

Patriot Handbook

Middle School Student Handbook

“Empowering Future Leaders For Success”

2018 - 2019



**Bullhead City, AZ 86442
(928) 704-9345
(928) 704-4977 fax
info@mohavelearning.org**

Mission Statement

Our mission at Mohave Accelerated Middle 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.

Administration

Dr. Vickie Christensen
Director/Founder

Mr. Casey Mulligan
Superintendent

Mr. Paul Van Wyhe
Principal

Mr. Jeremy Klingensmith
Athletic Director

Mrs. Dianna Darland
Director of Special Education

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 discriminating 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.

Mohave Accelerated Learning Center

2018-2019 School Calendar

August 1	Open House
August 2	First Day of School
September 3	Labor Day (No School)
September 6	First Quarter Progress Reports (mailed out the following Tuesday)
October 11	Last Day of First Quarter
November 8	Second Quarter Progress Reports (mailed out the following Tuesday)
November 19-22	Thanksgiving Break (No School)
December 20	Last Day of Second Quarter
December 24-Jan 3	Winter Break (Back to school Monday, Jan 8)
January 21	Martin Luther King, Jr. Day (No School)
January 31	Third Quarter Progress Reports (mailed out the following Tuesday)
February 18	President's Day (No School)
March 7	Last Day of Third Quarter
March 25 – May 2	State Assessment Window
April 4	4 th Quarter Progress Reports (mailed out the following Tuesday)
May 8	High School Graduation
May 9	Last day of School/ 8 th Grade Promotion/Kindergarten Graduation

***All rules and disciplinary procedures will apply both on campus and off campus at school events.**

Mohave Accelerated Learning Center (MALC) Our mission as a school is to use community partnerships, technology, and gifted educators to provide a nurturing learning environment, in addition to reengaging students to recover credits in order to achieve a high school diploma, and prepare students for life after high school.

MALC staff, faculty, and the community's ongoing mission will be to work daily with all students to improve their academic performance and student citizenship through a coordinated strategy of rigorous planning, assessment, parent involvement, team communications, and a curriculum that integrates the current Arizona Standards.

School Motto: Empowering future leaders for success.

Belief Statements: The STAFF: Sets high expectations for each individual to grow to their fullest potential. Create an atmosphere that will encourage the development of a lifelong love of learning. Maintain a positive environment that fosters respect, cooperation, and promotes confidence.

The STUDENTS will be required to: Uphold high expectations for themselves and others to succeed. Respect the differences in others so that all students contribute to the learning environment and exhibit behavior that promotes self-discipline, good citizenship, and engages in learning by using all available resources.

The PARENTS will be required to: Take a constructive, active role in the education of each child. Support and cooperate with the educational environment and inspire a positive attitude in their children, recognizing the importance of education.

The Importance of a Positive Attitude

At MALC, the first step toward success is a belief in our students' capabilities to learn. The staff believes that when students see themselves succeeding, they will strive for a higher level of expertise each day. Our goal is to teach our students self-management skills that are based on success. We will be working with our families to maximize each student's opportunities for reaching their goals.

The faculty and staff at MALC pledge themselves to provide success-oriented learning activities for students and will assist in the development of respectful behavior. Students will be required to:

- show respect for other people and property
- exercise self-control and demonstrate responsibility for their actions
- observe the safety rules of the school for their own security and that of others
- follow classroom rules established by the teachers
- follow the dress code established by the Governing Board
- attend school each scheduled school day except when ill
- learn the curriculum skills and concepts taught for each grade

ADMINISTRATIVE SUPPORT

Section 504 of the Rehabilitation Act of 1973

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.

School Hours: The school office hours are from 7:30 a.m. to 4:00 p.m. (the high school office is open until 5:00 pm) The teachers' hours are from 7:15 a.m. until 4:15 p.m. **Students should not arrive on campus prior to 7:20 a.m.** and must leave the campus promptly at the end of each day unless the student is involved in a supervised activity. Classes begin promptly at 8:00 a.m. and end at 4:00 p.m.

Visitors: School policy says that all visitors to the school must check in at the office. Only parents/legal guardians, and confirmed student advocates may attend classes with students.

Change of Student Address: If a student's physical address or telephone number changes during the school year it is the responsibility of the parent/guardian to inform the school of any changes in the contact information. Failure to update the school with this information could result in a communication breakdown between the school and the parent/guardian and/or student.

Withdrawal from School: If you are moving away from MALC, your parent/guardian needs to obtain and sign an official withdrawal slip. If an official withdrawal slip is not completed the student will be considered truant. Students must return all books and other school materials. Students will be billed for books and other assigned school property that was not returned.

Attendance: All students are expected to attend school each day that school is in session. If a student is absent from school, the parent/guardian will need to call and inform the attendance clerk. All absences must be documented by a signed note from the student's parent/guardian stating the reason for the absence. * **3 Unexcused absences will result in a parent/student/admin conference. 6 Unexcused absences will result in the student being placed on an attendance contract with the school. 9 Unexcused absences will result in the student being referred to the Governing Board. **other school discipline and phone calls home to the parent/legal guardian may accompany the unexcused absences as the number increases towards 9.**

Excused Absences: Refer to Arizona Revised State Statute 15-803.B2&3 for complete text and definitions of what constitutes an excused absence.

The school year consists of 144 scheduled school days. Therefore, any student who misses more than ten percent of the available school days, may be prosecuted under the above statute and/or be subject to disciplinary action.

Unexcused Absences: Arizona state law requires that all school age children between six and sixteen years old attend school on a regular basis per Arizona Revised Statutes **(ARS) 15-803.A. School attendance; "It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hour's school is in session."** If a student's unexcused absences exceed the allotted number of days allowed per semester, the student and/or parent/guardian may be subject to a criminal charge of truancy. * **3 Unexcused absences will result in a parent/student/admin conference. 6 Unexcused absences will result in the student being placed on an attendance contract with the school. 9 Unexcused absences will result in the student being referred to the Governing Board. **other school discipline and phone calls home to the parent/legal guardian may accompany the unexcused absences as the number increases towards 9.**

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.

Truant: A student who is not in his/her assigned classroom seven minutes after the time designated for the class period to begin will be considered truant. Students who are truant are subject to disciplinary action ranging from detention to possible suspension. Excessive trancies will be reported to the Bullhead City Police Department for possible criminal prosecution.

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).

Tardy: Students who are not in the room when the bell rings are tardy.

Tardy is defined as an unexcused lateness. Students who are tardy at the beginning of the day must bring a note from parents/guardians describing the reason. Students who are tardy between classes must have a pass from the office or the previous teacher **if that teacher caused the student to be late for the next class.** Students will be disciplined for an unexcused tardy.

Cafeteria: Breakfast and hot lunches, which include milk, are available to all students. Applications for free and reduced lunches are available in the school office and must be completed by all families (The schools Wellness Policy can be viewed at www.mohavelearning.org).

**Meal Charge Policy
Mohave Accelerated Schools**

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**

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.

5. 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.

Reference

Section 204 of Public Law 108-265, the Child Nutrition Act of 2004

School Wellness Policy

Updated 7/10/2018

Backpacks: Backpacks are allowed on campus to assist students in transporting their books and materials to and from home/class. Students who use backpacks to transport their books and other materials to and from class should do so in a safe and courteous manner. Backpacks can be subject to a voluntary search if deemed necessary by the administration.

Students will be responsible for supplying various general school supplies. They may also be required to purchase specific equipment pertaining to a particular course.

Students will be financially responsible for loss or damage of books or other school property.

Yearbook: A professionally published yearbook will be available at a cost to the student. Yearbooks are ordered in the spring.

Child Find: 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.

Telephone Use: School office phones are for official school business only. Students are not permitted to use school phones except for legitimate emergencies related to their health and welfare.

Student Soliciting/Distribution of Literature: soliciting of other students or the direct distribution of literature without the approval/consent of the administration is strictly prohibited: before, during, or afterschool, including any school event/activity on or off campus.

Electronic Devices: Cellular phones, Walkman's, MP3 players and **all other electronic devices are not permitted on the MALC Middle School campus.** Devices brought on campus will be confiscated. Cellular phones are allowed only for the walk to and from school and must **be turned into the office** prior to entering class. Additionally, the school is not responsible for lost or stolen electronic devices and will not investigate the theft of these items brought onto the MALC School Campus.

Lost and Found: The school is not responsible for lost articles. Articles turned in to Lost and Found may be claimed with proper identification. Nuisance items, such as expensive or collectable items, or any item that disrupts the educational process, is prohibited.

FACULTY AND CLASSROOM SUPPORT

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 that are followed in accordance with Arizona Law (ARS 15-521).

Students need to be in attendance for at least 90% of each semester.

Students must pass (60% or better) the required subjects--language arts, math, social studies, and science

Report Cards are issued at each quarter.

Grade	Level of Achievement
100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% & Below	F
Pass Elective credits graded only as "pass" or "fail" are not calculated in the G.P.A	P

Students receiving special education services will also receive quarterly progress reports that show progress toward goals and objectives written in the individual education plans.

Progress Reports will be sent home as scheduled on the school calendar.

Incomplete Course Work: Teachers may assign an "Incomplete" on a report card to give the student an additional five school days to complete the work.

Homework: Students should set aside one hour each day for the completion of homework assignments. However, the amount of homework and completion time depends on the class and the ability of the student.

Communication: Each parent has a ParentVue account that can be set up to monitor student progress at all times via the internet. Parents are encouraged to check their child's assignments each day. We encourage parents to call the teacher and set up an appointment to discuss any performance concerns.

Appointments can be made by calling (928) 704-9345 or teachers can be contacted via email through ParentVue. Parents who do not have access to a computer may use the credit recovery lab in the high school campus after 5:00 pm to access their ParentVue accounts. Staff resumes are available in the Administrative office.

Academic Recognition: The Honor Roll recognizes academic excellence. To be eligible for the Honor Roll a student must obtain at least a "B" average with no "D's" or "F's" and no more than one "C" for that grading period.

The Principal's Honor Roll recognizes students with no grade lower than an A-. Students with all "A's and B's" will be on the Patriots Honor Roll.

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 district Acceptable Use Policy before a student is allowed to use school computers (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.

Textbooks and workbooks are furnished without charge. You are expected to take care of them. If they are misused, you will be billed, so that they can be replaced.

Semester Exams: Semester final examinations are administered during the last week of the first and second semesters during the school year at the discretion of each teacher.

SAFETY

Emergency Drills: Each quarter at least one emergency action drill 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.

Accidents: If students are hurt while on campus during the school day, report the accident to a staff or faculty member. Student accident insurance will be offered to each student at the start of the year. Student insurance can cover your medical expenses should an accident occurs that requires medical attention.

Students who walk to school or ride bicycles are encouraged to practice safety. Go to 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.

Canine Searches: The Bullhead City Police Department is authorized to conduct random canine searches. The purpose of the searches is to identify drugs that may be brought to our schools in an effort to maintain a drug-free campus.

HEALTH

Chronic Health Problems: Check with the school office for complete details on qualifications for these special provisions:

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

Medications:

Over-the Counter Medications: Students must have written permission from a parent/guardian to take any medicine at school. Student medications must be stored and 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 or Administrator and will not be permitted to return without a written statement by a physician.

Immunizations: Arizona Law (ARS 15-342) requires an immunization record for each child to be presented at the office before the child attends school. Students must be completely immunized or in the process of being immunized. A student may be exempted for reasons of personal belief with a signed Exemptions form (ADHS, 209).

MALC 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 published.

EXTRA-CURRICULAR ACTIVITIES

The following student activities are considered extra-curricular activities: All interscholastic sports (Volleyball, Basketball, etc.), clubs (cheerleading, paintball, various others), all intramural sports, and student activities (choir, band, drama and any other performing arts).

There will be a grade checks for all students who participate in extra-curricular activities. If a student's grade falls below the school eligibility standard, the student will not be allowed to perform in the extra-curricular activity until the grade is above passing. If a failing grade is not brought up to passing or better within one week, the student will be ineligible to participate in the extra-curricular activity. The athletic director will be responsible for all sports grade eligibility checks. The individual teachers/sponsors of all other extra-curricular activities are responsible for monitoring the grades of students who participate in their individual activity.

Academic eligibility for extra-curricular activities: Students participating in school-approved extra-curricular activities are expected to meet the academic standards set by MALC Athletic Department. Students will be required to maintain a "C's or higher". Students may not have any grade lower than a "C"

to play. Students that had a “D” may still practice with the team, but will not be able to play until the grade check shows “C’s or higher” in all subjects. Students with an “F” will not be allowed to practice. Students who fail to meet academic eligibility will not be allowed to participate in any extra-curricular activity and will remain ineligible until his/her grades meet the minimum academic standard. Grade checks for academic eligibility will be made on a weekly basis.

Transportation on extra-curricular activities: All students who travel away from school as official representatives of the school must travel in a school vehicle. The use of private automobiles, whether driven by parents or teachers is not permitted. Return trips home must also be made in an official school vehicle. The principal may give permission for a student to return home other than by school vehicle only if a written parental request is signed and submitted prior to leaving for the event.

Student Athlete Honor Code

Student athletes have the opportunity to represent the community, this school, and themselves in athletic contests. As representatives of this school, the student athlete will maintain established standards of eligibility in both academic and behavioral areas (refer to student athlete handbook).

Student athletes who receive a discipline referral that results in the assignment of detention will be handled at the discretion of the coach. Coaches’ options include extra running at practice and/or reduced playing time at scheduled events. The detention will be served and will take priority over practice or game time, if there is a conflict.

Student athletes who receive Out of School Suspension (OSS) during any given sports season will be ineligible for the duration of the OSS. If a student athlete receives a second OSS during the season, he/she will be declared ineligible for the remainder of the sport season. The student will not be permitted to travel with the team or attend practice during the suspension.

Student athletes are expected to demonstrate a positive attitude. The faculty and staff of MALC are committed to providing a quality educational/athletic experience for our student athletes. Student athletes must accept their academic and personal responsibilities when representing the school both on and off the campus.

Student Accident Insurance: Students participating in extra-curricular athletics are required to have either a family policy or purchase a school policy to relieve the school of responsibility in case of injury.

Interscholastic Competition: Students must meet the following criteria to be eligible for participation in any competitive activity between student athletes from different schools. Student athletes:

1. Meet the required academic requirements in all classes
2. May practice, but may not compete, if academically ineligible
3. Must maintain regular attendance (90%)
4. Must be in school attendance the day of the game or activity
5. Provide evidence of a physical examination for the current school year
6. Provide evidence of Governing Board approved accident insurance
7. Please review the full athletic handbook for more details

Voluntary Drug Testing: Students participating in extra-curricular activities will possibly be asked, at random, to provide a voluntary urine sample to be tested for illegal drugs. While the testing is voluntary,

any student refusing to submit to the testing will be immediately deemed ineligible for all extra-curricular activities for the remainder of the school year.

STUDENT CONDUCT

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 provides a written signature on a sign out sheet when a student leaves the school early. The sign out sheet is located in the front office. Students leaving campus during the school day without permission are truant and are subject to disciplinary action.

Confiscated Items: Skateboards, scooters, roller blades, and tennis shoes with wheels are not permitted on the school campus at any time, day or night because of School Industrial Indemnity Insurance restrictions. Do not bring prohibited personal property to school. MALC will not accept responsibility nor investigate the loss or theft of any prohibited item that has been brought onto the campus.

Dress Code:

1. 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, or jumpers may be worn.
2. Skirts/Shorts must be hemmed or rolled with no fringes. The bottom of the shorts or skirt must be no higher than 2 inches above the center of the kneecap (8 inch inseam). Pants, shorts and skirts must be in good repair without holes and without frayed edges.
3. *Leggings or similar material shall be worn only under the appropriate clothing outlined in #2 above. Leggings or similar material alone will not be allowed.* See #10 below.
4. Hair should be neatly groomed and clean. **Only natural hair colors are allowed.** Mohawks must be laid down on the head while on campus.
5. Closed toe shoes must be worn at all times. **Slippers and shower shoes are prohibited.**
6. 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.
7. Clothes should be clean, neat, and acceptable (no holes).
8. No pajama bottoms, or oversized jeans. Profanity and inappropriate logos will not be allowed. No below the hip jeans will be allowed.
9. Body piercing and tattoos will be permitted but may not be inappropriately displayed. Piercing may not include non-commercial jewelry items like nails or safety pins.
10. **School administrators will determine appropriateness of any of the above.**

General Dress Code Requirements

Baggy or oversized clothing is not acceptable, and is prohibited. Clothing may not be more than one (1) size too large, to allow for one (1) year's growth. No sagging of clothing is allowed. Pants must fit at the waist, and not touch the ground. Belts (if worn) may not be more than one (1) size larger than the waist. Belts must be worn at the waist. No undergarments may show.

Students are mandated to wear closed toe shoes. Students are encouraged to wear appropriate shoes for physical education such as tennis shoes. No thong shoes, flip flop shoes, shower shoes or house/bedroom slippers are allowed. No bare feet. No open toed shoes.

Accessories that could be used to injure another-such as chains, dog collars, spiked wristbands, and other exotic jewelry-are prohibited. Any buttons, jewelry, or other accessories that contain vulgar, lewd, obscene, or plainly offensive messages, including accessories that advocate the use of alcohol or drugs and accessories that make reference to or identify gangs are prohibited. Any clothing, jewelry, or clothing accessory that suggests any type of gang reference is strictly prohibited. Bandanas are prohibited.

It is the policy of MALC to seize any accessory items that are in violation of the above requirements. Accessory items include, but are not limited to, jackets, sweatshirts, backpacks, hats, bandanas, sunglasses, notebooks, or other items worn or carried by our students. When an item is seized that contains possible drug or gang references, the Bullhead City Police Department may be notified. Items seized will only be released to a parent or guardian. All unclaimed items will be destroyed at the end of the school year.

Consequences for failing to meet the General Dress Code Requirements may range from detention to out of school suspension. Consequences for being in possession of accessory items that contain possible drug or gang references are:

First Offense: Item confiscated and student given a written warning. Item will only be released to a parent or guardian.

Second Offense: Item confiscated, Bullhead City Police Department notified, and student subject to progressive disciplinary action.

Third Offense: Item confiscated, Bullhead City Police Department notified, and the student may be placed on Out of School Suspension. Additionally, a recommendation to the Governing Board may be made for possible long-term suspension or expulsion from the district.

Adhering to the Dress Code

Students not dressed in accordance with the MALC Dress Code will be given the following options:

1. Offered use of standard school clothing for the day (If available).
2. Given the opportunity to contact a parent/guardian to bring appropriate clothing to the school.
3. Given the opportunity to purchase clothing from the student store.

Students found in violation of the MALC Dress Code may be excluded from attending classes for the remainder of the school day. Students who repeatedly fail to dress in accordance with this dress code will be subject to additional disciplinary action.

No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such circumstances, the schools will provide assistance for the student to be furnished with standard school clothing.

New students who enter the schools will have two days to purchase standard school clothing. In case of hardship, parents may apply to the school to receive assistance. This will be determined on a case-by-case basis.

Students who attend extra-curricular events such as dances, sporting events, and concerts are required to abide by the school dress code. This means no halter tops, tube tops, midriff revealing tops, tank tops, tops with spaghetti straps, short shorts, short skirts, gang related apparel or style, nor mesh-shirts may be worn to those events.

Lunch Detention: Individual teachers who assign lunch detention are responsible for supervising the detention time. Students will eat in a designated classroom or cafeteria area. Students will remain in the classroom or cafeteria area for the entire lunch period.

After School Detention: Individual teachers who assign after school detention are responsible for supervising the detention time.

Seven 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**
- **Damage or theft of school property or property of others**
- **Off campus without permission**

Violation of these non-negotiable rules may result in 2 or more days of Out of School Suspension and possible Governing Board Action.

Possession of Weapon, including simulated weapon: Referral to Governing Board for possible expulsion with interim suspension until hearing.

Possession/Use of Illegal Substance (alcohol and drug paraphernalia): MALC has been designated a Tobacco/Shisha Free School. MALC has also been designated a Drug Free School Zone per ARS 13-3411. Any student found to possess, use or transfer tobacco or vapor products; Shisha; illegal drugs; alcohol, or drug paraphernalia on campus will be immediately suspended from school. The suspension may result in an expulsion hearing following a review by the Governing Board or Governing Board designee and possible expulsion from the Mohave Accelerated Learning Center.

A “Drug Free Zone” is defined as the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any school bus or bus contracted to transport pupils to any school.

“Shisha” includes any mixture of tobacco leaf and honey, molasses or dried fruit or any other sweetener.

“Tobacco product” is defined as any of the following: cigars, cigarettes; cigarette papers of any kind; smoking tobacco of any kind, or chewing tobacco of any kind.

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 In-School Suspension.

Students caught watching a fight at school on or off campus will receive a two day In-School Suspension.

Out of School Suspension: Students may receive out of school suspension (OSS) as part of MALC’s progressive discipline plan. Parents will be notified of the impending suspension by phone if possible and/or formal letter. Students who are placed on OSS are not allowed on the school campus, or school activities on or off campus, during the suspension period. The student may not return to school without a parent conference with an administrator.

MALC/MAES DISCIPLINE POLICY

All Policies Governed by Arizona Revised Statutes ARS Title 15

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

*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

Student Behavior While Participating or Attending School Events

Students will be held accountable for their behavior while attending all school functions. The discipline policy applies to all students, whether they are on campus or off. This includes, but is not limited to participants and spectators at athletic events, dances, graduation, etc.

Threats, Harassment, or Discrimination

Threats, Harassment, and/or Discrimination will not be tolerated at Mohave Accelerated Learning Center. Any infraction will be resolved within existing Governing Board and School Policies. Complaints about these matters should be directed to the school counselor or the building principal.

LEGAL NOTIFICATIONS

Several Federal and State Laws require publication of legislation. This section is included to meet demand of law.

OFFICIAL SCHOOL RECORD AND PRIVACY RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task; such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one 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,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board 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 Superintendent. *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 higher administrative supervisor or as otherwise required by law.

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

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

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.

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.

MALC 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 published.

BULLYING

Mohave Accelerated Learning Center strives 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 district 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.

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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THIS MUST BE SIGNED AND RETURNED TO SCHOOL

MOHAVE ACCELERATED LEARNING CENTER

2018-2019

I HAVE READ AND UNDERSTAND THE RULES IN THE MALC
MIDDLE SCHOOL HANDBOOK

Student

Parent/Guardian

This form, and all other enrollment forms, must be turned into the Administrative
Offices.

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

MOHAVE ACCELERATED LEARNING CENTER

2018-2019

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

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 including but not limited to music and videos.
- 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.
- No food or drink allowed within 3 feet of any school computing device.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Devices may only be used to access computers files or Internet sites which are relevant to the classroom curriculum.
- Students shall not record, transmit, or post photos or videos of person or person on campus during school hours or school activities, unless otherwise allowed by a staff member.
- 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.

Devices. This agreement includes all devices on campus, including those brought on campus by students and staff. MALC is authorized to collect and examine any device that is suspected of causing technology problems or was the source of a network attack or virus infection. Any device collected in such a way will have the device unlocked if necessary.

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 Cosigner

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 _____