

KINGMAN ACADEMY

HIGH SCHOOL

2011 - 2012

“WHERE THE ROAD TO SUCCESS IS LEARNING”

3420 BURBANK AVENUE
KINGMAN, ARIZONA 86409
PHONE : (928) 681-2900
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MR. JEFF MARTIN – PRINCIPAL
STACEY MATTHEWS– ASSISTANT PRINCIPAL
MRS. BETTY ROWE – DIRECTOR AND FOUNDER
MRS. SUSAN CHAN – DISTRICT ADMINISTRATOR

This Student/Parent Handbook belongs to:

Name: _____

Address: _____

City/Town: _____ **Zip Code:** _____

Phone: _____ **Grade:** _____

KINGMAN ACADEMY OF LEARNING HIGH SCHOOL
"THE ROAD TO SUCCESS IS LEARNING"

SCHOOL HOURS: MONDAY THROUGH THURSDAY FROM 8:00 A.M. TO 4:00 P.M.
DOORS WILL NOT OPEN UNTIL 7:30 A.M.! THANK YOU!

SCHOOL-DAY SCHEDULE

<i>8:00 - 9:55</i>	<i>PERIOD 1</i>
<i>10:00 - 11:50</i>	<i>PERIOD 2</i>
<i>11:50 - 12:20</i>	<i>LUNCH</i>
<i>12:25 - 2:10</i>	<i>PERIOD 3</i>
<i>2:15 - 4:00</i>	<i>PERIOD 4</i>

MISSION STATEMENT

Our mission at the Kingman Academy of Learning is to provide quality education to children in preschool through high school and to give students the educational foundation for life-long success. We are a basic skills school, emphasizing reading and language arts, social studies, math and sciences. Activities are provided in "writing across the curriculum" with emphasis on correct writing procedures. Behavior goals are based on students being responsible and respecting the rights of all people. There is a strong relationship between parents and school. Parents are partners in the learning process. We encourage all aspects of the community to support the functions of the school.

VISION STATEMENT

Our vision at Kingman Academy High School is to empower students to discover their own unique talents and to use them to achieve academic excellence and success later in life.

KAOL EXPECTATIONS FOR SUCCESSFUL STUDENTS

- 1) **Academic Excellence:** Students are expected to complete all class work in a timely manner and show growth in the academic areas.
- 2) **Good Attendance:** Students are expected to attend school every day and be on time.
- 3) **Parent Involvement:** Parents are expected to volunteer an average of 30 minutes per week. We consider parents our partners in meeting the needs of the students.
- 4) **High Standards for Behavior:** Students held to a high standard of behavior will foster a safe and positive learning environment based on mutual respect.

ATTENDANCE POLICIES

HIGH SCHOOL OFFICE 928-681-2900

In order to receive credit for each quarter, students may not miss more than 7 days of school per quarter. Classes missed due to school approved activities, e.g., field trips, performing groups, etc., are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. In such cases, to receive credit, students are expected to make up missed work in a timely manner. Should a student accumulate more than 7 missed school days in a quarter, credit may be withheld. Please contact Mr. Martin in our high school office if you have questions or concerns.

WHAT TO DO IF MY CHILD IS GOING TO BE ABSENT:

1. Please call and report the absence to our high school office (928) 681-2900.
2. Parents may request to have homework available for their student by 4:30pm on the day they request homework (request must be made before 9:00am).
3. Students have 2 days for every day they miss to make up work for full credit. Projects that teachers deem to be long term projects will not be allowed to be turned in late for full credit. The parents may bring in the completed class project during the absence and it will be considered for full credit.

EXCESSIVE ABSENCES:

The following will be the procedures for excessive absences in a quarter (9 week grading period). **Students must be present for at least 80 minutes per class period to be considered present for that class.**

<i>4th</i>	<i>Absence</i>	<i>Student contact with Principal</i>
<i>5th</i>	<i>Absence</i>	<i>Call home from front office</i>
<i>7th</i>	<i>Absence</i>	<i>Student Conference-Last Warning</i>
<i>8th</i>	<i>Absence</i>	<i>Loss of Credit for Quarter</i>

PRE-PLANNED:

Absences that have been approved ahead of time by the administration with make-up work done before or after the absence. One week prior notice is necessary for pre-planned absences. Please contact the high school administration for prior approval.

TARDIES

Definition

A tardy is defined as any student who is not inside the classroom or in his/her seat (as dictated by the classroom teacher) when the tardy/final bell rings. Students are encouraged to “use their tardies wisely” so that they may avoid the consequences listed below. Tardies are counted on a per period basis throughout the grading period, i.e. individual classroom teachers track tardies for all 4 periods.

All students who are tardy to class must go to the front office for a signed pass from the office staff. A student is considered tardy if he/she does not have a valid written excuse (cleared through the office) or is not in his/her classroom/seat when the final bell rings. Valid excuses for tardiness include documented family emergencies, medical appointments and some personal issues (approved by the administration).

Automobile trouble is not a valid excuse. All Tardies that are not excused will be documented and assigned according with the chart below:

- | | |
|---|---------------------------------------|
| 1. 1 st – 2 nd Tardy..... | Documentation in Office |
| 2. 3 rd – 4 th Tardy..... | Lunch Detention |
| 3. 5 th – 6 th Tardy..... | After-School Detention/Parent Meeting |
| 4. 7 th Tardy..... | In-School Suspension |

*Tardies accumulate for one grading period (9 weeks). Individual teachers track tardies per class period.

COMMUNITY SERVICE

Students are required to complete 20 hours of community service per school year to graduate.

LUNCH

Children may bring a brown bag lunch each day. Students at all KAOL schools may order lunch from local vendors each day. Specific vendor schedules, menus, and price lists will be sent home the first week of school. Students are not allowed to order lunch that is delivered to the school from an unscheduled, outside vendor. Our secretaries are not responsible for collecting money and distributing lunches that have been delivered from outside vendors. Students are encouraged to bring exact change when buying lunches in the morning before school.

TEXTBOOKS

Students are issued free textbooks at the beginning of the school year. The school will hold students responsible for any damage or loss of texts. Students who lose, damage or do not return books may not be allowed to participate in graduation ceremonies or extracurricular activities (Sports, clubs, prom, etc.) until the textbooks are returned or replaced or the school is reimburse for the cost of the book.

TELEPHONE USE

Students need to have after-school plans and lunch accommodations before coming to school. *The school limits the use of the telephone to emergencies only.*

NUISANCE ITEMS

Cell Phones

Cell phones are a part of modern society and the school accepts that many students will possess them. However, this does not give students permission to use them when and where they want. Students will be allowed to possess and use (appropriately) a cell phone both before and after school, and during their lunch period. Any cellular phone visible during class time (whether in the classroom, hallway, bathroom, etc) shall be taken by the staff/faculty member and turned into the office. **Any student who is caught video recording another student, a test, a fight, or any other inappropriate material/activities may be subject to additional disciplinary action regardless of the time of the incident (provided it is on campus). This will also hold true for any student who forwards or possesses any inappropriate material on school grounds.** Cell phone procedure violations will be managed in the following manner:

1st offense – The phone will remain in the office until picked up by the parents and detention will be applied.

2nd offense – The phone will remain in the office until picked up by the parents and will serve one day of after-school detention (Tuesdays only).

3rd offense – The phone will remain in the office until picked up by the parents and serve one day of in-school suspension.

If a cellular phone is visible AT ANY TIME during class or during passing time, the phone will be confiscated and the previous rules will apply.

Do not bring expensive or collectible items such as trading cards to school. Also, avoid sending large amounts of money to school. Kingman Academy High School does not encourage students to bring electronic devices to school. These include personal CD players, boom boxes, walkmans, ipods, electronic games, tape recorders, beepers, and laser pointers. When used during class time or used inappropriately, these **items will be confiscated and must be picked up by parent/guardian.**-NO EXCEPTIONS TO THIS RULE! In addition, no gum or sunflower seeds are allowed on campus. Detentions will be given for any infraction of these rules.

The teachers, administration and school board at Kingman Academy of Learning accept no responsibility for personal toys, cash, electronics and items which are lost, stolen, or traded.

VISITORS

All visitors must report to the school office when arriving on campus, sign in to the office and must wear a visitor badge at all times while on campus. Visitors that do not enter the building near the school office will be asked to sign in immediately. Failure or refusal to do so will result in removal from the building and possible trespassing charges. Parents who wish to talk with teachers should call the school for an appointment or send a note with the student. School-age relatives or friends may not visit the school nor eat lunch at school; they may be disruptive to the learning process.

GRADING SCALE

A= 90 – 100%

B= 80 - 89%

C= 70 - 79%

D= 60 - 69%

F= 0 - 59%

PROGRESS REPORTS AND REPORT CARDS

A notification of the student's progress will be sent home at mid-quarter. Students will also receive a report card each nine weeks. If a conference is needed, parents are requested to call the office to set up an appointment before or after school with the teacher(s).

ACADEMIC PROBATION

All students of Kingman Academy High School are required to meet certain academic standards. Regulations regarding academic probation and withdrawal are designed to provide close supervision of the program of study and progress of all students. Failure to meet standards will place students on academic probation at Kingman Academy High School. The minimum satisfactory standard of achievement is a grade point average of 1.75.

Grades will be evaluated at the end of each semester (December and May). All students are expected to maintain an overall grade point average of at least 1.75. Any student whose cumulative grade point average for that grading semester is less than 1.75 will be placed on academic probation for at least one semester.

Students that are placed on academic probation will be notified by mail of their status and will meet with the administration at the beginning of the next grading period.

Once a student is placed on academic probation, the student's grades will be evaluated at the end of that semester. A student may be removed from academic probation if that student earns a cumulative grade point average of 1.75 or higher. If the cumulative grade point average for the entire semester (both grading periods) of the student falls below the standard of 1.75, the student will be withdrawn from Kingman Academy High School.

In order for that student to return to Kingman Academy High School, they must attend another educational institution and show significant academic progress before returning to Kingman Academy High School. Re-admission will be at the discretion of the administration.

MAKE-UP WORK

Any student who misses school is required to make up the work missed during the absence. Two days for each day of excused absence will be allowed for make-up work. When parents know of a student's absence in advance, the school should be notified. The student will then be given the missed work ahead of time. Students that are aware beforehand of an upcoming absence will be responsible for the class work and/or tests and quizzes that they will miss during their absence. Work missed due to an out-of-school suspension is not considered make-up work. This homework must be completed upon return to school from the suspension.

ILLNESS DURING THE SCHOOL DAY

If a student is injured or becomes ill during the school day, the parent will be notified so the child may be picked up and taken home. If there is no home or mobile phone number, the school must have on record an emergency phone number for a neighbor, friend, or relative that can be reached to care for the child.

When a student becomes too ill to remain at school, no one may authorize departure from school grounds except the principal or designee. After arriving at school, students may not leave the campus without permission. A parent or other identified adult who is to pick up a child during school hours must sign a checkout log in the office.

Parents- Please notify the school immediately of any change of address or telephone number.

CLOSED CAMPUS

Kingman Academy of Learning High School is a closed campus. Students will not be allowed to leave campus without parental permission, regardless of the age of the student. Students must check out in the office and upon returning to school, must check in through the office. No Students are allowed to leave campus for lunch unless accompanied by their own parent or guardian. Students are not allowed to leave with the parents of another student during lunch regardless of any plans that have been made previously. Students who leave campus without permission are subject to an automatic two-day in-school suspension and possible truancy charges.

MEDICATIONS

All medications are to be taken immediately to the school office. Parents are asked to complete a permission slip for the medication to be given at school. Non-prescription medicines must be in original packaging with label and dose instructions. Prescription medications must be in the pharmacy container with the label indicating name, time and the amount of dosage. No medication may be administered by school personnel contrary to package directions.

No medications of any kind may be kept in the student's possession at school. Exceptions to this rule include inhalers and cough drops.

FIELD TRIPS

Field trips to places relating to studies can enrich a student's classroom experience. Students are required to have written permission from their parents or guardians before they are permitted to go on such trips. Grade deficiencies, inappropriate behavior, and attendance problems may be grounds for ineligibility to attend field trips.

BUS RULES

The following rules and regulations were established to assist drivers in assuring that students are afforded the safest possible ride to and from school. The school bus driver is responsible for the enforcement of the regulations. *The driver monitors student conduct on the bus.*

1. Students shall stay in their seats and keep their hands, feet, and objects out of the aisle and inside the bus. If assigned a seat, the student shall stay in that seat.
2. Students must have permission (usually written) from parents and/or school authorities to leave the bus at other than their regular stop.
3. Students may converse in normal tones. Shouting, singing, profanity, or abusive language is not permitted.
4. No eating, drinking, or gum chewing will be permitted on the bus.
5. All school rules dealing with behavior will be in effect on the bus as well as at bus stops.
6. Students are to cooperate and comply with the requests of the bus driver.
7. Animals, glass, or balloons will not be allowed on the bus.
8. Students are to wear academy clothing the entire time while traveling on the bus.

*These items are confiscated and will need to be picked up by a parent/guardian in the office.

Consequences for bus infractions for middle and high school students will be as follows:

First Bus Referral:.....	Written warning
Second Bus Referral:.....	Detention or removal from bus depending on the infraction
Third/Fourth Bus Referral*:	Administration reviews infraction. Removal from bus for one week or more. Possible removal from bus for remainder of the school year.

*First or second referral may possibly warrant loss of bus privileges for a longer amount of time or for remainder of the school year, depending on severity of the infraction.

COMPUTER INTERNET USAGE

Students at Kingman Academy of Learning will be allowed access to the Internet for the purpose of enhancing their educational program. Internet use is limited to areas prescribed by the classroom teacher and students agree to refrain from sending or receiving illegal or offensive material. Prior to obtaining Internet access, all students will be required to sign an agreement to follow the guidelines established by Kingman Academy of Learning for computer use. Students must have permission from the administration to possess personal laptop computers at school at any time.

BULLYING

Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). Cyberbullying is not appropriate and will not be tolerated at KAHS.

DISCIPLINE PROGRAM

The Kingman Academy of Learning High School uses a positive and progressive discipline program. This is possible because we understand that children will make mistakes and it is our duty to teach them how to deal with their problems more effectively. The sequence of disciplinary consequences follows the “progressive discipline” model and begins with minimal actions, and ends with the maximum action, which can be administered. This listing does not imply that a “step by step” progression of increasing severity needs to be used by the school staff in dealing with a violation. Disciplinary consequences are based on circumstances unique to each individual incident of inappropriate behavior and will be dependent on such factors as:

- The severity of the incident.
- The student’s attitude which includes the student’s sense of ownership of the behavior (accepts responsibility or shifts blame) and willingness to change.
- The student’s discipline record and previous bad acts.

CORRECTIVE DISCIPLINARY CONSEQUENCES

Teacher/Administrator

Student Conference-Clarify expectations and let student know what consequences will be recommended or assigned if inappropriate behavior continues.

Parent Conference-Parent informed by phone or in person with conference documented, incident explained and future consequences reviewed.

In-School Disciplinary Consequences-Includes teacher assigned detention (during lunch) or referral to office for administrative follow-up.

After-School Detention: Students will serve after-school detention when their detention total reaches 5 detentions for a semester or a student receives 5 unexcused tardies for the grading period.

Detention-Detention notice will be signed by student and sent home for signature from parent or guardian. Teacher’s who give the detention are required to make contact with the parents explaining the infraction. Various means of communication may be possible when a phone call is not available.

Students are required to serve detention the following school day during their lunch period. Students will be given a reminder the morning of day they will be serving detention. The following are the consequences for accumulating detention per semester:

- | | |
|--|---|
| 1. 1 st - 3 rd Detention..... | Parent Contact from Teacher/Lunch Detention |
| 2. 4 th - 6 th Detention | Parent Contact/After School Detention (Tuesday) |
| 3. 7 th – 9 th Detention | Parent Meeting with Admin/In-School Detention |

PROBLEM AREA	ACTION TO BE TAKEN		
	OCCURRENCE	MINIMUM	MAXIMUM
ALCOHOL, PRESCRIPTION, NON-PRESCRIPTION DRUGS ††	First	Long-term Suspension	Expulsion
ARSON †	First	Long-term Suspension	Expulsion
ASSAULT † A person who abuses school employees is guilty of a Class 3 Misdemeanor (ARS 315-507)	First	Parent Involvement	Suspension
	Repeated	Long-term Suspension	Expulsion
BREACH OF ACADEMIC INTEGRITY	First	In-school suspension	Short-term Suspension
	Repeated	In-school suspension	Short-term Suspension
BULLYING †	First	Suspension	Expulsion
	Repeated	Suspension	Expulsion
BUS MISCONDUCT	First	Conference	
	Second	Suspension from bus for up to four (4) days	
	Third or more	Loss of bus privileges for up to 4 weeks or balance of school year	
DEFIANCE OF AUTHORITY/WILLFUL DISOBEDIANCE	First	Conference with parent	In-school or Short-term Suspension
	Repeated	Conference with parent	Long-term Suspension
DISORDERLY CONDUCT †	First	Student Conference	In-School or Short-term Suspension
	Repeated	Parent Involvement	Expulsion
EXPLOSIVE DEVICES †	First	Long-Term suspension	Expulsion
EXTORTION †	First	Parent Involvement	Expulsion
	Repeated	Long-term Suspension	Expulsion
FIGHTING †	First	Short-term suspension	Expulsion
	Repeated	Short-term suspension	Expulsion
FIREARMS/DEADLY WEAPONS ††	First	Long-term suspension	Expulsion
FORGERY	First	Student Conference	In-school or Short-term Suspension
	Repeated	Parent Involvement	Long-term Suspension
GAMBLING	First	Student Conference	Short-term Suspension
	Repeated	Parent Involvement	Expulsion
LYING	First	Student Conference	In-school or Short-term Suspension
	Repeated	Parent Involvement	Long-term Suspension
THEFT †	First	Parent Involvement	In-school or Short-term Suspension
	Repeated	Short-term Suspension	Expulsion
THREATS OR HARASSMENT † †	First	Student Conference	Short-term Suspension
	Repeated	Parent Involvement	Expulsion
TOBACCO	First	Short-term suspension	Long-term suspension
	Second	Short-term suspension	Expulsion
UNEXCUSED ABSENCES †	First	Student Conference	Short-term Suspension
	Second	Parent Involvement	Expulsion
VANDALISM †	First	Parent Involvement Restitution	Long-term Suspension Restitution
	Repeated	Parent Involvement Restitution	Expulsion Restitution
WEAPONS †	First	Long-term Suspension	Expulsion

† Indicates possible police referral.

† † Arizona law requires school officials to contact law enforcement.

Referrals-Teachers/Administrators will write a referral when the student no longer exhibits the proper behaviors to exist in the classroom. A referral means that the student is taking away learning time from other students and negatively affecting the learning environment. A referral will result in a phone call home to parents and normally a short-term suspension/in-school suspension from school depending on the severity of the situation.

Contracts – When appropriate, a student may be placed on a contract with Kingman Academy of Learning High School regarding their behavior, their attendance and/or their academic progress. A contract is meant to be used in a way to motivate the student to improve in any area in which they are deficient. When issued the contract, both the parents of the student and the student will agree to the terms of the contract for a determined amount of time. Once the length of the contract is reached, the contract is reviewed. At that time, if the contract is not fulfilled, it is the judgment of the administration to either continue the current contract with additional stipulations or terminate the enrollment of the student at Kingman Academy High School.

IN-SCHOOL SUSPENSION

School administrators may assign students to an in-school suspension. The length of time a student will be assigned in-school suspension shall be one period to three school days. A student's parent/guardian shall receive notice of in-school suspensions in the same manner as notice is given for out-of school suspensions.

Offences will be divided into two categories:

Category A – Offences used for In-School Suspension

Breach of Academic Integrity

Defiance of Authority/Disrespect and Disorderly Conduct (More than one offence)

Forgery

Missed Detentions

Excessive Tardies

Truancy (Leaving class and/or campus without permission)

Following the 6th total detention that any student receives during the semester

Category B – Offences used for Out-of-School Suspension and/or Expulsion

Alcohol/Drug Possession

Assault/Fighting

Physical assault of a teacher/staff member

Explosive Devices

Firearms/Deadly Weapons

Gambling

Threats or Harassment

Tobacco possession and tobacco use on campus

Vandalism

Students that are serving in-school suspension will follow this schedule:

7:45 a.m. – Report to Mrs. Matthews or Mr. Martin and wait in the office until class begins. Students that are to serve in-school suspension are not allowed to congregate with the other students in the gymnasium before school. They are to report to the office as soon as they arrive in the morning.

8:05 a.m. – Will be escorted to in-school suspension room.

11:40 a.m. – Will be allowed to obtain lunch and return to in-school room where they must eat lunch

4:00 p.m. – Will be dismissed to leave the building

IN-SCHOOL SUSPENSION REQUIREMENTS/GUIDELINES:

1. Students must report to in-school suspension no later than 7:45 a.m. Students are required to sign in and out daily. Students arriving late will be given additional days of in-school suspension.
2. Students are not allowed to leave the in-school room, leave their assigned seat, or leave the office without permission from an administrator. There will be two escorted bathroom breaks, one during the morning and one during the afternoon. No bathroom breaks will be permitted during passing time.
3. Once in-school suspension begins, students must turn over all electronic devices and food to Mrs. Matthews or Mr. Martin. Items that will not be allowed include cell phones, hats, gum, candy, food, drinks (other than clear water bottles), mp3 players, hand-held gaming devices, cards, magazines or any other non-approved items that are not school related materials. All items will be returned to the student at the end of the day. Coats, bags and purses will be placed in the front of the room and will not be permitted at the student's desk. No coats or hats will be worn in the ISS room as normal KAOL High School dress code rules apply.
4. Students are required to bring their required assignment sheet, signed by all of their teachers and must work on that material during this time. If additional work is needed, it will be provided. Following the in-school suspension, all work must be turned into an administrator or a member of the office staff where it will be distributed to the classroom teacher. Failure to finish the assigned work or stay on task during in-school time may result in additional days of in-school suspension or out-of-school suspension.

CONDUCT

1. While in the ISS room, students are not allowed to speak to other students. This includes writing and passing notes, hand signals or the use of cell phones.
2. Disobedient, disrespectful and/or rude behavior will not be tolerated and immediately result in an out of school suspension for a determined amount of time.
3. Sleeping during ISS time is not allowed and will result in additional days of in-school suspension.
4. During lunch, if a student has purchased lunch through the school, they will be dismissed to obtain this lunch before the regular lunch period begins at 11:45. Students in ISS must then eat their lunch in the ISS room. The student may bring his or her own lunch but no refrigeration will be provided. Students serving ISS may not leave the campus for lunch.

5. Students may not leave the ISS room without permission. Leaving the ISS room without permission will result in loss of credit for that day (regardless of the time left in the day) and will be considered truancy from class. Additional consequences will also be given.

END OF THE DAY PROCEDURE

At the end of the school day, students that are in ISS will be responsible for cleaning the room by picking up any trash, gathering their books and supplies and maintaining a clean desk. The ISS room will be inspected by an administrator before the students are allowed to leave for the day. Any marks or damage to school property will be considered vandalism and the students will be held liable for the damage.

ALL OTHER SCHOOL POLICIES AND PROCEDURES OF KINGMAN ACADEMY HIGH SCHOOL AND TO THE KAOL HIGH SCHOOL CODE OF CONDUCT WILL ALSO APPLY TO THE STUDENTS IN ISS.

Students need to get all materials from school the day before they are to serve in-school suspension. If students come to ISS unprepared they are subject to additional days of in-school suspension. Students may be escorted to a classroom to obtain class work; however, this may also result in additional days on in-school suspension.

Short-Term Suspension-A short term suspension could last anywhere from one to five days. When students are given a short-term suspension, it is their responsibility, or the responsibility of their parents to obtain the class work that has been missed so that it may be worked on while at home. Students who are serving a short-term suspension must turn in all of the work that they missed upon their return to school. Extra time will not be given to complete this work.

Long-Term Suspension – A long-term suspension could last anywhere from 5 to 10 days. However, all class work that is given during the suspension must be obtained and completed upon the student returning to school. Additional time to complete assignments will not be allowed. Additional information concerning long-term suspension and expulsion is explained later in this handbook.

STUDENT SEARCHES

It is our goal at Kingman Academy High School to provide a learning environment safe of any materials detrimental to the health, safety and welfare of our students, teachers and staff.

- If the administrator feels there is compelling evidence that requires a search of a student's desk, backpack, purse, automobile or any other area provided to the student by the Kingman Academy of Learning, the administrator, along with a second employee, resource officer or the parent, may initiate a search of the area under suspicion.
- The administrator may conduct the search without parental consent if there is reason to believe the student may possess material detrimental to the immediate health, safety, and welfare of the students or staff, or is believed to be in possession of material in violation of student behavior guidelines.
- Following a search, parents will be contacted with information concerning the search.

PERSONAL APPEARANCE AND DRESS

All high school students will be required to wear the student-designed KAOL shirts every day. KAOL shirts are not to be altered, written on or changed in any way. During colder weather, students may wear sweatshirts or jackets with the same logo. Students are also required to wear solid color blue, black, or tan pant, short, etc. Blue colored jeans, shorts, or skirts, may be worn as long as they are of appropriate length. Winter coats are acceptable when worn at lunchtime or outside the school. The member of the staff or administration who determines a student's dress inappropriate or against KAOL dress code will have the student make arrangements to correct the situation. Continual violations of student dress code may result in a student being considered to be willfully disobedient and receive an office discipline referral.

1. Hair should be neatly groomed and clean. Hair styles that are a distraction to the educational process will not be allowed. **Only natural hair colors are allowed.**
2. Shoes must be worn at all times. No slippers are allowed on campus. Gym shoes with non-marking soles are required during physical education class.
3. There are two types of sweatshirts offered at the Kingman Academy Shirt Store. These include the zip-up sweatshirt and the pullover sweatshirt. If a student chooses to wear the zip-up sweatshirt, then that student must also wear an approved academy shirt underneath. If the student chooses to wear the pullover type, then the student may wear any shirt underneath as long as the sweatshirt is worn during the entire school day.
4. On Thursdays only, students are allowed to wear "Thursday shirts" which are pre-approved t-shirts sold either at the Academy Store or by certain clubs and organizations. These shirts include the t-shirts sold for physical education class and t-shirts purchased by athletic teams and other school sponsored organizations. The shirt must show Kingman Academy on the shirt and be appropriate for the learning environment at Kingman Academy High School.
5. Sunglasses and hats are not to be worn in the classroom or building at any time.
6. Clothes should be clean, neat and acceptable. Unacceptable clothing includes, but is not limited to: (*any clothing, hairstyle, or other accessory that materially and substantially interferes with school work or discipline, will not be allowed.*)
 - a. Unhemmed cut-offs, shorts with split sides, and short shorts.
 - b. Patches, jewelry or any printing emphasizing drugs, tobacco, alcohol, sex, or profanity.
 - c. Baggy or over-sized pants/jeans. Students who continue to wear over-sized, low riding pants will be deemed willful disobedient and be suspect to further discipline.
 - d. Bell-bottom pants are acceptable, but should not be so large that they cause a safety concern.

- e. Shorts must meet the minimum length requirement for not being shorter than the end of the thumb when the hands are at your side.
- f. Hats and visors are not allowed on in the building. If students are in possession of one, it will be confiscated and may be picked up from the administration office at the end of the school day. If problem continues hat will be held in office until end of semester.
- g. Non-Academy sweatshirts and/or jackets are not allowed in the hallways or classrooms.
- h. Pants, jeans or shorts with ANY striping, writing, lettering or designs. Pants, jeans or shorts containing any sized holes, tears or rips.
- i. Tights and/or leggings must be color acceptable (blue, black or tan). “Fish Net” stockings are not allowed.
- j. Students are to wear Academy clothing until they completely leave the campus after 4:00pm and while riding the school bus to and from school. The only exceptions will be for school-sponsored activities after school.

During cold weather, all students may wear a heavy coat over their uniform shirts when they are inside the gymnasium or outside of the school building. Sweatshirts worn over the Academy t-shirts must be Academy shirts.

***The administration will determine if a student is not in compliance with the uniform policy. Our uniform policy is designed to promote an effective learning climate, increase safety, foster student unity and pride, eliminate label competition among students, and to minimize clothing expenses for parents.**

PUBLIC DISPLAYS OF AFFECTION

Students must refrain from participating in any form of public displays of affection on the school campus. This includes hugging, kissing, and inappropriate bodily contact. Holding hands will be allowed. Students who continue to show public displays of affection will be given detention or may be suspended if these displays continue.

POLICE INVOLVEMENT

School officials have the option to notify police authorities and, in the 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 taken by the school. School officials, guided by District procedures, will cooperate with police authorities during investigations.

STUDENT SUSPENSION/EXPULSION

The administration has the authority to suspend a student for up to ten days after an informal hearing is held. If a student presents a danger to other students or staff members, the administrator may remove the student from school immediately. Parents will be notified prior to the removal, with a notice and hearing following as soon as possible. The administrator must report each suspension to the charter board within five days.

The student shall remain in school until proper due-process procedures are implemented. This does not apply to suspensions where the student presents a clear and present danger to students and/or staff members. Students may not be released from school unless parents are notified.

The administrator shall make recommendations for expulsion to the charter board. The charter board is the only entity that has the authority to expel a student. All requests for expulsion sent to the charter board shall have supporting information verifying that the due-process procedures have been followed, interventions used, and resources used by the teachers, staff and parents to help the student.

ACADEMIC INTEGRITY

Any plagiarism, cheating, or other behavior that constitutes academic dishonesty will result in an automatic in-school suspension. The student will also receive a grade of 'zero' on the assignment.

Any type of plagiarism, cheating or other behavior that is DEEMED BY THE TEACHER as a breach of academic integrity or academic dishonesty will result in this suspension. This includes such examples as plagiarizing a paper through the use of the internet (i.e., copying and pasting), copying the answers of another student on a test, exam or quiz, or copying the answers of another student's work and offering to let another student use a completed assignment or class work to copy. Once a student has been referred to the office at Kingman Academy High School for a breach of academic integrity, the office then has no choice but to impose the in-school suspension.

AUTOMOBILES ON CAMPUS

Student parking at Kingman Academy High School is limited. Students who drive onto campus must comply with the following procedures:

1. In order to park in the student-reserved parking on campus, students must register their vehicle with the administration office by a pre-determined date. **Spaces are limited.** Priority will be given to senior students. Students who drive to school and do not have a registered parking space must find an alternative place off campus to park for school or arrange alternative transportation. Students who wish to park on campus and are not registered may be placed on a waiting list.

2. Parking permits cost \$10. In order to register a vehicle, a copy of the student's driver's license and the \$10 must be presented to the office or administrator in charge of registration.
3. The parking permit must be visible at all times while parked on campus.

Students who drive on the Kingman Academy High School campus are expected and required to practice safe driving skills at all times. Speed limits must be followed and will be enforced. Vehicles are off-limits during the school day. Permission from a staff member is required for any student to enter the parking lot during the school day or at lunch time. Driving to and parking on the Kingman Academy High School campus is a privilege. Students may lose this privilege if the following things occur:

1. Failure to practice safe driving skills and/or following posted speed limits.
2. Failure to park in the assigned space and/or not having a visible parking permit.
3. Failure to comply with guidelines regarding accessing vehicles during school day.

First offence: Verbal warning and phone call home

Second offence: Loss of parking lot privileges for 4 to 6 weeks (depending on the severity of the infraction)

Third offence: Loss of parking lot privileges for the remainder of the school year

*Student may lose driving privilege after first or second offense depending on severity of infraction.

ACADEMICS & GUIDANCE SERVICES

Our program has been designed to meet the needs, interests and abilities of our students. Our program will support the school-adopted curriculum and assist students in meeting their present and future goals. We will assist you in planning your high school program to prepare you for your years beyond high school

ENROLLMENT

All students submitting a timely application, unless class size has reached maximum capacity, will be admitted. If capacity is exceeded, we will make selection by lottery with siblings having priority. We will accept any students, regardless of place of residence. All open enrollment laws will be followed. There will be no discrimination based on ethnicity, gender, national origin, income level, disability, proficiency in the English language, or athletic ability. The school reserves the right to refuse admittance to any students expelled from other schools, students currently involved in an expulsion process or suspension, or students in districts currently under a desegregation order. In order to enroll in KAOL High School, a student must present a birth certificate and an immunization record.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person,
- Intimidation by another student,
- Bullying by another student, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the School Governing Body is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Executive Director. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next high administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Executive Director.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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.

Reference: Policy JII-EB

STUDENT DUE-PROCESS RIGHTS

Procedures for Suspension for Ten Days or Less

Regular Education Students

Step 1: Written or oral notice presented to the student stating the reason for the suspension and evidence the charter school has for the alleged misconduct. After notice is given, student will be asked for an explanation of the situation. The authorized school personnel shall make reasonable effort to verify facts and statements prior to making a judgment.

Step 2: Provided that a written record of the action taken is kept on file, authorized school personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

When suspension is involved:

A parent must be notified before a student is allowed to leave campus. If unable to notify parents, the student may be isolated from other students until dismissal time. Written notice will be sent home to the parents.

A letter will be sent to the parents or legal guardians explaining the reasons and length of the suspension and advising the parents that long-term suspension and/or expulsion are being recommended and to request a meeting with the parents to possibly formulate a plan on behalf of the student.

No appeal is available for a short-term suspension.

Suspension for over ten days or expulsion:

Step 3: If the offense is one that could result in a suspension of over ten days, in addition to steps #1 and #2, a formal hearing will be arranged and conducted by a hearing officer or by the Director.

Step 4: A formal letter to parents or legal guardian will be sent by certified mail with return receipt requested or hand delivered (with an adult witness present) at least five working days prior to the formal hearing. A copy of this letter will remain on file, and shall contain the following information:

Charges against the student and the rule or regulation violated.

The extent of the punishment to be considered.

The date, time and place of the formal hearing.

The charter school's witnesses.

That the student may present witnesses.

That the student may be represented by counsel.

If a hearing officer has been designated, the name of the hearing officer.

Step 5: A formal hearing will be held, during which the student will be informed of the following:

Nothing in these procedures shall be construed to prevent the students who are subject to the action, and their parents or legal guardians and legal counsel, from attending any executive sessions pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.

The student is entitled to a statement of the charges and the rules violated.

The student may be represented by counsel, without prejudice.

The student may present witnesses and student or counsel may cross-examine witnesses presented by the school.

The burden of proof of the offense lies with the charter school.

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 at their own expense.

The charter school has the right to cross-examine witnesses and to be represented by an attorney.

The decision of the governing board is final.

(Suspension of special education students will be in accordance with policy.)

GRADUATION REQUIREMENTS

English	4 credits
Mathematics	4 credits
Science	3 credits
Physical Ed.	2 credits
Health	½ credit
Fine Arts	1 credit
Vocational Ed.	1 credit
Social Sciences	4 credits
Foreign Language	1 credit
Electives	6 ½ credits
Total	27 credits* (subject to change by the School Board)

Total graduation requirements for transfer students will be evaluated on an individual basis.

Early Graduation

Students who would like to graduate early (after first semester of Senior year) must have a letter from their parent turned into the principal's office by June 1st of their Junior year. Only Seniors who have completed the appropriate amount of community service hours and the required credits to graduate may apply to graduate early.

Seniors who graduate early may not be involved in Kingman Academy High School activities or functions.

Seniors not meeting graduation requirements

Seniors who do not fulfill their graduation requirements during their senior year have until September 15th of the following school year to complete credits and community service hours. An official diploma will be awarded from Kingman Academy High School after completion of requirements.

Class Ranking for Top 5, Valedictorian and Salutatorian

This class ranking system will only affect after transcript class rank calculations.

This would not change transcript GPAS.

Students in the Class of 2014 and beyond would have this program applied to them.

Students would receive a 5.0 scale for GPA rank calculations for the following classes.

Honors Early American History

Honors English 2

AP Modern American History

AP Language

AP Literature

AP Civics

AP Calculus

Precalculus

Chemistry

Physics

The counselor will pull the top 10-15 students based on their transcript GPA. A 5.0 scale will apply to these students based on their courses (listed above) for class rank purposes to determine the top 5, valedictorian, and salutatorian.

Example

Student 1

Algebra	A
Civics	A
Art 1	A
A and P 2	A

GPA: 4.0

Student 2

Calculus	A
AP Civics	B
Art 1	A
A and P 2	A

GPA: 4.25

KINGMAN ACADEMY

HIGH SCHOOL

*STUDENT/PARENT HANDBOOK
VERIFICATION*

I, _____, have received, read, understand and accept the Kingman Academy High School student handbook policies. My student _____ also understands, and accepts the guidelines and expectations of the student handbook.

Parent/Guardian Signature

Date

Student Signature

Date