

# KINGMAN ACADEMY OF LEARNING HIGH SCHOOL TIGERS

## 2023-2024 STUDENT HANDBOOK



MRS. JENNIFER PEREA - Principal  
MR. MICHAEL SUCHOWIERSKI - Assistant Principal  
MR. ERIC LILLIS - Executive Director

3420 N. Burbank St., Kingman, Arizona 86409  
Phone: (928) 681-2900 Fax : (928) 681-2922

***Pursuing Education with Passion***

# ***Kingman Academy of Learning School Calendar***

**2023 – 2024**

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

# KINGMAN ACADEMY HIGH SCHOOL

## *Pursuing Education with Passion*

**SCHOOL HOURS:** Monday through Thursday, 8:00 A.M. - 3:15 P.M.

(On inclement weather days, students can wait in the gym once doors open at 7:30 A.M.)

### SCHOOL-DAY SCHEDULE

#### **Monday-Thursday**

Period 1: 8:00 AM - 8:55 AM

Period 2: 8:58 AM - 9:53 AM

Period 3: 9:56 AM - 10:51 AM

Period 4: 10:54 AM - 11:49 AM

Period 5: 11:52 AM - 12:52 PM

Lunch: 12:52 PM - 1:22 PM

Period 7: 1:22 PM - 2:17 PM

Period 8: 2:20 PM - 3:15 PM

### EARLY RELEASE

Period 1: 8:00 AM - 8:30 AM

Period 2: 8:35 AM - 9:05 AM

Period 3: 9:10 AM - 9:40 AM

Period 4: 9:45 AM - 10:20 AM

Period 5: 10:25 AM - 10:55 AM

Period 7: 11:00 AM - 11:25 AM

Period 8: 11:30 AM - 12:00 PM

## **MISSION STATEMENT**

*The mission of Kingman Academy of Learning is to provide quality education to children in grades preschool through twelfth grade. To give students the educational foundation for lifelong 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.*

## **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 classwork in a timely manner and show growth in 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 encouraged 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 help foster a safe and positive learning environment based on mutual respect.

## **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.

Re-enrolling 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 7.6 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 Office, 3410 N. Burbank Street, Kingman, AZ 86409 at any time during the school year.

The following enrollment 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.

## Attendance Policies

In order to receive credit for each semester, **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 may 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. Please contact the principal, Mrs. Perea, in our high school office if you have questions.

### What to do if my child is going to be absent:

1. Please report absences on ParentVue or the kaolaz.org website or call and report the absence to our high school office (928) 681-2900.
2. If your student is absent please utilize ParentVue to contact your student's teachers directly to request homework. Please use ParentVue or the school website to access teachers' email addresses: [www.kaolaz.org](http://www.kaolaz.org).

Arizona Department of Education ARS 15-901 defines excused absences as

- Illness
- Doctor Appointments
- Mental or Behavioral Health
- Bereavement
- Family Emergency
- Time necessary to process for the armed forces
- Out of School Suspension (not to exceed 10% of instruction days)

Family Vacations and personal days are reported as *unexcused* absences.

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.

### Pre-Planned Absences

The definition of a pre-planned absence is an absence that has been approved ahead of time by the school administration.

- One week prior notice is necessary for pre-planned absences. Please contact the high school administration for prior approval.

### Tardies

- 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.
- Tardies are counted on an individual basis throughout the grading period.
- **All tardies accumulate for one grading period (18 weeks)** and 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.
- Throughout the day, students will be counted tardy by the classroom teacher.
- All tardies that are not excused will be documented and assigned according to the chart below:
  - **1<sup>st</sup> - 4<sup>th</sup> Tardy:** Verbal Warnings, noted on our absence reporting system
  - **5<sup>th</sup> - 10<sup>th</sup> Tardy:** Student Notice/Detention/Loss of Renaissance card
  - **11<sup>th</sup> Tardy and each tardy thereafter:** In-School Suspension and a possible Parent Conference

## 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 phone number on record, the school must have 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.

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

## Lunch

- Students may either bring a lunch each day or order lunch from local vendors scheduled by the school. 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.
- For the safety of the student on campus, **students will not be allowed to order lunch that is delivered to the school from an unscheduled, outside vendor.**
  - This includes Doordash, Postmates, and any other food delivery service.
- Delivered lunches must be brought into the front office prior to the start of lunch.
- In addition, any lunches, food or drinks that are delivered by a parent/guardian prior to lunch will be held until the scheduled lunchtime. If food is delivered after the lunch period ends, the lunch will not be given to the student, nor will that student be allowed to leave class to obtain this lunch until after school ends.

## Closed Campus

- Kingman Academy of Learning High School is a closed campus. Once a student is on campus in the morning, he/she is required to follow the same procedures and policies set forth for the school day.
- A student entering campus before the school day begins is considered to be on campus.
- Students will not be allowed to leave campus without parental permission regardless of the age of the student.
- Students must check out/in through the office when leaving and upon returning to school and can only do so with parent permission.
- **Students are not 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.
  - Students who leave campus without permission are subject to suspension and 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:

- In order to park in the student-reserved parking on campus, students must register their vehicles with the administration office by a predetermined date. **Spaces are limited.**
  - Parking permits cost \$10. In order to register a vehicle, a copy of the student's driver's license, completed parking permit form, and the \$10 fee must be presented to the office or administrator in charge of registration.
- Students who drive to school and do not have a registered parking space must find an alternative place off campus to park for school or arrange alternative transportation.
- Students are not allowed to park in the front of the high school, on the side of the School Support Center, or in the parking lot of an adjacent school building.
- The parking permit must be visible at all times while parked on campus.
- Students who fail to acquire a parking permit by the designated cutoff dates may risk their vehicle being towed at the owner's expense.

Driving to and parking on the Kingman Academy High School campus is a privilege. Students may lose this privilege if unsafe or irresponsible behavior occurs while driving on campus.

## 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 labels and dose instructions. Prescription medications must be in the pharmacy container with the label indicating name, time, and the dosage. Please also place medication bottles in a clear, plastic, sealed bag. No medication may be administered by school personnel contrary to package directions. No medications of any kind with the exception of inhalers and cough drops may be kept in the student's possession at school.

### **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 and on the ParentVue system. School emergency information will also be posted at [kaolaz.org](http://kaolaz.org) and social media pages if possible. Additionally, any emergency communications, including school closure due to inclement weather, will be posted on our schoolwide website: [www.kaolaz.org](http://www.kaolaz.org).

### **Cell Phone Policy**

*At Kingman Academy High School, we believe cell phones, when used appropriately, can be an excellent instructional tool and resource. However, we are finding that cell phones have become a distraction to the learning environment. Students are not fully engaged in the learning process, and the disruption is resulting in lower student engagement during activities in and out of the classroom, low test scores, and at times has become an instrument for cheating and/or bullying/harassment.*

*In order to improve the engagement in school activities and eliminate issues regarding the inappropriate use of cell phones, the following rules are put in place.*

- Cell phone usage is prohibited during the school day while classes are in session unless specifically directed otherwise by the classroom teacher.
- Cell phones may not be used during school assemblies, rallies, or other large gatherings.
- Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: classrooms, restrooms, all physical education areas and the school office.
- Cell phones can be used during passing periods, at lunch, before, and after school. This limited cell phone use must be respectful and non-disruptive to students and staff.
- The use of AirPods, headphones, or any other listening device *is prohibited at all times* except lunch during school hours.
- While in the classroom, cell phones should be on silent and placed in backpacks or pockets. Cell phones should not be out on a student's desk at any time without teacher permission.
- If students need to place an emergency phone call or contact parents/guardians, they should request to go to the main office to use an office phone.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

*Students using cell phones in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the Kingman Police Department.*

## **Consequences:**

- First Offense ~ Students will receive a detention, the device will be held in the school office until the end of the school day. Students may pick up their phone.
- Second Offense ~ Students will receive detention, the device will remain in the main office until a parent or guardian can pick up the phone.
- Third Offense ~ Students will receive an office referral for In-School suspension. The device will remain in the main office until a parent or guardian can pick up the phone.
- Fourth Offense and beyond ~ Parents will be required to come in for a parent meeting with administration to discuss the continued insubordination. The device will remain in the main office until a parent or guardian can pick up the phone.

*\*Refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is considered insubordination and a violation of the school's Code of Conduct. Insubordinate behavior is punishable by suspension and possible exclusion from school events.*

## **Other Electronic Devices and Items**

Kingman Academy High School does not encourage students to bring electronic devices, expensive items, laptops, AirPods, or large amounts of cash to school. These items include but are not limited to personal AirPods, Fit Bits, Apple Watches, tablets, and headphones. When used during prohibited times or used inappropriately these items will be confiscated and must be picked up by a parent/guardian. Personal computers/laptops may not be used at school without administrative permission. Laser pointers are prohibited on school grounds.

**\*\*\*\*The teachers, administration, and governing board of Kingman Academy of Learning accept no responsibility for these items if they are lost, damaged, stolen, or traded.\*\*\*\***

## **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.

### **Grading scale**

**A = 90 - 100%**

**B = 80 - 89%**

**C = 70 - 79%**

**D = 60 - 69%**

**F = 0 - 59%**

## **College & Career Readiness**

**What is ECAP?** An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals.

**Why do students have an ECAP?** Integrating an Education and Career Action Plan (ECAP) process into all facets of the school experience enables students to be lifelong learners and problem-solvers, developing and applying 21st century skills to their life experiences, as students, as workers, as consumers, and as responsible citizens. With the ability to identify skills and interests and to apply that knowledge to create their own ECAP, students will have developed needed skills to advance in a more fluid, seamless transition, meeting 21<sup>st</sup> Century technologies and workplace postsecondary requirements.

**What is the Kingman Academy High School ECAP?** The Kingman Academy High School ECAP meets the ECAP Attributes determined by the Arizona Department of Education and indicates what activities should be



completed in each grade level. The checklist can be found in each student's individual ECAP folder. Activities are completed during ELA, Social Studies, and through Overgrad, an online program, found at [www.overgrad.com](http://www.overgrad.com), which has college research, a 4-year plan, and career planning information.

### **Community Service**

Students are required to complete 20 hours of community service per school year to complete the Governing Board approved graduation requirement. Community service must be done without compensation and cannot be done for an immediate family member. Community service forms are located in the high school office and at [www.kaolaz.org](http://www.kaolaz.org) and must be turned in to the assistant principal when completed. Graduating seniors must have all community service hours completed and recorded before winter break. 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 textbooks. 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 textbooks. **Students who are enrolled in dual enrollment and WAVE CTED courses may be assessed additional fees if their books are returned in poor condition.**

**In the event a book is lost or damaged, students may be responsible for the replacement cost of the book.**

### **Class Fees for 2022-2023**

#### **Science Classes:**

\$30.00 each Dual BIO181 & BIO182

#### **Art Classes:**

\$15.00 Art 2: Painting

\$15.00 Art 2: Sculpture

\$20.00 AP 2D Art and Design:

#### **Intro to Engineering:**

\$10.00

#### **Robotics:**

\$10.00

#### **WAVE/CTED:**

*Cost of textbook if student does not complete the course.*

Students are also responsible for the cost of workbooks in their WAVE/CTED classes.

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

**Students must have permission from the administration to possess personal laptop computers at school at any time.**

## **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. Grades can also be accessed via ParentVue and/or 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 an excused absence will be allowed for make-up work. When parents know of a student's absence in advance, the school must be notified. The student may be given the missed work ahead of time. Students that are aware beforehand of an upcoming absence will be responsible for the classwork, 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 turned in upon return to school following the suspension.**

## **Late Work**

The goal of Kingman Academy High School is to hold our students accountable for their own learning. If a student turns in an assignment after the due date determined by their teacher, the student may 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 may result in 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 and one day of In-School Suspension. 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; copying the answers of another student's work; or offering to let another student use a completed assignment or classwork to copy.

## Graduation Requirements

<i>Class of 2024</i>		<i>Class of 2025</i>		<i>Class of 2026 and Beyond</i>	
4	<i>English</i>	4	<i>English</i>	4	<i>English</i>
4	<i>Math</i>	4	<i>Math</i>	4	<i>Math</i>
3.5	<i>Social Studies</i>	3	<i>Social Studies</i>	3	<i>Social Studies</i>
3	<i>Science</i>	3	<i>Science</i>	3	<i>Science</i>
1	<i>Second Language</i>	1	<i>Second Language</i>	1	<i>Second Language</i>
1	<i>Physical Education</i>	.5	<i>Physical Education</i>	.5	<i>Health/PE</i>
1	<i>Career Path/Tech Ed</i>	1	<i>Career Path/Tech Ed</i>	1	<i>Career Path/Tech Ed</i>
1	<i>Fine/Performing Arts</i>	1	<i>Fine/Performing Arts</i>	1	<i>Fine/Performing Arts</i>
.5	<i>Financial Literacy</i>	.5	<i>Financial Literacy</i>	.5	<i>Financial Literacy</i>
.5	<i>Health</i>	.5	<i>Health</i>	7	<i>Electives</i>
5.5	<i>Electives</i>	6.5	<i>Electives</i>		
25	<b><i>TOTAL CREDITS</i></b>	25	<b><i>TOTAL CREDITS</i></b>	25	<b><i>TOTAL CREDITS</i></b>

**Twenty (20) community service hours per year are also required per student.** Credit Requirements are subject to change by the KAOL Governing Board. Total graduation requirements for transfer students will be evaluated on an individual basis.

### Early Graduation

Students who would like to graduate early (after the first semester of their senior year) must have the early graduation form filled out no later than the last day of 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.

Seniors who graduate early may not be involved in Kingman Academy High School activities and athletics or school functions after the first semester of their senior year 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.

## Uniform Policy

ACCEPTABLE	NOT ACCEPTABLE
<p><b>Monday through Thursday - Any Academy shirt/uniform as long as “KAHS” is represented on the shirt <u>from an Academy sponsored sports team, club, or activity.</u> (This does NOT include outside events in which Kingman Academy has been acknowledged. i.e.: tournament shirts.)</b></p> <p>Athletic uniforms by athletes only on game days</p> <p>Shoes at all times (including flip-flops)</p> <p>KAOL pullover</p> <p>KAOL zip-up sweatshirts <b><u>(Academy shirt must be visible beneath)</u></b></p> <p>Non-Academy coats/jackets outside ONLY</p> <p><b>Solid</b> Blue, black, tan or gray pants, jeans, shorts, skirts, or sweatpants</p> <p>Leggings that are school color <u>with shorts/skirt worn over the leggings</u></p> <p>Pants, jeans, and/or shorts with holes that are appropriate and <i>not excessive</i></p> <ul style="list-style-type: none"> <li>• Teacher/Administrative discretion</li> <li>• Visible pockets or visible undergarments are not acceptable.</li> </ul>	<p>Non-Academy hoodies or zip-up sweatshirts</p> <p>Slippers</p> <p>Academy shirts that are altered or changed in any way or self-created and not school approved</p> <p>Shorts with split sides, “short” shorts/skirts (teacher/administrative discretion)</p> <p>Patches, jewelry or any clothing promoting drugs, alcohol, tobacco, sex, profanity, firearms, violence, or inappropriate language/suggestions</p> <p>Oversized pants or jeans/sagging pants that show undergarments</p> <p>Yoga pants, stretch pants and/or leggings without shorts/skirt covering and not solid school color</p> <p>Sunglasses in the building</p> <p>Bandanas</p> <p>Tank tops</p> <p>Sheer clothing and/or visible undergarments</p> <p>Middle School attire of any kind</p> <p>Blankets</p>

Our uniform policy is designed to promote an effective learning climate, increase safety, foster student unity and pride, eliminate label competition among students, and minimize distractions as well as the clothing expenses for parents. 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 will result in a student being considered willfully disobedient and subject to further consequences.**

## 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.

## **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. §13-3101.

**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 E-Cigarettes or 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	Long-term Suspension
	Repeated	Short-term Suspension	Long-term Suspension/Expulsion
<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
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<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.

If your 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. 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. The link can be found on our website, on the individual school pages [https://www.kaolaz.org/apps/pages/index.jsp?uREC\\_ID=2677424&type=d&pREC\\_ID=2314375](https://www.kaolaz.org/apps/pages/index.jsp?uREC_ID=2677424&type=d&pREC_ID=2314375).

### **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, drugs, improper use of prescription and non-prescription drugs, and/or tobacco.

### **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, or sale of tobacco, alcohol, or 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 Body.
- 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.

### **Discipline Program**

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 students 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:** A detention notice will be signed by the student and sent home for signature from a parent or guardian. Teachers who give the detention are required to make contact with the parents explaining the infraction. Emails may be possible when a phone contact is not achieved..

Students are required to serve detention on their scheduled day, Tuesday after school from 3:15 P.M.- 3:45 P.M. 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 detentions per semester:

- |                       |  |
|-----------------------|--|
| 1. 1st-4th Detention  | Parent Contact and After School Detention  |
| 2. 5th-10th Detention | Parent Conference and In-School Suspension |
| 3. 10th+ Detention    | Parent Conference/Out-of-School Suspension |

**Referrals:** Teachers/Administrators will write a referral when the student no longer exhibits the proper behaviors to remain in the classroom or behavior negatively affects the learning environment. A referral will result in a phone call home to parents and possibly a short-term suspension or in-school suspension from school depending on the severity of the situation.

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

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

- Examples include:
  - Repeated Defiance of Authority/Disrespect and Disorderly Conduct (the severity and frequency of this offense may result in further and more serious consequences)
  - Consecutive Missed Detentions
  - Forgery
  - Excessive Tardies
  - Truancy (Leaving class and/or campus without permission)

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

- Examples Include:
  - Alcohol/Drug Possession and/or use
  - Assault/Fighting
  - Bullying
  - Physical assault of a teacher/staff member
  - Explosive Devices
  - Firearms/ Weapons
  - Gambling
  - Theft
  - 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 Suspensions:** School administrators may assign students to an in-school suspension. 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.

**In-School Suspension Requirements/Guidelines:**

1. Students must report to in-school suspension before the tardy bell at the beginning of school. Students arriving late will be given additional days of in-school suspension.
2. Students are not allowed to leave their assigned seats or leave the ISS room without permission from the supervising staff member or an administrator. 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 office staff/suspension coordinator. Items that will not be allowed: cell phones, hats, gum, candy, food, drinks (other than clear water bottles), magazines, or any other non-approved items that are not school related materials.
4. 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.
5. Students are required to bring their required assignments and must work on that material during this time.
6. Leaving school early will result in, in-school suspension or possible 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 or out-of-school suspension.
3. Students in ISS must 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.
4. Students may not leave the ISS room without permission.

**End of the Day Procedure:**

At the end of the school day, students in ISS will be responsible for cleaning their seating area and gathering their books and supplies. The ISS area will be inspected by the administrator before the student is allowed to leave for the day. Any marks or damage to school property will be considered vandalism and the student will be held liable for the damage. **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 nine days before 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 if practical and the hearing will be scheduled as soon as possible. If a hearing cannot be scheduled until after the period of suspension has passed, 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 will 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 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 and completed 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 from 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 have been administered, and the 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 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 official 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 expectation 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.

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 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.

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:

Stacey Crowl  
Kingman Academy of Learning  
3410 N Burbank St, Kingman AZ 86409  
928-681-2400 - [scrowl@kaolaz.org](mailto:scrowl@kaolaz.org)

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

## **Student Due-Process Rights**

### ***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 or exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be referred to the school board to determine a long-term suspension or expulsion.

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 certified letter will be sent to the parents or legal guardians explaining the reasons and length of the suspension (if 10 days or more) and advising the parents that a board hearing for 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 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 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 session or from recording such a session 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. We are continuing to make the necessary accommodations and changes to our bus routes and to our buses so that students who choose this mode of transportation stay safe and healthy.

### Bus Rules

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 students 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:

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



## ***Student/Parent Handbook VERIFICATION and Bus CONTRACT***

I have received, read, understand, and accept the Kingman Academy High School student handbook policies written therein AND the bus agreements stated 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 regulation. 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. Failure to do so may result in the removal of bus privileges. 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.

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**Printed Name of Student**

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**Grade**

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**Signature of Student**

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**Date**

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**Signature of Parent or Guardian**

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**Date**