

# ***KINGMAN ACADEMY OF LEARNING***

## **2023 - 2024 HANDBOOK FOR STUDENTS & PARENTS**



### **PRIMARY ~ INTERMEDIATE ~ MIDDLE**

Parents,  
Your awareness of the contents of this Student Handbook is important in our efforts to work as a team in providing a safe environment that is conducive to each child's learning.

We ask that you review the following pages, encourage your child to follow the school rules, and assist us in our efforts.

**After you have read the handbook, please sign the last page of the handbook and return it to your child's teacher.**

Thank you for being a part of our educational team!

If you have questions or concerns, please feel free to contact your school principal or one of our school administrators.

**Welcome to 2023-2024!**

STUDENT NAME : \_\_\_\_\_



***Kingman Academy of Learning School  
Calendar 2023 – 2024***

August 7	First Day of School
August 29	Primary School Picture Day
August 30	Intermediate School Picture Day
September 4	Labor Day - No School
September 6	Middle School Picture Day
September 6	1 <sup>st</sup> Quarter Progress Reports Go Home (K-8)
September 7	High School Picture Day
September 14	Student Early Release -- Staffulty Professional Development
October 4	Picture Makeups – at the Primary School
October 5	End of 1 <sup>st</sup> Quarter
October 10	1 <sup>st</sup> Quarter Report Cards – High School Progress 1 Reports Go Home
October 12	Parent Teacher Conference – No School
November 9	Veterans Day (Observed) -- No School
November 15	2 <sup>nd</sup> Quarter Progress Reports Go Home (K-8)
November 16	Turkey Trot -- Centennial Park
November 17-26	Thanksgiving Holiday – No School
December 20	End of 2 <sup>nd</sup> Quarter --Student Early Release
December 21 -Jan. 7	Winter Break
January 10	2 <sup>nd</sup> Quarter Report Cards – High School Semester 1 Report Cards Go Home
January 15	Martin Luther King Jr. Day -- No School
February 14	3 <sup>rd</sup> Quarter Progress Reports Go Home (K-8)
February 15	Student Early Release -- Staffulty Professional Development Day
February 19	Presidents Day -- No School
March 7	End of 3 <sup>rd</sup> Quarter
March 8-17	Spring Break
March 18	AZ Science Testing Begins (5 <sup>th</sup> grade, 8 <sup>th</sup> grade, 11 <sup>th</sup> grade)
March 20	3 <sup>rd</sup> Quarter Report Cards -- High School Progress 2 Reports Go Home
April 1	AASA State Testing Begins (Grades 3 <sup>rd</sup> -8 <sup>th</sup> ), ACT Aspire (9 <sup>th</sup> ) and ACT (11 <sup>th</sup> )
April 22	Spring Holiday -- No School
April 24	4 <sup>th</sup> Quarter Progress Reports Go Home
May 21	Preschool Graduation Ceremonies -- Middle School Promotion Ceremonies
May 22	Student Early Release -- Last Day of School -- High School Commencement Ceremonies

## **MISSION STATEMENT**

*The mission of Kingman Academy of Learning is to provide quality education to children in grades pre-school through twelfth grade. To give students the educational foundation for life long success. It is the goal of Kingman Academy to be a basic skills school emphasizing the reading and language arts areas, social studies, math, and science. Many activities will be provided in writing across the curriculum, with emphasis on correct writing procedures. Behavior goals will be based on students being responsible and respecting the rights of all people. There will be a strong relationship between parents and the school. They will become partners in the learning process. We would like to encourage all aspects of the community to support the functions of the school.*

## **GOALS OF KINGMAN ACADEMY OF LEARNING**

1. **Academic Excellence** - Students that meet or exceed their academic goals will be a success in the classroom, and will become college/career ready.
2. **Good Student Attendance** - Attending school every day is very important for academic growth, student achievement and high self-esteem.
3. **Parent Involvement** - Teachers and parents should be viewed by the student as a team, working together for the good of the student.
4. **High Standards for Student Behavior** - Students who learn they are responsible for their own behavior learn they are responsible for shaping their own lives. High standards for student behavior foster an atmosphere of respect for fellow classmates and teachers, as well as create a classroom environment where all students are able to learn without distractions and teachers are allowed to teach without disruptions.

Lessons will be designed to provide a rigorous education. **Rigor** is not more work, harder work, AP or honors courses, or additional homework, and is not the same for every student. Rigor is creating an environment in which each student is expected to learn at high levels, each student is supported by school and home so he/she can learn at high levels, and each student is able to demonstrate learning at high levels. Increased rigor will result in students who are college and career ready for life after high school – college, career, workforce, and military.

## **ENROLLMENT**

Per Kingman Academy of Learning Policy Section 7.2 Enrollment, the School does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability.

The Executive Director shall oversee the preparation and updating of an enrollment form and requirements that mirror state law and any other regulatory requirements. In addition to other requirements, the Executive Director shall ensure that the School uses and maintains the information and forms required by the Arizona Department of Education regarding verifiable documentation of residency in Arizona. The Executive Director shall not allow or adopt any requirements regarding U.S. citizenship that otherwise curtail children who are not citizens from attending school. The School will provide translated documents and translation services, as necessary, for all enrollment documents.

Although the School may offer tours and informational sessions to potential students and their families, admission will not be conditioned on participation in or attendance at any tour or informational session. Similarly, admission will not be conditioned on optional donations of time and/or money to the School, including parent ability to volunteer at the School.

Per Kingman Academy of Learning Policy Section 7.3 Admission Criteria, the Executive Director, in consultation with other School employees as necessary, shall determine how many students may be admitted each school year for each grade, building or special program, if any, keeping in mind the enrollment cap set by the School's authorizer. The Executive Director shall make this determination based primarily on the School's capacity to appropriately serve all admitted students, including the physical capacity of the School building and classrooms; availability of staff members to provide necessary services; and the availability of other necessary resources.

A student's eligibility for special education services or a Section 504 Plan will not be considered and is not relevant to admission decisions. However, the School may collect information about whether a prospective student is, or may be, eligible for special education services under federal law to better serve the student promptly and appropriately following admission.

Per Kingman Academy of Learning Policy Section 7.4 Enrollment Preferences, in compliance with A.R.S. § 15- 184, the School shall give enrollment preference to:

- Pupils returning to the School and siblings of pupils already enrolled in the School;
- Pupils who are the children of employees of the School, the charter holder corporation, members of the School's Governing Board and officers and directors of the charter holder corporation (if different from the School's Governing Board);
- Pupils who are in foster care; and
- Pupils who attended another charter school or are the siblings of those pupils if the charter school previously attended by the pupils has the identical charter holder, board and governing board membership as the enrolling charter school.

Reenrolling students and their siblings are given first priority among the groups listed above. The School will not give enrollment preference to any student on any other basis.

If remaining capacity is insufficient to enroll all pupils who submit a timely application the School shall use a lottery system, developed by the Executive Director.

Per Kingman Academy of Learning Policy Section 7.5 K-1 Student Age Requirements, incoming Kindergarteners must be 5 years old by September 1st of the year that they are attending kindergarten. First graders must be 6 years old by September 1st of the year that they are attending 1st grade.

Per Kingman Academy of Learning Policy Section 7.6 Homeless Students, the Executive Director shall ensure that any enrollment form and requirements are consistent with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and any Arizona law related to the enrollment of homeless students. The Executive Director will designate an appropriate staff person to serve as a liaison for homeless students and establish appropriate procedures regarding the admission and education of homeless students.

Per Kingman Academy of Learning Policy Section 7.7 Expelled Students, the School may refuse to admit any pupil who has been expelled from or is in the process of being expelled from any other school, whether public or private. The Executive Director has the sole discretion to determine whether to admit such a student, and the Executive Director's decision may not be appealed. Failure to disclose this information on a student's enrollment application may result in revocation of the student's acceptance.

Attendance applications are accepted at the Student Support Center, 3410 N. Burbank Street, Kingman, AZ 86409 or online at our website <https://www.kaolaz.org/apps/form/waitlist> at any time during the school year.

The following documentation must be provided in a timely manner for all students attending Kingman Academy of Learning. Failure to provide this documentation by the dates indicated here, will result in student withdrawal from KAOL.

1. **Proof of residency** – on or before the first day of school. Copies of utility bills, lease agreements, affidavits, or other documents showing current residence are acceptable for this purpose.
2. **Record of vaccinations or vaccination waiver** – on or before the 5<sup>th</sup> day of the school year. Additionally, students moving from 5<sup>th</sup> to 6<sup>th</sup> grade (11 years old), must have an updated vaccination record.
3. **Birth certificate/Proof of age** – on or before the 30<sup>th</sup> day of the school year. A variety of documents are acceptable for this purpose. Documents such as religious, hospital, or physicians certificate showing date of birth; an adoption record; an affidavit from a parent; a birth certificate; or previously verified school records.

## **SCHOOL HOURS**

### **Primary School**

Preschool Session AM	8:00 - 12:00
Preschool Session PM	12:15 - 4:15
Grades K, 1, & 2	8:00 - 2:45

### **Intermediate School**

Grades 3, 4, & 5	8:00 - 3:15
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### **Middle School**

Grades 6, 7, & 8	7:45 - 3:15
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### **High School**

Grades 9, 10, 11 & 12	8:00 – 3:15
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## **ATTENDANCE**

Attendance is mandatory as defined by the State of Arizona and good attendance is expected as stated in the goals of Kingman Academy of Learning. If a student will not be in attendance, parents should notify the school via ParentVue, the school website, or by calling the school office. If you are unable to notify the school on the day(s) of absence, please send a note when the student returns to school.

When school is in session during inclement weather, students who do not attend will be marked absent. This will include students who arrive late or leave early when inclement weather has not caused school closure.

The Arizona Department of Education ARS 15-901 (A) (1) defines excused absences as an absence due to:

- Illness
- Doctor Appointment
- Mental or Behavior Health
- Homelessness
- Bereavement
- Family Emergencies
- Time to process for the armed forces
- Out-of-school Suspensions (up to 10% of instructions days)

\*\*Family Vacations are an unexcused absence

Students who have over 14 absences are identified by the State of Arizona as chronically absent regardless of the reason for the absences, and may be considered truant. In an effort to reduce absenteeism at KAOL, students' families will receive communication via phone, email, or mailings indicating possible outcomes if absenteeism continues to be a concern.

Any student who has 10 consecutive unexcused absences will be withdrawn from Kingman Academy.

## **EARLY ARRIVALS**

Campus doors open at 7:30 a.m.

## **BEGINNING THE DAY**

Students are expected to be in their seats and ready to begin the day at the designated starting time. At the beginning of each school day, the Salute to the American Flag will be given. Also, a moment of silence will be observed. Participation is voluntary. Students in the 4<sup>th</sup>-6<sup>th</sup> grades will recite the Statement of Natural Rights from the Declaration of Independence.

## **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.

Research indicates that good nutrition helps students perform better in school. Please make sure your child eats a nutritious breakfast each morning, brings a healthy snack, and brings or buys lunch each day.

## **EARLY CHECK-OUTS**

In an effort to minimize disruption to our classrooms, we will not allow parents to pick up their children the last 20-25 minutes of any school day. If your child has an appointment immediately after school, you will need to pick them up before the designated time listed below for each school.

Primary School: 2:00 pm

Intermediate School: 2:45 pm

Middle School: 2:45 pm

## **EMERGENCY NOTIFICATIONS**

In the event of a school emergency, an email will be sent to all parents through our student information system. It is important that you keep your email address updated with your child's school office. Additionally, any emergency communications, including school closure due to inclement weather, will be posted on our school website [www.kaolaz.org](http://www.kaolaz.org), social media pages, and families will receive a phone call from our mass communication system.

## **WITHDRAWAL FROM SCHOOL**

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.

## **TELEPHONE USE**

Students may use the school telephone for emergencies only.

Please do not call teachers during the instructional time of the day. If you need to talk to your child's teacher, please call the office and leave a message with the office staff. The message will be delivered in a timely manner and the teacher will return your call at their earliest convenience.

## **CELL PHONES**

Cell phones should remain in the student's backpack during the school day. They should remain in the 'off' position during that time. Cell phones that are used, seen, or that ring during class time will be confiscated and kept in the Principal's office for pick-up by parents. **Parents, please DO NOT call or text your child on their cell phone during the school day**

Smart watches are treated as cell phones and should not be used during the school day.

Violations of the school cell phone policy will be treated according to the district guidelines for Defiance and Willful Disobedience

## **NUISANCE ITEMS**

Do not bring expensive items, large amounts of money, or collectible items such as trading cards to school. They create distractions and could be broken or lost. The teachers and school board accept no responsibility for personal toys and items which are lost, stolen, or traded. **ELECTRONIC DEVICES ARE NOT ALLOWED AT SCHOOL. THESE INCLUDE, BUT ARE NOT LIMITED TO: Phones, I-Pads, Laptops. These items will be confiscated and may only**

***be picked up by a parent.***

In some instances, students may bring personal electronic devices that will be used in an educational manner. This is up to each individual school.

## **STUDENT RESPONSIBILITY**

It is the responsibility of the student to conduct themselves so that they obtain the best education possible and do not infringe upon the rights and privileges of other students to obtain a quality education.

It is the student's responsibility to fully participate in his/her educational experience by paying attention in class, turning in all work as assigned by the teachers, and putting forth his/her best possible effort.

## **VISITORS**

All visitors must report to the administrative office when arriving on campus, and are expected to leave promptly when their business is completed.

Parents who wish to talk with teachers should call the school for an appointment, send a note with the student, or contact the teacher via e-mail. All e-mail addresses are provided on the school website. Parents who arrive at school without making an appointment may be scheduled for a meeting at a time that is convenient for the teacher. Except in emergency situations, teachers will not take phone calls from parents during class time as this is disruptive to the students.

School-age relatives or friends **may not** visit the school because they are not covered by insurance and may be disruptive to the learning process.

## **PROGRESS REPORTS**

A notification of the student's progress will be sent home at mid-quarter either electronically or on paper. If there is a need for a conference, parents are requested to contact the teacher to arrange a convenient time. Grades are also available for student grades 3-8 via ParentVue

## **REPORT CARDS**

Students will receive report cards every nine weeks. Conferences are held at the end of the first quarter at all schools. Parents are encouraged to set up an appointment for a teacher conference before or after school at any time during the school year, as the need arises.

## **HOMEWORK**

All students attending KAOL will have some amount of homework. Homework is provided for two basic reasons: reinforcement of skills learned during the school day and development of good study habits at a young age. The amount of homework will be relative to the grade level of the student, with more homework as they get older.

## **MAKE-UP WORK**

Any student who misses school is required to make up the work missed during their absence. A minimum of two days for each day of absence will be allowed for make-up work.

When a student and his/her parents know in advance that a student will be absent for a certain period of time, the teacher should be notified well in advance. The student will be given a pre-arranged work kit so academic work can be done during the absence. Student athletes who leave school early for an athletic event are required to obtain their class assignments prior to leaving.

## **TEXTBOOKS**

Students are issued free textbooks at the beginning of the school year. Once a student accepts a textbook, he/she is responsible for its care. The school will hold students using those textbooks responsible for loss or any damage including writing. When textbooks are collected at the end of the school year, students will be charged for damage or loss.



## **RETENTION CRITERIA**

### **Identification of Candidates for Possible Retention**

The classroom teacher will identify those students whose progress over the previous school months indicate that the student may not be able to master the state standards for each subject at the student's grade level by the end of the school year.

### **Notification of Parents**

The classroom teacher will notify the parents or guardians of students who are candidates for retention, if retention is being considered. The parents or guardians, classroom teacher, and administrator or student services director will meet to plan a program for extra assistance in meeting the standards for the student's grade level.

### **Review of Student's Progress Toward Attaining Mastery of Standards - Retention or Promotion Decision**

No later than May 1st, the parents, teacher, and administrator will meet again, formally, to review the progress the student has made toward attaining the standards. A decision to promote or retain the student needs to be made at that time.

The retention decision is not to be based only on mastery of the standards. The following factors must be taken into account:

1. Predicted academic, social, and emotional effects of retention.
2. Parent's attitude toward retention.
3. Present level of academic achievement considering performance on class work, assignments, and tests.
4. Standardized test results.
5. Number and nature of interventions implemented to remediate problems.
6. The amount of academic progress made in the past year.
7. The student's known and inferred academic attitude.

## **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.

## **FIELD TRIPS**

Field trips and visits to places relating to studies can enrich a student's classroom lessons. Students are required to have written permission from their parents/guardians before they are permitted to go on such trips.

## **PERSONAL APPEARANCE AND DRESS**

### **PERSONAL APPEARANCE**

- Shoes must be worn at all times. For safety reasons, students must wear closed-toe shoes with a back
- Hats and sunglasses may not be worn in the classroom, or inside any school building
- Clothes should be clean, neat and acceptable
- Students may not have writing, drawings, or any other items on their skin or clothing

**Primary & Intermediate Schools** students are required to wear KAOL shirts every day.

**Monday-Wednesday** - KAOL approved polo uniform shirt is required

**Thursday** - KAOL approved polo, spirit, or school sport/club shirt

It is strongly recommended that parents label their child's uniform clothing – particularly sweatshirts and jackets – so they can be returned to the child if they are lost.

Students in grades Preschool - 8<sup>th</sup> are to wear solid dark blue, black, or gray jeans, shorts (appropriate length), skirts or jumpers. Athletic shorts and sweatpants may also be worn if they are the appropriate solid color blue, black or gray. Pants must fit appropriately

During cooler weather, students may wear long-sleeved shirts under their uniform shirt, and tights or leggings. These items must be solid white, black, blue, or gray.

**Middle School** students are required to wear an approved Kingman Academy Middle School shirt or sweatshirt every day. These may include the school polo, spirit day, club, or team shirts. If personalized, the name on the back must match the name of the student wearing it.

**High School** students should refer to the High School Student Handbook for uniform guidelines.

#### **Unacceptable clothing:**

- Unhemmed cut-offs, shorts w/split sides or short shorts
- Pants or shorts with holes
- Patches, jewelry or printing emphasizing drugs, tobacco, alcohol, sex or profanity
- Baggy or oversized pants/jeans. Pants should be worn at the waist, with no undergarments visible, and no excessive or inappropriate holes
- Tight/stretch-fabric pants (i.e. Nike Pro, Spandex Shorts, or Spanx)

***The principal 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, and eliminate label competition among students.***

**During cold weather, all students may wear a heavy coat over their uniform shirts when they are outside the classroom. Sweatshirts worn over Academy t-shirts must be Academy logo sweatshirts. Students may not bring blankets to school in place of a jacket.**

## **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.

Before returning to school, a student must be fever free for 24 hours and be able to hold down food without vomiting.

It is imperative that the school have up-to-date phone numbers for parents and emergency contacts. Please update in ParentVue or notify the school of any change to address or phone number.

## **MEDICATIONS**

All medications are to be taken immediately to the school office, and 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 time and amount of dosage. No medication may be administered by school personnel contrary to package directions. No medications may be kept in the student's possession at school. The only exception to this rule is for students who have been prescribed to use inhalers.

## **General Behavioral Expectation:**

Students are expected to conduct themselves in an honest, responsible, respectful, and mature manner and to refrain from any behavior that fails to comply with such general behavioral expectation, regardless of whether such behavior is referenced in a specific prohibition in this document. Consistent with this expectation, all students are required to:

- Conduct themselves in a courteous and respectful manner
- Observe federal, state, and local laws and ordinances
- Comply with the specific standards of behavior set forth below and elsewhere in the Parent-Student Handbook or other School publications
- Refrain from engaging in behavior that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the School
- Refrain from any behavior that endangers or threatens the safety, or physical, mental, or emotional health of any person, or that inflicts, or threatens to inflict, damage on property of the School or a member of the School community
- Refrain from promoting violence or other inappropriate behavior

In addition to abiding by the General Behavioral Expectation, the following behaviors are prohibited on campus and at school-related events. In addition, students are subject to potential discipline for engaging in prohibited behaviors off campus or at non-school-related events/functions, if the behavior at issue may result in substantial disruption of the School community or otherwise directly and adversely affects the School or members of the School community. Students are subject to discipline for conduct while in School, traveling to and from School, at School functions, or whenever such conduct affects the School order.

## **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 the 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 the 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 weapons 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". Harassment also includes forms of sexual harassment which is behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation.

## **LYING**

Writing or giving false or misleading information to school officials.

## **THEFT**

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

## **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 any items that are used with tobacco or tobacco (nicotine) like substances.

## **VANDALISM**

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

## **WEAPONS/SIMULATED OR REAL**

The possession and/or use of any object that could inflict bodily injury to another person. Simulated weapon means **any item or object which is manufactured or designed to appear as though it is a weapon regardless of whether it is capable of inflicting injury or damage.**

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	Zero Grade on Assignment	Short-term Suspension
	Repeated	In-school Suspension	Short-term Suspension
<b>BULLYING ^</b>	First	Short-Term Suspension	Expulsion
	Repeated	Long-Term Suspension	Expulsion
<b>BUS MISCONDUCT</b>	First	Conference	
	Second	Suspension from the 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 DISOBEDIENCE</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>VANDALISM ^</b>	First	Parent Involvement Restitution	Long-term Suspension Restitution
	Repeated	Parent Involvement Restitution	Expulsion Restitution
<b>WEAPONS ^</b>	First	Short-Term Suspension	Expulsion

^ Indicates possible police referral.

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

## **STUDENT VIOLENCE - HARASSMENT - INTIMIDATION - BULLYING**

*(Kingman Academy of Learning Policy Section 7.1)*

The 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 another 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 the student handbook. 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.

## **BULLYING LINK**

If a student experiences any form of bullying while in attendance at KAOL and for reports of bullying after school hours, we have provided and encourage our students and parents to use the anonymous bullying reporting link for information to be provided to the Executive Director. The link can be found on our school website on the individual school pages at [Bullying and Harassment Reporting](#). Please follow the instructions on the link and add a detailed description of any bullying incident. We also encourage students to screenshot any social media posts that they deem bullying and add to their report.

## **ALCOHOL, DRUGS, AND TOBACCO (IN ALL FORMS)**

Kingman Academy of Learning has a zero tolerance policy for the use, distribution, and/or possession of alcohol or drugs. The use of prescription and non-prescription drugs, tobacco, electronic cigarettes and vaping are not allowed on any KAOL campus.

## **INTERFERENCE WITH OR DISRUPTION OF THE SCHOOL**

*(Kingman Academy of Learning Policy Section 3.3)*

No person shall engage in conduct that may cause interference with or disruption of the School, as set forth in A.R.S. § 13-2911. Interference with or disruption of the School includes any act that might reasonably lead to the evacuation or closure of the School or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be prohibited.

In addition to the acts prohibited by A.R.S. § 13-2911, the Governing Board has determined that students, faculty, staff and all members of the general public, will be deemed to interfere with or disrupt the School's educational purposes by committing any of the following while on School property:

- Illicit use, possession, distribution, sale of tobacco, alcohol, drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions
- Use of speech or language that is offensive or inappropriate given the public school educational environment and the age of the students
- Failure to comply with the lawful directions of School officials or of School security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so
- Knowing violation of a School rule
- Any conduct constituting an infraction of any federal, state, or city law or policy of the Governing Board

- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator
- Taking any other action that disrupts the educational purposes of the School

If an individual is determined by School personnel, in their sole discretion, to have engaged in an act that interferes with or disrupt the School's educational purposes, the School may take whatever action is necessary to maintain and ensure order, including ejection from the School property, prohibiting the individual from entering the School property in the future (a "trespass notice"), suspension or expulsion (in the case of a School student), or such other disciplinary action as the School deems appropriate, including referral to law enforcement.

### **GENERAL SCHOOLWIDE CONSEQUENCES**

Depending on the severity of the behavior, consequences range from a student conference with an administrator to expulsion from Kingman Academy of Learning.

Any behavior that is harmful to students or staff, or is illegal will result in immediate suspension.

### **PLAYGROUND PROCEDURES**

1. Do not throw rocks or dirt.
2. Tackle football and wrestling are not allowed.
3. Use jump ropes for jumping only.
4. Stay within the designated areas specified by the playground monitor.
5. Do not take food to the playground. This includes candy and gum.
6. Follow directions given by any playground supervisor.
7. Students will keep their hands and feet to themselves and refrain from any physically aggressive behavior.

In order to ensure student safety, children will be expected to follow equipment guidelines as explained by the supervising teacher. Recess may be held at local parks. Students will respect others using the park and will not cause damage to the park or related facilities.

In the event of any disruption, a student may be removed from school. Some actions could result in immediate removal from school.

### **DISCIPLINE PROGRAM**

Kingman Academy of Learning 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 ACTIONS**

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

**STUDENT CONFERENCE** - A formal conference is held between the student and one or more school officials.

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

**DISCIPLINARY REASSIGNMENT** - A reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school. This may include a schedule change and/or detention.

**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 9 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. Full credit will be given for work completed during the suspension and turned in upon the student's 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.

**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 commencing the 10<sup>th</sup> day of suspension up to one year. The administrator may recommend, based on school policy, that the Governing Board determines the need for long-term suspension. Only the Governing Board may impose a long-term suspension. However, all classwork that is given during the suspension must be obtained, completed, and turned in upon the student returning to school. Additional time to complete assignments will not be allowed.

**EXPULSION** - Expulsion will be 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 may recommend, based on policy, that the Governing Board expel a student. The Governing Board is the only entity that has the authority to expel a student. All requests for expulsion sent to the Governing Board shall have supporting information verifying that the due-process procedures have been followed, interventions administered, and resources used by the teachers, staff, and parents to help the student. After a period of time, the Governing Board may, but is not required to, reinstate the privilege of attending school. Parents will be notified of action taken.

## **POLICE INVOLVEMENT**

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

## **STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS**

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

### **Interviews**

School officials may question students regarding matters associated with the 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 official, School Resource Officer (SRO) or another peace officer.

*The safety of the student population is of primary 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, a 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. Authorities, 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; 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 a reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Disrobing a student is overly intrusive for purposes of most student searches and is improper without express concurrence from the school and parents.

Items provided by the school for storage (e.g. lockers, desks) or for 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 expectation of privacy**; and lockers, desks, storage areas, etc. may be inspected at any time with or without reason, and with or without notice, by school personnel.

If a student's backpack, lunch box, purse, etc. needs to be searched, the administrator will 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. If disciplinary action occurs as a consequence of the search, the parent will then be notified of what was found and the policy violation.

## **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 following guidelines must be followed:

- 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.

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 school 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.

## **TITLE IX**

*(Kingman Academy of Learning Policy Section 9)*

### **SEXUAL DISCRIMINATION POLICY AND SEXUAL HARASSMENT GRIEVANCE PROCEDURES**

Title IX of the Education Amendments of 1972 and the Title IX regulations prohibit discrimination on the basis of sex, including gender-based and sexual harassment discrimination, in the School's educational programs and activities, including employment. The School is committed to maintaining an educational and working environment free from sex discrimination and harassment and encourages any student or employee who believes they have been subjected to discrimination on the basis of sex, whether by students or by School employees, to utilize this procedure.

The School's designated and authorized Title IX Coordinator can be reached as follows:

The Title IX Coordinator is designated and authorized to coordinate the School's compliance with Title IX.

## **STUDENT DUE-PROCESS RIGHTS**

### ***Procedures for Suspension for Nine 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, students will be asked for an explanation of the situation. The authorized school personnel shall make a 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 Nine (9) 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 a 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. A 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.

**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 the Governing Board.

**Step 4:** A formal letter to parents or legal guardians 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
- The name of the hearing officer if a hearing officer has been designated.

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

- 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 students 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.

Nothing in these procedures shall be construed to prevent the students (who are subject to the action), 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 sessions or from recording such sessions at the parent's or legal guardian's expense.

***(Suspension of special education students will be in accordance with Kingman Academy of Learning Policy Manual Section 6.3.)***

## **TRANSPORTATION**

Kingman Academy of Learning is happy to provide transportation to our students. XXX

### **STUDENT BUS BEHAVIOR**

Driving a school bus is not an easy task. It requires constant attention, excellent driving skills, and a total understanding of all driving rules and regulations. The bus drivers have full responsibility and authority for the safety of all students assigned to the bus from the time they board until they arrive at their destination. In order to accomplish their assignment, the following basic riding rules have been established by Kingman Academy of Learning.

Please note R17-9-104 D.5 states "All passengers shall **sit with their backs against the seat backs**, their legs facing towards the front of the school bus, and all parts of their bodies clear of all aisles whenever the school bus is in motion."

Parents are asked to review the bus rules with their student(s) and to sign the bus contract included with this handbook.

### ***SCHOOL BUS RULES OF CONDUCT ~ Bus riding is a privilege - not a right!***

SAFETY is the primary reason for our School Bus Rules of Conduct. Students and parents must understand that the lives and safety of all students may depend on their conduct and strict observance of school bus rules.

1. Students shall not engage in any behavior or action that would interfere with the safety of the bus or the safety of any of the passengers on the bus. This includes horseplay, loud yelling, and boisterous behavior.
2. Students are to keep their hands to themselves.
3. Students may talk quietly to the person sitting beside them. Inappropriate language/profanity are not to be used.
4. Students will be DENIED the opportunity to ride the bus, to or from school, if they have any of these prohibited items: skateboards or any coasting vehicles, glass items, animals, insects, reptiles (alive or dead).
5. Students will wear their uniform shirts and/or sweatshirts at all times while on the bus.
6. Students are to keep all parts of the body inside the bus and not throw any items in the bus or out of the bus window.
7. Students must be at their bus stop five (5) minutes before their scheduled pick up time. Bus schedules are planned with sufficient time for student loading at each stop but NO time has been allowed for tardy students. Parents must provide transportation for students who are late or miss the bus.
8. Students shall be respectful of all property surrounding the bus stop. Students who damage school property or the property of other passengers will be responsible for the cost of the damages.
9. Public displays of affection are prohibited while a student is on the bus.

When rule violations occur, a conduct report is given to the building Principal. The Principal will attempt to resolve the problem with the student and/or parents. The parents are expected to assume major responsibility to counsel the student as to acceptable behavior while riding the school bus.

If the misconduct is very serious, if there are repeated violations of bus rules by a student, or if the problem cannot be resolved with the cooperation of the parents and student, the bus riding privilege for the student may be withdrawn, and the parents will be expected to transport the student to school. Loss of bus riding privileges is not an acceptable excuse for absence from school.

Consequences for bus infractions are as follows:

- |                               |   |
|-------------------------------|---|
| 1 <sup>st</sup> Bus Write-up: | Verbal Warning  |
| 2 <sup>nd</sup> Bus Write-up: | Student is prohibited from riding the bus for four (4) days.                |
| 3 <sup>rd</sup> Bus Write-up: | Grounds for removal of bus privileges for the remainder of the school year. |

I have reviewed the contents of the KAOL 2023 - 2024 Handbook for Students and Parents at Primary, Intermediate and Middle Schools.

Grade \_\_\_\_\_

Date \_\_\_\_\_