

*KINGMAN ACADEMY*  
*HIGH SCHOOL*  
***TIGERS***

*2017 - 2018*  
*HANDBOOK*  
*FOR*  
*STUDENTS & PARENTS*

“LEARNERS TODAY . . . LEADERS TOMORROW”



3420 N. BURBANK STREET  
KINGMAN, ARIZONA 86409  
PHONE : (928) 681-2900  
FAX : (928) 681-2922

MR. ERIC LILLIS - PRINCIPAL  
MR. MICHAEL SUCHOWIERSKI - ASSISTANT PRINCIPAL  
MR. MICHAEL PERRINE - ATHLETICS  
MRS. SUSAN CHAN - EXECUTIVE DIRECTOR

**Kingman Academy of Learning**  
**School Calendar**  
**2017-2018**

August 14	First Day of School
August 29	School Picture Day – Primary School
August 30	School Picture Day – Intermediate School
September 4	Labor Day – No School
September 5	School Picture Day – High School
September 6	School Picture Day – Middle School
September 14	Early Release Day – Staff Professional Development
September 25-30	Homecoming Week
October 12	End of 1 <sup>st</sup> Quarter
October 19	Parent Teacher Conferences – No School for Students High School Mid-Term Progress Reports
November 9	Veterans’ Day Observed – No School
November 22-26	Thanksgiving Holiday – No School
December 21	End of 1 <sup>st</sup> Semester
December 22 thru January 7	Winter Break
January 10	1 <sup>st</sup> Semester High School Report Cards
January 15	Martin Luther King, Jr. Day - No School
February 15	Early Release Day – Staff Professional Development
February 19	Presidents’ Day - No School
March 15	End of 3 <sup>rd</sup> Quarter
March 21	High School Mid-Term Progress Reports
March 26-April 5	Spring AZMerit Testing (tentative)
April 13-22	Spring Break
May 3	Early Release Day – Staff Professional Development
May 12	High School Prom Nite
May 22	Middle School 8 <sup>th</sup> Grade Promotion Ceremony
May 23	Last Day for Students High School Graduation

KINGMAN ACADEMY HIGH SCHOOL  
“LEARNERS TODAY . . . LEADERS TOMORROW”

**SCHOOL HOURS: Monday through Thursday, 8:00 a.m. - 4:00 p.m.**  
**Doors will not open until 7:30 a.m.! Students need to report to the gym.**  
**Thank you!**

SCHOOL-DAY SCHEDULE

**1<sup>st</sup> Period – 8:00 - 8:55**  
**2<sup>nd</sup> Period – 8:59 - 9:54**  
**3<sup>rd</sup> Period – 9:58 - 10:53**  
**4<sup>th</sup> Period –10:57 -11:27 (Tiger 4.0)**  
**5<sup>th</sup> Period –11:31 -12:26**  
**LUNCH – 12:26 - 1:07**  
**6<sup>th</sup> Period – 1:07 - 2:02**  
**7<sup>th</sup> Period – 2:06 - 3:01**  
**8<sup>th</sup> Period – 3:05 - 4:00**

MISSION STATEMENT

*Our mission at 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 the 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 for each class period.
- 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.

## ENROLLMENT

All students submitting a timely application, unless class size has reached maximum capacity, will be admitted. If capacity is exceeded, selection will be made by lottery, with siblings of students currently enrolled given priority. We will accept any students, regardless of place of residence in Arizona. 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. In order to enroll in KAOL High School, a student must present documentation of the student's age and identity and an immunization record.

**If it is necessary to withdraw a student from school during the school term, parents or guardians must come to the school and complete a withdrawal form.**

## *ATTENDANCE POLICIES*

KAHS OFFICE 928-681-2900

In order to receive credit for each quarter, **students may not miss more than 7 days of school per semester**. Classes missed due to school approved activities, e.g., field trips, performing groups, etc. are excluded. Should a student accumulate more than 7 missed school days in a semester, credit will be withheld. For a student to regain credit for that class, they must meet with an appeals committee. The parents and their student will be allowed to submit their case, and the appeals committee will decide whether or not credit will be rewarded. Administration is authorized to excuse additional absences for extended illness, injury or extenuating circumstances. Please contact the principal, Mr. Lillis, in our high school office if you have questions.

### 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). Homework requests may also be made through email directly to the teacher.

### 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. 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.**

### EXCESSIVE ABSENCES

The following will be the procedures for excessive absences in a semester (18 week grading period). **Students must be present for at least 45 minutes per class period to be considered present for that class.**

<i>4<sup>th</sup> Absence</i>	<i>Letter home to notify parents</i>
<i>6<sup>th</sup> Absence</i>	<i>Second notification letter sent home</i>
<i>7<sup>th</sup> Absence</i>	<i>Student Conference-Last Warning/Phone call home</i>
<i>8<sup>th</sup> Absence</i>	<i>Loss of Credit for Semester and Appeal Committee Hearing</i>

## PRE-PLANNED ABSENCES

The definition of a pre-planned absence is an absence that has 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.

**Preplanned absences WILL apply to the 7 day absence limit.**

## TARDIES

A tardy is defined as any student who is not inside the classroom when the tardy/final bell rings. Tardies are counted on an individual basis throughout the grading period. Tardies will reset at the end of every 18-week grading period.

Students arriving late to school must enter through the front doors of the school and sign in at the office before continuing to class. All perimeter doors will be locked during class time. A student is considered tardy if he/she does not have a valid written excuse (cleared through the office) or is not in the classroom when the final bell rings. The only accepted excuse for tardiness is a documented appointment. Throughout the day, students will be counted tardy by the classroom teacher. Students will no longer need to go to the office throughout the day to sign in as tardy when they are going from one class to another.

All tardies that are not excused will be documented and assigned according with the chart below:

1 <sup>st</sup> - 4 <sup>th</sup> Tardy.....	No Penalty
5 <sup>th</sup> Tardy.....	Student Notification
6 <sup>th</sup> - 10 <sup>th</sup> Tardy .....	Detention for each Tardy/Letter/Phone Call Home
11 <sup>th</sup> Tardy and beyond .....	In-School Suspension/Parent Phone Call/Letter
All tardies accumulate for one grading period (18 weeks).	

## LUNCH

Students may either bring a lunch each day or may order lunch from local vendors. Specific vendor schedules, menus, and price lists will be sent home the first week of school and are readily available in the school office. Students are encouraged to bring exact change when pre-purchasing lunches in the morning.

**Students will be allowed to order lunch that is delivered to the school from an unscheduled, outside vendor. However, all deliveries must be prepaid so that students are not pulled from class in order to take care of payment. Vendors will be notified if this privilege is abused, and deliveries to Kingman Academy High School will be stopped.** The office will not be responsible for collecting money and distributing lunches that have been delivered from outside vendors.

**In addition, any lunches that are delivered after the lunch period ends (1:07 p.m.), will not be given to the student, nor will that student be allowed to leave class to obtain this lunch. We encourage all parents or vendors to have any delivered lunch in the office ready for the students before the lunch period begins at 12:26 p.m.**

## 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 in-school suspension and possible truancy charges.

## 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.** 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. Registered student parking is reserved for spots behind Kingman Academy High School only. Students are not allowed to park along the sides of the building or in the parking lot of an adjacent school building. **Students may NOT park in the front of the school while on athletic trips.**
2. Parking permits cost \$5. In order to register a vehicle, a copy of the student's driver's license, completed parking permit form, and the \$5 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. Vehicles that are parked on campus are off-limits during the school day except for the first and last five minutes of lunch. Permission from an administrator is required for any student to enter the parking lot during the school day or at lunch time. Students who choose to park their vehicles off campus will NOT be allowed to retrieve materials, lunch, etc. from their cars. This will be considered leaving the closed school campus without permission.

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.
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 offense:** Verbal warning and phone call home

**Second offense:** Loss of parking lot privileges for 4 to 6 weeks (possibly longer or indefinitely, depending on the severity of the infraction)

**Third offense:** Loss of parking lot privileges indefinitely

## TELEPHONE USE

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

## 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, with the exceptions of inhalers and cough drops, of any kind may be kept in the student's possession at school.**

## 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, in the hallways during passing periods, and during their lunch period. Cell phones may also be used in class as a research tool or for students to login to “StudentVue” when teachers allow it. Otherwise, cell phones are a distraction to our classroom learning environment.

**First offense** (per class period): Teacher discretion

**Second offense** (per class period): Teacher discretion – phone may be taken by the teacher and given back to the student at the end of class or sent to the office for the phone to be picked up by the student after class.

**Third offense** (per class period): Phone is taken away from the student and sent to the office for parents to pick up after school or at their earliest convenience. Students are issued a detention for this third offense. Students who are disrespectful or willfully disobedient will receive further consequences.

### Other Electronic Devices and Items

Do not bring expensive items 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 but are not limited to personal iPods, fit bits, iWatches, tablets, and laser pointers. When used during class time or used inappropriately, these items will be confiscated and must be picked up by a parent/guardian.

**The teachers, administration and governing board of Kingman Academy of Learning accept no responsibility for these items if they 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 an email to the teacher. **School-age relatives or friends may not visit the school nor eat lunch at school. Alumni of Kingman Academy High School are welcome to visit at lunch, before or after the school day.**

## 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.

## 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

## COMMUNITY SERVICE

Students are required to complete 20 hours of community service per school year at KAHS to complete the graduation requirement. Community service must be done without compensation. Community service forms are located in the high school office and must be turned in to Mr. Suchowierski when completed. Graduating seniors must have all community service hours completed and recorded before December 14, 2017. Failure to do so may result in removal from commencement ceremonies.

## 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 the school is reimbursed for damages or loss of textbook. **Students who are enrolled in dual enrollment courses may be assessed additional fees if their books are returned in poor condition.**

## BOOK FINES

Schools invest thousands of dollars each year in textbooks for students. In order to keep our textbooks in good shape, fees must be applied if those textbooks are damaged or missing during the semester. In the event a book is lost or damaged, the following fees are applied.

Torn page.....	1.00 per page
Damaged Spine.....	5.00
Graffiti .....	5.00
Food, Candy, Gum damage .....	5.00
Pet damage.....	Full replacement cost of book
Cover damage .....	5.00 to replacement cost of book
Missing pages .....	Full replacement cost of book
Water/liquid damage.....	Full replacement cost of book
Failure to return textbook .....	Full replacement cost of book

At the beginning of each class, teachers will use a standardized book check out form that lists the book title, book number, and beginning condition of the book. It is the students' responsibility to detail condition on the checkout form and keep track of their textbooks during the semester.

Students who fail to pay their fees for lost or damaged books will be ineligible to participate in senior activities (i.e. Homecoming, Prom, Graduation proceedings).

## CLASS FEES FOR 2017-2018

**Kindle Fee - \$20 (9<sup>th</sup> grade only) Annual Fee.** *Students will be responsible for any additional damage or replacement charges (see page 8).*

AP/Dual Biology 181 or 182 - \$15  
Environmental Science - \$10  
Chemistry - \$10  
Anatomy & Physiology 1 or 2 - \$10  
Physics - \$10  
Microsoft Office - \$5  
Physical Science - \$10

Art 1 or Art 2 Paint & Draw - \$10  
Art 2 Sculpture - \$15  
AP Studio Art - \$20  
Life Skills - \$15  
Business Management - \$5  
All Career Education Electives - \$5

## KINDLE USE

Any student that checks out a Kindle for school use is responsible for returning the assigned unit in the same condition that it was in prior to being checked out. Students will be given a Kindle, charging cord, and case.

### Student Responsibilities:

- Bring the Kindle to school every day.
- Keep the Kindle with you or within your sight at all times.
- Do not let anyone use the Kindle other than your parents or guardians.
- Arrive to school each day with enough charge to last throughout the day.

Each Kindle is protected with a case, and it is not to be removed from the case under any circumstances. Each Kindle has a number on the case and the device itself that is not to be removed under any circumstances. These numbers correspond with each Kindle's serial number, respectively.

Kingman Academy of Learning High School retains sole right of possession of the Kindle and related equipment. The Kindle will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, and district employees retain the right to collect and/or inspect the Kindle at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

Students who violate one or more of the conditions below may, at the discretion of the Teacher, Principal, or District, be placed on Restricted Use (minimum 1 month) until the Principal determines the student has satisfied the conditions for non-restrictive use as specified by the Principal. Reasons for placing a student on Restrictive Use include the following:

- Excessive damage
- Non-acceptance of user agreements
- Violation of KAOL Computer and Responsible Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on Kindle
- Repeated failure to bring to class daily/failure to bring charged
- Lack of minimum attendance requirement (90%)
- Excessive class tardies

**By signing the Kindle form, you are acknowledging the fact that you will be responsible to replace the unit if it has been damaged or not returned. The current price for this specific Kindle model on Amazon.com is \$79.00. The cost to replace the cover is \$40.00.**

**\*\*\*\*\*Parents, please be aware that the Kindle has the capability to connect to wireless internet services, and can be used to "surf" the internet. STUDENTS ARE STRICTLY PROHIBITED FROM TURNING ON THE WIRELESS FEATURE OF THE KINDLE AND WILL BE BANNED FROM USING IT IF CAUGHT USING THE INTERNET and will receive an alternative textbook. Parents or legal guardians agree to not hold the Kingman Academy of Learning school or teacher liable if the student does not follow this document and uses this Kindle as an internet device. Students are also not allowed to put on the Kindle any additional files or programs that are not by the request of the teacher. These electronic devices are only to be used for reading the pre-loaded books, and Kingman Academy of Learning staff will be checking the browser to make sure that it has not been used.**

## 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. Students who use school computers for non-educational reasons, such as games, movies, music, etc.) will lose internet use.

## 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-semester. Students will receive a report card twice per year. January 10 (in-person) and a mailed copy of the report card following the end of the school year. Grades can also be seen through ParentVue and through StudentVue throughout the school year as well as at report card times. If a conference is needed, parents are requested to call the office, or email the teacher, to set up an appointment before or after school with that teacher(s).

## 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, tests, and/or 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 following the suspension.**

## LATE WORK

The goal of Kingman Academy High School is to hold all our students accountable for their own learning. If a student turns in an assignment after the due date determined by their teacher, the student will receive up to a maximum grade of 50% of the grade earned. Each individual teacher will determine when their cut-off date for late work will be accepted. Any assignment turned in after the cut-off date will receive a zero. Projects that teachers deem to be long term projects will not be allowed to be turned in late for full credit.

## ACADEMIC INTEGRITY

Any plagiarism, cheating, or other behavior that constitutes academic dishonesty will result in the student receiving the 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 consequence. 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.

## 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, and no failing grades. 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, and has no failing grades. If the student's cumulative grade point average for the entire semester falls below the standard of 1.75, the student will be asked to withdraw 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.

## GRADUATION REQUIREMENTS

+20 hours of community service for each year of attendance at KAHS.

<b>CLASS OF 2018</b>		<b>CLASS OF 2019</b>		<b>CLASS OF 2020</b>		<b>CLASS OF 2021</b>	
4	English	4	English	4	English	4	English
4	Math	4	Math	4	Math	4	Math
4	Social Studies	3.5	Social Studies	3	Social Studies	3.5	Social Studies
3	Science	3	Science	3	Science	3	Science
1	Foreign Language						
1.5	Physical Education	1.5	Physical Education	1.5	Physical Education	1	Physical Education
1	Career Path/Tech Ed						
1	Fine/Performing Arts						
1	Financial Literacy	.5	Financial Literacy	.5	Financial Literacy	.5	Financial Literacy
.5	Health	.5	Health	.5	Health	.5	Health
6	Electives	6	Electives	6.5	Electives	5.5	Electives
27	TOTAL CREDITS	26	TOTAL CREDITS	26	TOTAL CREDITS	25	TOTAL CREDITS

Credit Requirements are subject to change by the KAOL Governing Board

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

## LIMITS ON TEACHER'S ASSISTANT OR STUDENT MENTOR

Students may request no more than three (3) teacher's assistant and/or student mentor positions throughout their high school career.

## EARLY GRADUATION

Students who would like to graduate early (after first semester of their senior year) must have the early graduation form filled out no later than the last day of the school year, their Junior Year. A student's credit needs will then be analyzed, and a schedule based on that student's individual needs will (if possible) be made. Only seniors who have completed the required credits, and the appropriate amount of community service hours by the end of the first quarter, may qualify to graduate early.

Seniors who graduate early may not be involved in Kingman Academy High School activities and athletics or school functions except for graduation proceedings, senior trip, and school dances.

Students who graduate early will not be factored in for valedictorian and salutatorian positions at graduation. Early graduates are still eligible to have their class rank recognized for post-secondary applications, based on their grade point average, compared to the other students in their graduating class.

PERSONAL APPEARANCE AND DRESS

*“COMMON SENSE AND APPROPRIATE”*

ACCEPTABLE	NOT ACCEPTABLE
<p><b>Monday through Wednesday –Academy Polo Shirt</b></p> <p><b>Thursday – Any Academy shirt/uniform as long as “KAHS” is represented on the shirt or an Academy sponsored activity/function.</b></p> <p>Athletic Uniforms on game days</p> <p>Shoes at all times (including flip-flops)</p> <p>KAOL Pullover and Zip-up Hoodies (Academy shirt must be visible)</p> <p>Non-Academy Coats/Jackets outside and in the gym</p> <p>Fingertip length Shorts and Skirts</p> <p>Blue, Black, Tan or gray pants, jeans, shorts, skirts, sweatpants, etc.</p> <p>Leggings that are school color with shorts worn over the leggings</p> <p>Hats and sunglasses in the gym and outdoors</p> <p>Pants, jeans and/or shorts with holes below the knee</p>	<p>Bathroom slippers</p> <p>Non-Academy Hoodies/Sweatshirts and coats in classroom</p> <p>Academy shirts that are altered, written on or changed in any way</p> <p>Unhemmed cut-off shorts, shorts with split sides, shorts and skirts not fingertip length</p> <p>Patches, jewelry or any clothing promoting drugs, alcohol, tobacco, sex, profanity or firearm violence</p> <p>Baggy/oversized pants or jeans</p> <p>Yoga pants, stretch pants and/or leggings without shorts covering and not solid school color</p> <p>Fish-net stockings</p> <p>Hats, stocking caps and sunglasses in the hallways and classrooms</p> <p>Bandanas at any time</p> <p>Middle School attire of any kind</p> <p>Pants, jeans and/or shorts with holes above the knee where underneath skin is exposed.</p>

The staff and administration at Kingman Academy High School will encourage our students to dress in a respectful and appropriate manner. A staff member and/or administrator who determines that a student’s attire is inappropriate or against KAOL dress code will have the student make arrangements to correct the situation. The dress code violation will also be recorded in the main office. Continual and/or purposeful violations of student dress code may result in a student being considered willfully disobedient and subject to further consequences.

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 distractions and 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 excessive kissing and inappropriate bodily contact. Students who continue to show public displays of affection will be given a consequence appropriate to the severity and frequency of the violation.

## BUS RULES

### **Bus riding is a privilege - not a right!**

The following rules apply to all students riding buses to or from school. These rules were established to assist the driver 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. **Student conduct on the bus is monitored by the driver.**

1. Students must comply with the instructions given to them by the driver.
2. Students must sit down properly, facing the front.
3. Students are to keep their hands to themselves.
4. Students may talk quietly to the person sitting beside them. Inappropriate language/profanity are not to be used.
5. Animals, skateboards, glass containers, any type of food, gum, weapons/dangerous instruments, tobacco, alcohol, or drugs are NOT allowed on the bus at any time.
6. Students will wear their uniform shirts and/or sweatshirts at all times while on the bus.
7. Students will keep all body parts inside the bus and not throw any items in the bus or out of the bus windows.
8. Students will be respectful of all property surrounding the bus stop.
9. Students who damage school property or the property of other passengers will be responsible for the cost of the damages.

### **Consequences for bus infractions for high school students will be as follows:**

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

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

## STUDENT VIOLENCE, HARASSMENT, INTIMIDATION, BULLYING

Kingman Academy High School does not tolerate bullying in any form. Further, the school will investigate each complaint of bullying and will take appropriate, timely, and responsive action.

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.

Submitted complaints shall be investigated by the school administrator as soon as possible but always within two (2) school days of initial report. Each investigation will be comprehensive to the extent determined appropriate by the school administrator.

Should the school administrator determine that bullying has occurred, discipline will be administered pursuant to District Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the school administrator will meet with the student who reported or was reported as being bullied to review the findings of the investigation. Additionally the parent or guardian of the student will be informed of the findings of the investigation.

For reports of bullying after school hours, we encourage our students and parents to use the anonymous bullying reporting link that can be found on our website at [www.kaolaz.org](http://www.kaolaz.org). Please follow the instructions on the link and add a detailed description of any bullying incident. We also encourage students to screen shot any social media posts that they deem bullying and add to this report.

## ALCOHOL, DRUGS AND TOBACCO

Kingman Academy of Learning has a zero tolerance policy for the use, distribution, and/or possession of alcohol, drugs, improper use of prescription and non-prescription drugs, and/or tobacco on AND off campus. On campus violations will face school and district consequences.

Any Kingman Academy High School student who is arrested or self-admits to having participated in the use, distribution, or sale of any alcohol or drugs (illegal, prescription or non-prescription for improper usage), will be immediately removed from any extracurricular activities (athletic teams, FBLA, Drama presentations, Senior Trip, etc.) in addition to facing both school and district consequences.

In the case of on or off campus usage of tobacco, a student who violates the policy will be suspended from all extracurricular activities for two weeks in addition to other school punishments. If there is a second offense, the student will be suspended from all extracurricular activities for the remainder of the school year in addition to other school punishments.

## 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 discipline record and previous disciplinary consequences.

## CORRECTIVE DISCIPLINARY CONSEQUENCES

**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.

**Detention:** Detention notice will be signed by student and sent home for signature from parent or guardian. Teachers 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 on their scheduled day, Wednesday after school from 4:00 - 4:30. Students will be given a reminder on the Monday of the week they are to serve detention. Students must arrange for transportation following detention. There will be no school transportation provided. Students who do not attend their scheduled detention will be assigned additional consequences. Students who miss two consecutive days of detention will be given an out of school suspension.

Following are the consequences for accumulating detention per semester:

- |  |   |
|--|---|
| 1. 1 <sup>st</sup> - 4 <sup>th</sup> Detention ..... | Parent Contact from Teacher/Lunch Detention |
| 2. 5 <sup>th</sup> Detention.....                    | Parent Conference/In-School Suspension      |
| 3. 6 <sup>th</sup> -7 <sup>th</sup> Detention .....  | Parent Contact/In-School Suspension         |
| 3. 8 <sup>th</sup> Detention.....                    | Student Behavior Contract                   |

**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 or 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.

***Offenses will be divided into two categories:***

**Category A** – Offenses generally used for In-School Suspension

Repeated Defiance of Authority/Disrespect and Disorderly Conduct

(the severity and frequency of this offense may result in further and more serious consequences).

Forgery

Excessive Tardies

Truancy (Leaving class and/or campus without permission)

***Offense categories (cont.):***

**Category B** – Offenses generally used for Out-of-School Suspension and/or Expulsion

Alcohol/Drug Possession	Assault/Fighting
Bullying	Consecutive Missed Detentions
Physical assault of a teacher/staff member	Explosive Devices
Firearms/Deadly Weapons	Gambling
Threats or Harassment	Vandalism
Law enforcement issues during school hours or school-sponsored activities or trips.	
Tobacco possession and tobacco use on campus including E-Cigarettes or tobacco products	

**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. Students who accumulate three in-school suspension offenses will be required to attend a parent meeting with school administrators.

**Students serving in-school suspension will follow this schedule:**

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 of in-school suspension.

- 7:45 a.m. - Report to Mr. Lillis or Mr. Suchowierski 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.
- 12:20 p.m. - Allowed to obtain lunch and go to the office conference room where they will eat lunch
- 4:00 p.m. - 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 their assigned seat or leave Room 102 without permission from the classroom teacher or 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 Mr. Lillis or Mr. Suchowierski. 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 assistant principal's office 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 in to 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.

## **In-School Suspension**

### **Conduct:**

1. Disobedient, disrespectful and/or rude behavior will not be tolerated and will immediately result in an out-of-school suspension for a determined amount of time.
2. Sleeping during ISS time is not allowed and will result in additional days of in-school suspension.
3. 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 12:20. Students in ISS must then eat their lunch in the office conference room (unless otherwise occupied).  
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.
4. Students may not leave ISS without permission. Leaving ISS 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 in ISS will be responsible for cleaning, picking up any trash, gathering their books and supplies, and maintaining a clean desk. The ISS area 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 THE KAOL HIGH SCHOOL CODE OF CONDUCT WILL ALSO APPLY TO THE STUDENTS IN ISS.**

## **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 school 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.

**Short-Term Suspension-** Suspension means the temporary withdrawal of the privilege of attending school and all school-related activities for a specified period of time (up to 10 days) ARS 15-843. 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. Parents will be notified of action taken following a conference with the student. Suspensions will be reported to the Governing Board within 5 days.

**Long-Term Suspension** – A long-term suspension will consist of an exclusion of a student from all school and school-related activities for a period of up to one year. The administrator may recommend, based on school policy, that the Governing Board determine the need for long-term suspension. Only the Governing Board may impose a long-term suspension. 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.

**Expulsion** - The permanent withdrawal of the privilege of attending school (ARS 15-840). An expulsion includes the permanent removal of a student for all school and school-related activities. 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.

## 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 INTERROGATIONS, SEARCHES, AND ARRESTS (*DISTRICT POLICY JIH*)

### **Interviews**

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

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

### **Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the students(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school counsel and parents.

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

PROBLEM AREA	ACTION TO BE TAKEN		
	OCCURRENCE	MINIMUM	MAXIMUM
<b>ALCOHOL, PRESCRIPTION, NON-PRESCRIPTION DRUGS</b> ††	First	Long-term Suspension	Expulsion
<b>ARSON</b> †	First	Long-term Suspension	Expulsion
<b>ASSAULT</b> † A person who abuses school employees is guilty of a Class 3 Misdemeanor (ARS §15-507)	First	Short-term Suspension	Expulsion
	Repeated	Long-term Suspension	Expulsion
<b>BREACH OF ACADEMIC INTEGRITY</b>	First	In-school suspension	Short-term Suspension
	Repeated	In-school suspension	Short-term Suspension
<b>BULLYING</b> †	First	Suspension	Expulsion
	Repeated	Suspension	Expulsion
<b>BUS MISCONDUCT</b>	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	
<b>DEFIANCE OF AUTHORITY/WILLFUL DISOBEDIANCE</b>	First	Conference with parent	In-school or Short-term Suspension
	Repeated	Conference with parent	Long-term Suspension
<b>DISORDERLY CONDUCT</b> †	First	Student Conference	In-School or Short-term Suspension
	Repeated	Parent Involvement	Expulsion
<b>EXPLOSIVE DEVICES</b> †	First	Long-Term suspension	Expulsion
<b>EXTORTION</b> †	First	Parent Involvement	Expulsion
	Repeated	Long-term Suspension	Expulsion
<b>FIGHTING</b> †	First	Short-term suspension	Expulsion
	Repeated	Short-term suspension	Expulsion
<b>FIREARMS/DEADLY WEAPONS</b> ††	First	Long-term suspension	Expulsion
<b>FORGERY</b>	First	Student Conference	In-school or Short-term Suspension
	Repeated	Parent Involvement	Long-term Suspension
<b>GAMBLING</b>	First	Student Conference	Short-term Suspension
	Repeated	Parent Involvement	Expulsion
<b>LYING</b>	First	Student Conference	In-school or Short-term Suspension
	Repeated	Parent Involvement	Long-term Suspension
<b>THEFT</b> †	First	Parent Involvement	In-school or Short-term Suspension
	Repeated	Short-term Suspension	Expulsion
<b>THREATS OR HARASSMENT</b> † †	First	Student Conference	Short-term Suspension
	Repeated	Parent Involvement	Expulsion
<b>TOBACCO</b>	First	Short-term suspension	Long-term suspension
	Second	Short-term suspension	Expulsion
<b>UNEXCUSED ABSENCES</b> †	First	Student Conference	Short-term Suspension
	Second	Parent Involvement	Expulsion
<b>VANDALISM</b> †	First	Parent Involvement Restitution	Long-term Suspension Restitution
	Repeated	Parent Involvement Restitution	Expulsion Restitution
<b>WEAPONS</b> †	First	Long-term Suspension	Expulsion

† Indicates possible police referral.

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

## DEFINITION OF PROBLEM AREAS

### **ALCOHOL, PRESCRIPTION OR NON-PRESCRIPTION DRUGS**

The unauthorized use, possession, sale, or being under the influence of alcohol, prescription or non-prescription drugs, marijuana, synthetic drugs, or other controlled substances, or possession of drug paraphernalia.

### **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).

### **BREACH OF ACADEMIC INTEGRITY**

Use of answers and/or assignments acquired in a dishonest manner (i.e. cheating, plagiarism).

### **BULLYING**

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

- has the effect of physically harming a student and/or 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,
- may constitute a violation of law.

### **BUS MISCONDUCT**

Not following bus rules and regulations.

### **DEFIANCE OF AUTHORITY**

Refusal to follow the reasonable requests of school personnel.

### **DISORDERLY CONDUCT**

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

### **EXPLOSIVE DEVICES**

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 (e.g. 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.

### **FIREARMS/DEADLY WEAPONS**

Possession of any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon which will or is designed to or may readily be converted to expel a projectile, or any weapon designed for lethal use.

### **FORGERY**

Writing and using the signature or initials of another person.

### **GAMBLING**

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

### **HARASSMENT**

Statements or actions which intimidate another person(s): including "initiation" and "hazing".

### **LYING**

Writing or giving false or misleading information to school officials.

### **THEFT**

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

## DEFINITION OF PROBLEM AREAS (CONT.)

### **THREATS**

Any suspected crime against a person or property that is a serious offense as defined by ARS 13-604 (V)(3), or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

### **TOBACCO**

The use and/or possession of tobacco in any form. This includes E-Cigarettes or any items that are used with tobacco or tobacco (nicotine) like substances.

### **UNEXCUSED ABSENCE**

Any absence which 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 and/or use of any object that could inflict bodily injury to another person.

***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.***

## 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,
- 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.

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (CONT.)

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.

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

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.

## STUDENT DUE-PROCESS RIGHTS (cont.)

### *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.)

***KINGMAN ACADEMY HIGH SCHOOL  
STUDENT/PARENT HANDBOOK VERIFICATION AND BUS CONTRACT***

**I have received, read, understand, and accept the Kingman Academy High School student handbook policies AND the bus agreements below.**

**BUS AGREEMENT FOR PARENT AND/OR GUARDIAN OF ALL STUDENTS**

I have read and understand the regulations for students riding the school buses and I agree to comply with the regulations. I understand that the school bus is an extension of the classroom. All policies and regulations which apply to students in school also apply on the school bus. I understand that school bus transportation is ***not a right, but a privilege*** which is provided to my child as long as the provided rules and regulations are followed.

**BUS AGREEMENT FOR STUDENTS**

I have read and understand the regulations for students riding the school buses and agree, as a passenger, to abide by said rules and regulations. I understand that the school bus is an extension of the classroom. All policies, rules, and regulations which apply to students in the school also apply on the school bus.

I understand that school transportation is ***not a right, but a privilege*** which is provided as long as the rules and regulations are followed.

---

***Printed Name of Student***

---

**Grade**

---

**Signature of Student**

---

**Date**

---

**Signature of Parent or Guardian**

---

**Date**