

KUSD #20

PARENT
HANDBOOK



2023-2024

7/19/2023

Dear Parents:

I am so pleased to welcome you to a new school year with Kingman Unified School District #20!

A successful education program is based on strong communication between home, school and the community. Students and parents who are aware of school procedures and policies will be well prepared for a positive educational experience and will know who to call with questions.

This handbook contains important policies and information that families will need during the school year. Our Governing Board has changed the district policies relating to the consequences of bringing/using/distributing drugs or alcohol on our campuses. The disciplinary actions to be taken by the schools have increased in severity. Please study this section carefully and please help us to keep drugs and alcohol off our campuses.

If a review of this publication raises questions, or further assistance pertaining to your child's school is needed, please contact your school office or you can contact the district office at 928-753-5678.

Kingman Unified School District is here to provide a quality education for children. Your comments and suggestions are always welcome. Please feel free to visit our schools frequently. I look forward to a successful and productive year.

Sincerely,

Dr. Gretchen Dorner
District Superintendent

Kingman Unified School District #20 does not discriminate in relation to race, color, religion, sex, age, national origin, or disability in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Ms. Stacey Mayo, Parent Liaison and Discipline Hearings Officer, is Kingman Unified School District's Title IX/Title II compliance officer. As the compliance officer, Ms. Mayo will investigate complaints under Title IX/Title II, including complaints of sexual harassment and sexual discrimination.

El Distrito Escolar Unificado de Kingman # 20 no discrimina por motivos de raza, color, religión, sexo, edad, nacionalidad o discapacidad en todos los asuntos relacionados con los miembros del personal, los estudiantes, el público, los programas y servicios educativos y las personas con quienes la Junta hace negocios.

La Sra. Stacey Mayo, Coordinadora de Audiencias Disciplinarias y de Enlace con los Padres, es la oficial de cumplimiento del Título IX / Título II del Distrito Escolar Unificado de Kingman. Como oficial de cumplimiento, la Sra. Mayo investigará las quejas bajo el Título IX / Título II, incluidas las quejas de acoso sexual y discriminación sexual.

Title IX/Title II Compliance Officer Ms. Stacey Mayo Parent Liaison and Discipline Hearings Officer District Office 3033 MacDonald Ave. Kingman, AZ, 86401 Phone (928) 753-5678 ext. 2010	Section 504 Coordinator: Ms. Vicki Trujillo Director of Exceptional Student Services District Office 3033 MacDonald Ave. Kingman, AZ, 86401 Phone (928) 753-5678 ext. 2018
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DISTRICT INFORMATION

KUSD #20 SCHOOLS

Black Mountain School	Cerbat Elementary	Desert Willow Elementary
3404 Santa Maria Golden Valley, AZ 86413 Phone: (928) 565-9111 Fax: (928) 565-9190	2689 Jagerson Kingman, AZ 86409 Phone: (928) 757-5100 Fax: (928) 757-4911	3700 Prospector Ave Kingman, AZ 86401 Phone: (928) 753-2472 Fax: (928) 753-7895
Hualapai Elementary	Kingman High School	Kingman Middle School
350 Eastern Ave. Kingman, AZ 86401 Phone: (928) 753-1919 Fax: (928) 753-1418	4182 N Bank Street Kingman, AZ 86409 Phone: (928) 692-6480 Fax: (928) 692-6418	1969 Detroit Ave. Kingman, AZ 86401 Phone: (928) 753-3588 Fax: (928) 753-1336
Lee Williams High School	Little Explorers at La Senita Elementary	Manzanita Elementary
400 Grandview Kingman, AZ 86401 Phone: (928) 718-6000 Fax: (928) 718-1058	3175 Gordon Drive Kingman, AZ 86409 Phone: (928) 753-6413 Fax: (928) 753-6412	2601 Detroit Ave Kingman, AZ 86401 Phone: (928) 753-6197 Fax: (928) 753-7756
Mt. Tipton School	Sandy McCoy Positive Alternative Campus	White Cliffs Middle School
16500 Pierce Ferry Rd Dolan Springs, AZ 86441 Phone: (928) 767-3350 Fax: (928) 767-4330	690 Spring Street Suites A & B Kingman, AZ 86401 Phone: (928) 753-8400 Fax: (928) 753-6344	3550 Prospector Ave Kingman, AZ 86401 Phone: (928) 753-6216 Fax: (928) 753-4042

KUSD #20 MISSION AND GOALS

MISSION

To provide students with an educational foundation for lifelong success

STRATEGIC GOALS

Ensure student safety remains KUSD's number one priority and resources are allocated to meet changing strategies and needs.

Optimize and allocate resources that will provide student academic growth that meets or exceeds the state benchmarks.

Develop each student's potential by the District's commitment to educating the whole child through the Four "A's" -- Academics, The Arts, Athletics, and Activities.

Support student college and career readiness through relevant career and technical education courses, advanced educational offerings, and state of the art information technology.

Allocate resources to attract, support, and retain well-trained, dedicated staff members.

Implement strategies to establish a district, parent, and community collaborative culture that says with pride "We Are KUSD."

SLOGANS

REACH

Re-teach and Enrich

Ensure every minute counts

Achieve success for every student

Come together as a team

Have high expectations

CARES

Care for each other

Appreciate diversity and individualism

Respect all members of the team

Encourage success

Strive for excellence

INSTRUCTIONAL GOALS

All parts of the curriculum are interrelated and vital to student development. The physical, emotional, social, aesthetic, and cognitive development of the student are also important in the school program. The District will provide basic communication and computational skills, an experience-based curriculum, and exploration of different disciplines and decision-making techniques to enable the student to choose between alternatives. Specifically, the KUSD#20 instructional program is designed and implemented to grow:

- ✓ Communication skills -- to include reading, writing, speaking, listening and composition.
- ✓ Computation skills
- ✓ An appreciation of the world of work
- ✓ Pride of workmanship and skills for economic survival
- ✓ An appreciation of the importance of physical fitness
- ✓ Research and problem-solving skills.
- ✓ Analytical, critical, and independent thinking skills
- ✓ The ability to understand citizenship skills
- ✓ An understanding and respect for our cultural heritage
- ✓ An appreciation for the intrinsic value of education.
- ✓ An appreciation of the fine arts.

To help your students enjoy learning at school:

- Make sure they get plenty of sleep.
- Make sure they eat breakfast.
- Speak positively of school staff and school activities.
- Make sure they attend every day possible.
- Make sure they arrive to school on time.
- Talk with them every day about what is being studied in their lessons.

ACTION PLAN/STRATEGIES

ADMINISTRATIVE TEAM COMMITMENT

- Establish kindergarten through twelfth grade scope and sequence curriculum with courses and counseling to stimulate creative thinking, incorporating technology to prepare students for future levels of education, employment and practical living skills.
- Evaluate academic growth quarterly, or more often, and adjust strategies to meet individual needs.
- Practice emergency management and develop age-appropriate programs for all students.
- Recruit a professional, well-trained staff and provide District programs that enhance “Best Practices” in education
- Insure that the schools will be accessible and community friendly, encouraging community members to visit the schools and attend functions.

SUCCESS GAUGED BY

- The development of curriculum guides for all subject areas with timely adjustments to coincide with state mandates. Increased attendance and graduation rates. Decreased tardy and dropout rates. Increased post-high school education with a career in mind. Local, state and national recognition of student achievements.
- Comprehensive testing and student reports that show growth in academics that will correspond with an increase in positive attitudes and values which are displayed in good classroom behaviors.
- Successfully executed emergency drills; reduced referrals for all drugs and alcohol on campus; reduced disciplinary referrals, and a successful alternative program.
- Maintaining consistent, seasoned staff with a low turnover rate each year, and local, state and national recognition for staff and programs.
- Clean and well-maintained buildings, grounds and modes of transportation, and positive budget audits that will result in improved pride in all areas of our District.

DISTRICT POLICIES

ATTENDANCE

ATTENDANCE HELPS AND HINTS

Your child's attendance in an educational program is mandatory.

Every child between the ages of six and sixteen years shall be provided instruction. The person who has custody of the child shall choose a public, private or home school to provide instruction. The parent shall enroll the child in and ensure that the child attends a public or private school for the full time school is in session. (A.R.S 15-802; School Instruction)

Ensure your child attends school on a regular basis.

Schedule your child's doctor, dental, etc., appointments after school hours. If your child must leave school during the day, please bring him/her back as soon as possible, thus missing only a portion of the day.

Encourage your child to attend school even if it means arriving tardy.

Students are expected to be on time and prepared to work. The state has set up certain requirements regarding attendance. We do not encourage tardiness, but it is better for a child to miss a portion of the day rather than the entire day. If your child oversleeps or misses the bus, get him/her to school as soon as possible. Make sure to check your child into the office before he/she goes to class. On days they are late, a note from the parent is necessary. Students with excessive unexcused tardies may be subject to school based consequences.

All absences should be reported to the school immediately. Absences without an excuse from the parent will be considered unexcused.

When a student is absent, parents are required to contact the school. On days that your child is ill please contact your school first thing in the morning. On days that a call or note is not received, we will attempt to reach you using every means possible. A logged phone call or a note from the parent is mandatory for all absences. If your child misses class without an excuse from you, they will be considered truant. Any student found to be ditching may be issued a citation for truancy. Do not use the word "sick" on the note you send with your child after an absence. The State Board of Education requires you to be more specific, example: flu, chicken pox, headache, etc.

Absences will 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. (KUSD#20 Policy JH) Parents wishing to excuse their student for family vacations must have prior approval from the building principal, state forms are available in the office. Vacation days during the school year are not encouraged, in accordance with state law and district policy. Students with extended illness will need to secure documentation from the child's physician. Baby-sitting for siblings, "needed at home", and extended periods of head lice are not considered excused absences.

When a student has excessive absences Kingman Unified School District will:

1: Contact the Parent/Guardian concerning the attendance matter. This may be done by mail with a letter informing you how many days your child has missed, by phone to request a meeting at the school to discuss the problem, or through a visit made to the home by the Attendance Officer. *2: Cite the child for Truancy or have the appropriate law enforcement agency do a criminal investigation for educational neglect.* This could result in the parents being cited for a criminal offense, Violation A.R.S 15-802; School Instruction or Violation A.R.S 13-613; Contributing to the delinquency of a minor

If you move during the school year, notify the school immediately.

The school needs a current address and phone number in case of an emergency.

If you move out of the school area, you must sign withdrawal paperwork.

This can be obtained at the school in which your child attends.

Attendance Policy and Procedures in regards to Loss of Credit

In order to receive credit for the semester, 90% attendance is required in each assigned class (ARS 15-803B). Classes missed due to school approved activities such as field trips, performing groups, student council, etc., are excluded. Administrators can authorize additional absences for extended illness, injury or extenuating circumstances upon receipt of satisfactory documentation. Without supporting documentation, a student with more than 10 absences may lose credit. At the end of each grading period (semester) a student who has passed their classes, but has exceeded 10 unexcused absences will be required to achieve at least an 80% on the semester exam to earn credit. Parents may access their students' attendance and grade information online using ParentVUE, after obtaining the activation key from the main office or guidance office.

Please refer to the Middle School and High School Student Planners to completely understand this entire Policy. The Planner will outline the Administration Procedures in regards to types of absences, classification of absences and also the procedure of notifying parents by letter when their student is at risk. The planner will discuss the Tardy Policy.

ARRIVAL/DISMISSAL

Students will be allowed on campus 10 to 15 minutes before school begins. There is rarely adult supervision prior to that time. At dismissal time, students should immediately leave the school grounds for home, babysitter, etc. Parents must go to the office and sign their child out for early release due to doctor's appointments, etc. The secretary will then call your child's teacher and request that your child be sent to the office area. Once a student has arrived on campus for the day, they are not allowed to leave unless checked out by a parent.

24 HOUR HOTLINE FOR ABSENCE CALL IN

Black Mountain	(928) 565-9111
Cerbat Elementary	(928) 757-5100 Ext 4105
Desert Willow Elementary	(928) 753-3736
Hualapai Elementary	(928) 753-1919 Ext 4505
Kingman High School	(928) 692-6484
Kingman Middle School	(928) 753-5547
La Senita/Little Explorers	(928) 753-6413
Lee Williams High School	(928) 718-2410
Manzanita Elementary	(928) 753-6197 Ext 4311
Mt. Tipton School	(928) 767-3350
Sandy McCoy Positive Alternative Campus	(928) 753-8400
White Cliffs Middle School	(928) 753-6280

ENROLLMENT PROCEDURES

New students should be enrolled at your local school. You can also enroll your student using the online portal available at, www.kusd.org (under the community tab select registration information).

Please be aware of the following enrollment criteria.

- To enter Kindergarten, child must be 5 years prior to September 1.
- To enter First Grade, child must be 6 years old by September 1.
- The following items are needed by the school to enroll the child:
 - Birth Certificate (Certified Copy)
 - Current Immunization Records
 - Current I. E. P. and Evaluation (if a Special Education student)
 - Proof of Arizona Residency (ex. electric bill, rental agreement, etc.)

On-Line registration is available @ kUSD.org under the community tab, registration information

The State of Arizona has set criteria for tracking students in the hope of reducing the dropout rate of school age children in Arizona and for budgeting purposes.

Schools are required to list the students by their legal name on all official documents and state membership reports. This is the name listed on the child's birth certificate. We will accommodate parents whose children use a last name other than the name on the birth certificate by allowing students to use that name in the classroom. Teachers and staff will address them as requested. However, all school records, attendance rosters and computer reports must be under the student's legal name.

Also, the mother's maiden name is recorded in the students' records. The state will use this information only if it becomes necessary in tracking students. The office staff will be able to acquire this information from the birth certificate that is part of the student's permanent record. If the school cannot locate the information, they will request it from you. Thank you for your cooperation in this matter.

CUSTODY ISSUES

The courts must handle all custody disputes. The school has ***NO LEGAL JURISDICTION*** to refuse a biological parent access to their child and/or school records. The only exception is when court recorded restraining orders or proper divorce papers, specifically stating court ordered custody, visitation or limitations are on file in the school office. Should any such situation become a disruption to the school, law enforcement officers will be requested to intervene

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The Kingman Unified School District Board of Education has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- ***THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT***, TITLE 20, UNITED STATES CODE, SECTIONS 1232G AND 1232H, AND THE FEDERAL REGULATIONS (34 CFR, PART99) ISSUED PURSUANT TO SUCH ACT;
- ***THE INDIVIDUALS WITH DISABILITIES IN EDUCATION ACT***; 20 U.S.C. CHAPTER 33; AND THE FEDERAL REGULATIONS (34 C.F.R. PAART 300) AND;
- ***ARIZONA REVISED STATUTES***, TITLE 15, SECTION 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the central office of your child's school under the supervision of the Principal, and are available only to the teachers and staff members working with the student. If your son or daughter should transfer to another school these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child. Parents wishing to review their children's records should contact the school for an appointment. School personnel will be available to explain contents of the records to you. Copies of student education records will be made available to parents when it is not practical for you to inspect and review the records at the school. Charges for copies of records will be the cost of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If, at any time, an agreement between the principal and parent cannot be reached, you may contact Dr. Gretchen Dorner, Superintendent, and request a hearing.

Copies of the district's student education record confidentiality policies and procedures may be reviewed in the Principal's office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

PROMOTION AND RETENTION OF 3RD GRADE STUDENTS

A student shall not be promoted from the third grade if the student obtains a score on the AzM2 or a successor test, that demonstrates he or she is **reading far below the third grade level**.

In accordance with the law, a school district governing board may be allowed to promote a pupil who earns an AzM2 score that is at the minimally proficient third grade level for any of the following reasons:

- * English Language Learners, or Limited English Proficient, that have received less than two years of English instruction;
- * Students with disabilities, provided that the pupil's individualized education program (IEP) team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's IEP
- * Is in the process of referral to Special Education (CST)
- * Has a reading disability; i.e. dyslexia

The revised statute (ARS. 15-701) can be accessed at the following website:
<http://www.azleg.gov/ars/15/00701.htm>

PROMOTION/POINT SYSTEM

GRADES 6TH THROUGH 8TH

Kingman Unified School District has adopted a point system to govern the promotion of Middle School students. Please refer to the Middle School Student Planner for specifics.

Point Promotion/Retention Score Sheet

(Circle student's grade)

Student Name _____

School Year _____

There are a total of 9 points possible. A total of 7 points are required in order to advance to the next grade. School administrators will make final decisions and may use AIMS/ATI tests in their considerations.

Students earn 1/4 point for each class they pass at the end of each quarter for a total of 1 point per year-long class.

A. Academics

Quarter 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quarter 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quarter 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quarter 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	LA (1)	MA (1)	SC (1)	SS (1)	Daily Skills (1)	PE/Tech/Art (1)	Reteach/Enrich (1)

Note Regarding Academic Points: Opportunities for students to recover academic points may be available during the school year. Students who fail two core subjects (Language Arts, Math, Science, or Social Studies) for the entire year may **not** promote without successfully completing summer school. Students who fail 3 or more core subjects for the entire year will be scheduled for retention.

/7.0

A—Total

B. Behavior

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	→	<input type="text"/> /1.0
0—3 Referrals ()	4—6 Referrals (3/4)	7—8 Referrals (1/2)	9 + Referrals or Suspensions (0)		B—Total

C. Attendance

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	→	<input type="text"/> /1.0
0—5 Absences (1)	6—12 Absences (3/4)	13—18 Absences (1/2)	19 or more Absences (0)		C—Total

Absences are counted per class on the student report card. Students transferring within the district are expected to meet these requirements. Absences between school changes will be unexcused.

Total Points /9.0

IMPORTANT NOTES:

- Barely Passing
- Needs to improve grades/behavior/attendance
- Remediation/Intersession Required
- After School Tutoring would help (May be Required)

COMMENTS:

Student Signature _____

Parent Signature _____

Administrator Signature _____

**Kingman Unified School District #20
Point Promotion/Retention Score Sheet**

4th 5th Grade
(Circle student's grade)

Student's Name _____

School Year _____

There are a total of 8 points possible. A total of 6 points are required in order to advance to the next grade. A review committee may evaluate questionable points. School administrators will make final decisions and may use AzM2 / Study Island tests in their considerations. ***

Students earn 1 point for each class they pass for the entire year. *Quarter grades are final.*

Note Regarding Academic Points: *Students who fail three core subjects (Reading, Math, Science, or Social Studies) for the entire year may not promote without successfully completing summer school.*

1st Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A. Academics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reading (1)	Math (1)	Science (1)	Social Studies (1)	PE/ (1)	Reteach/ DMS (1)	AzM2/SI (1)	<input type="text"/>
<i>Successfully showing growth or Proficient/Highly Proficient on AzM2 and /or Study Island can recoup up to 1 academic point.</i>							/6.0
							A—Total

Behavior 1st Sem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> /1.0 B—Total
Behavior 2nd Sem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B. Behavior Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	0—3 Referrals <i>(1.5)</i>	4—6 Referrals <i>(1)</i>	7—8 Referrals <i>(0.5)</i>	9 + Referrals or Suspensions <i>(0)</i>	

C. 1st Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>Absences are counted per day on the student report card. Students transferring within the district are expected to meet these requirements. No excused absences are permitted between school changes. Absences are calculated following seat time expectations per grade level.</i>
C. 2nd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. 3rd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. 4th Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> /1.0 C—Total
	0—12 Absences <i>(1)</i>	13—18 Absences <i>(0.5)</i>	19 or more Absences <i>(0)</i>	

A + B + C =
Total Points

**AzM2 / Study Island M _____ R _____

IMPORTANT NOTES:
 _____ Barely Passing
 _____ Needs to improve grades/behavior/attendance
 _____ PAWs participation would help (May be Required)
 _____ Intersession school may be required
 _____ Summer School may be required
 _____ In Serious Danger of Being Retained

COMMENTS:

Administrative Use
 Conference Date Int

Student's Signature / Date _____ Parent Signature / Date _____ Administrator's Signature / Date _____

**Kingman Unified School District #20
Point Promotion/Retention Score Sheet**

6th Grade

Student's Name _____

School Year _____

There are a total of 9 points possible. A total of 7 points are required in order to advance to the next grade. A review committee may evaluate questionable points. School administrators will make final decisions and may use AzMerit/Study Island tests in their considerations. ***

Students earn 1 point for each class they pass for the entire year. *Quarter grades are final.*

Note Regarding Academic Points: *Students who fail three core subjects (Reading, Math, Science, or Social Studies) for the entire year may not promote without successfully completing summer school.*

1st Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A. Academics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Language Arts (1)	Math (1)	Science (1)	Social Studies(1)	PE (1)	Reteach/ DMS (1)	AzM2/SI (1)
							/6.0
							A—Total

Successfully showing growth or Proficient/Highly Proficient on AzM2 and /or Study Island can recoup up to 1 academic point.

Behavior 1st Sem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Behavior 2nd Sem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B. Behavior Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/1.5
	0—3 Referrals (1.5)	4—6 Referrals (1)	7—8 Referrals (0.5)	9 + Referrals or Suspensions (0)	B—Total

C. 1st Sem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. 2nd Sem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/1.5
	0—5 Absences (1.5)	6—12 Absences (1)	13—18 Absences (0.5)	19 or more Absences (0)	C—Total

Absences are counted per class on the student report card. Students transferring within the district are expected to meet these requirements. No excused absences are permitted between school changes.

**AzM2 / Study Island M _____ R _____

A + B + C = **Total Points** /9.0

IMPORTANT NOTES:

- Barely Passing
- Needs to improve grades/behavior/attendance
- PAWs participation would help (May be Required)
- Intersession school may be required
- Summer School may be required
- In Serious Danger of Being Retained

COMMENTS:

Administrative Use
Conference Date Int

Student's Signature / Date _____

Parent Signature / Date _____

Administrator's Signature / Date _____

GRADING POLICY

GRADE SCALE

The basic District policy for Grades 3 and above is as follows:

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

HONOR ROLL

GRADES 4 AND 5 HONOR ROLL CRITERIA

- A's and B's only - not an average
- Citizenship - no N's or U's
- Handwriting - no N's or U's
- Special Areas - no N's or U's
- Special Education and Resources included

GRADES 4 AND 5 PRINCIPAL'S LIST CRITERIA

- A's only - not an average
- Citizenship - no N's or U's
- Handwriting - no N's or U's
- Special Areas - no N's or U's
- Special Education and Resources included

GRADES 6TH – 8TH HONOR ROLL CRITERIA

- 3.0 GPA
- No D's or F's
- No failing grades for Pass/Fail courses
- Special Education and Resources included

GRADES 6TH – 8TH PRINCIPAL'S LIST CRITERIA

- 4.0 GPA
- No D's or F's
- No failing grades for Pass/Fail courses
- Special Education and Resources included

HOME-SCHOOL COMMUNICATIONS

CONTACTING A TEACHER:

- Teachers welcome your notes, e-mails and calls.
- Conferences can be easily arranged. Teachers are usually available to accept phone calls ten (10) minutes before class starts and immediately after school.
- The office will take messages any time, and the teacher will return the call as soon as practical.
- Communication between teachers and parents is extremely important.

POINTERS FOR POSITIVE SCHOOL EXPERIENCES

Children can be encouraged by your interest in their day at school, their homework, and the papers they bring home. They also benefit when you take time to ask questions or visit their school.

- Take a moment to look at everything your child brings home
- Ask him/her to tell you about school
- Ask how and why questions and share ideas
- Give praise if possible - if not, give hope and concern
- Be realistic in expectations
- When your child has homework, provide a place to work and keep school supplies (pencils, paper, etc.)
- Homework should be a family activity
- Set aside a time each night that the TV is off and there are as few distractions as possible
- Help or give moral support as needed
- Family members, during homework time, might provide a good example by reading
- Communicate with your child's teacher as often as possible

WHAT TO DO IF YOU ARE CONCERNED ABOUT SOMETHING:

- Talk to the teacher first. Besides you, the teacher has the most direct contact with your child.
 - Talk with the principal or assistant principal.
 - If the problem is still not resolved, contact the district office.
-

PARENT'S BILL OF RIGHTS

The Parents' Bill of Rights is intended to promote parental involvement in your children's education by establishing policies that encourage greater collaboration among parents and teachers. The law acknowledges that the right to direct the upbringing, education, health care, and mental health of children is a fundamental right of parents. KUSD #20 Governing Board policies and school procedures support and comply with the Parents' Bill of Rights.

The established policies/procedures include:

- Obtaining written parental permission before your child participates in a sex education course.
- Parental notification of the nature and purpose of any extracurricular activities or clubs.
- Parental consent before any videos or voice recordings are made of your child, except if the video or voice recording is used solely for safety demonstrations, a legitimate academic or extracurricular activity, regular classroom instruction, security or surveillance of buildings or grounds, or a photo identification card.
- Opting your child out of assignments, immunizations, and AIDS instruction.
- Excusing your child from school for religious purposes.
- Reviewing test results, accessing instructional materials, and receiving report cards.
- Obtaining written parental permission before performing any mental health screening or treatment on your child, except in emergencies

CLASSROOM VISITATIONS

We are proud of the educational program being carried out at KUSD #20. It is our pleasure to have any parent who wishes to visit the classroom to do so. Volunteers are especially welcome. In order to have these visitations carried out with as little disruption to the instructional program as possible, we request that visitations be made in the following manner:

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

Small children are often distracting to regular classroom work. Please do not include younger brothers or sisters in school visitations.

CELLULAR PHONES

KUSD #20 recognizes that parents desire the ability to communicate with their child, especially after school hours. We also recognize that parents would like to be able to be reached in case of an emergency. We have to realize that in the event of a school wide emergency, student use of cell phones may interfere with emergency and school personnel responding to the emergency. Therefore, we are following these guidelines:

- Cellular telephones and all personal communication devices are to be turned off during the school day.
- Class interruptions by the use of cell phones or other devices may result in the confiscation of the device and other appropriate disciplinary action.

SECTION 504/ADA GRIEVANCE PROCEDURE

The Kingman Unified School District #20's (KUSD) grievance procedure is intended to provide prompt and equitable resolution of complaints alleging action which is prohibited by the *Americans with Disabilities Act* (ADA) and *Office of Civil Rights* (OCR) regulations implementing *Section 504 of the Rehabilitation Act of 1973* and the *ADA Amendments Act of 2008*.

When an employee, student, or parent of a student, believes discrimination is occurring due to a disability, the individual may follow the process below.

Complaints should be addressed to: Vicki Trujillo, Director of Special Education, 3033 MacDonald Avenue, Kingman, AZ 86401. Telephone: 928-753-5678 ext. 2018 and e-mail address: vtrujillo@kusd.org. Ms. Trujillo is the district manager for Section 504.

The complaint should be filed in writing at the KUSD district office at 3033 MacDonald Avenue, Kingman, Arizona. The complaint should include the name, address and phone number of the individual filing the complaint. It should briefly describe the alleged violation of the regulations.

The complaint should be filed within fifteen days of the date the complainant became aware of the alleged violation.

Investigation, as appropriate, will follow the filing of the complaint and will be conducted by Dr. Gretchen Dorner, Superintendent, or her designee. An informal but thorough investigation will be completed and all interested persons, or their representatives, will have an opportunity to submit evidence relevant to the complaint.

A written determination, including a description of the resolution relative to the complaint, will be issued by Vicki Trujillo, 504 Manager, and a copy mailed, e-mailed or hand-delivered no later than thirty days from the date KUSD received the complaint.

Allegations substantiated by investigation as above will be corrected by KUSD and procedures, trainings or other corrections will be put into place to prevent recurrence.

DISTRICT PROGRAMS

KUSD FAMILIES IN TRANSITION PROGRAM

Arizona State Laws, Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 ensure educational rights to children living in transitional and homeless situations. If, due to a lack of housing, you must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings or trailers, or doubled-up with relatives or friends, then according to the McKinney-Vento Act, you are eligible for participation in the Kingman Unified School District Families in Transition (FIT) program.

YOUR CHILDREN HAVE THE RIGHT TO:

- Go to school, no matter where you live or how long you have lived there.
- Continue in the school they last attended before you became homeless or the school they last attended, if that is your choice and is feasible.
- Receive transportation to the school they last attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your child.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

HERE ARE SOME QUESTIONS FOR YOU TO ASK AT YOUR CHILD'S SCHOOL:

- Who is the local liaison for homeless education?
- What transportation is available for my child to stay in the same school?
- If we have to change schools, can someone help us transfer records quickly?
- Is there a preschool program?
- Is there a summer school program?
- Are any tutoring services available for my child?
- If my child needs special education services, how long is the wait for testing?
- Are there special classes to benefit a talent my child has?
- Are there sports, music, or other activities my child can be a part of?
- How can my child receive free meals at school?
- Are school supplies available?
- Will my child be able to go on class field trips if we are unable to pay?

CONTACTS:

For more information, please contact your local school, or **Families in Transition (FIT) Program Liaison, (928) 753-5678 ext. 2104**

If you need further assistance, you can call the National Center for Homeless Education at the toll-free Help Line number: **1-800-308-2145**

TITLE I

SUPPLEMENTAL SERVICES:

All KUSD schools are identified as Title I schools. Each school receives federally funded dollars to support supplemental programs and services designed to increase student achievement and may include the following:

Elementary Schools:

Student Achievement Leaders / Title I assistants
Before / After School tutoring
Title I skills classes
Instructional Aides to supplement curriculum
Intersession concept recovery

Middle Schools:

Title I Reading and Math Classes
Before / After School Tutoring
Instructional Aides to supplement curriculum
Intersession concept recovery

High Schools:

Title I Reading and Math Classes
Instructional Aides to supplement curriculum
Intersession concept recovery

PARENT LIAISON FOR FAMILIES

Hello KUSD families! My name is Stacey Mayo and I am your Parent Liaison. A Parent Liaison is a KUSD staff member who works to bridge the gap between home and school by helping parents get the information and support they need to ensure their child's academic and social success. As a parent, you have a private link, connection and bridge to your child's school. I am happy to help you navigate your path through the KUSD school system. We encourage you to be active in our school community. There are opportunities for everyone, no matter your schedule. Consider:

- Getting involved with the PTO; assist with or attend an event with your child.
- Volunteer opportunities in your child's classroom – many teachers even have projects that can be done from home.
- Have lunch with your child and put faces to those names you hear so much about.

I am also available to connect you with outside resources available in the community. I can be reached at, **(928) 753-5678 ext. 2010** or you can email me at, smayo@kUSD.org.

HIGHLY QUALIFIED STAFF

In accordance with the Elementary and Secondary Education Act, Section 1111, *PARENTS' RIGHT TO KNOW*, every parent of a student in a Title I school has the right to request and receive information in a timely manner regarding the professional qualifications of his or her student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.

If the teacher is under emergency or temporary status.

The teacher's baccalaureate degree major, graduate certification and field of discipline.

Whether your student, at any time, has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified. Whether your student is provided services by paraprofessionals, and if so, their qualifications.

EL PROGRAM

The AZELLA placement test is given to all students that indicate on their Home Language Survey that any language other than English is used by the student or parent. A reassessment will be given once a year in the spring.

This testing series assesses the English language proficiency in reading, writing, grammar and speaking/listening. If you have a student who qualifies, EL services will be provided.

LITTLE EXPLORERS

Kingman Unified School District Offers preschool programs, known as Little Explorers. These programs are offered at two locations:

Little Explorers
Early Learning Center
3175 Gordon Drive
Kingman, AZ 86409
928-753-6413

Little Explorers at
Mt. Tipton Elementary School
16500 Pierce Ferry Road
Dolan Springs, AZ 86441
928-767-3350

IMPORTANT INFORMATION

- The preschool classes meet Monday through Thursday.
- The preschool follows the KUSD#20 calendar.
- The preschool is licensed by the Arizona Department of Health Services
- Preschool teachers are certified Early Childhood Specialists
- The preschool program serves special needs children as well as typical children ages 3 to 5 years old.
- The Special Needs Program provides free preschool for 3 to 5-year-old children who qualify for special education services including speech, occupational therapy and physical therapy.
- The tuition program serves typical children 3 to 5 years old. The cost of tuition is \$200.00 per month
- The Grant Program is for 3 to 5-year-old children. Eligibility is based on family income.

Please call the Little Explorers office at 753-6413 for further information. Free screenings are offered several times per year. If you suspect your child has developmental delays, call 753-6413 for an appointment.

A child care center is on campus for children ages 6 weeks to 5 years old at the Little Explores Early Learning Center on Gordon Drive. The Center is open from 7:00 a.m. to 5:30 p.m. Monday through Friday. It is a 12-month program.

CAMBRIDGE

Cambridge International Examinations is the world's largest provider of international education programs for over 10,000 schools in more than 160 countries. In the new, constantly changing, global economy students will need the knowledge and skills that are necessary to navigate the complexities of college and career in today's global society. These include: an appreciation for cultural differences, ability to understand multiple perspectives, comfort with change, and the capacity for highly critical and analytical thinking. KUSD Cambridge classrooms support students in their journey of achieving the skills necessary to be competitive in the global workforce. KUSD Cambridge Academies are offered at Kingman Middle School, White Cliffs Middle School, Kingman High School, and Lee Williams High school.

Cambridge education strives to develop learners who are:

Confident in working with information and ideas - their own and those of others.

Responsible for themselves, responsive to and respectful of others.

Reflective as students, developing their ability to learn.

Innovative and equipped for new and future challenges.

Engaged intellectually and socially, ready to make a difference.

Why choose Cambridge?

- Students are engaged in research through hands-on investigations and take ownership of their own learning.
- Development of skills, such as, collaboration, team-building, initiative, and partnerships, skills which are valued by colleges, universities, and future employers.
- Students are:
 - Intellectually challenged,
 - Engaged academically and socially, developing confidence in their abilities,
 - Responsible for themselves,
 - Respectful of others and their ideas, and
 - Innovative and equipped for new and future challenges.

Information concerning the program and application process can be found on the District website at: <https://www.kusd.org/education/academic-pathways/cambridge-academies>.

Please contact a Margaret Stevenson, Advanced Learning Coordinator, 928-753-5678 (2120)

Or contact one of the Site-Based Coordinators:

Kingman Middle School: Wallis Alexander at 928-753-3588

White Cliffs Middle School: Dana Kunert or Jen Coggins at 928-753-6216

Kingman High School: Lauren Ward at 928-692-6480

Lee Williams High School: Cheryl Massey at 928-718-6000

Black Mountain School: Deb Kelly at 928-565-9111 (7205)

KUSD ALTERNATIVE PROGRAMS

Kingman Alternative Middle School (KAMS)

KAMS is for 6th, 7th and 8th graders who have been placed in the program through the Disciplinary Hearing process due to exhibited educational, truancy, social, or behavioral problems. It utilizes mediation and preparation for re-entry into mainstream classes. Teachers and assistants work with students through interventions and structured classroom management systems to ensure to best possible learning environment for all students. Students are provided an opportunity to return to their home school based on grades, attendance, and behavior while enrolled in the program. KAMS is located on the Kingman High School Campus. For more information, please call (928) 692-6480 or (928)753-5678.

Sandy McCoy Positive Alternative Campus Programs

P.A.S.S.

P.A.S.S. (Positive Alternatives for Student Success) is an open enrollment program, adding students weekly as space is available. It's digital curriculum and distance instructional model provides an educational opportunity for students who need a flexible schedule, mentoring, academic instructional support, individualized tutoring, attendance accountability, and social and emotional support.

OVERVIEW

The P.A.S.S. program focuses on self-paced academic progress to better accommodate students with adult responsibilities, such as living on their own, teen parenting, working full time, care giving, coping with health issues as well as those students who have academic factors including dropped out, behind on credits, and age restrictions. P.A.S.S. students must adhere to academic and attendance requirements to remain full time students in the program. Coursework requires 80% competency on all assignments, projects, and capstones. P.A.S.S. offers all required high school courses, as well as elective courses that emphasize fitness, life skills, and career exploration. Academic progress and attendance can be monitored by students using StudentVue and by parents using ParentVue. Students receive a K.U.S.D Online Learning Academy diploma and are eligible for all sports and extracurricular activities in their zoned attendance area.

Faculty and Staff

Since its inception, S.M.P.A.C. staff and faculty have been honored for excellence in instruction and programming. In November 2020, Edupoint's first ever national Synergy Achievement Award in the area of Communication and Collaboration was presented to S.M.P.A.C. staff and faculty for its use of Synergy's digital platform. Additional achievements include presenters at the National Alternative Education Association conference and the National Youth At-Risk conference; recipients of AZ Golden Bell Award and AZ Silver Bell Award; and recipients of Kingman's Andy Devine Award and Women Making History Award.

Students

Because our students are engaged in an environment that nurtures their academic and personal growth, their likelihood of success as young adults is greatly increased. We are honored to provide educational opportunities so that students can become productive citizens in Kingman and around the world! As teachers, nurses, business owners, ranchers, as well as servicemen in the Army, Navy, Air Force, Marines and National Reserves, our students make us incredibly proud to have played a part in their success.

SPECIAL EDUCATION

CHILD FIND

“Child Find is a component of the Individuals with Disabilities Education Act 2004 (IDEA '04) that requires states to locate, identify, and evaluate all children with disabilities, aged birth through 21 who are in need of early interventions or special education services.”

Anyone can refer a child, birth through age 21, for the possibility of early intervention or special education services. The referral can come from a parent, foster parent, teacher, counselor, friend, relative, or the student him or herself. The screening and evaluation services are free.

If you have concerns about the development of a child between birth and 2 years 10 ½ months, please contact the Arizona Early Intervention Program (AzEIP). AzEIP screens children ages birth to 2 years 10 ½ months to determine if early intervention services are needed. An AzEIP specialist will come to your home to talk with you about your concerns and observe your child. If your child is found eligible, a plan will be designed to include strategies, activities and supports to achieve desired outcomes related to your child's development.

You can contact AzEIP at www.azdes.gov/azeip or call 1-888-439-5609.

For concerns regarding your child ages 2 years 10 ½ months through 21 years, please contact the Exceptional Student Services department at Kingman Unified School District. Public schools use a screening process to check the child's development and academic progress. If an evaluation is needed, you will be part of the evaluation team. You will be involved in the decision-making process to determine if your child is eligible for special education and related services. Eligible students are entitled to a free and appropriate public education (FAPE); this includes students who are home-schooled.

Please contact Kingman Unified School District at (928) 753-5678 and speak to Vicki Trujillo in Exceptional Student Services to refer a child for screening or to ask questions about the process.

CURRICULUM

The focus of the instructional leaders of Kingman Unified School District is increasing conceptual understanding for all students. Young people benefit when their different learning styles, interests and ambitions are respected and responded to properly by schools and educators. Our goal is to create a seamless

course of study from pre-school through high school graduation, providing necessary scaffolding and support while increasing rigor and relevance so that all students are challenged. Every student, regardless of school or teacher, will have the opportunity to learn skills that will make him or her successful, not only in earning a high school diploma, but in any college or career path he or she may choose and in becoming a productive, involved member of society.

Arizona has defined what its children need to know and be able to do in ten content areas: mathematics, reading, writing, science, social studies, fine arts, comprehensive health, technology, foreign language, and workplace skills, collectively titled the Arizona College and Career Ready Standards (AZCCRS). Kingman Unified School District's curriculum is governed by the AZCCRS. The AZCCRS are available for viewing at each school, the Academic Services Office, or at the Arizona Department of Education website azed.gov/azccrs

Curriculum questions or concerns may be addressed to Assistant Superintendent of Instruction, Jeri Wolsey in the Academic Services Office. Academic Services can be reached at (928)753-5678 or jwolsey@kUSD.org

The Curriculum Office is responsible for:

- Facilitating textbook and novel selection,
- The Cambridge Academies,
- Beyond Textbooks Curriculum Map,
- Daily Math Skills,
- Reteach and Enrich classes,
- High School Course Offerings,
- Gear Up,
- AZCCRS,
- Summer School programs,
- Ongoing Professional Development opportunities for employees,
- Reading Achievement Leaders (Move on When Reading),
- Dissemination of AZCCRS updates to all stakeholders,
- Communication with our partner, Vail School District (Beyond Textbooks), to schedule trainings and observations to facilitate the implementation of Beyond Textbooks at KUSD with fidelity,
- Benchmark Assessments,
- State Assessment, and data collection and analysis for every student and all schools in KUSD.

In addition, the Curriculum Office heads up the Gifted Program and the EL program within the district, ensuring that these programs meet the needs of these unique populations of our students and adhering to the guidelines established for these programs by the state.

TESTING

Accountability and assessment of a student's growth is a vital element in their school experience and success. KUSD strives to provide multiple measures of assessment that recognize a variety of learning styles and accurately display what a student knows and what is being taught in their classroom. District and state assessments are intended to complement progress reports, report cards and teacher conferences to create a well-rounded portrait of each student. Assessments are embedded within the curriculum whenever possible.

Students in grades K-8 are evaluated four times a year using i-Ready as the district benchmark. Students in grades 9-11 are evaluated four times a year using ATI as the district benchmark. The results help inform teaching and assist school teams in creating quality interventions and programs to raise student achievement.

State mandated standardized testing includes AASA for all students in grades 3-8. The ACT Aspire will be given to all 9th grade students and ACT will be given to all 11th grade students in the spring. AzSci Science tests are administered once a year to all 5th, 8th, and 11th grade students. The AASA assessment includes modules for mathematics, reading, and writing. KUSD #20 is a computerized assessment district and all AASA exams are administered online. Parents will be notified of exact testing dates by the school. Some students with special needs do not take the AASA state assessment and take the state alternative, MSAA, (Multi-State Alternate Assessment), assessments for MSAA Science to demonstrate learning skills. The MSAA assessment is administered in the spring to alternate assessment students in grades 3-8, and 11th. MSAA Science is administered in the spring to alternate assessment students in grades 5, 8, and 11.

KUSD #20 also has a number of program specific assessments including but not limited to Cambridge, CTE (Career and Technical Education). These tests are national or international assessments that happen throughout the year. Students and families in these programs will be informed of the assessment components and assessments dates.

If you have any questions about the testing programs at your child's school, contact the school principal, or Lisa Sipe, Curriculum Assessment Coordinator K-5th, at 928-753-5678 ext. 2102 or Liz Albin, Curriculum Assessment Coordinator 6-12th, at 928-753-5678 ext. 2430

EMERGENCY MANAGEMENT GUIDELINES

If an emergency or disaster situation ever arises in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. Our School District has a detailed emergency plan, formulated to respond to a major catastrophe. However, your cooperation is necessary in any emergency.

- Our Instant Messenger automated calling system will be utilized for notification and updated information regarding any emergency.
- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Because local telephone service may be disrupted, list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.
- Turn your radio to a local radio station for emergency announcements. In addition, information regarding day-to-day school operations will be available by calling the District Office.
- Impress upon your children the need to follow the directions of any school and emergency personnel in times of an emergency.

In the event of a serious emergency, students will be kept at their schools and will be released **only** to parents or persons identified on the Emergency Contact Card. During an extreme emergency, students will be released at designated gates located on school campuses. Please instruct your student to remain at school until you or a designee arrives. Parents should be familiar with the plan and be patient and understanding with the student release process.

Radio stations will be notified if it is decided to keep students at school. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will radio for assistance. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest school and that school will communicate the student's whereabouts to the home school.

In case of a chemical spill near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. Signs will be placed in classroom windows or hung outside classroom doors. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or a previously designated area because classrooms will be inaccessible. When the incident has subsided, an all-clear signal will be given.

Please discuss these matters with your family. Planning ahead will help alleviate concern and worry during emergencies.

STUDENT HEALTH SERVICES

The school health office by law is not permitted to diagnose or treat illnesses nor provide other services normally performed by a doctor. Injuries and illness that happen during school hours are not diagnosed but reported and described to parents. The health office maintains the immunization records for all of the students at school as outlined by Arizona Department of Health Services. School nurses endeavor to identify problems which might impede a child's maximum educational development and make assessments and referrals based on their scope of practice. Tests for visual and hearing acuity, and a screening for scoliosis, are administered in school as outlined by Arizona law and/or Kingman Unified School District policy. Arizona law requires immunization and hearing screening reports to be submitted to Arizona Department of Health Services annually. The licensed nurse is the authority in making decisions for students to be in school or out of school in relation to health issues in the absence of notes from licensed medical providers.

Please be sure the school has current telephone numbers for parents/guardians and other individuals who may pick up your child in the event of illness or injury. Please submit in writing to the school, the names and telephone numbers of the individuals that would be available during school hours to pick up your child. **It is the responsibility of the parent/guardian or designee to immediately pick up the child in the event of illness or injury.**

There are many circumstances that a student may require more medical care than the school can provide, but are not 911 emergencies. (Example: stitches, broken tooth, etc.) **It is therefore very important that someone on your contact sheet is always available to pick up student from school. Students with high fevers or other potentially unstable situations such as low blood sugar or a head injury will not be placed on the school bus and parents will be notified to pick up student.**

HEALTH INFORMATION

ILLNESS

Please keep your child home:

- If your child has a fever of 100 degrees or greater.
- Until your child is fever free without fever reducing medication (such as Tylenol or Advil) for at least 24 hours,
- If you think your child has chicken pox or other communicable diseases, please see your doctor for a diagnosis and report to the health office of your school.
- If any unexplained rash accompanied by a fever is present, please contact your doctor and report to the health office of your school.

Situations where a child may attend school include:

- Rash—is present but there is **no** fever, especially if student has history or allergic reactions, consult health office.
- Common Cold—your child has symptoms of a mild cold but otherwise feels well and no fever.
- Twenty-four hours (24) have passed after the first dose of a prescribed antibiotic and student is fever free.

Any student sent home by the health office with symptoms of a communicable disease must provide a note when they return to school that they are cleared by a medical provider. If symptoms are no longer present, the custodial parent needs to accompany student to the health office for the nurse to clear for school entrance.

MEDICATIONS

UNDER NO CIRCUMSTANCES ARE STUDENTS TO HAVE ANY MEDICATION IN THEIR POSSESSION. EXCEPTION: ONLY APPLIES TO LIFE SAVING MEDICATION THAT HAS BEEN CLEARED BY SCHOOL HEALTH OFFICE WITH PARENTAL CONSENT.

Please do not send prescription medication or over the counter medication such as cough medicine, ibuprofen, etc. to school with your child. This is a safety issue. If it is absolutely necessary that your child take medication during school hours, please contact your school health office or nurse to be informed of proper procedures. Medications need to be brought to school by the parent or guardian and proper paper work needs to be signed. Bus drivers cannot carry or transport medications. Medications can only be given as written on the prescription bottle or as recommended on packaging of the over the counter medication. Herbal pills or remedies must have a doctor's note if they are to be given at school.

IMMUNIZATIONS

Arizona law and Kingman Unified School District Policy requires students to be fully immunized for School entrance. Students must have appropriate vaccines for age and or grade level to be enrolled. Specific Arizona school entrance requirements can be found on the Arizona Department of Health Services web page www.azdhs.gov/phs/immunizations. Parents who require a formal exemption may complete a form at the health office of the school or print one from the Arizona Department of Health Services web page. In

general, when a student turns five years old and eleven years old more immunizations are required for school. Proof of all immunizations must be provided during enrollment.

PHYSICAL LIMITATIONS DUE TO HEALTH OR INJURY

If your student has a newly diagnosed health issue or was injured outside of school, please communicate to teacher, and health office. Please provide a note if student is not to participate in activities/recess and or physical education due to injury or illness. If student has any physical limitations, please provide note to the front office and discuss with school nurse.

STUDENT ACCIDENT INSURANCE

Please be advised that throughout Kingman Unified School District students are ***not*** covered by accident insurance from the school district. Arizona state law prohibits the expenditure of school district funds for such insurance.

If students are to have accident insurance coverage, the parents or guardians must provide it. We strongly encourage parents or guardians to provide insurance for their school age children, as accidents do happen. Accident insurance is available from an independent agent through the schools and is very inexpensive

PEDICULOSIS/HEAD LICE/PARASITES:

Symptom free, if live lice or nits that are within ¼” from scalp, students will be sent home for appropriate treatment. Lice carry no communicable disease and are classified as parasites. Lice attach to human hair and are transferred hair to hair or by sharing personal items that may have hair on them. They survive by obtaining blood from the human scalp and die when not attached to a host. They are very small the size of sesame seed and do not jump or fly.

Prevention is very easy and 100% effective: avoid hair to hair contact and teach children not to share personal items that may have hair attached to them. Check students’ hair before and after sleep overs.

Head lice can become a nuisance when best practices are not used. Chronic infestations can often lead to social isolation or embarrassment during school hours. This may affect the student’s education and/or attendance and therefore parents are notified of any visits to the health office that show signs and symptoms of head lice. **A follow up letter will be sent to classroom families if there are more than 2 confirmed cases in the same classroom and a classroom check will be done when possible.** Parents need to provide a note from their medical provider or provide proof of using a lice killing medication before returning to school. **Prior to being admitted to class, the student will be brought to the Nurse’s office and the parent will be present with proof that treatment was initiated. If, live lice or nits ¼” of scalp are present, student will be excluded from school until such time as no live lice or nits ¼” of scalp are present. On the 8th day the student will be rechecked to see if a second treatment is recommended, if needed, parent will present proof that a second treatment was initiated.** The day of discovery does not equal the day of infestation and often student have had lice for several days or weeks. The school nurse will make assessments on each case and provide appropriate referrals.

It is important to note that forty percent of the time lice are misdiagnosed. Therefore, it is highly recommended that students are referred to a pediatrician for correct diagnosis. School nurses, by law cannot diagnose head lice. However, school nurses can explain signs and symptoms and help with education and intervention to prevent students from getting head lice and assist students with receiving correct treatment. Education in regard to prevention has been proven as best practice.

If “lice” are keeping your child from attending school, please seek help/guidance from your school’s health office. After treatment, make sure to teach students prevention, check hair of all family members for several weeks to make sure nothing was missed and clean the entire home. Best practices and most up to date info can be found on the American Academy of Pediatrics website.

HYGIENE/CHANGE OF CLOTHES

Hygiene or health issues that disturb the classroom environment or that may cause social isolation may be discussed with the custodial parent by the school nurse on behalf of the teacher.

Bodily fluids requiring a change of clothes:

It is the responsibility of the custodial parent to provide a change of clothes if needed. If it is inconvenient for parents to come to school with extra clothes, please pack extra clothes in your student’s backpack. We try to return healthy students as quickly as possible to the classroom to avoid exposure to any illness or fevers that maybe in the health office. Please plan ahead and have someone available to bring items to your student if needed.

COMMUNICABLE DISEASES

<u>Communicable Disease</u>	<u>Description</u>	<u>Return to School When</u>
Chicken Pox or Other communicable disease such as measles, mumps, polio etc.	Should only be out of school if diagnosed by doctor, if you think your child has a communicable disease, please discuss with your school nurse and seek diagnosis by a doctor.	May return to school with note from doctor stating they are no longer contagious and able to be in school. It is important to report to the health office upon return
Fever	Any temperature over 100 should be kept home. If you do not have a thermometer or you are unsure, please contact health office or bring student to school before school starts for a quick assessment by the school nurse	May return to school when temperature remains normal for forty-eight (48) hours <i>without</i> the use of a fever reducer such as Tylenol or ibuprofen
Flu-Influenza (respiratory illness)	Signs and symptoms: high fever usually accompanied with a cough and has a sudden onset. (Diarrhea and vomiting are not characteristic symptoms of Influenza)	Until clinically well and temperature remains normal for about forty-eight (48) hours <i>without</i> the use of a fever reducer such as Tylenol or ibuprofen (Advil).
Impetigo or ringworm	As diagnosed by a doctor	May remain in school if infected area is covered and under medical treatment.
Pinkeye (Conjunctivitis)	Pinkeye can be bacterial, viral, or related to allergies. Any drainage or difficulty opening eye accompanied	Student needs to be using prescribed antibiotic ophthalmic ointment for at

	by drainage needs to be evaluated by a doctor.	least 24 hours prior to returning to school or have a note that student is not contagious when drainage is present. Should also be free of a fever.
COVID-19	Symptoms appear 2-14 days after exposure to the virus. Symptoms may include: Fever or chills, cough, shortness of breath or difficulty breathing	Confirmed cases of COVID-19 may return to school when clearance is received from your doctor. If student has come into close contact with a diagnosed COVID-19 patient student should self-isolate for 2 weeks and return to school if no symptom of COVID are present.

OTHER VIRAL INFECTIONS COMMON IN CHILDHOOD:

Hand Foot and Mouth

This is a viral disease that is similar to a common cold. It usually circulates summer and early fall. Parents often get very concerned because the virus as it creates sores on the hands, feet and mouth of the student. In general, if the student does not have a fever or open blisters with drainage they are not contagious and are permitted to be in school based on the school nurse assessment findings.

FOOD SERVICES

We offer breakfast and lunch at all of our Schools. Good nutrition is a vital part of your children’s school performance, so we put forth every effort to provide your children with nutritional meals meeting Federal and State requirements. The prices of meals are as follows:

Breakfast (all schools)	\$1.00	\$.00 reduced price
Elementary Lunch	\$3.50	\$.00 reduced price
Middle School Lunch	\$3.50	\$.00 reduced price
High School Lunch	\$3.50	\$.00 reduced price
Adult Breakfast	\$2.75	
Adult Lunch	\$4.75	
Milk only	\$.60	

Parents can make online payments, and monitor your student’s meal accounts by: Logging onto <https://kUSD.org/finalsite.com/services/food-services> and clicking on Linqconnect.com which will take you to e-Funds for School web site.

Please take parental responsibility for seeing that your student has money for his/her meals. Money left in accounts will carry over to the next year, unless you request a refund. A keypad entry system is used where

students will enter their own student ID #, or scan their ID card. High School students are required to have their ID card with them at all times, including to receive their meals.

NO out-of-town checks will be accepted at the cafeteria. Insufficient funds checks are subject to a returned check fee of \$25.00. All returned checks not paid within the allotted time are turned over to the County Attorney for collection.

Free and Reduced Applications

A new application must be submitted every year at required schools. Once the new application has been processed the new status will take effect immediately. The applications from the previous school year will remain in effect for the first 30 operating days. **If a new application has not been received within that time frame, the student will be placed on a full pay status.** All charges incurred will be the responsibility of the parents. Parents will be notified by letter within the ten-day approval time frame when the new application is processed.

We appreciate your participation in this program. If you have any questions, please feel free to call us at our main Food Service office at 753-6190.

INFORMATION TECHNOLOGY

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

KUSD Policy IJNDB

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. The Superintendent will be responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate use.

ACCEPTABLE USE AGREEMENT

Acceptable use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District.

The user must:

- Use the EIS for educational purposes only
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material
- Abide by all copyright regulations
- Not reveal home addresses or personal phone numbers
- Understand that electronic mail is not private
- Not use the network in any way that would disrupt the use of the network by others
- Understand that many services and products are available for a fee and acknowledge the responsibility for any expenses incurred without district authorization
- Not use the EIS for commercial purposes
- Follow the District's code of conduct
- Not attempt to harm, modify, or destroy or commit any other action that could be deemed as vandalism of software, computer equipment, or related parts of accessories
- Not attempt to interfere with system security
- Not introduce unauthorized, unlicensed software to any District computers

Each user will be required to sign an EIS user's agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall have been discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through the school equipment.

APPROPRIATE USE OF ELECTRONIC INFORMATION SERVICES

KUSD Policy IJNDB - E

Please read this document carefully. When signed it becomes a binding agreement.

Terms and Conditions

Acceptable use. I will use the service to support personal educational objectives within the educational goals and objectives of the School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District policies and regulations.

Personal responsibility. I will report any misuse of the information service to a parent, teacher, or the system administrator, as appropriate. I understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.

- *Observe these other considerations:*
- Be brief.
- Try to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for my articles.
- Post only to known groups.

Services. The School District specifically denies any responsibility for the accuracy of information. While the District will try to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

TRANSPORTATION/BUS RULES

The purpose of these guidelines is to insure the safe transport of students to and from school beyond the walking zone. Walk limits will be enforced. Students being transported are under the authority of the bus driver and shall observe all federal, state and local laws, as well as school district policies governing school bus transportation. With the cooperation of students and parents, Kingman Unified School District can provide safe school transportation and keep equipment in good condition.

BUS RULES FOR ALL STUDENTS

- **The bus driver is authorized to assign seats.**
- Be courteous and follow directions of the driver at all times.
- Stay seated facing the front with your feet on the floor.
- Keep hands, feet and objects to yourself and inside the bus.
- Do not display any verbal or physical behavior that disrupts the ride.
- No tobacco, alcohol, drugs, drug paraphernalia, or lighters are permitted.
- Demonstrate appropriate behavior at the bus stop.
- Do not be destructive.
- Students with a communicable disease will not be allowed on the bus.
- Riding the bus to school is a privilege and should be treated that way

ITEMS NOT ALLOWED ON THE BUS

- Glass
- Animals
- Insects
- Scooters, Skateboards or Roller Blades
- Water Pistols
- Weapons of any kind

STUDENT LIABILITY

The parent or guardian of any student who vandalizes, damages or defaces a school bus shall be responsible for the cost of repairs. The student may also be subject to disciplinary action, including loss of riding

privileges, school suspension, and the possibility of criminal charges with local law enforcement agencies. **Riding privileges may be denied until the cost of repairs has been received by the school district.**

EXPECTATIONS

PRIOR TO LOADING

Students should be at the designated stop 5 minutes before the bus is scheduled to arrive. Students should conduct themselves in a safe manner while waiting for the bus. When the bus comes to a COMPLETE STOP, students should board the bus in a safe, orderly manner. By law, the bus and loading zone are school-controlled areas. THE USE OF TOBACCO IS NEVER PERMITTED at bus stops and is a violation of school policy and state law.

WHILE ON THE BUS

Keeping the bus safe and clean is the responsibility of all riders. Arms and legs belong inside the bus. Students should never leave their seat while the bus is in motion. Books, packages, coats and other objects should be stored on the bus seat and not in the aisle. While quiet talking may be permitted by the driver; singing, shouting and verbal abuse are not permitted. Eating, drinking, fighting, quarreling, littering and throwing objects are also safety violations.

ASSIGNED SEATS

Any student riding the bus could be assigned a seat on the bus. At no time is the student permitted to deviate from that assignment. Any student that fails to obey this policy is subject to disciplinary action.

AFTER LEAVING THE BUS

When necessary, students should cross the road at least ten feet in front of the bus. Students should be alert to the danger signal from the driver. *The driver will discharge each rider at their regularly scheduled bus stop. Preschool and kindergarten students must be met at the bus stop daily by the parent or the parent shall make arrangements for their child to be met by another adult such as a babysitter.* Students not met at their bus stop will be returned to their school

CHANGE OF STOP OR BUS

Before any student is allowed to change stops or buses (on a temporary basis), they must bring a note to the school office *before noon*, with a parent's signature and telephone number. A new note must be sent *each* time a student changes stops of buses. Under no circumstances will the student be let off at any other stop than their designated bus stops, *unless* they have a note from their parents and approval by the school administration. All high school students shall follow the same procedure, but will be issued a temporary bus pass from the school office to present to the bus driver. When a student moves or requires a permanent change of bus or bus stop, the request must be made by the school office to Student Transportation. All permanent changes shall become effective in three to five working days from the date that Student Transportation receives the request.

DRESS CODE ON THE BUS

K-12 - All students must have their school shirt on while riding the bus.

MIDDLE SCHOOL/HIGH SCHOOL STUDENTS BUS PASS

A School picture I.D. is to be used as a bus pass for Middle School and High School students.

CONSEQUENCES FOR MISCONDUCT

All occurrences may result in a conduct notice which may result in loss of bus riding privileges, depending on the severity of the infraction. For any infraction that is deemed serious enough by the school administrator and/or the student transportation supervisor, the student may be denied bus riding privileges for the *entire* school year! Verbal warnings may be given at any time. **No student is excluded from riding the bus until parents are notified.**

Transportation/Bus Rules Guidelines Infractions/Administrator Action

Infractions	Administrator Action
<ul style="list-style-type: none">• The school bus is an extension of the school day. All school rules and regulations which pertain to the students are applicable on the bus or in a district vehicle at all times. Classroom conduct shall be observed at all times. Per KUSD parent handbook.• Students are required to be at their bus stop 5 minutes prior to the scheduled bus stop time.• Driver may not transport any person not assigned to the bus, nor may a student get off at a different stop <i>unless</i> authorized in writing by a parent or by a school administrator.• A student may not refuse to give the driver their correct name when asked nor refuse to obey the driver.• When boarding the bus, students are to be seated and are to remain seated with their backs against the seat facing forward until arrival at their destination. Keep the aisle clear at all times.• No excessive noise or outbursts may distract drivers and will not be allowed.• Students must remain quiet at all railroad crossings.• Obscene and unacceptable language, gestures and signs will not be tolerated.• Students are NOT to place their hands or any other part of their body out of the windows.• Nothing may be thrown inside the bus or from the bus window.• No eating or chewing gum on the bus. Water must be in a screw-top container only. (No Glass) Please do not send your child on the bus with uneaten breakfast.	<p>1st Offense = Call Home & Written Warning</p> <p>2nd Offense = Bus Suspension for 3 days</p> <p>3rd Offense = Bus Suspension for 10 days</p> <p>4th Offense = Bus Suspension for the remainder of the Semester.</p>

Infractions (continued)

- Electronic devices, radios and/or other audio equipment are only to be used with headphones, even then at a low volume that allows driver to be heard at all times.
- When instruments or equipment related to musical or athletic events, including skateboards and rollerblades, are transported on a school bus, such instruments or equipment:
 1. Shall be placed in the passenger's control at all times;
 2. Shall be transported in a manner which restrains the equipment in the event of an accident;
 3. Shall not occupy seating space if needed for a passenger;
 4. Shall not be placed in the school bus driver's compartment or step well;
 5. Shall not block an aisle or emergency exit of school Bus at any time.
- Each student will be held accountable for any damage or destruction on the bus or personal property of others. This includes graffiti, seat damages, broken windows or other items.
- Any harassment of other students or the driver will not be tolerated.

If you have any questions please call: Tandy Janson, Transportation KUSD #20, (928) 753-5928

I have read and understand the bus rules and the consequences for rules violations. I furthermore understand that my student may lose riding privileges should these rules be violated.

I have discussed the rules with my student.

Student Name (Print)

Parent Name (Print)

Parent Signature

Date

STUDENT CONDUCT AND DISCIPLINE

GUIDELINES FOR STUDENT BEHAVIOR

The best discipline is self-discipline. Success in school and life will be in part determined by one's ability to cope with everyday situations that are encountered. The rules and regulations under which the School District operates are designed to permit each individual to receive the maximum benefit from the educational system while avoiding conflict with others. If an individual will come to school with a good and positive attitude to learn, and take part in social activities, he/she will have little difficulty with school rules.

An important part of education is the right to make decisions, and the responsibility to accept the results of these choices. Student behavior guidelines have been established to protect the rights of all.

We are proud of KUSD's students, and hope that during their years in our schools they will make wise decisions and use classes, programs, and activities to the fullest. We urge them to seek help, if needed, from our teachers, counselors, psychologists, nurses, and administrators. Their advice can help resolve most of the problems a student might encounter.

We recognize the parents or legal guardians as important partners in the education of their children. Much of the success of our student discipline program is due to parent participation and cooperation.

In the following pages you will find the major problem areas that interfere with the education of students. Most students will not, but if some choose to involve themselves in these problem areas, a disciplinary action listed may be the consequence for their behavior. These pages are a guideline and do not describe all behaviors, nor does it describe the many positive activities used to help students change their behavior.

DRESS CODE

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of themselves and others. These district guidelines are the minimum. Schools may enforce stricter dress guidelines if the administration feels there is a need to protect the student learning environment.

A spirit of support and cooperation between parents and school personnel is needed to insure that students come to school appropriately dressed in attire that does not pose health or safety hazards and is not disruptive or distracting to the school environment. Face mask or face shields shall be worn according to policy **JICA-RB**.

School personnel strive to provide an educational environment that is pleasant, safe, individualistic, and beneficial to instruction/learning for students. Students are permitted to express their individuality as long as their appearance does not violate school dress policies or compromise the safety or inherent rights of other students by displaying obscene and/or objectionable attire that disrupts or interferes with school purposes or an educational function.

GRADES K-12

- Uniform shirts are optional at all times on all KUSD campuses, personal outerwear may be worn. All KUSD students will wear standardized school shirts. School shirts may not be altered in any way and are available at several local merchants. For additional information on standardized school shirts, please contact your student's school.
- Properly fitting clothing is to be worn. Oversized clothing, extremely baggy clothing, improperly fitted clothing, or *extremely short shorts, skirts or shirts (shorter than 3 inches above the knee)* are not allowed. Pants and shorts must be worn on the waist; "sagging" is prohibited.
- Clothing shall not expose the chest, abdomen, genital area, or buttocks and shall be sufficient to conceal undergarments at all times.
- In the interest of student safety, shoes with soles must be worn at all times. Closed shoes are to be worn for any type of physical activity unless the student engages in a special activity approved and supervised by the teacher.

PROHIBITED ITEMS

Students are ***not*** to wear:

- Jewelry if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry. Clothing that contains obscene/lewd writing or pictures, contains profanity, implies or portrays sex or suggests drugs or violence.
- Bandanas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors."
- Hats in a ***building***, except for properly approved occupational safety headgear required for special classes. The only exception to the rule prohibiting bandanas and hats will be during pre-approved Western Day.
- Gang-related personalization on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached. Clothing or jewelry that displays gang emblems, signs or symbols is not permitted.
- Obscene language or symbols, or symbols of drugs, tobacco, sex, or alcohol (including brands thereof) on clothing, jewelry or accessories.
- Pants that have holes, slits or rips above the knees and other clothing that has holes, slits or rips in inappropriate areas.

Exceptions for special activities or health considerations may be pre-approved by the administrator. Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by their sponsors.

The responsibility for implementing these regulations rests with each school principal. Each principal is authorized to adopt rules providing for the implementation and to make determinations regarding compliance with such rules and this policy. If, in the professional opinion of the principal or assistant principal, a student's dress/attire (including jewelry) or personal appearance detracts from, disrupts or interferes with school purposes or an educational function, the student will either be: a) directed to modify

his/her attire or personal appearance while at school, b) sent home to make necessary changes, or c) suspended from school or otherwise disciplined pursuant to Kingman Unified School District Due Process.

REMOVAL OF DISRUPTIVE STUDENTS

ARS §15-841 (Chapter 82)

A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom. If a student is sent to the principal's office, the principal must employ appropriate discipline management techniques that are consistent with rules adopted by the school district governing board.

A teacher may remove a student from the classroom if either of the following conditions exist:

1. The teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of other students to learn.
2. The teacher has determined that the student's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of other students to learn.

Each school must establish a placement review committee to determine the placement of a student if a teacher refuses to readmit the student to the teacher's class and to make recommendations to the governing board regarding the readmission of expelled students. The committee must be composed of two teachers and one administrator, all of whom are employed at the school. The teachers must be selected by the faculty members of the school, and the administrator must be selected by the principal.

The faculty members must also select a third teacher who will serve as an alternate. If the teacher who refuses to admit a student serves on the committee, the teacher shall be excused and the alternate shall serve until the conclusion of all matters relating to the student's readmission.

The process for determining placement of a student in a new class or replacement in the existing class must not exceed three business days from the date the student was first removed from the existing class. The principal must not return a student to the classroom from which the student was removed without the teacher's consent unless the committee determines that the return of the pupil to that classroom is the best or only practical alternative.

This legislation will require schools to modify their disciplinary procedures for handling disruptive students. The law essentially empowers teachers to remove disruptive students from their classrooms until a committee reviews the matter. Each school must have a placement review committee so that, if a teacher refuses to readmit a disruptive pupil, the student's placement will be determined within three school days. The right of students with disabilities to have their placement determined by an IEP team is not affected by this statute.

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees).

INFORMAL TALK A school official will talk to the student and try to reach an agreement regarding how the student should behave.

CONFERENCE A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.

PARENT INVOLVEMENT A parent or legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent or guardian, appropriate school officials, and other individuals involved

DISCIPLINARY REASSIGNMENT Giving a student the opportunity to refocus in a supervised environment away from usual activities within the school, may include a referral to counseling, a schedule change, and/or detention, or in-school suspension.

SUSPENSION

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

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

LONG-TERM SUSPENSION A long-term suspension will consist of an exclusion of a student from all school-related or other activities which are held in the school for a period of up to one (1) calendar year. The Principal, or his administrative designate, through the District Administration, may recommend long-term suspension. Either a hearing officer or the Governing Board may impose a long-term suspension. Parents will be notified of action taken.

EXPULSION Expulsion means the permanent withdrawal of the privilege of attending school (A. R. S. §14-840.1). An expulsion includes the removal of a student from all school, school-related or other functions which are held in the school. The Principal or his administrative designate, through the District Administration, may recommend that the Governing Board impose an expulsion. The Governing Board may, but is not required to, reinstate the privilege of attending school. Parents will be notified of action taken.

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

DRUGS AND ALCOHOL ON KUSD CAMPUSES

DRUG FREE SCHOOL ZONE

“Drug free school zone” means the area within three hundred feet of a school OR its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any school bus or bus contracted to transport pupils to any school.

The Arizona Revised Statutes states (A.R.S. 13-3411) Possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone; violation; classifications.

Any of the above is prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school busses or vehicles or at off-campus school-sponsored events. For purposes of this subsection, “school” means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.

In our effort to adhere to the Arizona Revised Statutes and provide the best learning environment for all students, KUSD will enforce a strict policy in regards to drugs and alcohol. Please see below for consequences for these particular offenses.

DISCIPLINARY INFRACTIONS

CATEGORY FOUR OFFENSES

TIER 1

1. **Alcohol: Use/possession/under the influence** the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation.
2. **Arson:** Planning and /or participation in malicious burning of school property or private property on school grounds.
3. **Substance Abuse: Drugs/Paraphernalia use/possession/under the influence of illegal substances and/or prescription/OTC Drugs/imitations** the use, cultivation, manufacture, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events, and on school-sponsored transportation. Category includes OTC medications, imitation CBD products with any level of THC and noxious substances. A.R.S. 13-3415, 13-345, 13-3411.
4. **Weapons/Explosives/Bomb/Dangerous Instruments (projectile/propelling/other/school owned) or threat to the school environment.**
 - a. A loaded or unloaded, operable or inoperable firearm (gun- real or look alike), or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means.
 - b. An explosive device or other instrument (including but not limited to knives, stun guns, BB guns, metal knuckles, etc.) capable of intimidation or inflicting bodily harm to another person.
 - c. A student shall not intimidate or physically harm another person by deliberately and inappropriately using any school owned device or instrument.
 - d. A student shall not make a written/verbal/bomb threat (real or false).
5. **Aggression/Physical assault**

Knowingly touching another person with the intent to injure, insult, or provoke such person, (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) A.R.S. 13-1203

CONSEQUENCES FOR CATEGORY FOUR CLASS ONE OFFENSE

First Offense: 10 days Out of School Suspension and Discipline Hearing or Board Hearing with recommendation for long term suspension (for remainder of the current semester with a minimum of 9 weeks) and KUSD Alternative placement, or expulsion. A police referral will be made. *Board Policy JICH Drug and Alcohol Use by Students*

CATEGORY FOUR OFFENSES

TIER 2

1. **Distribution of Alcohol** The distribution or sale of intoxicating alcoholic beverages or substances represented as alcohol. This includes at school, school-sponsored events and on school-sponsored transportation.
2. **Distribution of Drugs** The distribution or sale of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes at school, school-sponsored events and on school sponsored transportation. Category includes over-the-counter medications, imitation, and noxious substances. A.R.S. 13-3415, 13-3405, 13-3411.
3. **Repeat Offense of Drugs/Alcohol** The use, cultivation, manufacture, purchase, possession, transportation, or importation of any controlled drug, narcotic substance, intoxicating alcoholic beverages, substances represented as alcohol, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence at school, school-sponsored events and on school sponsored-transportation. Category includes OTC medications, imitation, and noxious substances. A.R.S. 13-3415, 13-3405, 13-3411.

CONSEQUENCE FOR CATEGORY FOUR CLASS TWO OFFENSE

First Offense: 10 days Out of School Suspension and Discipline Hearing or Board Hearing with recommendation for expulsion. A police referral will be made. *Board Policy JICH Drug and Alcohol Use by Students*

DISCIPLINARY INFRACTIONS

The charts on the following pages show the disciplinary actions that may be taken for each infraction. A minimum and maximum range is listed, as well as a disciplinary action for first occurrences and for repeated occurrences (defined as a second or subsequent infractions.)

If a student has continually been involved in problem areas, then disciplinary action will probably be the maximum action listed. If a student's negative behavior is directly related to an identified disability,

officials will take such conditions into account. In case of severe or repeated violations of rules, the disciplinary action taken may extend beyond these guidelines.

NOTE: The School Administrator may involve Law Enforcement on any major or repeated violations. See Law Enforcement Involvement.

DISCIPLINE INFRACTION MINIMUM/MAXIMUM

Infraction	Action to be Taken		
	Occurrence	Minimum	Maximum
Arson/Vandalism A.R.S. §13-1703 Parents will be responsible for all damages caused by their students (A.R.S. 15-842B) Board Policy ECAC Vandalism	First	Long-Term Suspension/ Restitution	Expulsion/ Restitution
	Repeated	Expulsion/ Restitution	Expulsion/ Restitution
Assault verbal/physical A person who abuses school employees is guilty of a Class 3 Misdemeanor A. R. S. §15-507 A.R.S. §13-1203 Board Policy JIC Student Conduct	First	Short-Term Suspension	Expulsion
	Repeated	Long-Term Suspension	Expulsion
Defiance of Authority Board Policy JIC Student Conduct	First	Conference	Short-Term Suspension
	Repeated	Parent Involvement	Expulsion
Disorderly Conduct Board Policy JK-RA Student Discipline	First	Informal Talk	Short-Term Suspension
	Repeated	Parent Involvement	Expulsion
Environmental Health Hazards/Explosive Devices A.R.S. §13-3110 Board Policy JK-RA Student Discipline	First	Parent Involvement	Expulsion
	Repeated	Long-Term Suspension	Expulsion

Extortion A.R.S. §13-1804 Board Policy JK-RA Student Discipline and JIC Student Conduct	First	Parent Involvement	Expulsion
	Repeated	Long-Term Suspension	Expulsion
Infraction	Action to be Taken		
	Occurrence	Minimum	Maximum
Fighting A.R.S. §13-2904 Board Policy JK-RA Student Discipline and JIC Student Conduct	First	Conference	Short-Term Suspension
	Repeated	Parent Involvement	Expulsion
Forgery or Lying A.R.S. §13-2002 Board Policy JK-RA Student Discipline	First	Informal Talk	Short-Term Suspension
	Repeated	Conference	Long-Term Suspension
Gambling A.R.S. §13-3301 Board Policy JK-RA Student Discipline	First	Informal Talk	Short-Term Suspension
	Repeated	Conference	Long-Term Suspension
Theft A.R.S. §13-1802 Board Policy JK-RA Student Discipline and JIC Student Conduct	First	Parent Involvement	Long-Term Suspension
	Repeated	Short-Term Suspension	Expulsion
Threat and/or Harassment A.R.S. §13-1202, 13-2921 Board Policy JICK Student Violence/Harassment/Intimidation. Bullying	First	Conference	Short-Term Suspension
	Repeated	Parent Involvement	Expulsion

Tobacco/Vaping A.R.S. §36-798.03 Board Policy JICG Tobacco Use by Students	First	Informal Talk	Short-Term Suspension
	Repeated	Parent Involvement	Expulsion
Infraction	Action to be Taken		
	Occurrence	Minimum	Maximum
Unexcused Absence A.R.S. §15-807 Board Policy JH Student Absences and Excuses	First	Informal Talk	Short-Term Suspension
	Repeated	Parent Involvement	Failure in Grade
Weapons A.R.S. §13-3101 Board Policy JICI Weapons in School	First	Parent Involvement	Expulsion
	Repeated	Long-Term Suspension	Expulsion

INFRACTION DEFINITIONS

Students are subject to discipline for conduct while traveling to and from school, at school sponsored events, and while off campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school. *Since these problems also violate state law, school officials may need to notify the appropriate police authorities.*

ARSON

Use of fire to destroy or attempt to destroy property.

ASSAULT

Attack by one person, or a group of persons, on another who does not wish to engage in the conflict (including assault on any school officials.)

DEFIANCE OF AUTHORITY

Refusal to follow the reasonable requests of school personnel.

DISORDERLY CONDUCT

Language, behavior, or dress that is disruptive to the orderly educational procedure of school.

ENVIRONMENTAL HEALTH HAZARDS/EXPLOSIVE DEVICES

The use or threat of use of environmental health hazards (aerosol sprays) with the intent to harm. The use or threat of use, possession or sale of explosive devices. Explosive devices are defined in A.R. S. §13-1301.

EXTORTION

Demanding money, or something of value (lunches), from another person, in return for protection from violence or threat of violence.

FIGHTING

Having or threatening physical contact with another person with the intent to inflict harm.

FORGERY

Writing and using the signature or initials of another person.

GAMBLING

Participating in games of chance for the purpose of exchanging money.

LYING

Writing or giving false or misleading information to school officials.

TARDINESS

Arriving late to class or school.

THEFT

Taking, giving, or receiving property not belonging to you.

THREAT OR HARASSMENT

Statements or actions that intimidate another person(s), including “initiation” and “hazing.”

UNEXCUSED ABSENCE

Any absence that has not been excused by parent or legal guardian, and/or appropriate school official.

VANDALISM

Intentional destruction of objects or materials belonging to the school, school officials, or other persons.

WEAPONS

The possession or simulation of a dangerous weapon, or the use of any object to inflict bodily injury to another person. Weapon is defined in A. R. S. §13-3101 and Board Policy JICI.

SEARCH AND SEIZURE

- School officials have the right to search and seize property, including school property temporarily assigned to students, where there is reason to believe that a student is hiding evidence of an illegal act or a school rule violation.
- When it is practical, the student shall be present when a search of his/her possessions is conducted. Items confiscated during an inspection, investigation or search will be held by the school administrator, pending further investigation or a disciplinary action.
- Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action. Contraband or unlawful items, the possession of which violates the Guidelines for Student Behavior, School District Policy, State Laws and/or Federal Laws, shall not be returned to the student or to any representative of the student; such items shall be turned over to the police authorities or, at their discretion, destroyed by the school. Other items left unclaimed after an investigation or a disciplinary action will be disposed of by the school.
- Each school may set aside a time period, with reasonable advance notice to the students, when all lockers will be inspected for overdue library books and prohibited items.

POLICE INVOLVEMENT

School officials have the option to notify police authorities and, in cases of major or repeated violations, may press charges. If the police authorities are notified, parents or legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials are not required to initiate or complete due process procedures nor contact parents prior to notifying police authorities. School officials, guided by District procedures, will cooperate with police authorities during investigations.

STUDENT DUE PROCESS RIGHTS

Step 1: The student will be (1) granted an informal hearing where he will receive written or oral notice stating what he is accused of and the evidence of the alleged misconduct and (2) asked to explain his version of the situation.

Step 2: If, on the basis of the informal hearing or preliminary investigation, the student appears to be guilty of the misconduct, he may be removed from contact with other students by temporary suspension. A written report of this action will be kept on file if the student is not exonerated.

Or

If a clear and present danger to himself or others or school property is present, then the student may be immediately suspended for not more than ten days pending the formal hearing, during which time he will be allowed to continue his academic assignments.

Step 3: The parent or guardian will be notified before the student is allowed to leave the campus. If unable to locate a parent, the student may be isolated until regular dismissal time and then given a written message to be delivered to the parent by the suspended student. A copy will also be mailed to the parent.

Additional Procedures for Suspension for Over Ten Days or Expulsion

If the offense is one that could result in a suspension of over ten days or expulsion, the Superintendent will schedule a formal hearing with the Hearing Officer or Governing Board.

Step 4: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) within two school days of the suspension and at least five days prior to the formal hearing. This letter will explain:

- Nature of the offense (s).
- Conclusions reached at the informal hearing or after the preliminary investigation.
- Extent of the punishment recommended.
- Date, time and place of the formal hearing.

Step 5: If the recommendation is for expulsion by school administration and the Hearing Officer, the student will go before the school board in an executive session hearing.

- When the hearing is held by the Board and a parent or legal guardian disagrees that the hearing should be held in executive session, it shall be held in an open meeting.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without prejudice.
- The student may present witnesses.
- The student or his counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing, and will receive a copy of the record of the hearing.

The President of the Board, or the hearing officer, will inform the student of the following:

- The District also has the right to cross-examine witnesses.
- If the hearing is held by the Board, the Board must reach and announce its decision as dictated by statute.
- During a formal hearing, the District may also be represented by its private attorney or one from the County Attorney's Office.

Step 6: The decision reached as a result of the formal hearing will be reported to the student and parents or guardian within (1) one working day after the hearing.

Suspension/Expulsion of Students with Disabilities

All students should expect generally to be disciplined pursuant to the same standards of conduct and due-process as regular education students. However, students with disabilities as defined by the Individuals with Disabilities in Education Act (IDEA) have additional legal status that requires other protection.

Certain Causes for Expulsion (§A. R. S. 15-841 (A), (B) and 15-842 (A))

State law directs that continued open defiance of authority, habitual profanity, vulgarity or excessive absenteeism constitute good causes for expulsion. In addition, a pupil who cuts, defaces or otherwise injures any school property may be suspended or expelled. Additional behaviors subject to expulsion are listed on previous pages.

GOVERNING BOARD AND POLICIES

BOARD MEMBERS

Your School Board is composed of five citizens elected to serve terms of four years each. At the end of his/her term, a Board Member wishing to continue his/her unsalaried service to the community must be re-elected to an additional term. State law does not limit the number of terms a School Board member may serve. Voting for School Board positions takes place during the November General Election.

Your Board Members are:

- Mrs. Toni Henry, President
- Mrs. Lori Grant, Vice President
- Ms. Starr Jensen
- Mr. Roger Cox

Regular meetings take place in the District Office Board Room, 3033 MacDonald Avenue. School Board meetings are held on the second Tuesday of the month at 4:30 PM. Occasionally, a holiday or other circumstance will alter this schedule. Meeting agendas are posted 24-hours in advanced on the bulletin board located at the District Office, just outside of the board room door.

CHARGES, COMPLAINTS OR CHALLENGES

At a public meeting of the School Board, no person shall orally initiate personal charges or complaints against individual employees of the school district. Any charges, complaints, or challenges shall be

presented to the Superintendent or School Board in writing, and signed by the complainant. All charges, if presented to the School Board directly, shall be referred to the Superintendent for investigation.

CIRCULATION OF MATERIALS

Any written or printed material desired to be circulated to the School Board should be submitted to the Superintendent by the Wednesday *preceding* the board meeting. Materials will be transmitted to members of the School Board by the Superintendent on the Friday preceding the meeting, along with other agenda materials. No printed matter will be distributed to the audience without School Board approval.

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools, Dr. Gretchen Dorner, is appointed by the School Board and acts as their executive officer in administering their policies in the operation of the schools. The Superintendent also acts as an advisor, keeping the School Board informed of the needs and programs of the district's schools. The Superintendent is available to the School Board as a professional resource, and her recommendations normally precede any Board action on questions relating to the recruitment and supervision of professional staff, selection of textbooks and instructional materials, development of curriculum, school plant planning and fiscal affairs.

HOW TO GET ITEMS ON THE AGENDA

If you wish to address the Governing Board, please fill out the orange Call to the Audience form and turn it in to the Governing Board Secretary. You may do this before the Governing Board Meeting date or on the day of the meeting, prior to the meeting being called to order.

In keeping with School Board policy, we hope you can express your ideas in three minutes or less. The president will limit discussion whenever he/she deems such an action appropriate to the proper conduct of the meeting.

The Board will listen to any comment from the public but will not respond except as permitted by A.R.S. 38-431.01(G). The Board may refer the item to the administration or request to have it placed on a future agenda.

GOVERNING BOARD PROCEDURES

The School Board's function is decision making. School Board members want to hear the sentiments of the public to assist in making those decisions, but time spent answering routine questions or criticisms takes away from more important business. If a resident has a question about the operation of the schools, he/she is encouraged to contact the teacher or administrator closest to the situation.

However, it is the policy of the School Board to hold itself readily available to residents and employees of the district for the hearing of reports and petitions and where necessary, for appeal from administrative determinations and interpretations. If, after consultation with the Superintendent, any resident or employee wishes to address the School Board, he/she is welcome to do so in a regular meeting, or, if proper notice is given, in a special meeting.

In entertaining a request or complaint from residents or an employee, the School Board does not obligate itself to act upon such request or complaint unless it is submitted in writing. The School Board further reserves the right to defer its reply or action until it has had reasonable time to give full consideration to the

matter. These restrictions are intended not to impede communication with the School Board, but to enable the School Board to have all the facts upon which its decisions must be based.

UNLESS THE MEETING IS SPECIFICALLY DESIGNATED AS A PUBLIC HEARING, A BOARD MEETING IS NOT A PUBLIC MEETING. IT IS A MEETING OF THE BOARD HELD IN PUBLIC.

Your continued interest and support of your public schools will guarantee their excellence. Please join us on the second Tuesday of each month for our School Board meetings.

BOARD POLICIES

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

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

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

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.

BULLYING REGULATION

The District does not tolerate bullying in any form. Further, the District shall investigate each complaint of bullying and will take appropriate, timely, and responsive action. Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

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

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.

DATING ABUSE

The Governing Board is committed to maintaining a school campus environment that is safe and secure for all students. Dating abuse will not be tolerated by the District. Students who become targets of dating abuse are entitled to certain rights that shall be respected and protected by all school employees. It is the responsibility of all District employees to respond to any incident of dating abuse they become aware of in a manner consistent with District training.

The Superintendent shall provide for procedures to ensure appropriate steps are taken to establish and maintain safe and secure schools. These shall include but not be limited to:

- an ongoing effort to enhance employee training and campus safety planning,
- establishing reporting procedures, and
- making accommodations for victims.

The Superintendent shall establish an age-appropriate dating abuse curriculum for students in grades seven (7) through twelve (12). That curriculum shall include the following components:

- A definition of dating abuse.
- The recognition of dating abuse warning signs.
- The characteristics of healthy relationships.

Dating Abuse Definition

Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- *Physical Abuse*: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- *Emotional Abuse*: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self-esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- *Sexual Abuse*: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- *Threats*: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

Student Rights Relating to Dating Abuse:

- All students have the right to be free from sexual discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment.
- A student who reports dating abuse shall be treated with respect and dignity.

- Schools personnel shall take affirmative steps to prevent and respond to dating abuse that occurs both on and off campus.
- To the extent possible victims and abusers shall be separated on campus. The school shall make every reasonable effort possible to ensure the victim does not come into contact with the abuser. Any burden of change of adjusting an individual's schedule or participation in a school activity is placed on the abuser.
- A victim of dating abuse has the right to transfer to another school. A victim's decision to transfer to another school must be informed and voluntary. Should an alternative school placement be determined in the best interest of the victim all transportation needs will be accommodated by the student's parent or guardian.
- A victim has the right to be treated with respect and dignity, and not be subjected to pressure to minimize the severity of acts that occurred or to suggestions that he or she contributed to his or her own victimization.
- Students who have experienced dating abuse have the right to full cooperation from school personnel in obtaining information necessary to achieve resolution.

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students. Although initial reports of abuse may be made verbally or in writing, verbal reports must be converted to written records on District-provided forms and confirmed by the victim for accuracy. When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act law, enforcement authorities will be informed.

DATING ABUSE REGULATION

Complaint Procedure

The District is committed to investigating each substantiated complaint and to taking appropriate action on all confirmed violations of policy. The principal shall investigate and document complaints filed pursuant to this regulation. In investigating the complaint, the principal will maintain confidentiality to the extent reasonably possible. The principal shall also investigate incidents of policy violation that are raised by employees, community members or students even though no written complaint has been made. It is the responsibility of all District employees to respond to any alleged or known incident of dating abuse in a manner that is consistent with District training.

If after the initial investigation the principal has reason to believe a violation of policy has occurred, the principal shall determine the appropriate response. The principal shall impose discipline on students who violate this policy in accordance with Policies JK, JKD and JKE.

If the principal's investigation reveals no reasonable cause to believe policy has been violated, the principal shall so inform the complaining student.

Students have the responsibility to file a complaint as soon as possible but within thirty (30) days of the alleged incident. A staff member who becomes aware of a suspected or known dating abuse situation shall make a report to the principal immediately. The principal's investigation will be concluded within five (5) days of the receipt of the complaint.

Staff Training

School principals shall coordinate annual training as part of required professional development for all staff members. Components of this training will be provided to the principal by the District. The Superintendent will oversee the development of the staff training. The training shall include but not be limited to:

- Review of Governing Board policy.
- Responsibilities of school employees.
- Characteristics and identification of dating abuse.
- Accommodation of victim needs.
- Crisis intervention and safety planning.
- Reporting procedures.
- Legal considerations.

Student Curriculum

An age-appropriate dating abuse curriculum established by the District will be presented to students in grades seven (7) through twelve (12). The curriculum shall include the following components:

- A definition of dating abuse.
- The recognition of dating abuse warning signs.
- The characteristics of healthy relationships.

The Superintendent will oversee the initial and ongoing development of the curriculum. School principals shall oversee the presentation of the curriculum and work with instructional staff to ensure delivery of the curriculum meets District standards.

Documentation

Each school administrator shall maintain documentation of each case of dating abuse that is addressed. The documentation will be kept for a period of time in accordance with the records retention requirements established by the Arizona State Library, Archives and Public Records. Access to student files is governed by state and federal law. In accordance with the Family Education Rights and Privacy Act (FERPA), parents and legal guardians have a right to access their children's school records until the child turns eighteen (18), including files that involve dating abuse.

Reporting

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, or personal safety issues may complain directly to a school administrator, or to a school staff member within thirty (30) days of an alleged occurrence. The initial complaint or grievance should be made using form JII-EA, however, a verbal complaint or grievance may be made. When a school staff member receives the information, the staff member will immediately inform a school administrator. If

the complaint or grievance involves a school administrator the staff member shall forward the complaint or grievance to the next administrative level.

Complaints and grievances related to student violence, harassment, intimidation or bullying are to be filed in accordance with Governing Board Policy JICK.

At a minimum the complaint or grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint or grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The complaint or grievance will be investigated by a school administrator, a supervising administrator, or another person approved by the Superintendent. The student shall be contacted not later than the school day following the date the school administrator or the administrator's immediate supervisor receives the information. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who submitted the complaint or grievance at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the principal and/or the Superintendent as circumstances warrant.
- A confidential record of each complaint and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- Unless a determination has been made by the appropriate investigating official that the reported incident actually occurred, the record shall not be used for the imposition of discipline.

Where disciplinary action is necessary, District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.

- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.