on school premises is a privilege, not a right. Your vehicle must have current registration, insurance and comply with all state safety requirements. You are expected to follow all the rules of safe driving. The speed limit on school premises is 10 MPH.

Permits must be displayed inside the windshield in a visible manner. The permit is for one vehicle space only and administration must be notified in writing if there is a change in vehicle for the permitted parking space. You may only park in designated areas. Parking without a Bradshaw permit, in non-parking areas, staff parking, blocking emergency access or parking in someone else's numbered spot may result in being stickered, booted or towed at owner's expense. Disregarding school parking guidelines may result in the loss of your parking privileges.

Vehicles on school district property may be inspected or photographed. School officials may inspect the interiors of student automobiles when we have reasonable suspicion that dangerous, illegal or unauthorized materials are present. Inspections and/or searches may be conducted without notice, without consent, and without a search warrant. If a student fails to provide access to a school official, the parking privilege will be revoked and the student is subject to school discipline.

The school is **not** responsible for any theft, vandalism or damage to a vehicle while on school property. You park at your own risk. All cars should be locked and valuables kept at home or in your possession. Students are allowed in the parking lot when arriving at or leaving school. Administrative permission is required if you need to go to the parking lot during the school day.