

# Patriot Handbook

*Elementary Main & East Campus*

“Empowering Future Leaders for Success”

**2018-2019**



(928) 704-9345

(928) 704-4977 fax

[info@mohavelearning.org](mailto:info@mohavelearning.org)

# Mission Statement

Our mission at Mohave Accelerated Elementary School is to use community partnerships, technology, and gifted educators to provide a nurturing learning environment which will empower young adults to identify their own unique strengths and talents to achieve academic excellence and later success in life.

## School Goals

- To meet the individual needs of students to increase learning.
- To increase parent & community involvement in our school.
- To prepare students for life after school.
- To use a shared leadership philosophy.

## Governing Board Members

Michael Kern • Nick Sessions • Vickie Christensen  
• Kori Gillman • Debbie Kort

## Administration

Dr. Vickie Christensen	Director
Mr. Casey Mulligan	Superintendent
Mr. Jeremy Klingensmith	Student Services Administrator
Mrs. Valorie Merrigan	Main Campus Principal
Mrs. Sandy Smith	East Campus Principal
Mrs. Dianna Darland	Special Education Director

## Daily Schedule for Elementary School

Students Arrive on Campus AFTER	7:20 am
First Whistle	7:50 am
Classes Begin	7:55 am
Classes End	3:45 pm (East Campus K-5, Main Campus 2-5) 3:30 pm (Main Campus K and 1)

## Expectations for Successful Patriots

Academic Excellence: Students are expected to complete all class work in a timely manner and show growth in all academic areas.

Prioritize Attendance: Students are expected to attend the full day of school daily, including being on time.

Parent Involvement: Parents are expected to volunteer regularly.

High Standards for Behavior: Students will be held to a high standard of behavior in order to foster a safe, positive and successful learning environment.

## Excused Absences

Arizona state law requires that all school age children attend school on a regular basis. Arizona Revised State Statute 15-803 B states:

**A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the required attendance days prescribed in section 15-802 subsection B, paragraph 1.**

### Unexcused Absences

Three unexcused absences (in a school year) will result in a parent phone call/verbal warning. The sixth unexcused absence will result in an attendance contract. At the sixth unexcused absence a parent conference will be held and the student placed on an attendance contract. The seventh and eighth unexcused absence will receive a phone call/warning and possible additional discipline determined by administration. The ninth unexcused absence will require a hearing before the Governing Board.

The school year consists of 144 scheduled school days. Therefore, any student who misses more than ten percent of the available school days (excused or unexcused), may be prosecuted under the above statute and/or be subject to disciplinary action. This law pertains to 10% of available school days at any point in the school year. All absences must be documented by medical staff stating the reason for the absence. In the case of a medical appointment or a serious medical condition the student must bring a note signed by a medical doctor. If a student becomes injured or ill during the school day, the parent will be notified by phone so the child may be picked up. **If there is no phone, the school MUST have on record an emergency phone number for a neighbor, friend, or relative that can be reached to care for the child.**

Students may not leave campus after arriving at school unless they are checked out by a parent or legal guardian.

### Tardies

Tardies are defined as being late to school by 10 minutes or less.

### Non-discrimination Statement

**This explains what to do if you have been treated unfairly.** In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint for discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 (voice or TDD). USDA is an equal opportunity provider and employer.

MAES wishes to provide to all students, parents, and staff members Notice of Compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in all programs and activities, and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of a disability by Public Elementary and Secondary Educational Systems, public institutions of Higher Education and Vocational Education and Public Libraries. The Mohave Accelerated Elementary School, Bullhead City, AZ 86442 will serve as the Designee to coordinate compliance. The Superintendent can be reached at: Telephone (928) 704-9345 or Fax: (928) 704-4977.

### Recording/Watching of Fights

Students who record an altercation or negative incident as interpreted by the administration will receive a minimum two days Out of School Suspension. Students identified actively observing a student altercation or fight will receive a minimum one day suspension.

### Perfect Attendance

Often times, awards will be given to each student who has attended school every day of the quarter and school year. An absence for any reason will disqualify a student from the perfect attendance award. More than 1 tardy will also exempt a student from perfect attendance.

### Academic Recognition

The Honor Roll recognizes academic excellence. To be eligible for the Patriot Honor Roll a student must obtain a report card with no grades lower than a “B” for that grading period. The Principal’s Honor Roll recognizes students with no grade lower than an “A-”.

### Homework Policy

Students should set aside time each day for the completion of homework assignments. We believe that in this fast-paced world, families should be able to spend quality time as they choose. Because of this, homework will be minimal.

### Make Up Work

The student is responsible for getting assignments and making up all work missed because of absence. A student will have the same number of days to get the work done and handed in to the teacher as he/she was absent (up to five days).

### Textbook-Materials

Students will be issued textbooks at the beginning of the school year. The school will hold students accountable for any damage or loss of texts. **Students should bring paper, pen, pencils, and a three-ring binder to school every day.** Students should also bring a bottle of water every day.

### Progress Reports & Report Cards

A notification of the student’s progress will be sent home at mid-quarter. Students will also receive a report card each nine weeks. Parents are asked to sign & return these promptly. *If a conference is needed, parents are requested to call the office to set up an appointment before or after school.* **Parents or Guardians will be expected to attend at least one conference with their child’s teacher each year.**

### Promotion/Retention

Retention of students is a process that is followed when the professional staff in consultation with the parent, determines it is in the best interests of the student. Retention and promotion are guidelines followed in accordance with Arizona Law (ARS 15-521). Students must pass (60% or better) the required subjects— language arts, math, social studies, and science.

### Communication

Parents are encouraged to check their child’s assignments each day. Each parent has a ParentVue account that can be set up to monitor student progress at all times. We encourage parents to call the teacher and set up an appointment at (928) 704-9345 to discuss any concerns. Staff resumes are available in the Administrative office.

**\*\*\* Parents: Please notify the school office immediately if there is a change in address, phone, employment, or emergency contact information.\*\*\***

### Telephone

Students need to have after-school plans and lunch accommodations before coming to school. Students are not permitted to use school phones except for legitimate emergencies related to their health and welfare.

### Lunches/Breakfast

Mohave Accelerated Elementary School will provide Free & Reduced Meals for those students who qualify. **All parents must fill out the free & reduced lunch form (sent home on the first day of school) in order to participate.** Breakfast will be served from 7:15 am to 7:45 am Monday through Thursday. Students who do not qualify for free & reduced meals may purchase meals or bring their own. (Includes a drink, *milk* or *juice*). The schools Wellness Policy can be viewed at [www.mohavelearning.org](http://www.mohavelearning.org).

### Administrative Support

*MALC wishes to provide to all students, parents, and staff members Notice of Compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in all programs and activities, and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of a disability by Public Elementary and Secondary Educational Systems, public institutions of Higher Education and Vocational Education and Public Libraries. The Mohave Accelerated Learning Center, Bullhead City, AZ 86442 will serve as the Designee to coordinate compliance. The Superintendent can be reached at: Telephone (928) 704-9345 or Fax: (928) 704-4977.*

*Child-Find is a program that seeks to identify and provide special services to disabled children ages 1-21 who qualify, who live within our school district, and who are not currently enrolled in school. Disabilities may include hearing impairment, visual impairment, physical disabilities, speech impairment, or developmentally delayed. The district will provide referral for children ages 0-3 to the Arizona Early Intervention Program. Developmental screening is available by appointment for children ages 2 ½ to 4 years and for 5 year olds who are not enrolled in kindergarten. To obtain more information notify school employees or contact the Special Services Office.*

### **SPECIAL EDUCATION REFERRAL**

Parents and/or school personnel may refer students for special education. Once a referral is completed, parents and teachers will meet to discuss the concerns and other interventions to assist the student. If, after interventions are tried, the student does not show progress, parents will be asked to give permission for evaluation. A conference is held following evaluation to decide if the student is eligible for services and to determine an appropriate placement. If the student qualifies, an Individual Education Plan (IEP) is then developed. For further information, speak with your child's teacher, principal, or the Special Services department

### Health

**Over-the Counter Medications:** Students must have written permission from a parent/guardian to take any medicine at school. Student medications must be stored & administered in the Health Attendant's Office.

**Prescription Medications:** Medicines prescribed by a physician must be in the original container and properly labeled. Before the Health Attendant administers medication, a district form completed by a parent/guardian must be on file in the Health Office.

**Contagious Disease:** Any student suspected of being contagious will be sent home by the Health Attendant and will not be permitted to return without a written statement by a physician.

### Field Trips

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

Grade deficiencies, discipline, or attendance problems may be grounds for ineligibility to attend field trips. Parents are encouraged to help chaperone. Field trips located inside a casino will need to be approved by administration.

### Student Suspension/Expulsion

A student may be temporarily removed from contact with other students. The administrator has the authority to suspend a student for up to ten days after an informal hearing is held. If a student presents a danger to other students or staff members, the administrator may remove the student from school immediately. Parents will be notified prior to the removal, with a notice & hearing following as soon as possible. Each suspension must be reported to the governing board within five days by the administrator. The administrator shall make recommendations for expulsion to the governing board. 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 used, and resources used by the teachers, staff and parents to help the student.

### Nuisance Items

Please do not bring expensive or collectible items, such as trading cards, to school. Also, avoid sending large amounts of money. Electronic devices are **NOT ALLOWED** in school. These include personal CD/DVD players, boom boxes, electronic games, tape recorders, cell phones, beepers, MP3 players, GPS systems, and laser pointers. **The school is not responsible for lost or stolen electronic devices, valuables or money.**

### Enrollment

All students submitting a timely application, unless class size has reached maximum capacity, will be admitted. If capacity is reached, we will base selection on a first come/first serve basis with siblings having priority. All open enrollment laws will be followed.

### The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of all student educational records. Please ask for a copy of the notification for all details.

***REMINDER: TOBACCO OF ANY FORM IS NOT PERMITTED ON SCHOOL GROUNDS. Police will be notified if this law is violated.***

### Parent/Teacher Conference

Mohave Accelerated Schools are concerned about the safety of all children, staff and parents on campus. Therefore, the following will be put into school policy:

- Parents will email teacher(s) or submit a written request to the secretary/principal of their child's school to set up a meeting with any staff member. Staff member will respond in a timely manner (2 day maximum) to request and confirm the date of an agreed meeting.
- Parents will obtain a visitor's pass from the secretary of their child's campus before entering a classroom during school hours.
- Exceptions to this policy will be made if teacher sends out a written notice to parents of meetings, parties, assemblies, etc.
- If a parent is in need of a meeting with the Superintendent of the school, School Board Member, and/or Director, a written notice will be given to the executive secretary in the District Office. The school will have 2 days maximum to respond with a confirmed date and time of meeting.

### Visitors

**All visitors must report to the school office when arriving on campus, and must sign in and wear a visitor badge at all times.** Parents or Guardians who wish to volunteer may come sign in whenever school is in session and we will put you to work, upon administrator approval. Those wishing a conference with a teacher should call for an appointment or send a note with the student. **\*School-age relatives or friends may not visit the school; they may be disruptive and space is limited\***

### Closed Campus

Students are not permitted to leave the school campus at any time before the end of the school day without permission from parents/legal guardians. A parent/legal guardian must provide a written signature on a sign out sheet when a student leaves the school early. Students leaving campus during the school day without permission are truant and are subject to disciplinary action.

### Consequences for Rule Violations

This next chart shows the disciplinary actions which may be taken for each infraction. A minimum & maximum range is listed, as well as an action for the first occurrences & for repeated occurrences. Some consequences involve **Student Solutions & School Contracts**. A Student Solution is an agreement between the Principal and the student that allows the student to make a positive change in their own behavior to solve a problem. A school contract is a probationary document that indicates a student may be removed from school for a future infraction. (This option is used when a student has a major rule infraction or repeated infractions) Both the student solution paper & school contract are signed by the parents & principal.

# MALC/MAES DISCIPLINE POLICY

All Policies Governed by Arizona Revised Statutes ARS Title 15

INFRACTION	DISCIPLINE
<b>Drugs, Weapons, Gangs:</b> Use, distribution, or unlawful possession of Illegal or prescription drugs, or inhalants; knives, guns, or any object capable of inflicting serious physical harm; any gang related affiliation or activity.	<b>ZERO TOLERANCE</b>  <b>Suspension Pending Expulsion Hearing</b> (No Exceptions)
<b>Alcohol, Tobacco</b> (Possession, promotion, distribution, and/or use)	Minimum 2 days OSS and Discipline Hearing, Police Notification, School Contract, and/or Suspension  <b>Repeated: Governing Board Hearing</b>
<b>Teacher Disrespect/Defiance/ Class Disruption/Defamation/ Use of Profanity/Assault</b>	Parent Conference, Detention, Police Notification, Suspension, Discipline Board, and/or School Contract  <b>Repeated: Governing Board Hearing</b>
<b>Assault/Fighting/ Endangering the Health or Safety of Another/Off Campus w/o Permission</b>	Minimum 2 days OSS and Discipline Board Hearing, Possible Police Notification, School Contract, and/or Suspension  <b>Repeated: Governing Board Hearing</b>
<b>Theft/Unauthorized Entrance/Vandalism/ Property Damage/Forgery</b>	Parent Conference, Detention, Police Notification, Suspension, Discipline Board, and/or School Contract  <b>Repeated: Governing Board Hearing</b>
<b>Academic Dishonesty/Cheating/ Academic Non-Performance</b>	Parent Conference, Detention, Police Notification, Suspension, and/or Discipline Board  <b>Repeated: Governing Board Hearing</b>
<b>Threats/Threatening Behavior/Harassment/ Bullying/Racial Disrespect</b>	Parent Conference, Detention, Police Notification, Suspension, Discipline Board, and/or School Contract  <b>Repeated: Governing Board Hearing</b>
<b>Unexcused Absence From Class or Campus/Habitual Tardy</b>	Parent Conference, Detention, Truant Officer Notification, Suspension, Discipline Board, and/or School Contract  <b>Repeated: Governing Board Hearing</b>
<b>Cellular Phones/ Cameras/ Electronic Devices</b>	Confiscation/Parent Conference, Detention, Loss of right to possess electronics on campus, Suspension, and/or Discipline Board  <b>Repeated: Governing Board Hearing</b>
<b>Inappropriate Dress/ Contraband</b> (Such as Pornography)	Confiscation of item, Parent Conference, Detention, Suspension, Discipline Board, and/or School Contract  <b>Repeated: Governing Board Hearing</b>
<b>Arson</b> Setting of Fires, Possession of Matches, Lighters, Fireworks, Tampering with Alarms	Parent Conference, Detention, Police Notification, Suspension, Discipline Board, and/or School Contract  <b>Repeated: Governing Board Hearing</b>

**\*Detention will be served outside of normal school hours and may happen on Friday or Saturday**

**\*Suspension can mean In School Suspension (ISS), Out of School Suspension (OSS), and Long Term Suspension (LTS) of up to 144 school days**

## Important Dates 2018-2019

Month	Date	Event
August	1	Open House
August	2	Back to School
September	3	Labor Day
November	19-22	Thanksgiving Break
December January	24-3	Winter Break
January	21	Martin Luther King Jr. Day
February	18	No School President's Day Weekend
April	TBA	AZ State Testing
May	9	Last Day of School Kindergarten Promotion

### Bike/Scooter/Skateboard Rules

All students riding bikes or skateboards to Mohave Accelerated Elementary School are encouraged to wear safety helmets. Bikes or skateboards are **NOT ALLOWED** to be ridden on school grounds. There is a bike rack and storage provided for skateboards. Mohave Accelerated Elementary School is not responsible for lost or stolen bikes or skateboards.

### Police Involvement

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

### Proper Attire for Physical Education

Please check with your child's teacher to determine which days they will have P.E. On those days, students should wear appropriate clothing and footwear that will offer them the best opportunity to function at a high level and ensure personal safety.

Clothing that meets the following guidelines will be acceptable:

1. Long pants or shorts preferred, or
2. Skirts with shorts underneath (dresses, provided that they are not a tripping hazard).
3. Footwear should be athletic type shoes or other shoes with closed toes. Shoes should lace up or close tightly with Velcro or elastic, not slip on, and have non-slip, non-marking soles.
  - Yes! – Sneakers, tennis shoes, high top basketball shoes.
  - No! – Dress shoes, wheelie style shoes, open toed shoes, boots, platform shoes, ballerina shoes or sandals.

### Personal Appearance and Dress

All students will be required to wear the school board approved MALC shirts **EVERY DAY**.

Board approved spirit-shirts may replace a school shirt on Thursday.

Shirts must be neat, clean, free of any markings, and in good repair.

Shirts must also be worn appropriately and as designed.

During cooler weather, students will be required to wear the school's logo at all times indoors.

Sweatshirts and jackets without a school logo will need to be removed after entering a building.

Any colored jeans, shorts, skirts, skorts, or jumpers may be worn.

**All clothing items must be opaque.**

Skirts/Shorts/Skorts must be hemmed or rolled with no fringes.

Skirts/Shorts/Skorts must be an appropriate length. No short skirts or short shorts will be permitted.

Pants, shorts and skirts must be in good repair without holes.

Clothes should be clean, neat, and acceptable.

No pajama bottoms, or oversized jeans. Profanity and inappropriate logos will not be allowed. No below the hip jeans will be allowed.

Hair should be neatly groomed and clean.

Only natural hair colors are allowed.

Mohawk length hair must be laid down on the head while on campus.

**Closed toe shoes must be worn at all times. Slippers and Sandals/Flip Flops are prohibited.**

Hats and sunglasses are not to be worn indoors. Students who violate this rule will have these items confiscated until parents can pick them up. When hats are worn, the bill must face forward.

No dangly earrings on the playground.

No face paint/makeup is to be worn. No fake or press on fingernails.

Ear piercing may be permitted. Piercing may not include non-commercial jewelry items like nails or safety pins. School administrators will determine appropriateness.

***\*\*Final decisions regarding possible dress code violations rest with the Principal.***

### 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 office and complete a withdrawal form for the records.

### Parent Volunteer Opportunities

Organizing a Dance or Social	Organizing a carpool
Coaching a team or helping to coach	Making copies or running errands for teachers
Attending Parent/Teacher conferences	Being a tutor during the day, evening, or Friday school
Helping in a choir, dance, or play performance	Painting/carpentry/cabinet making
Organizing a fundraiser for the school	Sewing costumes for theater and dance
Reading to a student or having them read to you	Organizing Teacher Appreciation Days
Volunteering cleaning services after activities	Chaperone field trips
Calling other parent volunteers	Getting free coupons from business for student awards
Making posters, decorating bulletin boards	Locating community donations for the school
Planning & Organizing breakfast or lunch for honor students	Attend and Participate in the P.A.T. (Parent Advisory Team)
Starting a Parent Volunteer Organization	

# Patriot Fight Song

We are Mohave Accelerated Patriots  
Patriots are always real

The most victorious team of them all  
On the court or on the field

To thee we give allegiance to  
Patriots of red, white, and blue

Patriots are mighty tough they never back down  
Paul will be yelling the Mighty Patriot SOUNDS

Patriots FIGHT! FIGHT! FIGHT!  
Patriots FIGHT! FIGHT! FIGHT!  
Patriots FIGHT! FIGHT! FIGHT!

And never back down

## **After School Program**

There will be a \$1 fee each day per student in the after school program. This fee will be assessed beginning 10 minutes after school ends, if the student is still at school. Fees must be paid either in advance, on the day of, or by the Thursday of that week. If fees from the previous week have not been paid or brought current, the student will not be permitted to attend After School Program.

## **Student Drop-Off**

Student should not be dropped off before 7:20 AM unless they are participating in the breakfast program. Classes do not begin until 7:55. There will not be an adult on campus to watch your child if they come before 7:20 AM.

## **Emergency School Closing**

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. Please listen to the local radio station for an announcement of school closure. Also, an email will go out to all contacts in our database.

## **Six Non-negotiable Rules of Conduct**

- Fighting
- Possession of weapons, illegal drugs, or pornography
- Profanity, threats, or degrading language directed towards school faculty, staff members, or other students
- Continuous classroom disruption
- Truancy/Excessive Absences/Excessive Tardies/Excessive Early Outs
- Damage or theft of school property or property of others

## **BULLYING**

Mohave Accelerated Schools strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior that may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. "Bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: *Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:*

*1. Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, gender, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or*

*2. Threatening or seriously intimidating; and*

*a) Occurs on school property, at a school activity or event, or on a school bus; or*

*b) Substantially disrupts the orderly operation of a school.*

*"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, or computer.*

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

### **Jurisdiction**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to an administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a teacher or administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

The person conducting an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Student services staff will provide support for the identified victim(s).

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

### **Internet/Computer Use**

The use of school computers and the Internet is a privilege and as such usage must adhere to the policies set down by the Governing Board. Students and parents must sign and agree to the conditions set forth in the Acceptable Use Policy before a student is allowed to use school computer (Permission Slip). Students are expected to follow the computer lab rules and refrain from viewing or downloading inappropriate material from the Internet. Any student who willfully violates established computer lab rules or knowingly views or downloads inappropriate material will be subject to disciplinary action and/or risk revocation of computer privileges for the remainder of the school year. Connection to the Internet is to be used for educational research and other specific assignments made by teachers only. Students must have a signed parental permission slip.

### **Safety**

Emergency Drills: Each year at least two emergency action drills will be conducted. Those drills may involve students and/or employees at MALC. Students are expected to follow the directions provided by their teachers or staff at the school. Students are expected to exit the room and remain orderly during all emergency drills. Disciplinary action may be imposed on students who interfere with the orderly conduct of any emergency drills. In addition to emergency drills, fire drills are conducted monthly. An escape plan is posted in each room.

**Food:** All food items brought in by students and/or parents must be pre-packaged and sealed. **No home baked goods are allowed.**

### **Accidents**

If students are hurt while on campus during the school day, report the accident to a staff or faculty member.

Students who walk to school or ride bicycles are encouraged to practice safety. Travel to school or return home with a friend when possible. Avoid talking to strangers. Cross at the intersections when traffic allows. Look both ways and step onto the road only when you can cross safely.

**School – Parent Compact:** We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child’s progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
  - Annual parent-teacher conferences
  - Frequent reports regarding your child’s progress, and
  - Opportunities to talk with staff, volunteer in class, and observe classroom activities

Parent’s Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child’s homework
- Monitor television watching and encourage positive use of your child’s extracurricular time
- Volunteer in your child’s school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

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*The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. School policies and procedures can change at any time. I understand that changes in School policies may supersede, modify, or eliminate the information summarized in this booklet. As the School provides updated policy information, I accept responsibility for reading and abiding by the changes.*  
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*MAES has the right to take, use, reproduce and publish any and all photographs and videotapes which may be taken of your child, whether such photographs or videotapes are flattering or unflattering, for any purpose whatsoever, without compensation to you. Written notification to the school is required in the event that you wish not to have your child’s photograph and/or information published.*

**School Wellness Policy**

The Mohave Accelerated Learning Center adopts this school wellness policy with the following commitments to nutrition, education, and physical activity.

**Nutrition Requirements:**

1. Mohave Accelerated Learning Center will participate in the National School Lunch Program by serving breakfast, lunch and after school snacks. All food Served in the school cafeterias will meet all Nutrient Standards established by the National School Lunch Program. The Nutrition & Wellness department will provide snacks that meet federal nutrition guidelines to after school programs as appropriate.
2. Students will be given adequate time to eat lunch.
3. Food sold and served during the school day must comply with the Arizona Nutrition Standards established by the Arizona Department of Education
4. High School, Middle School and Elementary will have a salad bar consisting of fresh vegetables, fresh fruit every day, and also beans. A variety of fresh made salads will be offered to include but not limit to whole grain pasta salad, potato salad, Caesar salad, bean, and corn cilantro salad, and Asian chicken salad. The salad bar will be monitored to insure products are being eaten to eliminate as much waste as possible.

### Education Requirements:

1. Mohave Accelerated Learning Center will provide a consistent message of nutrition and wellness. This will be accomplished through the use of multi-media: videos, morning announcements, school newspapers/newsletters, website, facebook, etc.
2. The school's food service department and physical education teacher will facilitate nutrition education and promote physical activities. This team will work together to coordinate school wide wellness activities. The team will be responsible for submitting an annual summary of wellness activities to the Director of Schools and Superintendent.
3. The team will also provide food safety and handling guidelines for campus activities in the Faculty Handbook.
4. Family nutrition education will be accomplished in the form of handouts, school website postings, presentations, school newsletters, etc. Nutrition education will be provided to families of students at all levels within the school.

### Physical Activity Requirements:

1. Physical activity is a critical component of a healthy lifestyle. School-base programs should be implemented to encourage physical activity.
2. High School/Middle School students will meet the requirements of the school physical education classes and curriculum.

### Goals

1. It is the goal of our wellness program to insure each student receive healthy and nutritious meals for breakfast, lunch, and after school snacks daily and that all the components are being eaten as opposed to be thrown away.
2. Through physical education classes, all students are receiving daily physical activity.
3. To promote healthy eating by teaching proper nutrition especially to grades K-3.
4. To hang signage promoting healthy eating habits.

### Implementation and Monitoring:

To ensure successful implementation of the Mohave Accelerated Learning Center wellness policy, a group of teachers, foodservice director, administrators, as well as parents will form a committee to continually update and monitor and asses our wellness policy by meeting four times a year. The Director of Schools and Superintendent will be responsible for monitoring policy implementation and disseminating pertinent information to the schools.

## Meal Charge Policy

**Purpose/Policy:** To establish consistent meal charging and collection procedures. Unpaid charges place a financial strain on the food service department.

### **Goals of this policy**

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibly for meal payments and self-responsibility of the students.

**Payment in advance for meals enables the school to achieve these goals.**

**Pre-paid Meal system:** The school meal accounting system is a pre-paid system. Parents or guardians must deposit money into their child's account before meals are served. Cash, checks, or on line service; **My School Bucks**, or paying in person with a credit card at the High School or East campus office is acceptable for each family. It is the parent or guardians' responsibility to make sure that money is in their account or a home prepared meal is sent to school with their child.

**Parents must fill out Free and Reduced Applications at the start of each school year regardless of their status the previous year. Each day the student eats lunch or breakfast their accounts will be charged accordingly and parents will be responsible for this amount. If applications are completed after the student eats, parents are responsible for the amount due prior to filling out the application.**

**\*This is why we encourage parents to complete the applications before the start of school.\***

**Repayment for Meal Charges and Bad Checks:** Federal guidelines prohibit the Food and Nutrition operation from writing off bad debt as a result of charged meals. Every effort will be made to collect for unpaid meals. Balances will roll over from previous years and it is the responsibility of the parents to clear up the previous amount owed.

**Parents are encouraged to check their students' account using our online web site. If you need assistance you may call the food service office at (928) 704-9345 ex. 125**

**Unpaid meal charges will result in the following:**

- A verbal reminder to Students (6/12 grade students only)
- Phone calls to the parents
- Notices sent home and mailed to the parents

**Program Limitations:**

- Students with negative account balances can only purchase regular breakfast and lunch meals. All la carte (extra) items cannot be charged.
- Students are given the courtesy of allowing to *charge* their account up to \$10.00, then an alternative meal will be given that meets the Federal Guidelines until that amount is paid.

### Price of School Breakfast for 2018/2019 school year:

**Elementary School K/5 Main Campus and East Campus – Paid - \$1.50 or \$6.00 per week**

**Reduced - .30 or \$1.20 per week**

**High School and Middle School 6/12 - Paid \$1.50 or \$6.00 per week Reduced - .30 or \$1.20 per week**

### Price of School Lunch for 2018/2019 school year:

**Elementary School K/5 Main Campus and East Campus - Paid - \$2.75 or \$11.00 per week Reduced - .40 or \$1.60 per week**

**High School and Middle School 6/12 – Paid \$2.85 or \$11.40 per week Reduced - .40 or \$1.60 per week**

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**THIS MUST BE SIGNED AND RETURNED TO SCHOOL**

**MOHAVE ACCELERATED SCHOOLS**

2018-2019

I HAVE READ AND UNDERSTAND THE RULES IN THE  
STUDENT HANDBOOK

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

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**ESTA FORMA DEBE SER FIRMADA Y RETORNADA A LA  
ESUELLA**

**MOHAVE ACCELERATED SCHOOLS**

2018-2019

HE LEIDO Y ENTENDIDO EL LIBRO DE LOS REGLAMENTOS DE  
LA MOHAVE ACCELERATED SCHOOLS

\_\_\_\_\_  
Alumno/Estudiante

\_\_\_\_\_  
Padre/Guardian

## **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

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

### **Terms and Conditions**

**Acceptable use.** Each user must:

Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the Mohave Accelerated Learning Center (MALC).

- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

**Personal responsibility.** I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without MALC authorization.*

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

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses, or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
  - Be brief.
  - Strive to use correct spelling and make messages easy to understand.
  - Use short and descriptive titles for articles.

- Post only to known groups or persons.

**Services.**

MALC specifically denies any responsibility for the accuracy of information. While MALC will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Student or employee)

School \_\_\_\_\_ Grade (if a student) \_\_\_\_\_

*Note that this agreement applies to both students and employees.*

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

**Parent or Guardian**

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for MALC to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a MALC administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_