

WELCOME to Bulldog Territory!

Dear Students:

We would like to extend a special welcome to our entering freshmen as well as to all new and returning students. We hope that this will be an enjoyable and prosperous year in all students' education. With the combined efforts and cooperation of staff and students, we will have the best environment possible for student achievement.

We believe all Students at Kingman High School can learn and, with dignity and respect, have the ability to achieve greatness.

Physical and Emotional Development: Kingman High School wishes to promote physical fitness and good hygiene in every student. This can be achieved by offering a diversity of sports activities and health related courses and by providing a safe and healthy environment in which the students will work and train. Additionally, Kingman High School will provide emotional support for its students through the Counseling Department. Kingman High School also offers an opportunity to develop interpersonal relationships through the wide variety of clubs and activities offered on campus.

We wish all students at KHS the best as this new school year begins, and we hope that this year is the most productive and rewarding time in their school experience.

Sincerely,

Patricia Mickelson, Principal

Tim Casson, Assistant Principal/Athletic Director

Barb Thofson, Assistant Principal

Duane Lyons, Assistant Principal

Cliff Angle, Dean of Students

Kingman Unified School District #20 offers an equal opportunity educational program. All courses, services, and activities are accessible without regard to race, color, national origin, gender, or handicapping conditions.

Questions or concerns regarding equal opportunity accessibility should be addressed to Kingman Unified School District Superintendent, 3033 MacDonald, Kingman, Arizona 86401.

Name _____

Go Blue and Gold!

CLUBS and ORGANIZATIONS

Academic Decathlon	Ms. Willett/Peggy Harbeck
Art Club	Ms. Alsheimer/Toni Bigelow
Athletic Training Club.....	Jenny Harpest
Band Club	Mr. Hernandez
Bowling Club.....	Tom Goldie
Book Club	TBA
Chef's Club	Chef Gaul
Chess Club	Mr. Burden
Choir	TBA
Creative Writing Club/Literary Writing.....	Ms. Smith
Diversified Cooperative Education.....	Ms. Williams
Drama Club/Int. Thespian Society	TBA
Equestrian & Rodeo.....	Mr. Wright
FBLA	Ms. Williams/Mrs Gonzalez/J. Meersman
FCCLA/CDA Coop.....	TBA
Flag & Drill Team	TBA
Future Educators Association.....	TBA
Future Farmers of America.....	Mr. Wright
GSA (Gay-Straight Alliance).....	Ms. Alsheimer
German Club.....	K. Dios
Green Club.....	Ms. Alsheimer
GUIDE DAWG	Ms. Fogg/Ms. Jackson
Hispanic Student Union.....	G. Forman
HOSA.....	Ms. Gunnerson/ J. Harpest
Independent Study Program.....	Ms Gaska
Interact.....	Mr. Potter
Key Club	Mr. Chamberlain
Kingman Youth Racing.....	Sandy McCoy
KLaS (Kingman Life Skills)	Ms. Franklin
KYC-BUTT	TBA
Lettergirls	Mr. D. Gonzalez
Lettermen.....	Mr. York
Math Club.....	Mr. Angle
National History Day	TBA
National Honor Society	Ms. Grumbles/G. Grunden/Mr.Kopecky
Native American Club	Ms. Alsheimer
PALS.....	Mrs Potter
Photo Club	Ms. Arnold
Quill & Scroll/Yearbook.....	Mr. Burden
Renaissance	S. Alder
Students Against Destruction Decisions.....	TBA
SALT Club.....	Ms. Henderson
S-Club	Ms. Jackson
Spanish Club.....	Mr. Corrales
Spiritline	Ms. Behrends/Ms.Carmickle
Student Council.....	Mr. Williams/Ms. Jackson
Student Store/Dawg Pound	Mr. Cody
US First/Robotics	TBA
VICA Drafting	Ms. Olson
Welding Tech.....	Mr. Wright

ATHLETICS & OTHER A.I.A. ACTIVITIES

HEAD COACHES/SPONSORS

Football Mr. R. York
Baseball Mr. R. Olivas
Volleyball..... Mrs. K. Juelfs
Boys' Basketball..... Mr. D. Vance
Boys' Golf..... Mr. G. Hartnett
Band..... Mr. G. Hernandez
Cross Country Ms. A Bathauer
Swimming Mr. R. Wilke
Spirit Line..... Ms. L. Behrends/
Ms. D. Carmickle

Girls' Golf Mr. K. Stalsberg
Boys Soccer..... Mr. M. Tortora
Girls' Soccer..... Mr. M. Corrales
Girls' Basketball Mr. D. Gonzalez
Wrestling..... Mr. B. Clor
Softball Mr. D. Vance
Boys' Tennis Mr. K. Stalsberg
Girls' Tennis Mr. D. Laughter
Chess Team..... Mr. J. Burden
Track..... TBA

OBJECTIVES OF KINGMAN HIGH SCHOOL LIFELONG GUIDELINES AND LIFESKILLS

It is our hope that our students understand and practice the ITI Model of Lifelong Guidelines and LIFESKILLS. They are the foundation for student behavior and expectations.

Lifelong Guidelines are:

- **Trustworthiness:** Actions that makes one worthy of trust and confidence.
- **Truthfulness:** Acting with personal responsibility and mental accountability.
- **Active Listening:** Learning to listen attentively and with the intention of understanding.
- **No Put-Downs:** Use of words, actions, and/or body language that degrade, humiliate, or dishonor others.
- **Personal Best:** Doing one's best given the circumstances and available resources.

Students need **18 LIFESKILLS** in order to be successful with the Lifelong Guidelines.

Those LIFESKILLS are:

Caring, Common Sense, Cooperation, Courage, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility, and Sense of Humor.

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**KINGMAN HIGH SCHOOL
BELL SCHEDULE
2009 - 2010**

Regular Schedule

(57 minute classes)

1st hr.	8:35 - 9:32	
2nd hr.	9:38 - 10:35	
3rd hr.	10:41 - 11:46	
4th A	11:52 - 12:49	
Lunch A	11:46 - 12:26	(A,G,H,I,P)
4th B	12:32 - 1:29	
Lunch B	12:49 - 1:29	(B,C,D,E,F)
5th hr.	1:35 - 2:32	
6th hr.	2:38 - 3:35	

Early Release Schedule

1st hr.	8:35 - 9:10
2nd hr.	9:16 - 9:51
3rd hr.	9:57 - 10:32
4th hr.	10:38 - 11:13
5th hr.	11:19 - 11:54
6th hr.	12:00 - 12:35

Final Exam Schedules

P1/P4	8:35 - 9:50
P2/P5	9:58 - 11:13
P3/P6	11:19 - 12:34

Late Start Schedule

(47 minute classes)

1st hr.	9:35 - 10:22	
2nd hr.	10:28 - 11:15	
3rd hr.	11:21 - 12:16	
4th A	12:22 - 1:09	
Lunch A	12:16 - 12:56	(A,G,H,I,P)
4th B	1:02 - 1:49	
Lunch B	1:09 - 1:49	(B,C,D,E,F)
5th hr.	1:55 - 2:42	
6th hr.	2:48 - 3:35	

Pep Assembly Schedule

(52 min classes, 88 min 6th)

1st hr.	8:35 - 9:27
2nd hr.	9:33 - 10:25
3rd hr.	10:31 - 11:23
4th A	11:29 - 12:21
Lunch A	11:23 - 12:03
4th B	12:09 - 1:01
Lunch B	12:21 - 1:01
5th hr.	1:07 - 1:59
6th hr.	2:05 - 3:35

Student Parking
(numbered spaces are reserved)

Kingman High School

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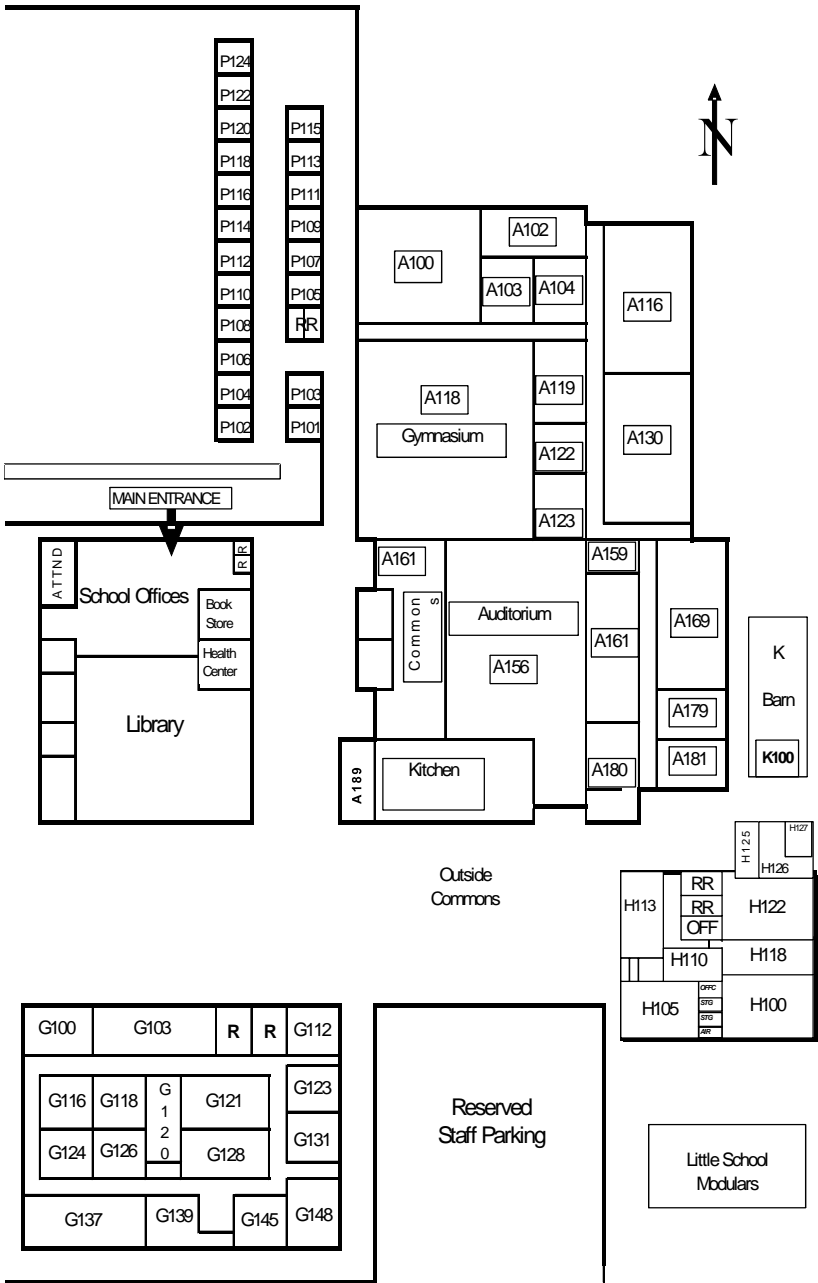
Entrance

**Reserved Faculty
and Visitor Parking**
(please do not park in a numbered space)

Student
Drop-Off

C100	C102	C103	C104	C105	C106
C107					
C114	C108	C110	C111	C113	
C121	C122	C123	C124	C119	R
					R

R	R	D104	G U I D A N C E	E101	E102	
D110	D111	D118		E103	E104	
D116	D121	D122		E108	E109	
D123	D128	R		E113	E114	
D125	D127	R		E115	E116	
D126	D135					
F112	F109	F100	F101	F102	F103	R
						R



KINGMAN HIGH SCHOOL STAFF

ADMINISTRATION

Mrs. Patricia Mickelson.....	Principal
Mr. Tim Casson.....	Assistant Principal of Athletics & Activities
Mrs. Barb Thofson.....	Sp. Ed. Intervention Specialist/Assistant Principal of Discipline
Mr. Duane Lyons.....	Assistant Principal of Discipline
Mr. Cliff Angle.....	Dean of Students
Mrs. Amy West.....	CTE Coordinator
Mr. Kerry Schanaman.....	SRO, MCSO
Ms. Sandy McCoy.....	Alternative Programs

GUIDANCE OFFICE

692-6446

Mrs. Anne Bathauer.....	Coo-Herr
Mrs. Theresa Grumbles.....	A-Con
Mrs. Emily Baker.....	Schmidt - Z
Mr. Brett Potter.....	Hers-Mila
Ms. Connie Fitzsimmons.....	Milo-Schmidt
Mrs. Girlie Forman..... (681-6494).....	AIMS/IDP Director
Ms. Erin Unger.....	Registrar
Mrs. Donna Kellum.....	Clerk
Ms. Lori Mong.....	Clerk

OFFICE STAFF

Ms. Starr Litzinger..... (692 6414).....	Principal's Secretary
Mrs. Debbie Kron..... (692-6417).....	Athletics & Activities Secretary
Mrs. Jenay Trujillo..... (692-6444).....	Discipline Secretary
Mrs. Kerry Stapleton..... (692-6444).....	Discipline Secretary
Mrs. Kim Mattke..... (692-6461).....	KHS Student Accounts Office Mgr.
Kristy Robertson..... (692-6480).....	Receptionist
Ms. Wendy Kufleitner..... (692-6584).....	Secretary (Attendance)
Attendance Clerk..... (692-6484).....	Attendance Clerk
Mrs. Danielle Carmickle..... (692-6565).....	Nurse
Mrs. Darlene Mason-Blanton (692-6528).....	Special Education Secretary
Mrs. Jill Smith..... (692-9812).....	Special Education Secretary

LIBRARY-MEDIA CENTER

TBA..... (692-6427).....	Librarian
Mrs. Kellie McCoy..... (692-6428).....	Library Clerk

CUSTODIAL-MAINTENANCE

Mr. Bill Frank.....	HVAC
Mr. Frank Dick.....	Custodian
Mr. Galen Neiderhiser.....	Grounds
Mr. Ernie Clevinger.....	Maintenance

SCHOOL BOARD MEMBERS/KUSD ADMINISTRATION

Dr. Charles Lucero.....	President
Mr. Pat Carlin.....	Vice President
Mr. Bill Goodale.....	Member
Mrs. Terri McMullen.....	Member
Mrs. Margaret Libertini.....	Member
Mr. Roger Jacks.....	Superintendent
Ms. Wanda Oden.....	Asst. Superintendent

IMPORTANT NUMBERS

Kingman High School Main Number	928/692-6480
Main Fax.....	928/692-6418
Guidance Office Fax.....	928/692-1507
Special Education Fax.....	928/692-3588
KHS Student Accounts Office.....	928/692-6461
Kingman High School Attendance Office.....	928/692-6484
Kingman Unified School District Office.....	928/753-5678
KUSD Transportation.....	928/753-5928

SCHOOL DIRECTORY

Absences/Truancy.....	B Building (Attendance)
Activity Director.....	B Building (Admin)
Athletics Office.....	B Building (Admin)
Class Schedules.....	D Building (Guidance)
College Info.....	D Building (Guidance)
Health Center.....	B Building (Nurse's Office)
Locker Problems.....	B Building (Attendance)
Lost and Found.....	B Building (Horseshoe Desk)
Military Information.....	D Building (Guidance)
Parking.....	B Building (Attendance)
Principal.....	B Building (Admin)
Transcripts.....	D Building (Guidance)

Kingman High School Fight Song

Sing for Kingman High School
Raise your standards high.
See the Blue and Gold
Float against the sky.
Fight, Fight, Fight!
All ye loyal lads and lassies,
Never let your colors fall.
Kingman High forever
And over all.

Registration

TRANSCRIPTS

All transcripts are mailed directly from school to school through the Registrar's Office. If a student wants a copy of their transcripts the request **must** be made at the Guidance Office.

STUDENT RECORDS ARE CONSIDERED PERSONAL AND CONFIDENTIAL.

They contain information of a personal nature on the pupil which are recorded and are retained for future use by the school. Student records are not to leave the designated area set aside for review of said records. The school district is not obligated to furnish copies of records other than transcripts of grades.

Student records shall be available under the following circumstances:

1. When they are to be used by the professional staff of the school district in which the student is in attendance.
2. When they are requested by a school district, employer, or institution, or approved by the parent or guardian of the student.
3. When they are requested by a parent or guardian upon confirmation of identity.
4. When they are requested by a state or federal agency, as long as the records do not identify the student.
5. When ones' own records are requested by a pupil or former pupil, who is over the age of eighteen, and whose records are maintained by the school.

The parent or guardian has the right to attach a written response to any item in the records when the accuracy is disputed.

A STUDENT ENROLLING FOR THE FIRST TIME AT KHS must have an immunization record and a certified copy of the birth certificate or other reliable proof of the student's identity and age, including baptismal certificate, application for social security number or original school registration records with an affidavit explaining the unavailability of a copy of the birth certificate.

Academics

CLASS LOAD FOR STUDENTS

All students must be enrolled in six (6) periods. Exceptions due to extreme health problems or unusual circumstances must be arranged with the principal. Under certain conditions, juniors and seniors may be pre-approved by their counselor to take a reduced class load. Juniors and seniors who qualify for late start or early release **must provide their own transportation** and will **not** be allowed on campus during the release time.

PROGRESS REPORTS

Progress reports will be issued to the students in their classroom on the following dates: September 15, October 14, November 17, February 2, March 9, and April 13.

FINAL EXAMINATION POLICY/EXAM EXEMPTIONS

All teachers are responsible for administering a comprehensive final exam. The nature of the exam may vary. Copies of all exams will be given to the division chairs and to the building principals for approval. The exam will be worth from ten to twenty percent of the student's final grade. The individual departments will determine the weight or value of the exam. **Final exams will NOT be given early.** Some students may be exempt from final exams. Exemptions will be determined on a class-by-class basis.

Grades and attendance for one class will not be used to determine exemption in another class.

1. 90% grade average in class with three or fewer absences
2. 80% grade average with two or fewer absences
3. 70% grade average with one or no absences

For the purposes of exam exemptions, there will be no differentiation between types of absences; verified or unverified, medical and dental appointments, parental excuses, family funerals, church activities, etc. Anytime a student is not in class, other than reasons of school sponsored activities, he or she is absent from class, and that absence will count towards the exemption policy. **Tardies in excess of two and all ISS days will be counted as absences towards exam exemption.** As an incentive for students to re-take the AIMS test in order to exceed the standard, students will be allowed one additional absence toward exam exemption.

Exempt students will have the option of taking exams if they believe the exams may improve their grade. Taking the exam, however, cannot lower an exempt student's grade. It is suggested that teachers use those student who are exempt as peer tutors for exam review.

REPORT CARDS

Report Cards mailed distributed twice a year—at the end of each semester (January and June).

STUDENTS AND PARENTS ARE ENCOURAGED TO REQUEST CONFERENCES WITH A COUNSELOR AND/OR TEACHERS AS SOON AS THEY SEE INDICATIONS OF POSSIBLE FAILURE RATHER THAN WAIT FOR THE NOTICE TO ARRIVE.

PARENT/TEACHER CONFERENCES are scheduled for **September 17, 2009 and February 4, 2010**. Parents are encouraged to discuss with appropriate school officials any problems they or their students are having with the school. Parents may learn about homework, grades, or a course of study for their student by consulting with individual teachers. A member of the Guidance Office will set up a conference with a parent and teacher for this purpose. A member of the school administration and/or counselor may also be present.

KINDS OF COURSES

KHS offers two kinds of courses--required and elective. A required course is a course designated as a requirement for graduation. An elective course is any other course listed in the schedule. All courses earn a letter grade.

TEACHER AIDE CREDIT

Placement as an aide requires an overall 2.0 GPA, no more than 9 absences (excused or unexcused) the previous semester, and no more than one minor discipline referral.

SCHEDULE CHANGES

If a student wants to take a higher level course, the student may initiate a schedule change 2 weeks prior to the semester. Due to Master Schedule limitations, students may not request a specific teacher or lunch. Other changes may be initiated by a counselor, teacher, or administrator. Students are encouraged to carefully select their classes during the pre-registration period.

WAYS TO MAKE UP CREDIT

A student may make up credit through credit recovery courses or KHS summer school. They may also take KHS approved internet or college classes. Only college classes of three or more credit hours will transfer (three college hours equals ½ unit of credit). For further information, students should consult with their guidance counselor.

PROMOTION POLICY

Promotion requirements are as follows:

- 4 credits and one year attendance to become a sophomore;
- 10 credits and two years attendance to become a junior;
- 16 credits and three years attendance to become a senior.

REQUESTS TO LEAVE SCHOOL EARLY/WITHDRAWAL FROM SCHOOL

Students are encouraged to complete the entire semester. Occasionally circumstances dictate that a student leave before a semester is completed. Students who find themselves in this situation must realize that leaving early might result in a lower grade, even a failing one. When a student and a parent make a request for early withdrawal, two guidelines are followed:

1. A student is granted "withdrawal" grades, which are used only to transfer to another school. **THESE ARE NOT FINAL GRADES.**
2. In special circumstances, and judged on an individual basis, the principal may allow a student to terminate early.

REMOVAL OF AN INCOMPLETE

In case of illness, or any other justifiable reason, a student who has failed to complete a semester of work has one week after the end of the grading period to complete all work and tests. Exceptions will be made only upon prior arrangements with the principal. If the grade of INCOMPLETE is not removed within the week, it becomes an "F". It is the student's responsibility to make up the work and remove the INCOMPLETE. If the grade is allowed to become an "F", it may not be subsequently changed.

GRADUATION REQUIREMENTS

Students are required to complete 90% of the credits available over a four year period. Students who meet the Arizona Instrument to Measure Standards (AIMS), earn the necessary 22 units of credit and successfully complete the following requirements are eligible to graduate from Kingman High School:

STUDENTS MUST MEET OR EXCEED THE STANDARD IN THE AIMS TESTS COURSES REQUIRED FOR THE CLASSES OF 2010, 2011

English 4 credits
Mathematics 2 credits
Science 2 credits
Physical Ed. 1 ½ credits
Health ½ credit
Fine Arts ½ credit
Fine Arts/Voc. Ed. ½ credit
World History/World Geography 1 credit
U.S. History 1 credit
Civics/Arizona Government ½ credit

THE CLASS OF 2012 WILL NEED AN ADDITIONAL MATH CREDIT AND ½ CREDIT OF ECONOMICS, AND 1 CREDIT OF P.E.

THE CLASS OF 2013 WILL NEED 4 MATH CREDITS. 3 SCIENCE CREDITS. 1 CREDIT OF P.E., AND ½ CREDIT OF ECONOMICS.

GRADING SCALE

A = 90-100 = 4

D = 60-69 = 1

B = 80-89 = 3

F = 0-59 = 0

C = 70-79 = 2

Inc = incomplete (work not completed)

GRADUATION

All students who successfully complete the requirements for graduation will be awarded a diploma. Graduation is scheduled for May 28, 2009. Students who finish their requirements early may participate in the graduation ceremonies. A diploma of graduation from Kingman Unified School District will be awarded to all special needs students who complete a course of study prescribed by the Governing Board. The specific content of this program shall be outlined in an individual education plan (IEP). In order to graduate from Kingman High School, a student must attend his/her last semester of school in a Kingman High School program.

EARLY HIGH SCHOOL COMPLETION/GRADUATION

The board of education recognizes that to meet the career goals of some students an early high school completion program is necessary. To be considered, a student must submit a written request and meet with their counselor. The parent/guardian and student must then meet with the principal by December of their sophomore year. All graduation requirements must be met by the early completion date. For further information about early graduation, contact the guidance office.

FOREIGN EXCHANGE STUDENT POLICY

Foreign exchange students who are of senior classification will not receive a diploma from Kingman High School unless they meet all state and local graduation requirements. If they do not meet these requirements, they will be allowed to walk with the graduating class and will receive a Certification of Attendance (not a diploma) and a grade of credit/no credit for all classes. Each foreign exchange student must be proficient in reading and speaking the English language. Foreign exchange students will receive grades of credit or no credit on their transcripts.

Career-Technical Education

KUSD provides an equal opportunity career-technical education program. All courses, services and activities are offered without regard to race, color, national origin, sex, or handicapping condition. Limited English-speaking skills will not be a barrier to admission or participation in career-technical education. The primary requirements for admission are an established interest to pursue a career in the chosen occupational field and the ability to meet the requirements for entry-level employment in that field. Career-technical programs include agriculture, business and office occupations, culinary, child care, hospitality, medical terminology, design, and related occupations, and trade and industrial education. Information about specific course requirements can be obtained from the counselors.

CAREER-TECHNICAL OBJECTIVES

Kingman High School strives to prepare students to meet the demands of life after high school. Through a variety of curricular choices, we aim to prepare to develop good work ethics and to come to an understanding of the economic system and their roles in that system.

Through career-technical counseling, students are encouraged to make realistic career choices based on their abilities. Students are also afforded opportunities to use technologically advanced tools.

Notes to College-Bound Students

1. Seniors should discuss college options with their counselor. They should borrow college catalogs from the Guidance Office or check the Internet.
2. Seniors should attend meetings at school with college representatives and be familiar with admission tests, financial aid & scholarship application procedures.
3. Seniors should visit colleges, if possible.
4. Seniors should write to the colleges of their choice for applications of admission, scholarship and housing information, and general catalogs.
5. To apply for scholarships or financial aid, seniors should see the guidance counselor by September of their senior year.
6. To attend an out-of-state institution, seniors should secure information for admission requirements early in their high school careers. This improves their chances of being accepted at the college of their choice. If interested in attending an out-of-state college or university, seniors should follow the requirements stated in the catalog of the school they plan to attend.
7. Juniors and seniors may have two pre-approved absences for the purpose of visiting colleges outside of Mohave County that will not affect their exam exemption status. Their counselor must give pre-approval. College visitations must be completed by **March 1**. Visits later than March 1 must be approved by an administrator.

RECOMMENDED SECONDARY SCHOOL SUBJECT UNIT REQUIREMENTS FOR ENTRANCE INTO AN ARIZONA UNIVERSITY:

Group I English: Four Units

Only courses with emphasis on grammar, composition, and literary analysis.

Group II Foreign Language: Two Units

It is required that a student earns two units in a single foreign language.

Group III Mathematics: Four Units

Algebra I, geometry, Algebra II, and one credit where Algebra II is a prerequisite.

Group IV Social Studies: Two units U.S. history and one other credit.

Group V Laboratory Science: Three Units

Only courses in earth science, biology, chemistry, and physics in which at least one regular laboratory period is scheduled each week

Group IV Fine Arts: One Unit

Band, choir, drama, art, photography, or graphic arts design

COLLEGE ADMISSION TESTS

Almost all students entering college will be required to take either the American College Test (ACT) or the Scholastic Achievement Test (SAT) during their senior year of high school. Information concerning costs, and dates of administration are available in the guidance office. The Preliminary Scholastic Aptitude Test (PSAT) is available for juniors. It assists in predicting college success and is good practice in preparation for future admission tests. This test is used for national scholarships and local guidance purposes and is recommended for students with a 3.0 GPA or higher.

SCHOLARSHIPS

College websites are the best single source for scholarship information; the Guidance Office has additional information. As the cost of a college education is increasing each year, it is often necessary for students to have financial help to continue their education after high school. Students who receive the best scholarships begin working hard in ninth grade!

MOHAVE COMMUNITY COLLEGE

College courses may be used to meet the core requirements for high school graduation and elective high school credit. All required core classes taken at a college or university must be pre-approved by the guidance counselor and declared prior to enrollment. Grades earned in these classes will count towards the grade point average of the student. If a student does not follow this procedure, the credit earned will be for elective credit only.

Elective credit will receive a grade of credit/no credit on the high school transcript. In order to use any college credits for high school graduation, the courses must be taken after the completion of the eighth grade. Only college classes of three or more semester credit hours will count (3 college hours equals ½ unit of high school credit). High school credit will be awarded for college classes after the high school registrar receive an official transcript.

Honors Endorsement/Tuition Waiver Effective with the Graduating Class of 2010

PROGRAM CRITERIA In order to qualify for tuition waiver, students must graduate from an Arizona public or private high school, have Arizona residency and meet the following academic criteria:

Part 1: Students must complete all 16 Core Competency courses by graduation with a B* or better in each course OR AN ACCEPTABLE SCORE ON THE ADVANCE PLACEMENT (AP) TEST OR 4 ON THE INTERNATIONAL BACCALAUREATE (IB) TEST FOR THAT SUBJECT AREA.

(16 Core Competency Courses; 4 units English; 4 units Math; 3 units Lab Science; 2 Units Social Science; 2 units Foreign Language; and 1 unit Fine Arts, as defined by The Arizona Board of Regents Tri-University Admission requirements.)

*A "C" in a weighted course (Honors or Advance Placement course) does not convert to a "B". The grade is as reflected on the student's transcript.

AND

Part 2: Students must meet at least one of the following academic requirements:

- Option 1 – ELIGIBLE GPA: A Cumulative GPA of 3.50 IN THE 16 CORE COMPETENCY COURSES on an un-weighted 4.00 scale OR FOR THOSE DISTRICTS WHICH USE A 5.00 SCALE FOR IB/AP/HONORS COURSES, AN EQUIVALENT GPA ON A WEIGHTED SCALE.
- Option 2 – Class Rank: Student is in the top 5% of high school class upon graduation.

AND

Part 3: Students must meet at least one of the following assessment options:

- Option 1: EXCEED Standards on all 3 of the AIMS tests.
- Option 2: EXCEED Standards on 2 of the AIMS tests and MEET Standards on 1 of the AIMS test. Additionally, they would either need to receive at least a score of 3 on ANY two Advanced Placement tests or a score of at least 4 on ANY two International Baccalaureate exams.

Qualified students will receive a full state university tuition waiver (cost of in-state tuition only) valid for one year following graduation from high school. The scholarship is renewable for an additional four years based upon university-determined criteria. The actual dollar amount of the scholarship will vary based upon the tuition charged by the State University in which they have enrolled.

*The university may choose not to award a scholarship to any student who receives other scholarship assistance intended to cover the cost of tuition.

Any Kingman High School Student who wishes to retake the AIMS to meet the above qualifications is encouraged to do so. The highest score received will be counted as the valid test score for each subject. **Effective with the Class of 2009, students must qualify for this scholarship by the end of their Junior year.**

REPEATING A CLASS Any Kingman High School student who wishes to retake a required class to improve a grade to a B or an A is encouraged to sign up for a schedule change in the guidance office. The transcript will reflect both grades.

Gifted Education

Gifted and talented children are those by virtue of outstanding abilities are capable of high performance. These children who require differentiated educational programs and/or services beyond those normally provided by the regular school program in order to realize their potential contribution to self and society. Students who have been identified as gifted will be advised to take challenging courses, including Advanced Placement, Honors, Independent Study Program, or Dual Enrollment Courses. Offerings during a given semester are dependant on enrollment numbers. For more information on these opportunities contact the KHS Guidance Office at 692-6480

Extra Curricular Activities

Activities – Clubs and Organizations

The activities of all clubs and organizations are regulated and coordinated by the Administration and the Student Council. The Student Council will grant club charters after a constitution has been approved. The Administration and the Student Council must approve activities such as fund-raising sales, dances, and events.

Each student is required to pay a \$1.00 activity fee for each club in which he/she participates, if their club chooses to be eligible for tax credit donations. No solicitation of funds, sales, and circulation of petitions or drives may be carried out in the school without the approval of Student Council and the administration. This rule applies to all school organizations as well as individual students. **RAFFLES ARE PROHIBITED.**

1. The Administration and Student Council will schedule dances and events. The Homecoming Dance is scheduled for October 10, 2009. Prom is tentatively scheduled for May 8, 2010.
2. Clubs and organizations sponsoring dances/events must provide an adequate number of faculty chaperones for each event. All details and arrangements must be completed two weeks before the event.
3. Dances/events shall not last later than midnight.
4. Student ID cards shall be shown on admission to a dance/event.

DANCE REGULATIONS

A non-KHS student must have a guest pass. The guest's school ID, picture ID, or driver's license must be presented in order to obtain a guest pass at the Athletics Activities Office **no later than 3:30—one week prior to the dance.** Guests must be currently enrolled and in good standing in a high school, or recently graduated and under the age of 21. Anyone leaving the building during the dance will not be readmitted.

ELIGIBILITY

To be eligible to participate in extracurricular activities, a student shall be required to earn a passing grade in each course in which a student is enrolled and maintain satisfactory progress toward graduation, according to local governing board policy. Students must be enrolled in a minimum of four classes in order to maintain eligibility. Eligibility will be checked every week, and any student whose cumulative grade to that point (from the beginning of the semester) is failing and will be put on *WARNING*. Any student who is on *WARNING* for the same class for two or more consecutive weeks will be ineligible for competition during the following week (Monday thru Saturday). While ineligible, students may continue to practice but may not dress for competition or travel with his/her team if class time will be missed.

An upcoming ineligibility may be avoided if the grade is improved to passing status prior to the end of school Friday (before the ineligibility takes affect). If the ineligibility is not cleared by this time, the student will be ineligible **for the next full week**.

ELIGIBILITY FOR STUDENT BODY AND CLASS OFFICERS

All Student Body Officers must be seniors of Kingman High School and must have served at least one year on student council. Class officers must be members of the class they wish to represent. All students interested in running for office must have a 3.0 cumulative grade point average with no F's for the grading period immediately prior to the election. If elected, the officer's grades will be checked every term. If the grades fall below the standards expressed above, the officer will be placed on probation, and the Student Council, at council meetings, will check grades every two weeks. If the officer's grades are inadequate after the next term, then the council must remove the officer from his/her position. All student council officers must perform their duties and follow all rules as stated in handbook to remain in office.

DISCIPLINE AND ACTIVITIES

Students who have past due detention hours, who are serving in-school-suspension or out-of-school suspension may not attend or participate in any extra-curricular activities sponsored by Kingman High School until they have completed serving their suspension or detention. Failure to comply with this policy will be considered insubordination.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization whose membership will consist of only those juniors and seniors who maintain the highest standards of scholarship, leadership, character, and service. To be eligible for consideration, a student must have accumulated a grade average (solid subjects only) of 3.60 or better. A cumulative average of 3.60 or better (from freshman year on) in **NO WAY** guarantees admittance into the National Honor Society. Leadership, character, and service are just as important as scholarship. All grades of "A" would be 4.0 with the exception of advanced placement classes.

Renaissance

As a student of the Renaissance, I pledge to maintain the highest standards of integrity in all my endeavors. I commit myself to subscribe to the kinds of behaviors both academically and socially, which reflect positively upon my family, my school and my community. In all I do, I pledge to be a positive role model for others to emulate, a person to be admired and viewed positively for that which I stand and for how I display my own personal integrity and values.

Renaissance Honor Code: By accepting a Renaissance Privilege Card, I pledge to adhere to the following principles:

1. To treat others with the same respect I would desire for myself.
2. To maintain the highest level of academic integrity, never bowing to any indiscretion, which may discredit me, my friends or my school? I would never submit to any form of cheating or knowingly plagiarize the work
3. To use only acceptable language and gestures in my communications and social interactions. By my example, I will discourage inappropriate communications by others in my company.
4. To dress properly in a manner not offensive to others. As I am a reflection of my family, my school and my community, I will strive to present myself in a positive manner upon those whom I represent.
5. Never to take that which does not belong to me. Should I find something that belongs to another, I will make every effort to return it to its proper owner.
6. To be truthful at all times. My intellectual integrity will never be in doubt due to my refusal to provide complete and truthful answers to all inquiries.
7. To refrain from the use of prohibited substances. I believe a healthy body and a healthy mind go hand -in-hand, and will never submit to peer pressure to use any tobacco or alcohol product or any illicit drug.
8. To be prompt and regular at all my assigned classes every day that I am physically able to do so. I will never absent myself from regularly assigned classes for an unauthorized reason and cause myself to be considered truant.
9. To exhibit only acceptable social behavior in public. As actions often speak louder than words, I will exhibit only those behaviors which are acceptable and tasteful and which would cause me to be seen in a positive manner by others.
10. In all my endeavors to make an effort to be a responsible school citizen. I would never knowingly do anything, which would reflect poorly upon my family, my school, or my community.

REVOCAION OF RENAISSANCE CARD

As the Renaissance Card Program is based upon personal integrity and achievement, it behooves the cardholders to be aware of those circumstances, which may result in the loss of cards. The following situations will result in the immediate revocation of cards and forfeiture of all privileges:

- Any academic cheating.
- Any school truancy.
- Any school suspension.
- Allowing another student to use your Renaissance card.
- Any blatant violation of the spirit of the Renaissance Code.

Athletic Eligibility Rules

The Arizona Interscholastic Association has formulated the following rules governing athletic and interscholastic competition:

AGE REQUIREMENTS

IF a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year; he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that year. A certified birth certificate is required for all varsity contestants (A.I.A. Art IV, Sec. 7, A.1).

CLEARANCE CARDS/PHYSICAL EXAMINATIONS

No student is eligible to be issued equipment, engage in practice, or to compete in any interscholastic activity until he/she has been issued a clearance card by the Athletic Office. Parental permission, insurance verification/waiver and rules acknowledgement, and an annual physical examination is required for the current school year. This examination states in the opinion of the examining physician that the student is fully capable to compete in athletic contests. The physical exam may be given on or after March 1 for the next school year. Fall practices begin August. 10. Winter practices begin November 2 and Spring practices begin February 8. Tennis begins January 25.

NO PASS-NO PLAY POLICY DEFINITION

The state of Arizona has an official policy that requires school boards to limit student participation in extracurricular activities. The rule, R7-2-808, has this definition of extracurricular activities: all interscholastic activities which are of a competitive nature, and involve more than one school where a championship, winner, or rating is determined; and all those endeavors which are of a continuous and ongoing nature for which no credit is earned in meeting graduation or promotional requirements, and are organized or sponsored by the district with district policy. Activities, which are an integral part of a credit class, shall be exempt from this rule; the governing board will determine activities, which are not covered by the above definition.

PASSING GRADES

The Governing Board shall establish criteria for a passing grade, taking into account the needs of children placed in special education programs pursuant to R7-2-240.

WARNING OF PENDING ELIGIBILITY

The high school shall provide written notice to each student of warning/ineligibility and to his/her parents or guardian in a manner designed to maintain the privacy of each student. Grade checks will be done every week. If a student is failing any class, based upon their cumulative grade, parents will be notified.

APPEAL PROCEDURE

The student, parent, or legal guardian must present a written petition and basis of appeal to the principal no later than Tuesday following official notification of ineligibility.

DAILY ATTENDANCE

If a student is absent from school, he/she will not be allowed to **practice or participate** in any extracurricular function that day or evening. Eligibility after attending school for part of the day will require administrative approval. Prior approval is recommended. Friday attendance determines weekend eligibility. Participation in a weeknight activity is not an excuse for absence the following day.

TUTORING/HOMEWORK CENTER

Kingman High School will provide support services to address academic deficiencies that are identified during designated grading periods. All teachers will be available to students for tutoring purposes. The tutoring must be scheduled on a regular basis and posted in the teacher's room for students' access. The activity sponsor may use a tutoring form to demonstrate that the student is utilizing tutoring services. Tutoring means that the student is physically present and the instructor is actively supervising and advising the student in an academic subject. A Homework Center is available after school.

Student Services

General Counseling Services

The Kingman High School Guidance Program has been designed to meet the needs, interests, and the abilities of our students. The program is intended to support the school curriculum, enhance an environment where the student is very important, and to help students develop a respect for the abilities, values, and attitudes of others. The mission of the guidance program is to ensure that all students can acquire competencies needed in designing an individualized educational program, in developing a process for life/career planning, as well as in demonstrating personal/social skills needed to relate to self and others through the combined efforts of students, staff, parents, and community.

ALTERNATIVE EDUCATION PROGRAMS

TEAMS, PASS, PACE, and I-CARE are programs that offer alternative education. For more information, students should contact their guidance counselor.

CHILD FIND/SECTION 504

Students who have a disability, a mental or physical impairment, which substantially limits one or more major life activities, may be eligible for a 504 plan. The 504 plan is intended to "level the playing field" by providing the services necessary to allow the student to participate in the school program. Students, parents or staff members who believe that a student may need a 504 plan should contact the school's administrative office.

PARKING REGULATIONS

Automobiles are to be used only for transportation to and from school. Students' cars are expected to be parked upon arrival at school in the morning, and are not to be used until a student is authorized to leave the campus. **Students must have a school pass from the assistant principal's office to go to the parking lot during the school day.** For vehicle security the parking lot is considered an unauthorized area for the students. **Students are not to sit in parked cars or loiter in the parking lot before, during, or after school.** Failure to follow traffic laws may result in a warning, school discipline, or notification to local law enforcement agencies. The speed limit in the parking area is ten (10) M.P.H.

Parking permits are issued first to Renaissance students, then Juniors (11) and Seniors (12); underclassmen will receive parking permits on a first come, first serve basis as space allows. The parking lot is public property under the control of the school. Any vehicles parked on school premises may be searched by school staff, security, canine units, or any other means deemed necessary. The school's parking permit must be displayed visibly on the driver side of the windshield. One additional parking permit may be available, but all other replacement parking stickers need to be purchased for a fee of \$3.00 each at the Attendance Office.

STUDENT PARKING AREAS are available north of the main building. Only faculty and school personnel are to park in the lot south of the main building and the lot west of the building along Bank Street. Handicapped spaces are available in the north lot. Students who park their vehicles in the south lot, overflow parking, in fire lanes, or behind buildings are subject to disciplinary action and booting or towing at the owner's expense. Student vehicles parked in the students' parking lot without a valid and properly displayed parking sticker will receive a parking violation. The first parking violation will result in a warning, the second in a discipline action, and the third in the vehicle being booted or towed at the owner's expense.

RENAISSANCE SPACES ARE RESERVED AND DESIGNATED NUMBERED THAT IS DETERMINED BY A STUDENT'S GPA AND BEHAVIOR.

STUDENT ASSISTANCE CENTER

The Student Assistance Center is a year round program dedicated to helping students succeed in high school by providing numerous enrichment activities aimed at improving students academic abilities, interpersonal skills, and promoting students belief that with hard work and high expectations they can succeed in high school, college and beyond. The Student Assistance Center provides student mentoring, AIMS tutoring, KHS Credit Recovery Program, after school tutoring, College Awareness Workshops, college campus tours, cultural events, job shadowing, and Summer Enrichment Programs. Students needing assistance can stop by room D104 or call Ms. Forman at 681-6494 to sign-up.

LOCKERS

Students may request a locker after school starts. Lockers are secured by combination locks. Only official school locks are to be used and all other locks will be removed. Each student must assume responsibility for their combinations and lockers, as well as for books, supplies and personal belongings that are stored within. **STUDENTS SHOULD NEVER ALLOW ANYONE TO LEARN THEIR COMBINATION OR SHARE THEIR LOCKER.** The school is **NOT RESPONSIBLE** for any valuables stored in the locker. Students that abuse their lockers in any way will lose locker privileges and pay for damages. Students are responsible for keeping their lockers clean.

The school reserves the right to open and inspect lockers at any time. Under no circumstances should a locker contain anything which violates school policy or civil law. The administration has the right to remove and confiscate inappropriate materials stored or displayed in a locker. Any student assigned a locker is responsible for its contents.

KHS STUDENT ACCOUNTS OFFICE

The KHS Student Accounts Office operation is for the benefit of the students of Kingman High School. Hours of operation are 7:30 – 3:30 each day. The office is open to the students before and after school, as well as during lunch periods. It is recommended that students check their fees throughout the school year. Class fees should be paid by the 2nd week of each semester.

Students may not be allowed to participate in extra curricular activities if they have unpaid fees.

TEXTBOOKS

The condition of each book, as well as the registration number of each used book will be recorded. Students are responsible for returning each assigned textbook to their classroom teacher. The student is responsible for each missing or non-returned text and must purchase a replacement book. A 50-cent per page fine will be assessed for each marred/written on page (not to exceed the price of the textbook). All textbooks issued to students must be turned in or accounted for prior to receiving a grade or a fine will be assessed.

ALL TEXTBOOKS ISSUED TO STUDENTS MUST BE TURNED IN OR ACCOUNTED FOR PRIOR TO FINAL EXAMS: Textbooks issued to students is the responsibility of the students. All textbooks left in lockers at the end of the school year will be removed by the custodial staff and may **NOT** be credited to the student's account. Textbooks must be returned undamaged. Students may be suspended from school, for one (1) to nine (9) days for failure to comply, as per statute §15-842 (Damage to school property; suspension or expulsion of pupil; liability of parent.)

1. A pupil who cuts, defaces, or otherwise injures any school property may be suspended or expelled.

2. Upon complaint of the governing board, the parents or guardians of minors who have injured school property shall be liable for all damages caused by their children or wards.

Amended Bylaws 1981, Ch. I, and 2, eff. January 23, 1981.

KINGMAN HIGH SCHOOL FEES -

Agriculture	\$20.00	Replacement ID/Handbook	\$5.00
Art	\$15.00	Drama I	\$20.00 per year
Drafting	\$5.00	Photo I & II	\$25.00
Graphic Arts	\$10.00	Welding	\$20.00
Foods	\$25.00	Dance	\$5.00
Gourmet	\$25.00	Physical Ed	\$5.00
Culinary Arts	\$25.00	Weights	\$5.00
Woodworking	\$25.00	Cross Training	\$5.00
Woodworking II / III	\$10.00	Lifetime Sports	\$5.00
Science (All)	\$10.00	Advanced PE	\$5.00

***** Fees are per semester unless otherwise noted *****

******* No Refunds After Five Weeks *******

Sanctions for non-payment of school fees, tuition, charges, and books:

1. Denial of participation in commencement ceremony.
2. Denial of right to obtain a yearbook.
3. Denial of participation in extra-curricular activities.

IDENTIFICATION CARDS (SEE 4TH CLASS OFFENSES)

All students will be issued an **identification card** which **must be in their possession at all times**. Students are required to surrender it to any staff member who asks for it. If the card is lost or stolen, a replacement for \$5.00 may be purchased from the KHS Student Accounts Office. Students must show their ID cards to be admitted to school activities. **THE SCHOOL ID CARD WILL ALSO SERVE AS A BUS PASS AND AS A LUNCH PASS.** The ID cards will be issued in the Discipline Office, Building B.

LUNCH SERVICES

Kingman High School participates in the Federal Free and Reduced Lunch Program. Students are responsible for leaving the cafeteria neat and clean and disposing of their trash. Students need to practice self-discipline while in the eating areas. **No students are permitted beyond the designated RED line areas without a pass.**

Ordinarily, the cost is \$1.00 for breakfast and \$2.00 for lunch; however, if you qualify for the free/reduced lunch program the cost is \$.30 for breakfast and \$.40 for lunch and students must have their ID card to eat lunch. The students may pick up a form in the main office to qualify for the program. Students may pay daily, weekly, or monthly for their meals. Meals may not be charged, and lunch servers can not take out of state checks.

HEALTH CENTER

The high school maintains a health center with hygiene facilities, rest rooms, and an area in which students may be comforted while awaiting parents or further medical attention. When accidents or illness occur, assessment will determine if parents and/or paramedics need to be called. Further care is the responsibility of the parents. If an accident occurs during the school day, the sick or injured student will not be sent home without notification of the parent or guardian. **During class time students will be admitted to the health center with a regular school pass issued by a teacher or staff member.** All Students must sign in and out in the nurse's office. Students who have been absent because of communicable diseases (measles, mumps, chicken pox, etc.) **must** get a clearance from the Health Center before returning to classes. If a student or staff member is identified as having the AIDS virus, treatment will be in the

same as with any other communicable disease. A copy of the district's office AIDS Policy is on file in the Health Center.

Any/all medications must be kept in the School Health Center. Prescription drugs and over the counter medicine must be kept in the original bottle and accompanied by a parental permission note.

Arizona Law (ARS §15-803) requires that an immunization record for each student be on file prior to school attendance. To comply with the law, an immunization history must be completed and the appropriate statement signed.

LOST AND FOUND

It is strongly suggested that no valuables be stored in lockers or brought on campus as the school is not responsible for lost or stolen articles. A lost and found is maintained at the reception desk in the main office. Reports of missing items should be made to an Assistant Principal. **It is the custom of Kingman High students to turn found articles in at the front desk in the office.** Items unclaimed will be donated to the Mohave County ARC of at the end of each calendar month.

DELIVERIES/MESSAGES

Kingman High School will **NOT** disrupt classroom instruction to deliver items or routine messages to students. Students will be paged between classes to notify them of deliveries/messages, except during achievement testing periods. **Kingman High School will not be responsible for deliveries/messages not picked up by students. All items, including food, must be brought to the reception desk to be given to the student.**

LIBRARY/MEDIA CENTER

The library is used for reading, periodical use, and general research. A student who wishes to use the library during a regularly assigned class period may do so **only with a pass in a signed student handbook from the classroom teacher.** No pass is needed before or after school or during lunch periods. The hours and policy information may be obtained in the library. Anyone abusing the library will be returned to class and future use will be restricted for an indefinite period of time.

SCHOOL TRANSPORTATION

Bus transportation beyond the walking zone is provided for students. Students residing within two miles of Kingman High School are not transported by school bus. Morning unloading and afternoon loading are only in the designated areas. With the cooperation of students and parents, Kingman High School can furnish safe school transportation and keep equipment in good condition. All students riding on a school bus are required to register for transportation. Registration forms can be obtained at the transportation office or at the school administration office.

Any student that does not register will not be permitted to ride any school bus to or from school. High School students must be in school uniform and have a valid bus pass/ID card to ride the bus. **Student must keep the school uniform on while on the bus.** An emergency bus pass will be given through the receptionist in the Main Office, but only on a temporary basis. **Students are not permitted to hop from bus to bus or exit at any other campus unless previously cleared by administration.**

Miscellaneous

START OF THE SCHOOL DAY

Each school day begins with the National Anthem, followed by classroom recitation of the Pledge of Allegiance and a period of silence, which is not to exceed 60 seconds, in accordance with Arizona Statutes. Kingman High School students consistently respect this procedure.

VISITORS

Kingman High School is a place where every effort is made to avoid any disruptions to education. Therefore, visitors are discouraged at all times, and no visitation during final exams, AIMS test days, or during the first and last month of school. Permission must be granted by an administrator at least 24 hours in advance for any visitor. No visitors over 18, in grades lower than high school, drop out students, and students who were removed for disciplinary reasons will be allowed. **Parents/guardians are always welcome**, but 24 hour notice is encouraged. Anything brought on campus for a student must be brought to the office receptionist. The student will be called to receive the item during the next passing time.

ARS §13-2905A addresses loitering by persons present in or about school buildings or grounds. Any person loitering will be asked to leave, and if necessary, law enforcement will be contacted.

CONCERNS

Individuals who have any suggestions, concerns or complaints should bring them to the attention of the school administration. If the concern is not addressed to the individual's satisfaction, a request may be made to place the concern on the agenda of the Governing Board. Written requests must be received by the Superintendent's office at least five working days prior to meeting date.

The Governing Board of KINGMAN UNIFIED SCHOOL DISTRICT #20 meets once each calendar month; requests should be delivered to 3033 MacDonald, Kingman, AZ 84601, and phone (928) 753-5678. For further clarification, individuals may contact any administrator at Kingman High School.

Attendance Policy & Procedures

Please call 692-6484 regarding any attendance concerns.

ATTENDANCE POLICY

In order to receive credit for the semester, 90% attendance is required in each assigned class (ARS §15-803B). Classes missed due to school approved activities, e.g. field trips, performing groups, student government, etc., are excluded. Administrators can authorize additional absences for extended illness, injury or extenuating circumstances upon receipt of satisfactory documentation. In order to receive credit, students are expected to make up missed work (one day for each day absent to make up their work) regardless of the type of excused absence. Projects that teachers deem to be long term projects will not be allowed to be turned in late for full credit.

ADMINISTRATIVE PROCEDURE

Types of Absences

1. **Excused absences** are verified by the parent/guardian by phone or note (illness, personal, etc...).
2. When a student comes to the attendance office with a verified/documented (doctor, medical, court) excused note or a parent signs the student into the office, the student will be allowed into class with a pass from the Attendance

Office. (Please note: In order for a student to be counted present in a class, the student needs to be present for at least 40 minutes of the class.)

3. **Unexcused absences** are not verified.
4. **Documented Absences** that are documented with notes from doctors, dentists, hospitals, etc. real family emergencies (death, etc.) also will need documentation through parental visitation or conference.
5. **Pre-planned:** Absences arranged beforehand with make-up work done before or after the absence, at the convenience of the teachers. *At least one-week prior notice is necessary for preplanned absences; those who must be contacted include the building principal, the attendance coordinator, and all teachers involved.*

EXCESSIVE ABSENCES

In a semester ten absences and over are considered excessive and may result in loss of credit in a class. When a student reaches the excessive number of absences, the school will notify the student and the parent of possibility of loss of credit. The student and parent may appeal loss of credit which may result in:

1. Permission to challenge for credit in core academic classes,
2. Permission to bank credit, or
3. Authorization for credit pending through documented absences.

ATTENDANCE INTERVENTION POLICIES

1. When a student misses one or more classes the automatic recorded *School Messenger* will notify parents/guardians.
2. After the third absence the student will be given a letter to verify absences by the Attendance Office. At that time the Attendance Office will ask for documentation regarding the absences and will review the attendance policy.
3. Any unexcused absences may result in a discipline action.
4. The Attendance Office, after the fifth absence, will contact the parent through letter and/or phone to warn of excessive absences.
5. After eight absences the student will be given a letter to verify absences by the attendance office. At that time the attendance Office will ask for documentation regarding the absences and will review the attendance policy.
6. For ten or more absences a loss of credit will be determined by an administrator, the school will notify the parent/guardian giving them the information needed for the appeals process. The Attendance Office will notify the teacher(s) regarding the final outcome of the appeal.

STUDENT RESPONSIBILITIES

Students are obligated to attend classes for which they are scheduled. The student will:

1. Be prompt to all classes.
2. Check each class verification form that is posted in each class.
3. Obtain permission from the teacher, with a signed pass, to leave class for any reason. Sign in and out of all offices/library.
4. Check out with the Attendance Office prior to leaving campus.
5. Report directly and immediately to Attendance Office when arriving late to school or returning from an appointment. Failure to comply may result in a discipline referral and will be considered an absence.
6. **Have all absences confirmed by parent** through a verified note or call.
7. Ask for any make up work missed for excused absences. Students will be given one day from the date the student returns to make up work missed for each day they had an excused absence. Make-up work will not be given for unexcused absences. Ninety percent (90%) attendance does not imply that a class will be automatically passed. Students must attain a passing grade to receive credit.

PARENT RESPONSIBILITIES

It is the parent's responsibility to insure that students attend school regularly and inform the school of any absence. Parents shall be responsible for:

1. According to the AZ §15-802: the parent will enroll and ensure that the student attends a public or private school **for the full time school is in session**. Attendance starts the 1st day of the calendar school year.
2. The parent will:
 - a. Contact the Attendance Office prior to an absence, or
 - b. Call on the day of the absence, or
 - c. Send a verified/documented note upon the student's return to school.
3. Initiating conferences with teachers and school administrators to discuss excessive absences.
4. The parent **MUST** sign their student IN and OUT of school during the school hours – if other than the regularly scheduled beginning or ending of the school day.

SCHOOL RESPONSIBILITIES

It is the school's responsibility to:

1. Maintain accurate attendance records.
2. Make a reasonable effort to inform students and parents of the attendance policy and procedures (School Messenger, news media, newsletter, handbook, student meetings).
3. Make a reasonable effort to communicate with parents regarding frequent or patterned absences.
4. Meet with parents upon request.
5. Inform parents of absence by School Messenger.
6. Notify parent by mail and/or by phone after the fifth absence.
7. Notify the student and parent of the possible loss of credit at the tenth absence.
8. Provide an attendance profile to parents upon request.
9. Explain the attendance policy and procedures at the beginning of school. Attendance procedures will be in every classroom, administrative office, in the student-parent handbook and provided to every parent upon request and at registration.
10. Absences will not be changed after the verification period has passed.

When a potential attendance problem arises, the school district will:

- Contact the Parent/Guardian concerning the attendance matter.
- Cite the child for Truancy.
- Have the appropriate law enforcement agency do a criminal investigation for educational neglect.
<This could result in the parents being cited for a criminal offense, Violation A.R.S. §15-802; School Instruction or Violation A.R.S. 13-613; Contributing to the delinquency of a minor.>

TEACHER RESPONSIBILITIES

1. Take attendance daily and keep accurate records.
2. Verify and post student attendance every ten days.
3. Contact parents when absences interfere with academic performance.
4. Notify student, parent and attendance office with concerns of excessive absences and tardies.
5. Provide make-up work for students with verified absences.

APPEALS PROCEDURE FOR LOSS OF CREDIT

Any decision to withhold credit due to excessive absences is subject to appeal by the student or the parent/guardian. The party originating the appeal must submit written documentation justifying the excessive absences.

If an appeal conference is requested, the student, parent, and school administrator shall confer for determination of future action. An appeal may result in challenging for credit, banking credit, or credit pending.

CHRONICALLY ILL STUDENTS

If a student has a chronic health condition which interferes with regular school attendance, the student should see the school nurse for the appropriate paperwork to be signed by a doctor. **Students that are placed on a chronic illness status must be reevaluated at the beginning of each school year.** New paperwork must be submitted to the nurse.

PROTECTED TIME

No passes are permitted during the first ten minutes of class, and announcements are avoided. Every effort is made to avoid interruptions during the first thirty minutes of each class. Parents can assist in maintaining protected time by not requesting that students be checked out during that time and making every effort to have their student at school on time.

When parents know that their child will need to leave school for a medical appointment or other family need, interruptions can be avoided by giving the student a note which can be given to the Attendance Office at the start of the day. The Attendance Office will then issue a pass, and the **student must sign out at the Attendance Office before leaving campus.**

TARDY

Definition: *A tardy student is defined as any student who is not inside the classroom or in his/her seat (as dictated in the class syllabus) when the tardy bell stops ringing.*

Verified Tardy: Tardy students carrying an excused pass from a school staff member is to be allowed in class. **In addition, students arriving late with a note due to a documented/verified tardies will be sent to their regular classes.**

Unverified Tardy: An unverified tardy results from a student not being in class on time with proper documentation--documented/verified notes. Excessive unverified tardies will result in a discipline referral.

The purpose of the Tardy Policy is:

1. To reduce classroom interruptions caused by students arriving late to class.
2. To reduce the number of student loitering on campus during class time.
3. To teach the "lifelong" skill of promptness.

Tardy Procedures

1. A warning bell will ring one minute prior to the tardy bell.
2. When the tardy bell stops ringing, any student not in his/her assigned class will be considered tardy.
3. No student will be allowed into class without an excused pass five minutes after the tardy bell.
4. Students will be allowed two unverified tardies per semester—within the first five minutes of class. On the third and any additional unverified tardies per class, the student will be given a yellow tardy card and will be sent to the Discipline Room.
5. **The third and any additional unexcused tardies will be considered school/detention for this hour of school and will be counted as an absence.**

6. Students who have accumulated six or more verified tardies will need medical documentation to be sent to their class without penalty. If a student has more than five verified tardies without medical documentation he/she will receive detention as per the Excessive Tardy Policy.
7. Teachers will monitor the campus and escort any students not carrying passes to the Discipline Room.
8. Tardy students will remain in the Discipline Room for the entire period under the supervision of a school staff member.
9. Attendance will be taken in the Discipline Room.

CONSEQUENCES OF BEING EXCESSIVELY TARDY

1. Students not in class due to excessive tardies will be responsible for getting work handed in and tests made up. The make up work should reflect the same competencies missed; however, it does not necessarily need to follow the same method. For example, a student who missed a true/false quiz may be given an essay quiz instead.
2. Chronic offenders will be subject to administrative disciplinary action.
 - a. When a student has an unexcused tardy **TWICE** in one day the student will receive a discipline referral.
 - b. After the **THIRD** unexcused tardy in any class the student will be marked as absent/ditching, and will receive a discipline referral, and a parent will be called.
3. Unexcused Tardy Consequences:
 - 3rd Tardy 2 hour(s) detention
 - 4th Tardy 4 hour(s) detention
 - 5th Tardy 1 day ISS
 - 6th Tardy 2 days ISS
 - 7th-11th 1 or more days OSS

LEAVING CAMPUS DURING SCHOOL DAY

If it is necessary for a student to leave during the school day, the student **MUST** secure authorization from the Health Center, Attendance Office, counselor, or administrator. **Check out must be recorded in the Attendance Office.** Failure to follow this procedure will result in an unexcused absence and a discipline referral, **even if a note is brought in at a later time.**

ILLNESS DURING SCHOOL DAY

If a student becomes ill during the day, he/she is to get a pass from the teacher to go to the Health Office. No student is allowed in the Health Office without a pass. When a student arrives at the Health Center, he/she must sign in and out for an excused absence. If the condition warrants, parents will be called.

If this procedure is not followed this may result in a discipline referral.

A PROLONGED STAY IN THE RESTROOM BECAUSE OF ILLNESS IS CONSIDERED DITCHING CLASS; A STUDENT MUST GO TO THE HEALTH CENTER OR OFFICE IF ILL.

TRANSFER STUDENTS ATTENDANCE REQUIREMENTS

Transfer students must meet Kingman High School attendance requirements in order to receive credit.

Student Conduct

Kingman Unified School Board of Education is required by law (ARS §15-841) to ensure that "students shall comply with the policy, pursue the required course of studies, and submit to the authority of the teachers, school administrators and school board." The law further states that "continued open defiance of authority, or habitual profanity and vulgarity, constitute good cause for expulsion."

The Governing Board interprets the above statute to be that the administration and faculty are specifically directed not to tolerate disrespect, insubordination, or disobedience under any circumstances. Consistent with student's due process rights, school authorities will discipline students based on the nature of the offense committed and the disciplinary history of the offender to preserve the good order and educational climate of the school.

Kingman High School students have traditionally maintained high standards of performance in all area of school achievement. This achievement is based on responsibility and self-discipline. Maintaining these standards in every learning situation is a sincere expectation for each student.

Students are expected to:

- Carry their I.D. Cards
- Arrive at each class on time and be ready to work before the tardy bell rings.
- Bring required materials to class: that is, a notebook, pen/pencil, covered textbook, gym equipment, and other necessary items.
- Take care of personal business--going to lockers, and using restrooms before school, during passing periods, or at their lunch break.
- Complete required class work and assignments on time.
- Leave all food and drinks in trashcans outside of the buildings and clean up after themselves by disposing of refuse appropriately.
- Display courtesy to everyone at all times.
- Be a positive, creative, and cooperative member of class, school, neighborhood, and community.
- Wear standardized shirts/attire.

Students are NOT to:

- Abuse, damage, or mark school property.
- Leave class without an authorized pass from the classroom teacher that indicates the student's name, date, time, and destination.
<Hall passes will NOT be issued during the first ten minutes of the period **except for emergencies.**>
- Use skateboards on campus.
- Use cell phones or any electronic devices on campus from 1st bell to final bell.
- Participate in open public displays of affection.
- Wear any kind of offensive, revealing, or gang related clothing.

STUDENT GRIEVANCE PROCEDURE

Kingman High School is committed to a policy of nondiscrimination and upholding of individual rights. Any complaint alleging discrimination or a violation of individual rights should be filed with the administration, which will take appropriate action. If the complaint is not resolved satisfactorily, it may be brought to the attention of the Superintendent and the Governing Board, in that order. Due process will be maintained throughout the grievance procedure.

DETENTION RULES AND REGULATIONS

1. Detention is to be served before school on Monday through Thursday; after school Monday through Thursday; and designated Saturdays. The administration or the detention coordinator must approve exceptions.
2. Student ID is required for admission.
3. Study materials are mandatory.
4. Violation of detention rules may result in in-school suspension and rescheduling of detention.
5. No one will be allowed into the detention room ten minutes after the dismissal bell.
6. On the day of the detention, a student may not participate in any after school activity until the detention is completed.
7. Failure to attend detention, except in the case of verified absence, will result in additional detention, ISS, or OSS in addition to completing the original detention requirement.
8. If a detention must be rescheduled due to a verified absence, it will take place during the next week. Each semester a student may request one change of detention date. The rescheduled detention date will take place within the next week. **No shows will result in the detention being doubled or 2 days of ISS or 1 day of ISS and another detention.**
9. Students who live outside Kingman may request an alternative detention. Approval must be granted prior to the scheduled detention.
10. No detention will be rescheduled after the final bell the day of the scheduled detention.
11. **Seniors must complete detentions before being allowed to participate in commencement.**
12. Students who disrupt a class may be assigned to an immediate, discipline room class detention by the teacher. The detention will be listed as a one-hour class detention on the student's discipline record.
13. Failing to serve detention may exclude a student from school-sponsored events.
14. When a student does not complete the required detention by the required date he/she may be taken out of class and given ISS and the detention will be rescheduled.

IN-SCHOOL SUSPENSION

In-School Suspension is served on the assigned day. In-school suspension assignments are to be completed during the same day in which the suspension is served. All work completed in ISS room will be collected and signed by the ISS teacher. Students in in-school suspension will receive full credit for work done during their suspension. Students who refuse to work during in-school suspension may receive more in-school suspension and/or OSS. ISS will count against the final exam exemption policy.

IN-SCHOOL SUSPENSION RULES

1. In-school suspension is served for the entire day.
2. Students serving ISS must have enough work for the entire day. A library book or other appropriate reading material should be brought to supplement classroom assignments.
3. Anyone removed from the ISS room for misbehavior will receive additional discipline. If out-of-school is assigned, upon return the student will again be placed in the ISS room to serve the original ISS if it was not fully served because of OSS.
4. Any student who receives ISS will not be permitted to participate in a "school activity" during regular school hours on the day of the assigned ISS.
5. Students must complete an ISS Assignment Form prior to serving ISS. If the ISS Assignment Form is not signed by all the student's teachers another day

of ISS will be assigned. Students are required to bring all necessary work and materials with them to ISS.

OUT OF SCHOOL SUSPENSION

Out of School Suspension is not to exceed nine (9) school days. Out-of-School suspension students are not permitted on district property and may not participate/attend any school activities from the time they are notified of the suspension until the return date. No credit is given for out-of-school suspension unless the student successfully completes the assistant principal's optional suspension project. The project may only be offered once during any school year. If the out of school suspension occurs on a Friday, the student may not attend any district, specifically school, activities until the following school day.

SCHOOL BUS REGULATIONS

1. **Riding the bus is a privilege, not a right.** This privilege may be revoked by Kingman High School if a student violates bus and/or district regulations while being transported to and from school.
2. All students must have a valid bus pass to ride on a bus. Registration forms may be used until permanent ID cards are issued. Temporary passes must be obtained from the assistant principal's office before the end of second lunch.
3. The district transportation department will report bus violations to the school administration. Appropriate discipline will be applied.
4. Questions concerning bus transportation should be directed to the bus supervisor at 753-5928.

BUS RIDER RULES

The driver is in charge. Students are expected to be courteous and follow directions:

- Stay seated facing the front with your feet on the floor.
- Keep hands, feet and objects to yourself and inside the bus.
- No singing, shouting, verbal or physical behavior that disrupts the ride.
- Tobacco, alcohol, drugs, paraphernalia, lighters are **NOT** permitted.
- Use of cell phones on the bus is prohibited.
- Demonstrate appropriate behavior at the bus stop.
- Bus driver is authorized to assign seats.
- Do not be destructive.
- Not to participate in overt and open displays of affection.
- The following items are not allowed on the bus: glass, balloons, animals, insects, scooters, skateboards, roller blades, perfumes/cologne, fragrant sprays/lotions, and water pistols.

PRIOR TO LOADING: Students should be at the designated stop 10 minutes before the bus is scheduled to arrive. Students should conduct themselves in a safe manner while waiting for the bus; this includes staying 10 feet back from the road and remaining off **all** nearby private property. When the bus comes to a **COMPLETE STOP**, students should board the bus in school uniform and show their bus passes to the driver. Student must stay in school uniform at all times while on bus. By law, the bus and loading zone are school-controlled areas. The **use of tobacco in these areas is not permitted** and is a violation of school policy and state law.

WHILE ON THE BUS: Keeping the bus safe and clean is the responsibility of all riders. **Students should never leave their seats while the bus is in motion.** Books, packages, coats and other objects should be stored on the bus seat and not in the aisle. Eating, drinking, fighting, quarreling, littering and throwing objects are safety violations. Transporting animals, reptiles, insects, and other unusual items may be **allowed ONLY WITH PRIOR APPROVAL OF BUS DRIVER.** Any vandalism will result in restitution by the responsible party and a discipline referral.

AFTER LEAVING THE BUS: When necessary, students should cross the road at least ten feet in front of the bus. Students should be alert to the danger signal from the driver. **THE DRIVER WILL DISCHARGE EACH RIDER AT THE REGULARLY SCHEDULED BUS STOP.** The parent and a school administrator must authorize any bus stop changes.

CONSEQUENCES FOR MISCONDUCT

STEP 1: 1st Written Warning - student will be suspended from all buses for one to three days, depending on the violation.

STEP 2: 2nd Written Warning - student will be suspended from all buses for a minimum of five days, and a conference may be held with the parents, student, bus driver, transportation supervisor and school administrator, if requested by a parent.

STEP 3: 3rd Written Warning - student will be suspended from all buses for a minimum of ten days, and a conference shall be held with all present as stated above.

STEP 4: 4th Written Warning - student will be suspended from all buses for the remainder of the semester.

No student is excluded from riding the bus until parents are notified.

****THE PARENT OR GUARDIAN OF ANY STUDENT WHO VANDALIZES, DAMAGES, OR DEFACES A SCHOOL BUS SHALL BE RESPONSIBLE FOR THE COST OF REPAIRS.**

PARKING/DRIVING VIOLATIONS (SEE 2ND CLASS OFFENSES)

Authorized vehicles will not be used to transport or store contraband of any kind or use the lot in any way that will violate the school district code of conduct or law. **Kingman High School has the right to search vehicles parked on school property.** Any vehicle will and can be towed or booted when in violation of parking rules.

CLOSED CAMPUS (SEE 4TH CLASS OFFENSES)

Kingman High School is a closed campus school. **Students may not leave campus without parental approval and proper check out through the Attendance Office.** Students arriving after school has started **MUST** check into the Attendance Office before attending classes. If an emergency is determined, an authorized guardian must contact an administrator in order for the student to be released from school. Students **MUST** sign out at the Attendance Office once they receive permission to leave from an administrator. **Eighteen-year-old students who live with a parent/guardian are not permitted to sign themselves out.** A student must provide proper documentation to be able to sign themselves out. Students are not allowed to leave for lunch. If a student needs to leave campus during lunch it must be approved by a parent and an administrator. The attendance office may require verification to substantiate an absence. **Once a student enters the campus he/she may not leave campus without parent/guardian permission.**

HALL PASSES (SEE 4TH CLASS OFFENSES)

Teachers should keep to an absolute minimum the number of students out of class; **passes are for emergencies only.** NO MORE THAN ONE STUDENT AT A TIME SHOULD BE OUT OF CLASS ON A PASS. The Student Handbook should be used for passes and the student must have his/her ID card. The hall pass pages must be intact, and the student's name must appear at the top of each page. When a student needs a pass, he/she will fill out the next blank line on the Hall Pass page and have the teacher initial it. If a student does not have his/her student handbook, no pass will be issued. If a student loses his/her handbook, a new one may be purchased at the KHS Student Accounts Office for \$5. No one should be permitted to leave class during the **first** ten (10) minutes of class.

Teachers will consider the student's request and grant permission (if appropriate) sign only one student's handbook at a time, and ensure that the student has the place, time, and teacher's signature on the day that the student is out of the classroom.

No student is to miss any teacher's class in order to remain with another teacher, unless prior arrangements have been made and a pre-approved pass is already written by that teacher.

Computer Use Policy (see 4th Class Offenses)

Computer use and access to the internet are provided to students for academic and research reasons. **Access is a privilege.** If a student abuses this privilege the access may be revoked for a semester or for a year. Students must demonstrate responsibility. The following are not permitted:

1. Sending, accessing, downloading or displaying offensive messages or pictures.
2. Using profanity or obscene language.
3. Damaging computers, systems or networks, installing an alternate browser.
4. Violating copyright laws and regulations.
5. Harassing, insulting or attacking others.
6. Using school computers or networks for personal gain.
7. Using and sharing of passwords of others.
8. Accessing of personal electronic mail.
9. Using school computers or networks without authorization or in an inappropriate manner.
10. Uploading, downloading or installing any program not approved by the administration.
11. Failing to logoff.

PERSONAL ITEMS AT SCHOOL

The school is not responsible for money or personal items which are lost by students. Students are advised to bring only enough money to cover lunch expenses. Students who do bring large amounts of money should bring it to the office for safekeeping.

CONTRABAND (see 3rd Class Offenses)

The following items are not permitted on school grounds or other areas under the jurisdiction of the school district for the health and welfare of all students and personnel and to protect the educational environment of the school: laser lights, chains, skateboards, hats/visors, bandanas, personal entertainment devices, communication devices, handcuffs, water devices, and other items as determined by the administration. Possession of contraband will result in confiscation and a possible discipline referral. Theft of these items has occurred in the past. Kingman High School is not responsible for the theft of these items, nor will Kingman High School actively investigate the theft of these items.

CELL PHONE USAGE/OTHER LISTENING DEVICES (SEE 3RD CLASS OFFENSE)

KUSD#20 recognizes that parents desire the ability to communicate with their child, especially after school hours; furthermore we also recognize that parents would like to be able to be reached in case of an emergency. **In the event of a school-wide emergency, student use of cell phones may interfere with emergency and school personnel responding to the emergency.** To protect the academic integrity of our student body, cell phones must be **OFF** and stored during school hours (not visible) from the 1st bell until dismissal. Concerns include the possibility of cheating (i.e., texting information during tests), social communication, or using camera functions inappropriately. *Placing the cell phone into silent/vibrate mode and text messaging is NOT considered "turned off" and is prohibited.* If such a device is observed by staff, it will be confiscated and turned into the Discipline Office.

Cell phones, MP3 players, and other electronic devices may not be observed or used inappropriately from the first bell to the last bell **throughout** the day. If observed or used, such devices will be confiscated and returned at the end of the day and a 6-hour detention will be administered. If observed or used inappropriately a second time within a semester, the device will be released only to a parent/guardian and the student will assigned 1-3 days Out of School Suspension. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administration. Students who refuse to hand over their device when asked will be referred to the discipline office for insubordination, which may result in 3 to 9 days of Out of school Suspension. Seniors or other students who are on a shortened day may not use their cell phones until they are in their cars in the parking lot.

SHOW OF AFFECTION <PDA> (SEE 4TH CLASS OFFENSES)

Public schools are not appropriate places for hugging, kissing, and other forms of displaying affection. Continuous abuse may result in severe disciplinary action.

DRESS CODE/PERSONAL APPEARANCE (SEE 4TH CLASS OFFENSES)

It is the philosophy of the Kingman Unified School District #20 Governing Board that students will positively reflect the school and the district in their personal appearance and conduct. Kingman High School will continually strive to provide an educational environment that is safe, pleasant, and beneficial for an orderly learning environment. We believe that appearance, dress and conduct have a direct effect on academic performance, overall school morale and the health and safety of students, faculty, and staff. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of self and others.

Student dress should be clean, neat and appropriate in material and style for a businesslike educational atmosphere. Attire that is distracting, disruptive, or derogatory interferes with the orderly operation of the school. A spirit of support and cooperation between parents and school personnel is essential in order to insure that students come to school appropriately dressed. Dress code guidelines are outlined below in an effort to help students and parents understand the importance of *"Dressing For Success!"*

School Approved Shirts and Outerwear: The school board approved standardized shirts and outerwear (coats and jackets) for all students in the high school. Standardized shirts and standardized outerwear will be available for purchase at local vendors. In addition, please make note of the following:

1. Standardized apparel **REQUIRED**.
 - a. T-Shirts (available in approved school colors).
 - b. Polos (available in school colors).
 - c. Approved club or athletic shirts (may be worn any day of the week).
 - d. Approved letterman's jackets.
 - e. Approved sweatshirts and jackets.
2. Students are required to wear school approved shirts and outerwear.
3. School appropriate clothing must be worn upon entering the school or school bus and for the entire time on the bus and while school is in session.
4. During cold weather, long-sleeved t-shirts, hooded sweatshirts and jackets with the standardized school logo may be worn. Students who do not wish to purchase the long-sleeved shirt, sweatshirt or jacket may layer inner shirts under the REQUIRED standardized t-shirt in order to keep warm. *No other sweatshirts, coats, or jackets, etc. will be allowed.*
5. If a student removes his/her standardized sweatshirt or jacket during the day, the standardized shirt or approved club/athletic shirt must be worn. **School approved shirts must be worn under approved outerwear.**

6. Students must wear the approved school shirts in an unaltered state. Standardized shirts may not be cut, tied, written on, altered, modified, or adjusted in any way.
7. Standardized shirts must be long enough to cover the midriff, navel, stomach, and underwear at all times and may not be excessively over or undersized.

PE Uniforms: PE uniforms are required for all PE classes.

1. Uniforms may be purchased from various vendors in the area.
2. Once purchased, PE uniforms may be used for all PE classes taken by a student. If it is lost, stolen, or damaged, a new uniform must be purchased.
3. Students enrolled in physical education classes must change into approved PE clothing daily and change back into school approved clothing after PE class.

UNACCEPTABLE CLOTHING

1. **Inappropriate clothing is not allowed on campus at any time.** On theme days, such as Spirit Week, clothing that exposes the midriff or cleavage, as well as tank tops, strapless tops, backless tops, tube tops, beachwear, muscle shirts, shirts with deep cut-outs under the arms, see-through clothing, pajama bottoms or pajama look-alikes, and any clothing that reveals undergarments (even while wearing overalls) is not allowed.
2. Altered standardized shirts, sweatshirts and jackets.
3. Shorts and skirts that are too short. They must be mid-thigh length or longer (approximately 6 inches above the top of the knee cap; fingertip length is a good way to judge).
4. Saggy pants (more than 2 sizes too big) or shorts. Pants must be worn to cover undergarments, as well as buttoned and zipped properly. Visible underwear is not permitted. Pants with attached chains, studs or excessive metal are also not permitted.
5. Excessively cut, torn, ripped clothing, or unhemmed cutoffs or pants are not permitted.
6. Hoods that are attached to the approved outerwear may be worn outside only. Hats, athletic sweatbands, visors, bandanas, and hairnets are prohibited.
7. Clothing, buttons, or jewelry with slogans advertising or displaying illegal substances, weapons, obscene or sexually explicit language or graphics are not allowed. Clothing that contains vulgar language, ethnic slurs or any logos or words other than those approved by school personnel are prohibited.
8. Belts, wristbands, or other apparel with studs are not allowed. No chains or wallets/keys on chains are permitted. Studded dog collars are unacceptable.
9. Hair spray, perfume, make-up combs, and brushes are not to be used in classrooms, in the halls, in the cafeteria, or on the bus.
10. Sunglasses are not to be worn in the building.
11. Shoes must be worn at all times. Sleepwear and slippers are not permitted. Shoes must have hard soles.
12. Gang related clothing, hairstyles, or accessories are strictly prohibited during school or at any school event.
13. Any attire or adornment, including hair styles, cosmetics, and body piercing, which distracts from or disrupts the learning environment is a dress code violation.

Important Note: *The Administration has the right to question disruptive or inappropriate attire at any time and may ban and/or confiscate any item of apparel that may be gang-related, criminal or sexually suggestive and will not be returned.*

CONSEQUENCES FOR DRESS CODE VIOLATIONS

1. **First and Second Offenses:** For standardized shirt violations, students will be given the opportunity to borrow a loaned school shirt and return to class. The parent will be notified and the student will receive detention or Saturday School. If the student is insubordinate and refuses to change his/her shirt, the students' parents will be asked to bring approved clothing. If the parents are not able to bring approved clothing, the student will spend the remainder of the school day in In-School Suspension working on academic classroom assignments.
2. **Third and Repeated Offenses:** In-School Suspension or Out-of-School Suspension will be assigned depending on the circumstances. Student may also be placed on a behavior contract.

Modesty is the Key: All attire should be clean and neat in materials and styles appropriate for an educational environment. Any questions relating to dress standards should be referred to the school administration.

DISCIPLINARY INFRACTIONS

The categories of misconduct specified on the following pages are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of such misconduct. The guidelines for discipline are general. Particular situations may require imposition of more or less severe measure other than is contained in the guidelines. School administrators must tailor discipline to the particular circumstance of each case. **Any violation of school rules that involves a criminal act will be referred to the school resource officer and/or law enforcement authority. Any student that receives excessive office referrals or a combination of excessive office referrals and class detentions will receive an automatic referral to the I-CARE program.**

SEARCHES

School officials and other authorized personnel (staff, security, and law officer/canine units) have the authority to conduct searches of any person or items that are brought on school property. This includes, but is not limited to, students, personal belongings, backpacks, vehicles, and lockers.

Student Discipline Codes

First Class Offenses

1) Abuse/attack of staff Physical assault

Physical attack by one person or a group of persons upon a school district employee who does not wish to engage in the conflict and who has not provoked the attack.

2) Alcohol: use/possession/distribution/under the influence

The use, possession, distribution of alcohol or being under the influence of alcohol on school property, including any school related activity and bus stops.

3) Arson

The intentional burning of school property and/or private property on school grounds.

4) Assault (Physical)

Physical attack by one person or group of persons upon another person who does not wish to engage in the conflict and who has not provoked the attack.

5) Substance abuse: Drugs/Paraphernalia use/possession/distribution/ under influence of illegal substances and/or prescription/OTC Drugs

Use, possession or distribution of alcohol, prescription, non-prescription drugs, narcotics, other noxious substances, and/or any article related to the use of these substances. All medicines that fall into this category are to be kept in the nurse's office. Distribution of these items to other students will be considered distribution of drugs.

6) Tampering with fire alarm, equipment

Inappropriate actions that trigger use of alarm system/equipment.

7) Weapons/Explosives/Dangerous instruments (projectile propelling/ other/school owned) or threat to the school environment

- A. A loaded or unloaded, operable or inoperable firearm (gun), or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means.
- B. An explosive device or other instrument (including but not limited to knives, stun guns, BB guns, metal knuckles, etc...) capable of intimidating or inflicting bodily harm to another person.
- C. A student shall not intimidate or physically harm another person by deliberately and inappropriately using any school-owned device or instrument.
- D. A student shall not make a written/verbal threat

Consequences For First Class Offense

1st offense: 9 days Out of School Suspension and/or Board hearing with recommendation for long term suspension or expulsion and/or alternative placement recommendation. **A police referral may be made.**

Second Class Offense

1) Abuse/attack of staff Verbal assault

Statements or actions which attempt to intimidate, injure, or slander a school district employee.

2) Disruption of School

Conduct or behavior which is disruptive to the orderly educational operation of the school.

3) Endangerment

Behavior harmful to self or others.

4) Extortion

Committing extortion, coercion or blackmail, i.e. obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use or threat of force.

5) Fighting/inciting a fight

Engaging in or threatening physical contact for the purpose of inflicting physical harm on another person. This includes inflammatory statements which may provoke physical violence.

6) Food fights/Disorderly Conduct

Provoking or engaging in the use of food for the disruption of the school environment.

7) Gang Association/Apparel/Behavior/Symbols/Tagging/Activities/Paraphernalia

Involvement in gangs or in gang-related activities such as writing MS-13 or wearing baggy, oversized shirts, colors, and other gang related attire; imitation of or association with any hate groups by drawing swastikas or the Nazi storm trooper sign, gesturing "Hail, Hitler," using racial/ethnic slurs, stare-down's, or any related activity.

8) Hazing/Bullying/Harassment/Intimidation

Statements or actions which intimidate, including initiation, hazing and the intent to degrade.

9) Sexual Harassment/Sexual misconduct

This includes viewing any type of pornography and Public Sexual Indecency. Additional information provided in Sexual Harassment section p.44.

10) Insubordination

Severe and/or blatant refusal to comply with a reasonable request of school authorities.

11) Tobacco (use/possession/products/lighters/matches)

Use, possession or distribution of tobacco or tobacco products, including lighters or matches within 300 feet of school property or at school events. First time offenders can choose an optional smoking diversion program in lieu of half of the Out of School Suspension days and the citation. If the program is not completed on time, or in full, or if a student rejects the program, the student will receive the full suspension and citation.

12) Vandalism/Defacing or damaging property/Graffiti

Destroying, defacing or mutilating objects or materials belonging to the school, its personnel or other persons.

13) Vehicle (unsafe/inappropriate operation/use of vehicle)

Unsafe/inappropriate operation or use of vehicle, parking violations, speeding, or reckless driving. First time offenders may also receive loss of campus parking. A repeated offense may/will result in loss of driving privilege on campus for 18 weeks. Any vehicle parked on school property may be subject to search.

Consequences For Second Class Offense

1st offense: 3-9 days Out of School Suspension and/or Board hearing with recommendation for long-term suspension or Alternative Placement recommendation or expulsion. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

2nd offense: 5-9 days Out of School Suspension and/or Board hearing with recommendation long-term suspension or Alternative Placement recommendation or expulsion. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

Consequences For Excessive Discipline

Excessive discipline (6+ disciplinary referrals)

Students with 7 or more disciplinary referrals.

1st thru 6th Discipline Referral: per offense in Handbook

7th Discipline Referral: 3 day In School Suspension and Discipline Contract.

8th Discipline Referral: 1 day Out of School Suspension.

9th Discipline Referral: 3 days Out of School Suspension. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

10th Discipline Referral: 9 day Out of School Suspension and Board hearing with a recommendation for Alternative placement.

Any of the above steps may be omitted depending on the severity of the infraction.

Third Class Offenses

1) Alteration of records

Tampering with or changing documents of the school district by any method, including but not limited to computer access or other electronic means.

2) Contraband

Includes CELL PHONES, laser lights, chains, skateboards hats/visors, personal entertainment devices, communication devices, water devices, and items as determined by the administration. These items will be confiscated.

Due to the increased use of phones in school and their potential harm which includes but not limited to electronic bullying, cheating, text messaging between classes, taking inappropriate pictures, etc., any electronic device, including, but not limited to, cell phones, pagers and cameras of any type, may not be displayed, accidentally or otherwise, at any time during the school day.

The school and administration are not responsible for these items if they become lost or stolen. We recommend they be left home.

3) Disrespect towards staff

Arguing or other disrespectful behavior directed toward a member of the staff.

4) Severe Classroom disruption (need to cite ARS 15-841)

Action that severely disrupts the normal procedures of the classroom.

5) Theft

Taking or concealing property belonging to others, including food in the cafeteria.

A police referral may be made.

Consequences For Third Class Offense

1st offense: A minimum of 6 hr. detention or 3 days In School Suspension.

2nd offense: 3-5 days In School Suspension or up to 3 days Out of School Suspension. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

3rd offense: 5-9 days Out of School Suspension and/or Board hearing with recommendation for long-term suspension or Alternative Placement. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

Any of the above steps may be omitted depending on the severity of the infraction.

Fourth Class Offenses

1) Bus violation

Engaging in misconduct as defined by school regulations on school buses. May result in loss of bus privileges.

2) Computer violation

Damaging or misusing computer or inappropriate use of the internet – violation of class and/or district policy (could result in computer privileges being discontinued for the school year).

3) Dress Code violation (see consequences for Dress Code Violations)

Failure to comply with dress code.

4) Disorderly Conduct, profanity, obscene behavior (PDA/littering/playing in class/misuse of water)

Conduct or behavior which is disruptive to the orderly educational process of the school or classroom.

5) Failure to serve detention or removal from detention hall.

Failure of student to serve detention in the required period of time or disciplinary dismissal from detention hall by teacher.

6) Forgery

Unauthorized writing and/or using the signature or initials of another person.

7) Gambling

Participating in games of chance for the purpose of exchanging money or other items of value.

8) Leaving Campus w/o permission

Failing to have proper authorization from parents/guardians and designated school personnel when signing out of school during the school day. Vehicle may be searched. Students may not leave campus once they have arrived on school property.

9) Loitering/Trespassing/unauthorized area (include parking lot and not having a pass)

Being in prohibited location on campus prior to, during or after school; including the parking lot.

10) Lying

Intentionally giving of false information or information intended to mislead or misinform.

11) Scholastic dishonesty (cheating)

Includes, but not limited to, cheating on a test, plagiarism and collusion; includes behavior which indicates cheating such as looking at another student's paper during a test.

12) Student ID Violation/Handbook

Students are expected to have their student I.D. in their possession at all and when asked, they are expected to show it. Student handbook must be used for all passes throughout the school campus and must be shown when required.

Refusal to hand over I.D. or pass when asked is considered insubordination and will result in 5-9 day Out of School Suspension.

13) Truancy/Unexcused absences and ditching

An absence which has not been excused by a parent/legal guardian and approved by a school official. All work, including tests and exams missed is given a grade of "0" and cannot be made up.

14) Vulgarity/profanity/obscenity/disrespectful behaviors

Vulgar, profane, obscene language/material or disrespectful behavior.

15) Unauthorized area violation

Being in prohibited locations on campus prior to, during, or after school, including the parking lot.

Fourth Class Offense Consequences

1st offense: Up to 4 hrs. detention or Up to 2 days In School Suspension

2nd offense: Up to 6 hrs. detention or Up to 3 days In School Suspension

3rd offense: Up to 10 hrs. detention or Up to 5 days In School Suspension

4th offense: 3-5 days Out of School Suspension and Discipline Contract Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

5th offense: Up to 9 days Out of School Suspension and/or Board hearing with recommendation for long term suspension or Alternative Placement. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

Any of the above steps may be omitted depending on the severity of the infraction.

HAZING/BULLYING (SEE 2ND CLASS OFFENSES)

All students have a right to learn in a safe environment and the Kingman High School staff is committed to the respectful treatment of all our students. We have a **ZERO** Tolerance for Hazing and Bullying and will enforce severe disciplinary action.

The ***District Policy J-2950 on Hazing*** states:

- There shall be no hazing of any student enrolled in the district schools. Hazing is defined as any act that injures, degrades, or disgraces – or tends to injure, degrade or disgrace – any student.

The ***Bullying Definition*** states:

- A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more person (Olweus, 1991, p. 413)
- "Negative actions" refers to the intentional infliction of, or attempt to inflict injury or humiliation, on another. The injury may be physical or verbal.

HARASSMENT/SEXUAL HARASSMENT (SEE 2ND CLASS OFFENSES)

All students and staff have a right to learn and to work in an environment that is conducive to their well-being and which allows them the fullest opportunity to succeed. Any behavior that prevents or impedes an individual's freedom to learn or to work will be considered harassment. If individuals or groups have confrontational issues, offenders must be reported to the administration and steps taken to provide mediation and/or discipline. Failure to report conflicts to administration and to attempt to respond to the conflict through confrontation will result in school discipline.

All individuals are expected to conduct themselves at all times in a manner that promotes an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student or staff member. Sexual harassment also includes, but is not limited to, suggestive or obscene written statements, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, or displaying sexually suggestive objects, pictures, or cartoons. Sexual harassment may also include expressing sexual interest after being told interest is unwelcome, withholding grades or scholastic support because sexual requests were denied or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student. Sexual harassment/misconduct includes viewing and/or possession of pornographic materials.

All complaints of sexual harassment should be made to an administrator, and every complaint will be investigated in accordance with the sexual harassment policy contained in the district policy manual. All matters involving sexual harassment complaints will remain confidential to the fullest extent possible. The complete sexual harassment policy can be found in the district policy manual (A-033.1-A-0331.2).

NOTES CONCERNING SUSPENSION

Parents will be notified by telephone and/or mail when an infraction results in an Out of School Suspension.

1. When students are scheduled for a suspension and a Board hearing, the length and type of suspension will be based on the severity of the infraction and whether the students are deemed a threat to themselves or to the campus.
2. Whenever there is a possibility that a criminal act has taken place, The School Resource Officer will be contacted to do an investigation.

OSS: Suspension served out of school

ISS: Suspension served in school

Short term suspension: 1-9 days

Long term suspension: longer than 9 days

A STUDENT SENT FROM CLASS WITH A PINK CLASS DETENTION CARD MUST REPORT DIRECTLY TO THE DISCIPLINE ROOM.

A STUDENT SENT FROM CLASS WITH A DISCIPLINE REFERRAL FOR UNSATISFACTORY CONDUCT MUST REPORT DIRECTLY TO THE ASSISTANT PRINCIPAL'S OFFICE.

FAILURE TO DO SO WILL BE CONSIDERED TRUANCY/INSUBORDINATION.

JURISDICTION OF SCHOOL AUTHORITY

The jurisdiction of the school is primarily limited to the school premises or at school sponsored functions. However, school jurisdiction also pertains to bus transportation including during bus rides and at pick-up/drop-off areas. Some violations of the law, which occur off of school premises, may result in disciplinary action if continued attendance in school or at school functions is likely to be detrimental to the welfare of others. This includes a student's conduct during lunch hour or released periods. **THIS INCLUDES LOITERING AND SMOKING ON PROPERTY ADJACENT TO THE SCHOOL.**

STUDENT DUE PROCESS

The student will have an informal hearing with written or oral notice of the charges and the evidence. The student will have the right to speak on his/her behalf. After this informal hearing, the school administrator may suspend the student for up to nine (9) days, choose another disciplinary alternative or exonerate the student. A written record of this action must be kept on file.

If suspension is involved:

1. A parent must be notified before the student is allowed to leave campus; if no parent contact is made, the student will remain until dismissal time and given a written copy of the suspension notice.

NOTE: If a student poses a DANGER to self, to others, or to school property, he/she may be suspended summarily and the informal hearing conducted as soon as possible but not more than ten (10) days after suspension. In accordance with the Attorney General's opinion of June 27, 1988 (20 USC, section 1415 (e)(3), "handicapped students may be suspended up to ten days per school year, if the violation is not a result of his learning disability. Suspensions of ten days or less do not constitute a change in placement under (the) statute."

Expulsion and Long Term Suspension for Students in Regular Programs

One of the basic rights that all Americans enjoy is the right to a free education. Our nation is built upon the notion that a free society requires an educational system open to all citizens. Therefore, the administration hesitates to deny anyone access to that education. However, when the behavior of an individual threatens that right for the many, the only remedy may be suspension or expulsion. The seriousness of such a penalty demands that additional steps be added to the above:

1. A written notice of the rules violated, the possibility of expulsion or long-term suspension, and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense.
2. A hearing before the Board of Education its representative, the district hearing officer.
3. Right to legal counsel or some other adult representation.
4. Opportunity to present witnesses or evidence in the accused student's behalf and to examine opposing witnesses.
5. A written record demonstrating that the decision was based on the evidence.

AND FOR STUDENTS PLACED IN SPECIAL EDUCATION PROGRAMS

In lieu of EXPULSION due to weapons, drugs, or alcohol, the public school must provide a continuum of special education services, including residential placement. The school district must utilize REVIEW AND CHANGE OF PLACEMENT PROCEDURES, which provides successive transfer from least restrictive placements. Changes in special education placement procedures must include written notice to parent(s), review of placement, including the opportunity for a special education due process hearing, and review of revision of the IEP for the provision of an appropriate educational program.