

# **Patriot Handbook**

*High School Student Handbook*

**"Empowering future leaders for success."**

**2018-2019**



Mohave Accelerated Learning Center  
625 Marina Blvd.  
Bullhead City, AZ 86442  
(928) 704-9345  
[info@mohavelearning.org](mailto:info@mohavelearning.org)

### **Mission Statement**

Our mission at Mohave Accelerated High 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**  
**Executive Director/Founder**

**Mr. Casey M. Mulligan**  
**Superintendent**

**Mr. Paul Van Wyhe**  
**Principal**

**Ms. Ashleigh Miller**  
**High School Academic Counselor**

**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.

## 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 30	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 <sup>th</sup> Quarter Progress Reports (mailed out the following Tuesday)
May 8	High School Graduation
May 9	Last day of School/ 8 <sup>th</sup> Grade Promotion/Kindergarten Graduation

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

### MISSION STATEMENTS:

**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. Creates an atmosphere that will encourage the development of a lifelong love of learning. Maintains 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 5:00 p.m. The teachers' hours are from 7:15 a.m. until 4:15 p.m., with the exception of the Credit Recovery Lab (6:00 p.m.). Student class periods begin at 8 a.m. to 3 p.m., with a possibility of a mandatory 7<sup>th</sup> period for credit recovery from 3 p.m. to 4 p.m. **Students should not arrive on campus prior to 7:15 a.m.** and must leave the campus promptly at the end of each day unless the student is involved in a supervised activity.

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

**Change of Student Address:** If a students' 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 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 notify the attendance clerk. All absences must be documented by a signed note from the student's parent/guardian stating the reason for the absence. Only medical, dental or court notes will excuse absences. **\* 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 (ARS) 15-803.B.2&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 and loss of credit(s).

**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 hours school is in session."** If a student's unexcused absences exceed more than 7 days per semester, the student 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 that is habitually truant or has excessive absences may be deemed an incorrigible child as defined in ARS 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the required attendance days outlined in section 15-802 subsection B, paragraph 1.**

**Truant:** A student who is not in his/her assigned classroom seven minutes after the bell 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 (not to exceed 5 days) to get the work done and handed in to the teacher, as he/she was absent. If a student is missing school due to a suspension, it is up to the teachers' discretion to allow make-up work. **\*\* If a student has exceeded the number of absences allowed in a quarter/semester, that student may lose credit for each class missed. This would result in the student needing to do credit recovery to earn back the credit for graduation. Mandatory Friday School may also be placed upon the student's expectation.**

**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 from the previous teacher ***if that teacher caused the student to be late for the next class.***

***An unexcused tardy is an infraction that is eligible for student discipline.***

**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 can be signed and/or completed by all families (The schools Wellness Policy can be viewed at [www.mohavelearning.org](http://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' responsibility 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 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 assess 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

**Lunch Zones:** High School Students are only allowed in the cafeteria, inside the gym, and/or outside in the courtyard/stage area between the high school office and classrooms during the designated lunch/breakfast times. High School Students will not be allowed on the middle school campus or elementary campus without staff authorization. Students found in areas off limits will be disciplined appropriately.

**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 subjected 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 **any** school property or vehicle owned, leased or used by the school district.

**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. The child must live within our school district and may or may not be 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:** The use of electronic devices such as but not limited to cellular phones, MP3 players, tablets and laptops are restricted at MALC High School. The use is conditional and limited to before school, between class periods, lunch period, and after school or when authorized by staff. Devices improperly used in the classroom, or outside of the designated use time periods are subject to temporary confiscation. All cellular devices must be **turned off** prior to entering class. The use of any electronic devices in the classroom is subject to the individual policies of faculty and staff members. Cellular phone use is prohibited during class time while outside of the classroom. 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, are 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 90% of each semester. A student that exceeds the number of allowed absences, may lose credit for each class and then will need to recover credits in order to graduate. Students must pass (60% or better) the required subjects--language arts, math, social studies, and science.

**Report Cards** are issued at each quarter.

<b>Grade</b>	<b>Level of Achievement</b>
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 reflect quarterly progress toward goals and objectives written in the individual education plans.

**Progress Reports** will be posted to ParentVue as scheduled on the school calendar.

**Incomplete Course Work:** Teachers may assign an "Incomplete" on a report card to give you 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. Students participating in the credit recovery program must also budget additional time to complete specialized assignments.

**Credit Recovery:** The Credit Recovery Program at MALC is an opportunity for students to make up any lost credits that are necessary to meet state and local graduation requirements. The Credit Recovery Program is available to any student enrolled at MALC in the 9<sup>th</sup> through 12<sup>th</sup> grades.

Administrative and /or counselor approval is required prior to a student being considered for placement into the Credit Recovery Program. Students must also be prepared to commit time away from school to complete additional assignments. Students will be placed in a mandatory 7<sup>th</sup> period, 3pm – 4pm, Credit Recovery period if they fall behind on credits. Attendance will be expected daily. Friday School may also be required from time to time throughout the school year.

**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 reached via email through ParentVue. Parents who do not have access to a computer may use the credit recovery lab 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 "C's", "D's" or "F's."

The Principal's Honor Roll recognizes students with no grade lower than an A-.

The following table indicates honor point equivalents, which will be used in determining honor roll. Note that in selected subject areas\* where accelerated grouping is practiced, different honor points will be assigned to grades in order to reflect the level of work and performance of the student.

Regular and Basic Courses

<u>Grade</u>	<u>Points</u>
A	4
B	3
C	2
D	1
F	0

**Academic Counseling Services** are available to all students to help with problems related to school and interpersonal issues. Services are available by appointment only. Contact the main office.

**Academic Contracts:** Students with an F in a single quarter may be placed on an Academic Contract. Contracts will mandate students to seek additional after school tutoring and Friday School when in session. Students who fail to meet the terms of the Academic Contract may be referred to the Governing Board.

**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. Teachers may require that textbooks be checked out in order to go home with a student.

**Schedule Changes:** A request for schedule change form is used to formally change a student's schedule. A student may pick up the form at the office. Student requests for schedule changes should be done the first week of each new semester. The school reserves the right to make schedule changes as necessary. Students should contact the office to make an appointment if they wish to request a change.

**Semester Exams:** Semester mid-term/final examinations are administered near the last week of each quarter during the school year.

## **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. The cost of the insurance can cover your medical expenses should an accident occur that requires medical attention.

Students who walk to school or ride bicycles are encouraged to practice safety, travel 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**

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

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

## **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 Administration 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).

## **EXTRA-CURRICULAR ACTIVITIES**

The following student activities are considered extra-curricular activities: All interscholastic sports (football, volleyball, paintball, basketball, baseball, softball, soccer, golf, swim, and cross country), all intramural sports, and student activities (choir, band, drama and any other performing arts).

There will be grade checks for all students who participate in extra-curricular activities. If a student's grade falls below the district 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 to an administrator prior to leaving for the event. Coaches may not grant permission to the parent to transport the student home.

## **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. His/her options include extra running at practice and/or reduced playing time at scheduled events.

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.

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 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 the school confirming 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 an automatic two-day out-of-school suspension.

### **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**. Seniors that have been accepted to college may wear a school shirt representing that school any day of the week (with proof provided to office). Seniors enlisted with the military may wear an appropriate shirt to represent the branch accepted to on **Thursday only**. Shirts must be neat, clean, free of any markings, and in good repair. Shirts must also be worn appropriately and as designed. Students will be required to wear the school's logo as the top garment at all times indoors. Sweat shirts and jackets without a school logo may be worn outside, they will need to be removed after entering a building. Any colored jeans, shorts, skirts, or jumpers may be worn.
2. Skirts/Shorts must be no higher than 2 inches above the center of the kneecap (8" inseam). Pants, shorts and skirts must be in good repair without holes and without frays.
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.* "Jeggings: that have a zipper and pockets like blue jeans are ok) See #11 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. Hair bands are ok as accessories, bandanas are not allowed.
5. Shoes must be worn at all times. High school students may wear open toe shoes, however closed toe shoes are recommended. **Slippers 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 or frays).
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. Students enrolled into DE (Dual-Enrollment) courses may dress in business professional attire. (see photos or ask administration if you are not sure). See #11 below.
11. School administrators will determine appropriateness of any of the above items.

## 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.

For safety reasons, students are encouraged to wear closed toe shoes. Students are encouraged to wear appropriate shoes for physical education such as tennis shoes. Shower shoes or house slippers are not allowed. No bare feet. No open toed shoes may be worn in physical education classes.

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.

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, 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 will be notified immediately. 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 may be 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 extracurricular events such as dances, sporting events, spirit weeks, and concerts are required to abide by the school dress code. (For example: no halter tops, tube tops, midriff revealing tops, tank tops, tops with spaghetti straps, short shorts, short skirts, gang related apparel, mesh shirts, etc.).

**Identification Cards:** Each student may be issued a picture identification card. This card is to be carried by the student while on MALC property or at any school-sponsored event. Students are required to produce the identification card upon the request of any faculty or staff member. Lost or missing identification cards should be reported to the administrative offices. Additional identification cards may be purchased for a fee of \$5.00.

**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:** Students may be assigned an after school detention until 4:00 p.m., following the completion of the school day. A room on the middle school campus has been set aside from Middle School and High School students to serve an after school detention.

### **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 and excessive absences**
- **Damage or theft of school property or property of others**
- **Off Campus without permission**

**Violation of these non-negotiable rules may result 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 Zone per ARS 13-3411. Any student found to possess, use or transfer tobacco or vapor products; Shisha; illegal drugs; alcohol, tobacco, 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 School 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 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.

**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 during the suspension period. The student may not return to school without a parent conference with an administrator.

**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.

**In School Suspension:** Students may receive in school suspension (ISS) as part of MALC’s deterrent discipline plan. Parents will be notified of the in school suspension by phone if possible and/or formal

letter. Students who are placed in ISS will not be allowed to attend regular classes and will be confined to a smaller learning atmosphere for the duration of a school day.

**Parking Lot:** Students with a valid Arizona State driver's license will be permitted to use their personal vehicles to and from campus. Once on campus, all students are prohibited in the campus parking lot during school hours (including students with personal vehicles). Students must bring in a copy of their registration and proof of insurance to be kept on file in the high school office.

### **Expulsion and Long Term Suspension**

Students expelled or placed on long-term suspension may not appear before the governing board to be considered for re-enrollment for the time period of one calendar year from the date of the decision. Any student who has been expelled or placed on long-term suspension may not be present on campus or at any school sponsored activities. If such student is present in such situation, the authorities will be called and advised to arrest the student for trespassing. Administration may authorize exceptions on a case-by-case basis in writing.

### **STUDENT AUTO USE AND PARKING PERMIT**

All students using the school parking lot must register their vehicles and **provide a copy of their insurance and driver's license which will be kept on file in the District Office**. Students are permitted to park on school premises as a matter of privilege, not of right. Failure to follow policies and procedures may result in the vehicle not being allowed on school grounds.

(Continue to next page)

# MALC/MAES DISCIPLINE POLICY

All Policies Governed by Arizona Revised Statutes ARS Title 15

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

\*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

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.

<b>LEGAL NOTIFICATIONS</b>
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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 rights 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
- 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.

<b>HIGH SCHOOL GRADUATION REQUIREMENTS</b>
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**PLEASE REVIEW CAREFULLY**  
**THESE ARE NEW COURSE REQUIREMENTS**

<u>ENGLISH</u>	<u>4.0 UNITS</u>
<u>MATH</u>	
<u>ALGEBRA 1</u>	
<u>GEOMETRY</u>	
<u>ALGEBRA 2</u>	<u>4.0 UNITS</u>
<u>SCIENCE</u>	<u>3.0 UNITS</u>
<u>WORLD HISTORY</u>	
<u>US/AZ HISTORY</u>	
<u>ECONOMICS/GOVERNMENT</u>	<u>3.0 UNITS</u>
<u>FINE ARTS</u>	<u>1.0 UNITS</u>
<u>ELECTIVES</u>	<u>7.0 UNITS</u>
TOTAL	22.0 UNITS

**AZMERIT:** Students enrolled in English 9, Honors English 9, English 10, Honors English 10, English 11, Dual Enrollment English 101 & 102, Algebra 1, Geometry, and Algebra 2 will be required to take the Arizona's Measurement of Educational Readiness to Inform Teaching (AZMERIT) state assessment in the spring of the school year. Students who do not pass the assessment may be required to enroll in summer school courses to obtain second semester credits.

### **Valedictorian**

High school students seeking to be Valedictorian during their graduation ceremony will have to apply and meet the requirements of the Mohave Accelerated Learning Center administration.

**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 **on time**
- Support attendance at after school tutoring, credit recovery, and/or Friday school
- 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.

**Volunteering:** One focus at Mohave Accelerated Learning Center is building character, and one of those character traits is the power to give and not only take in life. All high school students will be required to give **\*FIVE\*** hours of their time each year through volunteer service to the community.

Volunteering is any amount of time given to an organization (not a private individual) for which payment is not received. It will be the responsibility of the student to have their time accounted for upon completion, and submitted to the Academic Counselor. Volunteering hours cannot be rolled over or carried from year to year. *Volunteering \*TWENTY\* hours will be a graduation requirement for all seniors at Mohave Accelerated Learning Center.*

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

**MOHAVE ACCELERATED LEARNING CENTER**

2018-2019

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

Student \_\_\_\_\_

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

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

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**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 \_\_\_\_\_